

DUTCHESS COMMUNITY COLLEGE
Board of Trustees Meeting
April 28, 2015

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Betsy Brown, Dr. Sherre Wesley, Mr. Michael Dupree, Ms. Barbara Hugo, Mr. Richard Keller-Coffey, Mr. Daniel Kuffner, and Ms. Zoe Kozma, Student Trustee
Dr. Pamela R. Edington, President

Also Present: Mr. Richard Perkins, Dutchess County Legislature Liaison

Excused: Mr. Robert Rolison, Ms. Denise VanBuren

- I. The meeting was called to order at 7:00 p.m. by Chairperson LeGrand.
- II. Roll Call by Mrs. Andrews, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Kuffner, seconded by Mr. Dupree, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment:
 - Ms. Renee Lathrop, DCC's FCCC Delegate, addressed the Board to invite them to attend the upcoming presentations on shared governance by FCCC President Tina Good.
 - Ms. Johanna Halsey, DUE President, also invited the Board to attend the presentations as well as a lunch in honor of Ms. Good.
 - Melanie Klein, DCC's alternate FCCC Delegate, attended the spring FCCC plenary meeting and wanted to share information regarding resolutions which were passed.
- V. Consideration of Minutes of Meeting held on March 24, 2015: Upon motion made by Mr. Kuffner, seconded by Ms. Brown, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation: Dr. Navina Hooker, Professor in the Department of English and Humanities and Advisor to the Phi Theta Kappa (PTK) Club, and incoming PTK Club President Ms. Marla Ogden, spoke with the Board about PTK. Dr. Hooker informed the Board that PTK is an honors society for two-year colleges with three main focuses: leadership, fellowship, and scholarship. Dr. Hooker mentioned the website Collegefish.org, which is available to all community college students regardless of their participation in PTK. She thanked Dr. Edington for encouraging her and Ms. Ogden to attend the annual international PTK. Ms. Ogden then addressed the Board and also thanked them for the opportunity to attend the annual convention.
- VII. COMMITTEE REPORTS

Chairperson LeGrand noted for the minutes that all of the resolutions that are presented to the Board for approval were reviewed and discussed at the committee meeting prior to the Board meeting.

A. Finance and Facilities

1. Approval of Bids:

a. CBI Computer Center Air Conditioning Replacement Project
RESOLUTION NO. 2015-36

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

WHEREAS, bids were duly advertised and requested for the CBI Computer Center Air Conditioning Replacement, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 PM, April 14, 2015, and

WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and

WHEREAS, the bid received from Westech Process Solutions, meets the required specifications, and the requesting department recommends this bid be awarded to Westech Process Solutions, and

WHEREAS, funds for the Purchase and Installation of the CBI Computer Center Air Conditioning Replacement Project are available in the Operating budget for the year 2014-2015, now, therefore, be it

RESOLVED, that the bid received for the purchase and installation of the air conditioning units for the CBI Computer Center, in accordance with the specifications, be awarded to Westech Process Solutions, Fishkill, NY, in the amount of \$190,000.00.

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Seconded by Mr. Dupree

Resolution adopted unanimously

b. Approval of RFP for Campus Security Services
RESOLUTION NO. 2015-37

Mr. Kuffner offers the following resolution and moves its adoption:

WHEREAS, proposals were duly advertised and requested for Campus Security Services, and

WHEREAS, proposals were received as a result of the solicitation and were opened and read aloud at 2:00 PM, April 19, 2015, and

WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and

WHEREAS, the bid received from Summit Security Services, Inc., meets the required specifications, and the requesting department recommends this contract be awarded to Summit Security Services, Inc. and

WHEREAS, funds for the Purchase of Campus Security Services is available in the Operating budget for the year 2014-2015, now, therefore, be it

RESOLVED, that, the proposal received for the purchase of, in accordance with the specifications, be contracted with Summit Security Services, Inc., Hartsdale NY, in the amount of \$901,512.30.

