

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
March 22, 2016

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

Absent: Mr. Michael Francis Dupree

Also Present: Ms. Micki Strawinski and Mr. Will Truitt, Dutchess County
Legislature Liaisons

- I. The meeting was called to order at 7:05 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Dr. Wesley, seconded by Mr. Kuffner, voted on and duly carried, the agenda was approved as distributed.
- IV. Swearing-in of Trustee Dale Borchert

Chairman LeGrand administered the oath of office to Mr. Dale Borchert, who was appointed by the Dutchess County Legislature to serve as a Trustee of the College.
- V. Public Comment
 - A. Associate Professor Renee Lathrop, Chair of the Professional Staff Organization (PSO), addressed the Board regarding non-agenda items. She reported that she has been re-elected to serve as Chair of the PSO. She also talked about advisement week and the important role faculty play in their students' lives.
 - B. Professor Johanna Halsey, President of Dutchess United Educators, addressed the Board regarding the agenda items related to promotion and tenure and sabbaticals. She thanked the Board for their consideration in approving these items.
- VI. Consideration of Minutes of Meeting held on January 26, 2016: Upon motion made by Ms. VanBuren, seconded by Ms. Brown, voted on and duly carried, the minutes were approved as distributed.

VII. Educational Presentation

President Edington briefly spoke about the Monitoring Report that was submitted to the Middle States Commission on Higher Education. She said the document, which Board members received, expresses in detail the work that has been accomplished over the past eighteen months to regain compliance with Middle States standards. She asked Dr. William Anderson, Vice President and Dean of Administration, to report on the Middle States team visit next month.

Dr. Anderson briefly talked about the reasons the College was put on warning. We did not meet four of the standards outlined in the *Characteristics of Excellence*, and we were asked by Middle States to also provide an update on a fifth standard.

A small Evaluation Team, consisting of three members, along with liaisons from SUNY and Middle States, will visit the College in early April. They will arrive on Sunday, April 3 and leave on Tuesday, April 5. A small dinner at the Hampton Inn will be held with various members of the campus community, administration, and the Board of Trustees on Sunday evening. The members of the team will be on campus all day Monday and will meet with individuals of their choice at that time. The team will report its findings to the President on Tuesday morning just prior to leaving campus.

The team will then submit its report to the Commission, after which the College will have an opportunity to respond. The Commission will take action at the end of June and the College will be notified of its decision in July before public disclosure.

Dr. Anderson reviewed with Board members the possible outcomes of the team's recommendations:

- Reaccreditation
- Remain on warning if not in compliance with at least one standard.
- Remain on warning if we are still out of compliance on four standards

No matter what the decision is, another monitoring report will be due in the fall.

VIII. COMMITTEE REPORTS

It is noted for the record that pertinent information regarding all of the following resolutions was presented to the Board prior to voting.

A. Finance and Facilities

1. Acceptance of College Audit for Fiscal Year 2014-2015

Trustee Kuffner, Chair of the Finance and Facilities Committee, reported that the Finance Committee met with representatives of O'Connor

Davies, LLP, the College's auditors, to discuss the audit for fiscal year 2014-2015. The auditors found the College's finances to be in good order, and no material deficiencies were identified.

The following significant areas were discussed:

- Investments and cash
- Accounts receivable
- Capital assets
- Net position
- Tuition
- State, County and Federal aid
- Operating expenses

Mr. Kuffner noted the following:

- There were no difficulties related to the performance of the audit or with management.
- There were no material misstatements or material weaknesses in internal controls reported.
- There were no management letter recommendations

Trustee Kuffner further reported that the Finance and Facilities Committee recommends that the Board of Trustees accept the audit for 2014-2015 as prepared.

RESOLUTION NO. 2016-27

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

WHEREAS, the Dutchess Community College Board of Trustees has a responsibility to conduct business according to prudent, professional, and accepted practices, and

WHEREAS, the Financial Statements of Dutchess Community College for the fiscal year ending August 31, 2015 were reviewed by the outside auditing firm of O'Connor Davies, LLP, and

WHEREAS, in the opinion of the independent auditors, the financial statements of the College conform with generally accepted accounting practices in all respects, and

WHEREAS, the Board Finance and Facilities Committee has reviewed the audit with representatives of O'Connor Davies, LLP and recommends that the Board of Trustees accept the audit for fiscal year 2014-2015, and

WHEREAS, the members of the Board of Trustees have received copies of the audit for review, now, therefore, be it

RESOLVED, that, based upon the recommendation of the Finance and Facilities Committee, the Board of Trustees hereby accepts the independent auditor's report for the fiscal year 2014-2015.

* * * * *

Seconded by Ms. Hugo

Resolution adopted unanimously

2. Approval to Amend Funding Sources for the Campus Infrastructure – Phase 2 Capital Project

RESOLUTION NO. 2016-28

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, dated January 28, 2014, and amended by resolution 2015-11, dated December 9, 2014, to increase the budget, and
 WHEREAS, it is necessary to further amend the previously approved resolution to reflect the funding sources for the State’s share of the project, and
 WHEREAS, the State funds are available to cover the State’s share of 50% of this project with available 2008 appropriations in the projects Campus Infrastructure Phase 2 in the amount of \$1,700,000 and the CBI Emergency Generator in the amount of \$280,000 , and
 WHEREAS, the sponsor’s 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 amount 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.

