

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
September 27, 2016

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Dale L. Borchert, Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Richard Keller-Coffey, Mr. Daniel P. Kuffner, Ms. Denise Doring VanBuren, Dr. Sherre Wesley, and Mr. Matthew Lahey, Student Trustee
Dr. Pamela R. Edington, President

Also Present: Ms. Micki Strawinski, Dutchess County Legislature Liaison

- I. The meeting was called to order at 7:30 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Dupree, seconded by Mr. Borchert, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Mr. Carlos Prince, former President of the DCC Veterans Club, addressed Board members regarding the agenda item related to the creation of the title of Veterans Resource Coordinator. He expressed the importance of having a veteran in that position.
 - B. Professor Johanna Halsey, President of DUE, addressed the members of the Board regarding the following non-agenda items:
 1. Ms. Halsey talked about the importance of having the Board hear from members of DUE.
 2. She commended the entire staff for the hard work that was done to prepare for the recent Middle States visit to campus.
 3. Ms. Halsey applauded the work of Chrisie Mitchell, Associate Director of the Dr. Mary Louise van Winkle Teaching Learning Center, for her efforts associated with the College's switch to Blackboard. She said it was a massive undertaking for all involved.
 4. Professor Halsey told Board members that contract negotiations have been a productive process.
 5. The Achieving the Dream session that was held earlier in the day showed the importance of supporting the College in as many ways as possible.

C. President Edington introduced Dr. Jacquée Belcher, Lead Coach for Achieving the Dream (ATD), and Dr. George Gabriel, Data Coach for ATD. Dr. Belcher commended the College for its commitment to student success. She gave a brief overview the ATD Program, which is a national network for community colleges to assist them in meeting the needs of all students, but particularly those with financial barriers and those of color. This program will help the College to support its students by providing information and linking it to other community colleges.

V. Election of Officers

Ms. Hugo, Chair of the Nominating Committee, reported on the deliberations of the committee. In addition to Ms. Hugo, committee members included Mr. Dupree and Mr. Borchert.

On behalf of the committee, Ms. Hugo presented to the Board the following slate of officers for 2016-2017:

Chairperson:	Thomas E. LeGrand
Vice-chairperson:	Betsy Brown
Secretary:	Sherre Wesley

There being no nominations from the floor, Ms. Hugo made a motion to accept the slate of officers as presented. The motion was seconded by Mr. Lahey, voted on, and approved by a vote of 9 yes, 1 no (Mr. Keller-Coffey), and 0 abstentions.

Chairperson LeGrand, Vice-Chairperson Brown, and Secretary Wesley expressed their appreciation to the members of the Board of Trustees for their support and confidence.

VI. Consideration of Minutes of Meeting held on August 9, 2016: Upon motion made by Mr. Kuffner, seconded by Mr. Lahey, voted on and duly carried, the minutes were approved as distributed.

VII. Educational Presentation

Mr. Michael Roe, Associate Dean of Enrollment Management, began his presentation with a video of incoming students that was taken at orientation.

Mr. Roe informed Board members that 7 orientation sessions were held over the summer, with approximately 700 students attending. Three of these sessions were held on Saturdays to make them as accessible as possible for students and their parents.

He distributed to Board members an enrollment comparison for 2015 and 2016. In July, we showed a major decline in enrollment. Through a significant effort on the part of staff, our enrollment increased dramatically and we are where we

expected to be, which is approximately 3% below last year. He reported that he did an anonymous survey of other SUNY colleges and received responses from 27 of them, 13 of which were community colleges. Most of these colleges had similar declines in enrollment.

Mr. Roe talked about the “positive personal touch” that was employed to connect with students to encourage them to enroll at DCC. Rather than relying on “robo-calls,” personal phone calls were made to find out what barriers (if any) students were facing and discussed with them ways to overcome those barriers.

Retention is as important as enrolling new students. To reach current students, as well as potential students, we are using social media, have added enrollment checklists to MyDCC, and are offering “Financial Aid TV” to help explain the financial aid process.

The number of high school graduates continues to decline. Although, Admissions works with all Dutchess County high schools, there are six schools we are focusing on: Arlington, Beacon, Roosevelt, John Jay, Poughkeepsie and Ketcham. Each year, high school guidance counselors are invited to the campus, and visits are made to each high school. “Instant admissions” sessions are being offered in the fall to engage potential students sooner. There is a focus on concurrent students since they are already familiar with the quality of education we offer.

This year, the College is hosting “Operation Inform,” which will showcase SUNY colleges and DCC. 35 SUNY schools will be represented and 80 high school counselors are planning to attend.

Another focus will be those students who are graduating from our HSE classes. Admissions now has a presence in the Family Partnership Center, where we have started offering HSE and ESL classes.

VIII. COMMITTEE REPORTS

It is noted for the minutes that all of the resolutions that are presented to the Board for approval are reviewed and discussed at committee meetings prior to the Board meeting.