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Seconded by Dr. Wesley

Resolution adopted unanimously

c. Approval for Check Signing
RESOLUTION NO. 2015-38

Mr. Kuffner offers the following resolution and moves its adoption:

WHEREAS, the Board of Trustees adopted Resolution #2003-26, dated February 25, 2003, approving Hudson United Bank, now known as TD Bank, as the provider of Banking Services for the College, and

WHEREAS, the positions of the Vice-President and Dean of Administration, the Associate Dean of Administration, the Vice-President and Dean of Academic Affairs and the President of the College have had authorization to sign checks on behalf of the College, and

WHEREAS, TD Bank requires that such authorizations be confirmed by resolution of the Board of Trustees, now, therefore, be it

RESOLVED, that William F. Anderson, Vice President and Dean of Administration, or Donna Rocap, Associate Dean of Administration, be authorized to sign on behalf of Dutchess Community College for amounts up to \$10,000; and amounts of \$10,000 or more must be co-signed by Pamela R. Edington, President, or Ellen Gambino, Vice President of Academic Affairs, on accounts maintained at TD Bank effective April 28, 2015, and be it

FURTHER RESOLVED, that this resolution supersedes all previous related resolutions.

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Seconded by Ms. Brown

Resolution adopted unanimously

d. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2015-39

Mr. Kuffner offers the following resolution and moves its adoption:

WHEREAS, certain equipment being stored on campus is obsolete and no longer of use by Dutchess Community College, now, therefore, be it,

RESOLVED, that the Board of Trustees declares the attached list of equipment, which shall be made part of the official minutes of this meeting, obsolete and surplus to the needs of Dutchess Community College, and be it,

FURTHER RESOLVED, that the Vice-President and Dean of Administration is hereby authorized to dispose of said equipment in a manner consistent with law and/or regulation.

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Seconded by Mr. Dupree

Resolution adopted unanimously

B. Personnel and Community Relations

1. Re-appointments of Temporary, Full-time Faculty

RESOLUTION NO. 2015-40

Ms. Hugo offers the following resolution and moves its adoption:

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following temporary, full-time re-appointments to the faculty of Dutchess Community College are hereby approved for the 2015-2016 academic year:

Jordan Bell, Instructor of English, Department of English and Humanities

Teresa Burke, Instructor of Biology, Department of Allied Health and Behavioral Sciences

Lindsey Guile, Instructor of Visual Arts, Department of Performing, Visual Arts and Communications

Jason Gumaer, Instructor of Mathematics, Department of Mathematics, Physical

and Computer Sciences
 Frank Kolarik, Instructor of Criminal Justice, Department of Behavioral Sciences
 Gordon Lake, Instructor of Biology, Department of Allied Health and Behavioral
 Sciences
 Holly McCabe, Instructor of Visual Arts, Department of Performing, Visual Arts and
 Communications
 Matthew Murray, Instructor of Government, Department of History, Government,
 and Economics
 Rachel Vanderstuyf, Instructor of Mathematics, Department of Mathematics,
 Physical and Computer Sciences

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Seconded by Dr. Wesley

Resolution adopted unanimously

2. Administrative Appointment

RESOLUTION NO. 2015-41

Ms. Hugo offers the following resolution and moves its adoption:
 BE IT RESOLVED, that, based upon the recommendation of the President of the
 College, the following appointment to the professional staff of Dutchess
 Community College is hereby approved:

ADMINISTRATIVE

Jaclyn Murray, Print and Multimedia Designer, for the period May 9, 2015, through
 August 31, 2015, at an annual salary of \$50,784, prorated for the period of time
 worked.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

3. Approval of Sick Leave

RESOLUTION NO. 2015-42

Ms. Hugo offers the following resolution and moves its adoption:
 WHEREAS, Ms. Rachel Craparo, Assistant Director of Financial Aid, has requested
 that she be granted additional sick leave with pay pursuant to Section 5.7 (b) of the
 College’s contract with Dutchess United Educators, and
 WHEREAS, by granting this extended sick leave to Ms. Craparo, she will be paid her
 current salary until she becomes eligible for long-term disability, now, therefore,
 be it

RESOLVED, that, based upon the recommendation of the President of the College,
 additional paid sick leave is hereby granted to Ms. Rachel Craparo for the period
 April 20, 2015, through September 10, 2015, at which time she will become eligible
 for long-term disability.

