

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
December 9, 2014

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Betsy Brown, Mr. Vincent J. DiMaso, Ms. Barbara Hugo, Mr. Richard Keller-Coffey, Mr. Daniel P. Kuffner, Ms. Judith “Kip” Bleakley O’Neill, Mr. Robert G. Rolison, Dr. Sherre Wesley, and Ms. Zoe Kozma, Student Trustee
Dr. Pamela R. Edington, President

I. The meeting was called to order at 5:45 p.m. by Chairperson LeGrand.

II. Roll Call by Ms. Beasimer, quorum present.

III. Approval of Agenda:

Chairman LeGrand announced that the Student Trustee’s Report would be moved up in the agenda since Ms. Kozma had a final exam and needed to leave the meeting early.

Mr. Kuffner made a motion to add the Financial Report for the period ending November 30, 2014 to the agenda. The motion was seconded by Ms. Hugo, and the agenda as revised was approved.

IV. Report of the Student Trustee

A. Student Trustee Kozma informed Board members that the Community Service Committee of the Student Government Association (SGA) held a very successful food drive for local food pantries.

B. Ms. Kozma announced that the cafeteria provided a Thanksgiving dinner for students, which was very much appreciated.

C. A DCC student, Ms. Catey Miller, has been diagnosed with leukemia. The SGA and Phi Theta Kappa (PTK) decided to support Ms. Miller by raising funds and encouraging all DCC students to write a card to her. So far, approximately 300 cards have been written, and all of them will be delivered to her once. As a fund-raiser, the SGA and PTK initiated an Ornament Competition. All of the ornaments created by the various clubs were sold, and with the additional contributions that were received, almost \$400 will be donated to the Leukemia and Lymphoma Society in Catey’s name.

D. Several activities were held to help reduce stress for students as finals approached.

1. On December 3, Inner Light Health Spa came to campus and gave students massages.

2. Therapy dogs were on campus throughout the week to help relieve anxiety.
 3. A Winter Fest was held where students could make ornaments, gingerbread houses, compete in games, and dance.
 4. The SGA held an event, *DCC@Night*, at which students spent the entire night on campus. Various activities, such as dancing, video games, and competitions were offered. Separate rooms were made available for those students who wanted to study. Pizza and snacks were served.
- E. On behalf of the whole student body, Ms. Kozma offered happy holidays to everyone.

V. Financial Report

Ms. Donna Rocap, Associate Dean of Administration for Financial Services, gave a report on revenue and expenses for the period September 1, 2014 through November 30, 2014 as compared to the same period last year. She also reviewed with Board members the variances between actual and budgeted amounts. Ms. Rocap said the College budgeted for a 3% decline in tuition revenue due to the anticipated decrease in enrollment. We are on track with the budget.

Ms. Rocap informed Board members that we currently have our Workmen's Compensation insurance with the County. Since the County plans to increase our portion of the cost, the College will issue an RFP for Workmen's Compensation insurance to see if we can get a better rate.

Ms. Rocap reported that the College is in the process of developing our budget for next year. Our anticipated enrollment needs to be determined so we can estimate what our tuition revenue will be. We expect that our sponsor's contribution will remain the same as this year. SUNY is trying to get additional funding per FTE from the State, but we do not yet know if that rate will increase. We expect to keep our expenditures flat for next year.

VI. Public Comment

- A. On behalf of the faculty and staff, Professor Camilo Rojas, Chair of the Professional Staff Organization, offered holiday wishes to the members of the Board of Trustees. He also addressed the Board regarding a non-agenda item related to the excellent education DCC students receive and how successful they are when they transfer to four-year institutions.
- B. Associate Professor Rene Lathrop addressed the Board regarding non-agenda items. On behalf of Professor Johanna Halsey, President of Dutchess United Educators, she distributed the latest issue of *DUE Points*. As DCC's representative to the SUNY Faculty Council of Community Colleges, she gave a brief report on issues being addressed by the Council,

including SUNY’s new Sexual Assault and Violence Policy and seamless transfer.