* * * * *

Seconded by Dr. Wesley

Resolution adopted unanimously

Chairman LeGrand asked Board members to contact their local legislators to encourage them to vote for this important project.

3. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 29

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.

* * * * *

Seconded by Ms. Hugo

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Promotion and Tenure

RESOLUTION NO. 2016-30

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 faculty members are granted tenure, effective September 1, 2016:

- Brenda DeMartini-Squires, Department of English and Humanities
- Carson Lee McCullers, Department of Engineering, Architecture, and Computer Technologies
- Gail Upchurch Mills, Department of English and Humanities

And, be it
FURTHER RESOLVED, that, based upon the recommendation of the President of the College, the following faculty members are promoted in rank effective September 1, 2016:

From Instructor to Assistant Professor

- Carson Lee McCullers, Department of Engineering, Architecture, and Computer Technologies

From Assistant to Associate Professor

- Carla Deltreste-Jutt, Department of Mathematics, Physical and Computer Sciences
- Brenda DeMartini-Squires, Department of English and Humanities
- Michael Hall, Department of Behavioral Sciences
- Elizabeth Justin, Department of Allied Health and Biological Sciences
- Gail Upchurch Mills, Department of English and Humanities

From Associate Professor to Full Professor

- Barbara Dolansky, Department of Mathematics, Physical and Computer Sciences
- Laura Murphy, Department of History, Government and Economics
- Timothy Welling, Department of Mathematics, Physical and Computer Sciences

* * * * *

Seconded by Ms. Brown

Resolution adopted unanimously

2. Approval of Sabbaticals for 2016-2017

RESOLUTION NO. 2016-31

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College, and dependent upon resources in the 2016-2017 budget, the following members of the faculty are granted a sabbatical leave for the time period and pay indicated:

Juan Garcia-Nunez, Associate Professor of Communications, Department of Performing, Visual Arts and Communications, half-year at full pay, for the Fall 2016 semester

Melanie Klein, Associate Professor of English, Department of English and Humanities, half-year at full pay, for the Fall 2016 semester

* * * * *

Seconded by Ms. VanBuren

Resolution adopted unanimously

3. Approval of Professional Titles

RESOLUTION NO. 2016-32

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:

- Academic Coach
- Assistant Director of Advising Services
- Associate Director of Financial Aid
- Director of Advising Services
- Director of Applications Development
- Director of Residence Life and Assistant Director of Student Conduct
- Nursing Clinical Lab Coordinator
- Trio Director
- Trio Student Success Coach

* * * * *

Seconded by Dr. Wesley

Resolution adopted unanimously

4. Professional Staff Appointment

RESOLUTION NO. 2016-33

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 professional staff of Dutchess Community College is hereby approved:

ADMINISTRATIVE

Michael Soltish, Director of Applications Development, for the period March 28, 2016, through August 31, 2016, at an annual salary of \$90,000, prorated for the period of time worked.

* * * * *

Seconded by Mr. Kuffner Resolution adopted unanimously

5. Approval of Retirements/Granting of Emeritus Status

RESOLUTION NO. 2016-34

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 granted:

Karen Desmond, Professor of Nursing, effective January 6, 2017

Ansamma Varkey, Assistant Director of Information Systems, effective June 4, 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. Desmond and Ms. Varkey 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.

* * * * *

Seconded by Dr. Wesley Resolution adopted unanimously

IX. Report of the Student Trustee

A. Student Trustee Recchia informed Board members that the Student Government Association (SGA) held an impromptu club fair, and it was a resounding recruitment success.

- B. The SGA is in the process of holding elections for next year’s officers. There are two candidates for President/Student Trustee, two for Vice President, and one for Secretary.
- C. Mr. Recchia reported that the SGA is reviewing its By-laws and Constitution to ensure that it is serving students in the best way possible.
- D. A park clean-up is scheduled for Earth Day.
- E. Events in the planning stages include a carnival and another blood drive.

X. Report of the Chairperson

A. Resolution of Commendation for Recipients of the 2015-2016 Chancellor’s Award for Student Excellence

RESOLUTION NO. 2016-35

Mr. Kuffner offered the following resolution and moved its adoption:
 WHEREAS, in recognition of their academic achievements and community involvement, Mr. Paul Christian, Mr. Eric Ortiz, Mr. Eric Tomik, and Ms. Danielle Van Ostrand have been selected to receive the Chancellor’s Award for Student Excellence, and
 WHEREAS, the Board of Trustees wishes to recognize and commend Mr. Christian, Mr. Ortiz, Mr. Tomik, and Ms. Van Ostrand 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 Mr. Christian, Mr. Ortiz, Mr. Tomik, and Ms. Van Ostrand, 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.

