

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
August 11, 2015

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Daniel P. Kuffner, Mr. Robert G. Rolison, Ms. Denise Doring VanBuren, and Mr. Richard Recchia, Student Trustee  
Dr. Pamela R. Edington, President

Absent: Mr. Richard Keller-Coffey and Dr. Sherre Wesley

- I. The meeting was called to order at 7:20 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Rolison, seconded by Mr. Dupree, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Associate Professor Renee Lathrop, incoming Chair of the Professional Staff Organization and former representative to the SUNY Faculty Council of Community Colleges (FCCC), addressed the Board regarding a non-agenda item. She informed the Board that the FCCC can be a resource for the College with reference to SUNY's performance-based funding initiative.

- V. Consideration of Minutes of Meeting held on July 7, 2015: Upon motion made by Ms. Brown, seconded by Mr. Dupree, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentations

A. DCC South

Mr. Timothy Decker, Director of Programs and Activities at DCC South, gave a brief presentation about DCC South and the programs offered there. He informed Board members that DCC South is classified as an "additional location" site by the Middle States Commission on Higher Education and an "extension site" by the State University of New York (SUNY). These designations limit the scope of activities that can be provided at this locale.

DCC South opened in 1985 to provide an off-campus location for business and industry training. As the economic conditions in the County changed, the need for that function declined. DCC South now offers a variety of credit and non-credit classes. Many of the services offered on the main campus are also offered at DCC South, such as advisement, counseling, tutoring, and student activities.

Mr. Decker gave an overview of the facilities. There are 27 classrooms, including computer, paramedic, and science laboratories. There are only 270 parking spaces, which limits the number of students that can be accommodated. The average number of students for the fall semester ranges between 1,600 and 1,800 credit students, and approximately 165 to 175 credit courses are offered. In the spring, enrollment ranges between 1,400 and 1,600, with approximately 150 courses offered.

B. Community Service Learning Program

Ms. Cammie Jones, Community-Based Learning Coordinator, gave a brief presentation on the College's new Community Service Learning Initiative. A three-day Service Learning Institute was held in June to kick off the program. Almost 30 not-for-profit agencies and over 30 faculty members attended. Students also participated in the activities. This set the groundwork for agencies, faculty, and students to understand the difference between traditional community service and service-learning, as well as to identify ways to work collaboratively to meet agencies' needs and give our students an opportunity to become engaged in our community while completing course work.

Ms. Jones has been meeting with community agencies, and there are potentially over 100 service-learning projects that can be developed. It is anticipated that some of these projects can begin in the Spring 2016 semester.

VII. COMMITTEE REPORTS

Chairperson LeGrand 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. Academic and Student Affairs

1. Revision to Academic Calendar

RESOLUTION NO. 2015-67

Ms. Hugo offered the following resolution and moved its adoption: WHEREAS, by Resolution #2011-09, dated December 14, 2010, the Board of Trustees approved a Five-year Academic Calendar for 2011-2016, and WHEREAS, based upon the results of a faculty survey regarding the current evaluation and examination period, the Academic Calendar Committee developed a revised schedule that would provide enough flexibility to accommodate the vast majority of expressed faculty needs, and WHEREAS, the modified assessment format was presented to, and approved by, the Professional Staff Organization, now, therefore, be it RESOLVED, that, based upon the recommendations of the Academic Calendar Committee, the Professional Staff Organization, and the President of the College, the attached revised Academic Calendar for Spring 2016, which shall be made part of the official minutes of this meeting, is hereby

approved, and be it FURTHER RESOLVED, that the 2015-2016 Winter Session calendar, which is also attached and shall be made part of the official minutes of this meeting, is hereby approved.

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Seconded by Ms. Brown Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Titles

RESOLUTION NO. 2015-68

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 certain titles should be created and/or revised, 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:

- Print and Multi-media Designer
- Coordinator of Student Judicial Processes
- Community-based Learning Coordinator
- Executive Director of the DCC Foundation
- Vice President of Academic Affairs
- Dean of Academic Affairs
- Assistant Director of Information Security and Systems Architecture
- Assistant to the Vice President of Academic Affairs
- Assistant to the Vice President and Dean of Administration
- Admissions Coordinator of Housing
- Director of Student Conduct and Community Standards
- Assistant Director of Campus Safety and Security
- Coordinator of Advisement Services
- Director of Grants and Sponsored Projects
- Assistant Director of Institutional Research, Planning and Assessment
- Development Coordinator

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Seconded by Mr. Dupree Resolution adopted unanimously

2. Professional Staff Appointments

RESOLUTION NO. 2015-69

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:

ADMINISTRATIVE

Carol Helion, Assistant to the Vice President of Academic Affairs, for the period August 1, 2015, through August 31, 2016, at an annual salary of \$62,000, prorated for the period of time worked

Kristél Kemmerer, Associate Dean of Academic Affairs, for the period August 17, 2015 through August 31, 2016, at an annual salary of \$105,000, prorated for the period of time worked

Holly Molella, Dean of Academic Affairs, for the period August 20, 2015, through August 31, 2016, at an annual salary of \$125,000, prorated for the period of time worked

Angela Romano, Registrar, for the period September 14, 2015 through August 31, 2016, at an annual salary of \$88,941, prorated for the period of time worked

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Seconded by Mr. Rolison Resolution adopted unanimously

3. Approval of Professional Staff Salaries for 2015-2016

RESOLUTION NO. 70

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, contract negotiations with Dutchess United Educators have not been concluded, now, therefore, be it  
RESOLVED, that salaries for 2015-2016 for professional staff members represented by Dutchess United Educators be continued at their present annual rate pending completion of contract negotiations and/or further action by the Board of Trustees, if any, and be it  
FURTHER RESOLVED, that salaries for 2015-2016 for management/ confidential employees be continued at their present annual rate pending further action by the Board of Trustees.