- VII. Consideration of Minutes of Meeting held on October 28, 2014: Upon motion made by Ms. Brown, seconded by Dr. Wesley, voted on and duly carried, the minutes were approved as distributed with one abstention (Mr. Kuffner).

VIII. COMMITTEE REPORTS

It is noted for the minutes that all of the resolutions that are presented to the Board for approval are reviewed by Board members prior to the Board meeting.

A. Finance and Facilities

1. Approval of Facilities Master Plan

RESOLUTION NO. 2015-10

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

WHEREAS, the State University of New York requires community colleges to submit a new Campus Master Plan Study every five (5) years in order for the college to be included in the next five-year capital funding cycle, and WHEREAS, Dutchess Community College hired the firm of Architecture Plus to prepare a new Campus Master Plan Study since its last master plan was completed in 2008, and

WHEREAS, the proposed Facilities Master Plan created by Architecture Plus was reviewed by the Finance and Facilities Committee on December 1, 2014, and

WHEREAS, the Finance and Facilities Committee has recommended that the proposed Facilities Master be accepted by the Board of Trustees, and

WHEREAS, the proposed Facilities Master Plan was subsequently presented to, and reviewed by, the Board of Trustees on December 9, 2014, now, therefore, be it

RESOLVED, that the Dutchess Community College Facilities Master Plan prepared by Architecture Plus is hereby accepted.

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Seconded by Ms. O’Neill

Resolution adopted unanimously

2. Approval to Increase Budget for Campus Infrastructure Phase II Capital Project

RESOLUTION NO. 2015-11

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

WHEREAS, a capital project for the Campus Infrastructure – Phase 2 (Electrical) was approved by the Board of Trustees by Resolution #2014-20 on January 28, 2014, and

WHEREAS, it is necessary to amend this resolution to increase the budget for this capital project from the originally approved total estimated cost of \$1,700,000 to a revised estimated cost of \$1,980,000, and

WHEREAS, the State funds are available to cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$990,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, now, therefore, be it
 RESOLVED, that the following amended capital project is hereby authorized and approved in the amounts indicated below:

Project Number	Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
08184	Campus Infrastructure – Phase 2 (Electrical)	\$1,980,000.00	\$990,000.00	\$990,000.00

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

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Seconded by Ms. Brown Resolution adopted unanimously

3. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2015-12

Mr. Kuffner offered the following resolution and moved 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 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 Dr. Wesley Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Recognition

RESOLUTION NO. 2015-13

Ms. Hugo offered the following resolution and moved its adoption:
 WHEREAS, Dutchess Community College has a loyal and dedicated faculty and administrative staff, and
 WHEREAS, the President of the College and the Board of Trustees appreciate and acknowledge the staff's contribution to the College and the community, and
 WHEREAS, the individuals listed on the attached sheet are worthy of special recognition for their years of service, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the President of the College, the Board of Trustees recognizes and extends congratulations and appreciation to the individuals named on the list, which shall be made part of

the minutes of this meeting, on the occasion of their completion of the noted years of service to Dutchess Community College.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Retirements/Granting of Emeritus Status

RESOLUTION NO. 2015-14

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 retirements of the following professional staff members are hereby granted:

John Desmond, Associate Professor, Department of English and Humanities, effective January 2, 2016

John Falabella, Professor, Department of Business, effective August 31, 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 Mr. Falabella and Mr. Desmond 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 Ms. Brown

Resolution adopted unanimously

3. Professional Staff Appointments

RESOLUTION NO. 2015-15

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

Doris Diaz-Kelly, Assistant Dean of Student Services, effective January 3, 2015 through August 31, 2015, at an annual salary of \$83,702, prorated for the period of time worked

Martha Russell, Interim Coordinator of the Annual Fund and Special Events, DCC Foundation, for the period January 5, 2015, through July 6, 2015, at an annual salary of \$60,231, prorated for the period of time worked.