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Seconded by Ms. Brown

Resolution adopted unanimously

4. Approval of Retirements/Granting of Emeritus Status

RESOLUTION NO. 2015-43

Ms. Hugo offers the following resolution and moves its adoption:
 BE IT RESOLVED, that, based upon the recommendation of the President of the
 College, the retirements of the following professional staff members are hereby
 granted:

Carolyn Lampack, Assistant Professor, effective August 31, 2015
Carl Marchese, Associate Registrar, effective August 28, 2015

And, be it

FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that, in recognition of their dedicated service to Dutchess Community College, they be granted emeritus status upon their retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Lampack and Mr. Marchese for their valuable contributions to the College's educational program during their tenure and wishes them the very best in their retirement and future endeavors.

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Seconded by Mr. Dupree

Resolution adopted unanimously

5. Approval of Sexual Harassment and Sexual Violence Policy

RESOLUTION NO. 2015-44

Ms. Hugo offers the following resolution and moves its adoption:

WHEREAS, sexual harassment, assault and violence on college campuses cause unmeasurable trauma to victims and cannot, and will not, be tolerated at Dutchess Community College, and

WHEREAS, Dutchess Community College and the State University of New York (SUNY) are committed to protecting the safety and well-being of all students, employees, and other individuals on campus, and to creating and maintaining a safe educational and learning environment free from all sexually-related harms, whether occurring on or off campus; and

WHEREAS, Governor Andrew M. Cuomo has taken an active leadership role in addressing sexual violence on college/university campuses; and

WHEREAS, consistent with the Governor's leadership, SUNY has done a comprehensive review of existing policies and procedures, and recognizes that many of its campuses have programs that are best practices aimed at responding to and preventing sexual assault and other forms of sexual violence on and off campus, and finds that it is critical that these best practices be replicated consistently at all SUNY campuses so that there is a clear and uniform policy system-wide; now, therefore, be it

RESOLVED, that, Dutchess Community College, as mandated by SUNY, shall include the following in its comprehensive policy: (1) the uniform Sexual Assault Victims' Bill of Rights; (2) the uniform Sexual Assault Student Reporting Amnesty Policy; (3) uniform freshman orientation training; (4) uniform Confidentiality and Reporting Protocol; (5) the uniform campus climate assessment; and (6) the uniform definition of affirmative consent and, be it

FURTHER RESOLVED, that, Dutchess Community College will provide training to responsible employees on best practices for campus response and investigation plans and victim sensitivity, as well as training for identified college administrators and adjudicators on preventing and addressing sexual harassment and violence; and, be it

FURTHER RESOLVED, that, Dutchess Community College shall adopt a college-wide culture of encouraging the prompt and accurate reporting of acts of sexual

harassment and assault, allowing the campus community to respond quickly to allegations of sexual harassment and assault, and ensuring that students have timely and accurate information about available confidential resources, and be it FURTHER RESOLVED, that, the Board of Trustees hereby adopts the attached Policy on Sexual Harassment and Assault, which shall be made part of the official minutes on file, and be it FURTHER RESOLVED, that, this policy shall be effectively immediately.