A. Finance and Facilities

1. Approval of Aviation/Airframe and Powerplant (A&P) Capital Project

RESOLUTION NO. 2017-01

Mr. Kuffner offered the following resolution and moved its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project, Aviation Airframe & Powerplant Program with a total estimated cost of \$9,134,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will

be submitted for inclusion in the State Budget as a new capital appropriation in the 2017-2018 budget cycle, and
 WHEREAS, the State funds would cover the state share of 50% of this project, and
 WHEREAS, the sponsor share of this capital project (\$4,567,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, now, therefore, be it
 RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

Project Number	Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
08XXX	Aviation/A&P (Airframe & PowerPlant) Program	\$9,134,000	\$4,567,000	\$4,567,000

And, be it
 FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by Mr. Dupree Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Appointments

RESOLUTION NO. 2017-02

Ms. Hugo offered the following resolution and moved its adoption:
 BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following appointments to the professional staff of Dutchess Community College are hereby approved:

FULL-TIME ADMINISTRATIVE

Melissa Carlo, TRIO Director, for the period September 6, 2016 through August 31, 2017, at an annual salary of \$61,793, prorated for the period of time worked.

TEMPORARY, FULL-TIME ADMINISTRATIVE

Eileen Hall, Field Lab Supervisor, for the period August 26, 2016 through December 20, 2016, at an annual salary of \$61,189, prorated for the period of time worked.

TEMPORARY, FULL-TIME FACULTY

Kristy Bruse, Instructor of Biology, for the period August 25, 2016 through December 16, 2016, at an annual salary of \$52,504, prorated for the period of time worked.

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Seconded by Dr. Wesley

Resolution adopted unanimously

2. Approval of Professional Staff Titles

RESOLUTION NO. 2017-03

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, the State University of New York has requested that the listing of professional titles at Dutchess Community College be periodically reviewed and updated, and
WHEREAS, based upon such review, it has been determined that certain titles should be created, and
WHEREAS, Section 35 of the Civil Service Law requires that title determination of positions in the professional service be made by the Board of Trustees, now, therefore, be it
RESOLVED, that, based upon the recommendation of the President of the College, the following titles be created in the professional service:

Employment and Career Services Coordinator
Veterans Resource Coordinator

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Seconded by Mr. Borchert

Resolution adopted unanimously

Based upon Mr. Prince’s comments during the public comment portion of the agenda, it was noted that consideration should be given to appointing a veteran to serve as the College’s Veterans Resource Coordinator.

3. Approval of Presidential Evaluation Procedure

RESOLUTION NO. 2017-04

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, it is the responsibility of the Board of Trustees to evaluate the President of the College, and
WHEREAS, a presidential evaluation provides a mechanism to increase meaningful constructive communication between the President and the Board of Trustees, and
WHEREAS, the Personnel and Community Relations Committee reviewed the current Presidential Evaluation Procedure and found it needed to be revised, and
WHEREAS, the Personnel and Community Relations Committee undertook a thorough survey of the field and developed a draft procedure, which was then presented to key representatives of the college community for input, and
WHEREAS, in keeping with DCC’s values, the Personnel and Community Relations Committee took into consideration the input received and has finalized a new Presidential Evaluation Procedure, and
WHEREAS, the new Presidential Evaluation Procedure has been reviewed by the members of the Board of Trustees, now, therefore, be it
RESOLVED, that the attached Presidential Evaluation Procedure, which shall be made part of the official minutes of this meeting, is hereby

approved, and be it
FURTHER RESOLVED, that this procedure will be effective starting with the
2016-2017 fiscal year.

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Seconded by Ms. Brown Resolution adopted unanimously

C. Board Policy Ad Hoc Committee

1. Approval of Policy on Off-Campus Building Inspections

RESOLUTION NO. 2017-05

Ms. VanBuren offered the following resolution and moved its adoption:
WHEREAS, in keeping with good governance practices, the Board of Trustees
has formed an ad hoc committee to review Board and College administrative
policies and related resolutions, and

WHEREAS, it is the responsibility of the Board of Trustees and Administration
to ensure the safety of our staff and students, it has been determined that a
policy on Off-Campus Building Inspections is needed to certify that classes
offered in off-campus locations are in compliance with all New York State,
Federal and local codes, laws and regulations, and

WHEREAS, the ad hoc committee has reviewed the proposed policy on Off-
Campus

Building Inspections submitted by the College’s Safety Coordinator and finds it
to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc Policy
Review Committee, the attached policy on Off-Campus Building Inspections,
which shall be made part of the official minutes of this meeting, is hereby
approved, and be it

FURTHER RESOLVED, that this policy shall be effective immediately, and
be it

FURTHER RESOLVED, that the Board reconsider this policy again within
five years or earlier should it be determined revisions are needed prior to the
scheduled review date.