FACULTY

Kenneth Nebel, temporary, full-time Instructor, Business Department, for the Spring 2015 semester, at an annual salary of \$50,784, prorated for the period of time worked

Alan Zucker, temporary, full-time Instructor of Electrical Engineering Technology, Department of Engineering, Architecture and Computer Technologies, for the Spring 2015 semester, at an annual salary of \$50,784, prorated for the period of time worked

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Seconded by Ms. Brown

Resolution adopted unanimously

4. Approval of Title Correction

RESOLUTION NO. 2015-16

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, Dr. Thomas Costello was hired as an Instructor of Speech and Theatre in the Department of Performing, Visual Arts and Communications, effective at the beginning of the 2013-2014 academic year, and
WHEREAS, traditionally, individuals who are hired in a tenure-track position and have attained a doctorate degree, are granted the title of Assistant Professor, now, therefore, be it
RESOLVED, that, based upon the recommendation of the President of the College, Dr. Costello’s title is hereby changed to Assistant Professor of Speech and Theatre, and be it
FURTHER RESOLVED, that this correction be retroactive to Dr. Costello’s date of hire and that his salary and benefits be adjusted accordingly.

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Seconded by Dr. Wesley

Resolution adopted unanimously

5. Approval to Rescind Resolutions #42, dated December 21, 1978, and #134, dated May 29, 1979

RESOLUTION NO. 2015-17

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, during a review of Board policies, it was discovered that Resolution #42, dated December 21, 1978, and Resolution #134, dated May 29, 1979, which relate to residency requirements for Dutchess County CSEA employees who work at Dutchess Community College, are outdated and no longer practical, and
WHEREAS, it has been confirmed with Dutchess County that there are no residency requirements for County CSEA employees, and
WHEREAS, upon review of said resolutions by the Department of Human Resources Management, the President of the College, and the Board of Trustees, it has been determined that these resolutions should be rescinded, now, therefore, be it
RESOLVED, that Resolution #42, dated December 21, 1978, and Resolution #134, dated May 29, 1979, are hereby rescinded.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

IX. Report of the Chairperson

- A. Chairperson LeGrand reported that he and Dr. Edington had the opportunity to meet with Dr. Dennis Murray, President of Marist College. He said it was a very productive meeting, and they discussed different ways to work together that would be advantageous for both colleges. While they were on a tour of the facilities, they met several staff members who were DCC graduates.

Dr. Edington informed Board members that the second largest number of our transfer students attend Marist College. In order to increase our graduation rates, Marist is now working with us on reverse transfer, whereby Marist credits can be transferred to DCC to permit our transfer students to obtain their Associate degree while pursuing their Bachelor's degree at Marist. We are also working with Marist on articulation agreements, as well as to sustain the Bridges to Excellence Program. Another avenue we will jointly pursue is the recruitment of international students. Dr. Edington told Board members that President Murray was recommended for the Bernard Handel Community Leadership Award this year but is unavailable to attend the Gala to receive the award, so he will be considered again next year.

- B. Mr. LeGrand informed Board members that a PowerPoint presentation highlighting important aspects of the College is being created to show at our Annual President's Breakfast in January.
- C. Since Mr. DiMaso's and Ms. O'Neill's terms as a Trustee have expired, Mr. LeGrand highlighted the leadership roles they held during their tenure on the Board and talked about their connections to the College. He expressed his personal appreciation for having had the opportunity to work with both of them.

1. Resolution of Commendation for Trustee DiMaso

RESOLUTION NO. 2015-18

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

WHEREAS, after seventeen years of distinguished service, Mr. Vincent J. DiMaso is retiring from the Board of Trustees of Dutchess Community College, and

WHEREAS, during his tenure on the Board, Mr. DiMaso served with distinction in several leadership positions, including Vice-Chairperson of the Board for four years and Chairperson of the Finance and Facilities Committee for twelve years, as well as serving as the Board's representative on the Dutchess Community College Association Board of Directors for nine years and on the Dutchess Community College Foundation Board of Directors for six years, and

WHEREAS, Mr. DiMaso served as the Chair of the Presidential Search Committee with successful results, and

WHEREAS, Mr. DiMaso has always been well-informed about, and involved

in, Board deliberations and consistently provided sage counsel, and WHEREAS, Mr. DiMaso has been integrally involved in the affairs of the Board of Trustees and his leadership has resulted in an improved educational environment for both students and faculty, and WHEREAS, the Board of Trustees wishes to recognize and commend Mr. DiMaso for his many years of unwavering and devoted service to Dutchess Community College as a member of the Board of Trustees, now, therefore, be it

RESOLVED, that the Board of Trustees hereby extends its appreciation to Mr. DiMaso for his dedication and commitment to the excellence of Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees hereby approves this resolution on the occasion of Mr. DiMaso’s retirement from the Board in recognition of his exemplary service to Dutchess Community College.