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Seconded by Ms. Brown

Resolution adopted unanimously

VIII. Report of the Student Trustee

A. Student Trustee Kozma noted to the Board that, despite the impending close of the semester and despite finals looming, the Student Government Associate and other clubs have been quite busy with philanthropic endeavors. Ms. Kozma reported that:

1. Phi Theta Kappa (PTK) hosted a St. Baldrick's event which raised over \$5,000. This event allowed students to raise money by having their heads shaved, with all proceeds being donated to children's cancer research.
2. The Student Government Association (SGA) hosted a Black and White Ball. Students were charged \$5 to attend, and all proceeds [\$720] were donated to the Grace Smith House.
3. SGA sponsored a car wash at a local Mobil Station, and donated all proceeds [\$160] to the Cape Drug Awareness and Prevention charity.
4. Student Activities held their annual Graduation Dinner on April 24 at the Villa Borghese. Over 130 students, family members, and staff attended this dinner in honor of all 2015 graduates.
5. SGA ran several Earth Day events that were well attended and open to the entire campus community.
6. The Improve Club sponsored a DCC Talent Show. Ms. Kozma noted that, not only did Dr. Edington attend the talent show, she was a judge as well.
7. The BIOS Club hosted a Morgan Lake Clean-Up Day that benefits the entire community.
8. Lastly, Ms. Kozma noted that SGA Elections were held and new officers for the 2015-2016 academic year were chosen:
 - Mr. Richard Recchia, President [and future Student Trustee]
 - Mr. Alejandro Galeno, Vice-President
 - Mr. Mohammad Haseeb Ahmed, Treasurer

IX. Report of the Chairperson

A. Approval of Vision, Mission, Goals, and Values

RESOLUTION NO. 2015-45

Dr. Wesley offers the following resolution and moves its adoption:

WHEREAS, as part of the College's reaccreditation process, and in preparation for the Middle States Commission on Higher Education team visit, the College conducted a Self-Study, and

WHEREAS, the last time the College's mission was affirmed through a campus and community-based collaborative process was ten years ago, and

WHEREAS, the Self-Study Report prepared by the College included the following recommendation: The College will conduct a collaborative process engaging stakeholders from the community and campus constituencies in a review resulting in recommendations for changes to its mission statement, values, and institutional goals to be completed during the 2014-2015 academic year, and

WHEREAS, a Vision, Mission, Goals and Values Task Force was established to review the College's current mission and goals and to develop a Vision, Mission, Goals, and Values document for review and comment by the campus community and outside constituencies, and

WHEREAS, this collaborative initiative has resulted in the attached Vision, Mission, Goals, and Values document, and

WHEREAS, this Vision, Mission, Goals, and Values document has been reviewed and affirmed by the Professional Staff Organization, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, the proposed Vision, Mission, Goals, and Values for Dutchess Community College, as stated in the attached document, which shall be made part of the official minutes of this meeting, are hereby adopted

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Seconded by Ms. Hugo

Resolution adopted unanimously

B. Resolution of Commendation for Recipients of the 2015 Chancellor's Award for Student Excellence

RESOLUTION NO. 2015-46

Mr. Keller-Coffey offers the following resolution and moves its adoption:

WHEREAS, in recognition of their academic achievements and community involvement, Ms. Emily Avis, Mr. Abdullah Kinan, Ms. Una Kittel, Ms. Zoe Kozma, and Ms. Heather Polgrean have been selected to receive the Chancellor's Award for Student Excellence, and

WHEREAS, the Board of Trustees wishes to recognize and commend Ms. Avis, Mr. Kinan, Ms. Kittel, Ms. Kozma, and Ms. Polgrean for their outstanding accomplishments, and

WHEREAS, their achievements have also brought honor and distinction to Dutchess Community College, now, therefore, be it

RESOLVED, that the Board of Trustees of Dutchess Community College extends its congratulations and commendation to Ms. Avis, Mr. Kinan, Ms. Kittel, Ms. Kozma, and Ms. Polgrean, and be it

FURTHER RESOLVED, that the Board of Trustees hereby adopts this resolution in recognition of their commitment to excellence and extends its best wishes to them for continued success.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