* * * * *

Seconded by Ms. Brown

Resolution adopted unanimously

- B. Chairman LeGrand appointed Trustee Sherre Wesley to serve as a member of the Dutchess Community College Association Board of Directors to replace Mr. Robert Rolison.
- C. Mr. LeGrand commended Trustee Brown, Co-Chair of the DCCF Gala, and Ms. Diana Pollard, Executive Director of the DCC Foundation, for a very successful event. He said he is impressed by the amount of support the College receives from the community.

XI. Report of the President

- A. President Edington welcomed Legislators Micki Strawinski and Will Truitt, who have been appointed by the Dutchess County Legislature to serve as Liaisons to the Board of Trustees.
- B. Dr. Edington distributed copies of *The Monday Post*, which was created to keep the college community abreast of what is happening at the College. A new feature of the newsletter, which is designed to increase the amount of reliable information that circulates at the College, will be columns from the President, the Vice President of Academic Affairs and the Vice President of Administration. The columns will be published on a rotating basis and will focus on the most current and most important issues facing the College.

Noteworthy in this week's issue is an article on the Student Opinion Survey. This year will be the first time that the survey is conducted online, and we are encouraging as many students to participate as possible.

- C. President Edington informed the members of the Board that the College has launched a publicity campaign. She asked Ms. Judi Stokes, Director of Communications and Public Relations, to provide a brief update on our activities in this regard.

Ms. Stokes reported that, in an effort to have new branding for the College and to raise awareness of what the College has to offer, billboards have been erected and ads have been placed in the *Poughkeepsie Journal*. Three different billboards have been created and will be rotated between locations (Route 55, Hooker Avenue, and Washington Avenue). The ads will also be posted on our website and Facebook. The Facebook campaign was launched last Friday and has already received more than 15,000 hits. Over 500 of those clicked on our open house image and, since Friday, the number of individuals registering for open house has doubled.

- D. Dr. Edington congratulated Dr. Gail Upchurch, an Assistant Professor, and Ms. Kiara Tatum, an adjunct Instructor, for being selected by the Dutchess County Regional Chamber of Commerce to receive a *40 under 40* award.
- E. President Edington announced that four DCC students were selected for USA Today Phi Theta Kappa All Academic Awards: two of them placed on the #2 team, and the other two were on the #3 team. Senator Serino and Assemblywoman Barrett attended the event to congratulate our students.

- F. Dr. Edington gave a brief update on the START-UP New York Program. Our revised campus plan was approved by SUNY. Flight Level, which matches with our aviation program, has received approval. This company offers internships and partners with us on the A & P mechanics program. There are three companies in the pipeline: 1) Energy Intel, which matches our ELT and Engineering Programs, 2) Avian Habitat, which matches our Engineering and Design Programs, and 3) Precision Component Machining, which matches our Engineering and Computer Science Program. Participation in these relationships provides our students with opportunities for internships and jobs upon graduation.

She commended Dean Ginny Stoeffel and Mr. Glen Tanzman for their efforts related to the START-UP New York Program.

- G. President Edington informed Board members that she has been invited to speak at the Center for Lifetime Study on May 16.
- H. Dr. Edington reported that she will be attending a Model UN event in New York City. DCC and Vassar students will represent Cuba. Next year is the 50th anniversary of the Model UN Program.
- I. DCC's 60th anniversary will be next year, so we will need to start working on activities to celebrate this milestone.
- J. President Edington announced that Pace University has established a \$25,000 scholarship for DCC students who graduate with a 3.2 GPA and will attend classes at its Pleasantville campus.
- K. Dr. Edington told Board members that an NPR reporter has filed a FOIL request with most SUNY institutions for an article he is writing. He has asked for information regarding presidents' calendars, job descriptions, and salaries.
- L. President Edington apprised Board members that the College is exploring leasing space in the Family Partnership Center to accommodate expansion of the HSE and ESL Programs, increase service learning opportunities, and possibly offer credit courses for targeted populations.
- M. Dr. Edington informed Board members SUNY is requiring that the College appoint a Chief Diversity Officer by August 1, 2017 and develop a diversity strategic plan.
- N. President Edington told Board members that she is a New York Traffic Survival Workshop graduate. She was required to take the course, which was taught by Mr. Michael Sheehan, because she drives a college vehicle.

- O. In April, a delegation from China will visit the College. They are interested in working with us and SUNY New Paltz on an early childhood education degree program.
- P. Dr. Edington gave an update on the LOOP bus: In January, there were 843 DCC users, and that number increased to 1,972 in February.

XII. Items for Future Agendas

- A. Trustee Kuffner informed Board members that the Finance and Facilities Committee will begin discussions regarding next year's budget, as well as prepare information to be presented to the Dutchess County Legislature.
- B. Trustee Keller-Coffey had proposed that the Board of Trustees create a scholarship for full tuition. Since the response from the Board was not definitive, he suggested that the Board consider alternative ways to assist students, such as an emergency fund. It was determined that Trustee Keller-Coffey will submit proposals to Board members for their consideration.

XIII. Date of Next Meeting

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

XIV. Adjournment

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

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

lmb