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Seconded as a whole

Resolution adopted unanimously

2. Resolution of Commendation for Trustee O’Neill

RESOLUTION NO. 2015-19

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

WHEREAS, after eight years of distinguished service, Ms. Judith “Kip” Bleakley O’Neill is retiring from the Board of Trustees of Dutchess Community College, and

WHEREAS, during her tenure on the Board, Ms. O’Neill served with distinction in several leadership positions, including Chairperson of the Academic and Student Affairs Committee for three years and Chairperson of the Personnel and Community Relations Committee for five years, as well as serving as the Board’s representative on the Dutchess Community College Foundation Board of Directors for eight years and on the All College Committee on Personnel Evaluations for five years, and

WHEREAS, Ms. O’Neill has always been well-informed about, and involved in, Board deliberations and consistently provided sage counsel, and

WHEREAS, Ms. O’Neill has been integrally involved in the affairs of the Board of Trustees and her leadership has resulted in an improved educational environment for both students and faculty, and WHEREAS, the Board of Trustees wishes to recognize and commend Ms. O’Neill for her many years of unwavering and devoted service to Dutchess Community College as a member of the Board of Trustees, now, therefore, be it

RESOLVED, that the Board of Trustees hereby extends its appreciation to Ms. O’Neill for her dedication and commitment to the excellence of Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees hereby approves this resolution on the occasion of Ms. O’Neill’s retirement from the Board in recognition of her exemplary service to Dutchess Community College.

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Seconded as a whole

Resolution adopted unanimously

X. Report of the President

- A. President Edington informed Board members that, earlier today, she attended a meeting with SUNY Chancellor Zimpher, Vice-Chancellor Duncan-Poitier, and a small group of community college presidents about various issues related to community colleges. Chancellor Zimpher will be giving her State of SUNY address on January 13, 2015, and Dr. Edington invited Board members to attend with her if they were available.

Dr. Edington said this is a historic time in New York in that the State has a budget surplus, which makes it a good time for SUNY to request additional funding. SUNY can make the case that it enhances the economy, as well as the development of civic and social environments in New York and the country. SUNY is working to obtain additional resources to support our operating funds, to extend the rational tuition plan, and to secure the capital funding needed to sustain infra-structures. SUNY is also seeking funding for important initiatives.

The “Open SUNY” project fosters collaboration and encourages innovation. SUNY has asked that individual institutions submit examples of successful completion strategies they have developed, along with supporting data. Dr. Edington will work with a team on campus to identify an evidence-based strategy that has resulted in student success that we can submit as an effective model.

- B. President Edington announced that we were successful in obtaining a P-TECH grant. We will receive \$2.8 million over the next six years to implement the program. We are collaborating with the City of Poughkeepsie School District on this initiative. We are working on the curriculum for the program, as well as a recruiting strategy for the first class. The College plans to build collaborative relationships with other school districts as well.
- C. Dr. Edington reported that the college community has had an opportunity to review and comment on the draft Middle States Self-Study Report. We are now in the process of considering the comments and suggestions that have been submitted and will finalize the document in early January. It will be submitted to the Middle States Team Chair by February 1st.
- D. The State conducted an audit of our Student Accounts Department. The initial exit interview was very positive, and there were no major findings.

E. Upcoming Events

1. Annual President’s Breakfast – January 8, 2015
2. DCC Foundation Annual Gala – March 28, 2015. Trustee Brown is serving as Chair of this important fund-raiser. Ms. Brown informed Board members that an upscale, silent auction will be added to the event. She also reported that the Foundation is working to involve more alumni in this event.

XI. Items for Future Agendas

There were none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on January 27, 2015 at 7:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. O'Neill, seconded by Mr. DiMaso, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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