C. Resolution of Commendation for Students Named to the 2015 All-New York Academic Team for Phi-Theta Kappa International Honor Society
RESOLUTION NO. 2015-47

Mr. Dupree offers the following resolution and moves its adoption:

WHEREAS, in recognition of their scholarly achievements, Mr. Ezequiel Consoli, Mr. Abdullah Kinan, Ms. Heather Polgrean, and Ms. Alexandria Prashad have been selected to be on the 2015 All-New York Academic Team of the Phi Theta Kappa International Honor Society, and

WHEREAS, the Board of Trustees wishes to recognize and commend Mr. Consoli, Mr. Kinan, Ms. Polgrean, and Ms. Prashad for their outstanding academic accomplishments, and

WHEREAS, their achievements have also brought honor and distinction to Dutchess Community College, now, therefore, be it

RESOLVED, that the Board of Trustees of Dutchess Community College extends its congratulations and commendation to Mr. Consoli, Mr. Kinan, Ms. Polgrean, and Ms. Prashad and be it

FURTHER RESOLVED, that the Board of Trustees hereby adopts this resolution in recognition of their commitment to academic excellence and extends its best wishes to them for continued success.

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Seconded by Dr. Wesley

Resolution adopted unanimously

D. Resolution of Commendation Dr. William F. Anderson
RESOLUTION NO. 2015-48

Ms. Brown offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College is accredited by the Middle States Commission on Higher Education, and

WHEREAS, Dutchess Community College’s decennial evaluation and reaccreditation is scheduled for 2015, and

WHEREAS, this evaluation and reaccreditation process involves a significant institutional self-study and a visit by a team of external peer evaluators, and

WHEREAS, Dr. William F. Anderson, Vice President and Dean of Administration, led the College through this extensive evaluation process, and

WHEREAS, Dr. Anderson was integrally involved in all aspects of writing the Self-Study Report and planning for the evaluation team visit, and

WHEREAS, the Board of Trustees wishes to commend Dr. Anderson for his exemplary and distinguished leadership in preparation for the College’s reaccreditation, now, therefore, be it

RESOLVED, that the Board of Trustees extends its appreciation to Dr. Anderson for his leadership and dedication to Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees approves this resolution in recognition of Dr. Anderson's distinguished service to Dutchess Community College.

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Seconded by Dr. Wesley

Resolution adopted unanimously

E. Report from the Nominating Committee

Ms. Hugo, who acted as Chair of the Nominating Committee, reported that the

committee met and unanimously recommended that the Board places Ms. Betsy Brown into the position of Vice-Chair of the DCC Board of Trustees. Ms. Hugo offered to put this recommendation to a vote, and Student Trustee Kozma seconded. The vote was unanimous.

X. Report of the President

- A. Start-Up New York: Dr. Edington invited Mr. Glen Tanzman, from the Department of Community Services and Special Programs and DCC's main contact for this topic, to speak to the Board on the Start-Up New York program. Mr. Tanzman outlined the Start-Up New York process, including why SUNY is involved and what happens when a business becomes involved. Dr. Edington noted that DCC is one of the last schools to get involved, but that we are now and this is one of the ways we can leverage our connections to help develop the county.
- B. Residence Hall Update: Dr. Edington gave a brief update on the residence hall, including that, to date, we have 166 returning students and 185 new applications. She also said that our Admissions Department is working on new initiatives to make residence hall living more dynamic.
- C. Dr. Edington discussed research published by a National Student Clearinghouse Center on student tracking that tracks students moving from one institution to another. DCC has 4-year completion rate of 26.99% vs. a national benchmark rate of 16.18%, as well as a full-time completion rate of 40.29% vs. 27.55% nationally.
- D. Student Accomplishments: Dr. Edington noted that we have started placing advertisements in local publications (Journal, Hudson Valley Magazine) which focus on high-achieving students and their accomplishments. This campaign will illustrate to families who are making decisions on where to send their children that DCC attracts and supports high-performing students.
- E. It was noted that a campaign that our Department of Communications and Public Relations produced was cited by SUNYCUAD - the SUNY group of communications and development professionals - for creativity and design principles.
- F. DCC engineering students, under the guidance of Department of Engineering, Architecture and Computer Technologies Head, Associate Professor and ENR Program Chair Mr. Mark Courtney, placed 2nd at a robotics design competition. While Monroe Community College placed 1st, Dr. Edington noted that their program is twice our size.
- G. PTECH: There are currently 50 applicants for the PTECH program, who will be interviewed by representatives from the Poughkeepsie City School District, DCC, and Central Hudson. A summer program modeled after our Smart-Start program will be offered to assist students with math and writing skills as well as applied learning techniques. Dr. Edington noted that every student who participates in this program will become part of a valuable educational network within their community.
- H. EMSI Gap Analysis: The Gap Analysis report is being shared with department heads

