

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
December 8, 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, Dr. Sherre Wesley, and Mr. Richard Recchia, Student Trustee
Dr. Pamela R. Edington, President

Absent: Mr. Richard Keller-Coffey and Ms. Denise Doring VanBuren

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

- I. The meeting was called to order at 5:35 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 Dr. Wesley, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Johanna Halsey, President of Dutchess United Educators (DUE), addressed the Board regarding a non-agenda item. She talked about the work faculty have done to meet Middle States mandates.

Professor Halsey also distributed the most recent issue of *DUE Points*.
 - B. Professor Leah Akins addressed the Board regarding a non-agenda item related to management/confidential salaries.
- V. Consideration of Minutes of Meeting held on October 27, 2015: Upon motion made by Ms. Brown, seconded by Ms. Hugo, voted on and duly carried, the minutes were approved as distributed.
- VI. 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 RFP for Website Redesign

RESOLUTION NO. 2016-16

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

WHEREAS, proposals were duly advertised and requested for College Website Redesign, and
 WHEREAS, proposals were received as a result of the solicitation and were opened and read aloud at 2:00 PM, August 26, 2015, and
 WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and
 WHEREAS, the proposal received from Zone 5, meets the required specifications, and the requesting department recommends this contract be awarded to Zone 5, and
 WHEREAS, funds for the College Website Redesign are available in the Operating budget for the year 2015-2016, now, therefore, be it
 RESOLVED, that the contract for the College Website Redesign project, in accordance with the specifications, be awarded to Zone 5, Albany, New York, in the amount of \$66,000.

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Seconded by Mr. Dupree Resolution adopted unanimously

2. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2016-17

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 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 Dr. Wesley Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Recognition

RESOLUTION NO. 2016-18

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 attached list, which shall be made part of the official 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 Dr. Wesley

Resolution adopted unanimously

2. Approval of Faculty Appointment

RESOLUTION NO. 2016-19

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 appointment to the faculty of Dutchess Community College is hereby approved:

Lorenzo Angelino, temporary, full-time Instructor, Business Department, for the Spring 2016 semester, at an annual salary of \$52,504, prorated for the period of time worked.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

3. Approval of Retirements/Granting of Emeritus Status

RESOLUTION NO. 2016-20

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 retirement of the following professional staff members are hereby acknowledged:

- Eileen Hall, Field Lab Supervisor, effective August 19, 2016
- Rose Wiley, Instructor, English and Humanities, effective January 2, 2016

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. Wiley and Ms. Hall 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

VII. Report of the Student Trustee

- A. Student Trustee Recchia reported that a new debate club has been created. The club’s goal is to enter local, state and national competitions.
- B. The last SGA meeting of the semester was held, along with the annual Secret Santa event.

- C. Abilities First held an expo at the College, and 41 students volunteered to help with various tasks throughout the day.
- D. Mr. Recchia reported that several community service events were held during the fall semester, and a coat drive is currently underway.
- E. Plans for the spring include providing volunteers for the Special Olympics.

VIII. Report of the Chairperson

- A. On behalf of the Board, Chairman LeGrand wished everyone happy holidays and thanked them for all they do for our students.
- B. Mr. LeGrand appointed an ad hoc committee to review the Board's By-laws. Trustee Dupree will chair the committee, and Trustees Hugo and Wesley will also serve as members.
- C. Chairman LeGrand announced that he will appoint an ad hoc committee to review Board policies and procedures at next month's Board meeting.

IX. Report of the President

- A. President Edington responded to Dr. Akins' remarks during the Public Comment section of the agenda. She informed everyone that management/confidential salaries have not yet been determined because merit increases cannot be considered until evaluations have been completed. She anticipates bringing her recommendations to the Board at its January meeting.
- B. Dr. Edington spoke about the importance of communication. She informed Board members that she held a budget forum to provide the college community with an opportunity to learn about how we develop our budget, as well as provide an avenue to offer comments and suggestions. She provided Board members with a copy of Dr. Anderson's presentation, which outlined the way budgets are prepared, where our revenue comes from, how we spend our money, what our spending priorities are, and what we anticipate budget-wise over the next five years.
- C. President Edington said she has held an open forum, and has two more scheduled, to give staff the opportunity to speak directly to her about the direction of the institution, to provide ideas and suggestions for improvements, and to discuss how to move the organization forward in a cohesive and collaborative manner, as well as how best to serve our students. Once all of the forums have been held, she will provide Board members with a summary of what was discussed.
- D. SUNY Chancellor Zimpher recently visited Poughkeepsie, where she launched the "Stand with SUNY" campaign at the Council of Industries Annual Luncheon. This campaign is to raise awareness in the State

Legislature about the need to increase the level of support for SUNY institutions. This year SUNY will be asking for an increase in base state aid to \$250/FTE, funding for the Performance Improvement Program, and a renewal of the Rational Tuition Plan. Dr. Edington said she will be asking the members of the Board and the college community to share with our state legislators the important role that the College plays in our area and in the state, and to encourage them to vote for an increase in state aid. She met with Senator Sue Serino regarding her support for the College, and Senator Serino expressed the belief that her group in the Senate is supportive of the increase in funding.

- E. President Edington met with school superintendents of BOCES, Webutuck, Dover, Pine Plains, and Millbrook about expanding services in the northern part of the County. Although this was a preliminary conversation, all those involved agreed that Millbrook would be the most convenient location to offer services. There is a former school building located there that might be a suitable site for programs and services in the future.
- F. Dr. Edington also met with representatives from the Culinary Institute of America (CIA) about helping us address our issues with our current food services provider, as well as to discuss possible collaboration with BOCES on an associate degree or certificate program in the culinary arts. We are waiting to hear back from them with suggestions. These discussions are in the preliminary stages.
- G. President Edington reported that she was the keynote speaker at a recent Naturalization Ceremony. At least 6 of the 59 new citizens told her they were DCC students or graduates.
- H. Dr. Edington informed Board members that she will be addressing the Dutchess County Bar Association later this week.
- I. This year, the College's *Annual Report to the Community* will include the information that used to be contained in a separate annual report from the DCC Foundation. It is anticipated that the report will be ready for distribution at the President's Breakfast, which will be held on January 7, 2016.
- J. President Edington told Board members that the College's annual holiday card was designed by a DCC student.

X. Items for Future Agendas

Although there were no items for future agendas, Trustee Dupree used this opportunity to offer congratulations to Trustee Rolison on his election as the Mayor of the City of Poughkeepsie and to thank Richard Perkins for serving as a member of the Legislative Liaison Committee while he was a member of the Dutchess County Legislature.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on January 26, 2016 at 7:30 p.m.

XII. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Mr. Dupree, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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