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Seconded by Mr. Keller-Coffey Resolution adopted unanimously

2. Approval of Revision to Policy on Personal Use of College Property

RESOLUTION NO. 2017-06

Ms. VanBuren offered the following resolution and moved its adoption:
WHEREAS, in keeping with good governance practices, the Board of Trustees
has formed an ad hoc committee to review Board and College administrative
policies and related resolutions, and

WHEREAS, Resolution #64, dated December 22, 1981, regarding the use of
College property for conducting personal business has been reviewed and it
has been determined that minor revisions are necessary, now, therefore, be it
RESOLVED, that, based upon the recommendation of the ad hoc committee,
the attached policy, which shall be made part of the official minutes of this
meeting, is hereby approved and shall be in effect immediately, and be it

FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Dupree

Resolution adopted unanimously

3. Reaffirmation of President’s Advisory Council

RESOLUTION NO. 2017-07

Ms. VanBuren offered the following resolution and moved its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, Resolution #19, dated September 18, 1989, which created a permanent President’s Advisory Council, and the associated guidelines have been reviewed, and

WHEREAS, it has been determined that the President’s Advisory Council is beneficial to the College by providing input to the President of the College on matters of policy, current and future concerns, and challenges facing the College, now, therefore, be it

RESOLVED, that, based upon the recommendation of the ad hoc committee, the Board hereby reaffirms the need for a President’s Advisory Council, and be it

FURTHER RESOLVED, that, the membership of the Council shall include representatives from all campus constituencies, and be it

FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

4. Approval to Rescind Resolution #144, dated May 26, 1987, Related to Committee on Procedures for Personnel Evaluation

RESOLUTION NO. 2017-08

Ms. VanBuren offered the following resolution and moved its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, Resolution #144, dated May 26, 1987, regarding the Committee on Procedures for Personnel Evaluation, has been reviewed, and

WHEREAS, it has been determined that procedures to be used for the evaluation of personnel are an administrative matter, now, therefore, be it
RESOLVED, that based upon the recommendation of the ad hoc Policy Review Committee, Resolution #144, dated May 27, 1987, is hereby rescinded, and be it

FURTHER RESOLVED, that administration shall develop the appropriate procedures to ensure that an annual evaluation is conducted for all employees, and be it

FURTHER RESOLVED, that administration shall establish a timeline for the periodic review of said procedures to ensure they are reasonable and applied properly.

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Seconded by Mr. Borchert

Resolution adopted unanimously

IX. Report of the Student Trustee

- A. Student Trustee Lahey reported that a significant number of Student Government Association (SGA) members met with the Middle States team, and the meeting was successful.
- B. Mr. Lahey informed Board members that the SGA is partnering with the Red Cross and the Poughkeepsie Fire Department again this year to install free smoke detectors. Inspections of existing detectors will also be available.
- C. On October 6, the SGA will have an informational table to encourage people to become organ donors.
- D. Mr. Lahey announced the name of the new DCC mascot: *Falco*.
- E. The SGA held its annual leadership weekend to discuss plans for the upcoming year. Several ideas were discussed, and three in particular have been selected:
 1. The possibility of contracting with Nike to sell apparel with the DCC logo at the Bookstore is being investigated. Students, parents and staff would be getting a better product and advertising DCC at the same time.
 2. Various bumper stickers will be created that can be used as giveaways.
 3. A fashion show for charity is being planned in collaboration with Marist College.
- E. Student Trustee Lahey reported that there is excellent participation in the SGA this year.

X. Report of the Chairperson

- A. Chairman LeGrand commended the faculty and staff for all of their efforts related to Middle States.
- B. Mr. LeGrand announced that President Edington has been selected to receive two awards:
 - Peggy Martinko Award from the Arc of Dutchess Foundation, to be awarded on October 27, 2016.

- ATHENA Award from the Dutchess County Regional Chamber of Commerce, to be awarded on November 17, 2016.

XI. Report of the President

- A. President Edington reported that we received the Middle States Team's report for us to fact check. The report stated that, in the team's judgment, the College appears to be in compliance with the standard on student learning assessment. She read some excerpts from the report. It is anticipated that Middle States will agree with the team's recommendation to take us off warning.
- B. Dr. Edington announced that DCC is now providing classes at the Family Partnership Center. Last week, she gave Mr. Robert Rolison, Mayor of the City of Poughkeepsie, a tour of the facility. There will be an open house on October 18, 2016. The County Executive, County Legislators, and the Mayor of the City of Poughkeepsie have been invited to attend, along with various other constituencies. We have had a lot of potential students visit the site.
- C. President Edington informed Board members that the College has been selected to receive a Louis Stokes Alliances for Minority Partnership Grant in the amount of \$20,000/year for five years. This funding will help support minority students in STEM-related programs.
- D. Dr. Edington congratulated our Office of Accommodative Services for being selected to receive the *Effective Communication Award* from Taconic Resources for Independence.
- E. President Edington told Board members she has been asked to be the keynote speaker at the Dutchess Regional Chamber of Commerce breakfast on November 16, 2016.

XII. Items for Future Agendas

- A. Mr. Keller-Coffey suggested the following items for Board presentations:
1. Faculty sabbatical projects
 2. Department Chair presentations about what is going on in their departments
- B. Mr. Keller-Coffey also suggested that the Board acknowledge specific individuals and/or departments when they have done particularly good work.

XIII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on October 25, 2016 at 7:00 p.m.

XIV. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Dr. Wesley, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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