- and program chairs and will also be formally presented to the Board at a future meeting. While the approval process for non-credit programs is easier, credit programs can also be created. The process first requires that a curriculum be developed, next approval by an institution's governing bodies, then approval by SUNY Administration, and finally acceptance by the State Department of Education. Typically this process may take 8 months or longer. Our plan is to start with a non-credit program and then create the credit program from that model.
- I. Dr. Edington discussed the idea of total shared governance, and that having Tina Good come to campus and share her experience with us will only support contract negotiations. She also shared that Administration has shared the entire budget process with DUE, and that both faculty and staff are invested in this process.
 - J. Dr. Edington shared that she's been invited to speak at the League of Innovation's 2015 Executive Leadership Institute, taking place in December. At this meeting she will present personal perspectives on the rewards and costs of being a president.
 - K. Dr. Edington also shared that she's been asked to become a member of the Pattern for Progress Board, and that her first Board meeting will be held on May 11, 2015. She looks forward to representing Dutchess Community College.
 - L. Mrs. Andrews was asked to speak about DCC's recent participation in the national 2015 Bring Your Child to Work Day. She outlined the day that was created for the ten children who participated, including the 3D printer demonstration, a lesson on how to properly address an envelope, several chemistry experiments, the Dutchess the Dog interlude, the fire extinguisher presentation, the physical activity break in the gym, lunch, and the tour of the College's server room. Both chaperones and children had a meaningful experience.
 - G. Dr. Edington distributed the following materials to Board members:
 1. 26th Annual Golf Tournament in Memory of Jack Orcutt: This package provides information about the DCC Foundation's Annual Golf Tournament.
 2. Poughkeepsie Journal Business Person of the Year: This invitation is to announce the luncheon in honor of Steven Chickery, this year's Poughkeepsie Journal Business Person of the Year recipient.
 3. Dance Performance: This flyer announces the College's Spring 2015 dance performance shows, which are free of charge.
 4. Continuing Education: This brochure was mailed to Dutchess County residents and outlines our summer 2015 continuing education offerings.
 5. Gap Analysis: This report, which Dr. Edington discussed during her President's Report, was prepared by EMSI in April 2015.
 6. Student Accomplishments: A copy was provided of the advertisement that was

placed in the Poughkeepsie Journal and Hudson Valley Magazine publicizing our high-performing students.

XI. Items for Future Agendas

It was noted that the Board Retreat still needs to be scheduled.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on May 26, 2015 at 7:30 p.m.

XIII. Executive Session

Upon motion made by Ms. Brown, seconded by Ms. Hugo, voted on and duly carried, the Board went into Executive Session at 9:24 p.m. to discuss contractual and personnel issues.

Upon motion made by Mr. Dupree, seconded by Mr. Keller-Coffey, voted on and duly carried, the Board returned to regular session at 9:59 p.m.

XIV. Adjournment

There being no further business to discuss, a motion was made by Mr. Dupree, seconded by Ms. Brown, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 10:00 p.m.

Respectfully submitted,

AnneMarie Andrews
Assistant to the President