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Seconded by Mr. Kuffner Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Recchia informed Board members that several student activities were held over the summer, including trips and ice cream socials.
- B. A two-day, community-building event, *Falcon Fest*, will be held on campus on August 24 and 25. A variety of activities are planned to engage students and introduce them to student life on campus. Clubs will use this opportunity to recruit new members. A similar event will be held at DCC South on August 26 and 27.
- C. Other events being planned include a scavenger hunt and a Halloween dance, which will include a broadcast of *The Rocky Horror Picture Show*.

- D. The Student Government Association (SGA) is also making efforts to involve more athletes and dorm students in student government, as well as encourage them to participate in the activities that are offered.
- E. Sexual assault training for students is being planned.
- F. Mr. Recchia said the SGA wants to help students become acquainted with the College and the activities and clubs that are available to them, as well as make them feel as welcome as possible

IX. Report of the Chairperson

A. Resolution of Commendation for Dr. Carol Stevens

RESOLUTION NO. 2015-71

Ms. Brown offered the following resolution and moved its adoption:  
 WHEREAS, Dr. Carol Stevens, Vice President and Dean of Student Services and Enrollment Management, is retiring from Dutchess Community College after thirty years of distinguished service, and  
 WHEREAS, during her tenure at Dutchess Community College, Dr. Stevens has held various positions, including, but not limited to, Vice President and Dean of Community Services and Special Programs, Interim Dean of Community Services and Special Programs, Interim Dean of Student Services and Enrollment Management, Associate Dean of Student Services, Counselor, and Adjunct Instructor, and  
 WHEREAS, Dr. Stevens has continuously supported the mission of Dutchess Community College and promoted the best interests of our students, faculty, and staff, and  
 WHEREAS, Dr. Stevens' dedication to the College has resulted in an improved educational environment for both students and faculty, and  
 WHEREAS, Dr. Stevens has made contributions to the College that have enhanced the ability of Dutchess Community College to meet the challenges presented by changes and growth, and  
 WHEREAS, the Board of Trustees wishes to recognize and commend Dr. Stevens for her many years of unwavering service to Dutchess Community College and for her devotion to the ideals of higher education, now, therefore, be it  
 RESOLVED, that the Board of Trustees hereby extends its appreciation to Dr. Stevens for her dedication and commitment to Dutchess Community College, and be it  
 FURTHER RESOLVED, that the Board of Trustees approves this resolution on the occasion of Dr. Stevens' retirement from Dutchess Community College in recognition of her exemplary service and lasting contributions.

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Seconded as a whole

Resolution adopted unanimously

B. Appointment of Nominating Committee

Pursuant to the Dutchess Community College Board of Trustees By-laws, the annual meeting of the Board of Trustees is held in September. Officers of the Board of Trustees are elected at this meeting. Chairperson LeGrand appointed Mr. Dupree, Ms. Hugo, and Ms. VanBuren to serve on the Nominating Committee. Ms. Hugo, who will serve as Chairperson, will report on the committee's deliberations at the Annual Meeting, which is scheduled for September 29, 2015.

C. Board Retreat

Chairman LeGrand announced that a tentative date of October 12, 2015 has been set for a Board Retreat. It was determined that, since some Trustees are not available on that date, Ms. Beasimer will contact Board members to find out their availability in November.

X. Report of the President

- A. President Edington announced that Chairman LeGrand has been selected to receive the *Donald M. Mawhinney, Jr. Trustee Leadership Award* from NYCCT (New York Community College Trustees). It will be presented to him on Friday, September 18, at the NYCCT Conference in Cooperstown.
- B. Dr. Edington distributed copies of *Summer Update* to Board members. This is the first edition of a campus-wide newsletter that is being introduced to keep the college community informed about significant news related to the College and our staff. We are also in the process of developing a newsletter for our County legislators. It will be sent on a regular basis to keep them informed about happenings at the College.
- C. President Edington reported that the College has been awarded a TRIO grant in the amount of \$220,000 from the U.S. Department of Education. As long as we meet the goals outlined in the grant, we will continue collecting these funds for a five-year period, resulting in the College receiving over \$1 million. This grant is designed to support initiatives that increase the number of disadvantaged, low-income, first-generation and disabled students who successfully complete a post-secondary program.
- D. Dr. Edington announced that the College has received approval from SUNY and the New York State Department of Economic Development to participate in the START-UP NY Program.
- E. Faculty return to campus on August 20, at which time the Fall Convocation will be held. Coffee is served from 8:00 to 9:00 a.m.; the campus-wide program is held from 9:00 to 12:00 noon; and lunch for the campus community is at noon. A reception for Dr. Carol Stevens, who is retiring as Vice President of Student Services and Enrollment Management, will be held from 4:00 to 6:00 p.m. in the Louis Greenspan Cafeteria. Dr. Edington invited Board members to attend the day's events.

XI. Items for Future Agendas

There were no items for future agendas; however, Trustee Kuffner informed Board members that he received a “save the date” card for the AGB National Conference on Trusteeship to be held in Washington, D.C. from April 17 to April 19, 2016. Ms. Beasimer will get information on the conference so the Board can decide if any Trustees should attend.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on September 29, 2015 at 7:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Ms. Hugo, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Linda M. Beasimer  
Recording Secretary

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