

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
October 28, 2014

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

Absent: Mr. Daniel P. Kuffner

- I. The meeting was called to order at 7:40 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Brown, seconded by Ms. O'Neill, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Camilo Rojas addressed the Board on a non-agenda item related to *Labyrinth Conversations with Dutchess Community College Educators*, a student documentary.
 - B. Professor Johanna Halsey, President of Dutchess United Educators (DUE), addressed the Board regarding a non-agenda item. She spoke about a new level of openness between DUE and the College and the subsequent Memorandum of Agreement related to extra service pay for adjunct faculty.
 - C. Professor Leah Akins, a member of the DUE Executive Committee, addressed the Board regarding non-agenda items. She stated she is encouraged by the positive relationship that is developing between DUE and the College. She also spoke about the need for Advisory Boards for A.S. and A.A. programs.
- V. Consideration of Minutes of Meeting held on September 23, 2014: Upon motion made by Ms. O'Neill, seconded by Ms. Hugo, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation

Ms. Susan Mead, Director of Financial Aid, gave a presentation regarding the financial aid services provided by the College. She supplied information about the amount of financial aid disbursed to students over the past three years, which shows that there has been significant growth in the amount of grants and scholarships provided. Approximately \$25 million is awarded annually. She also

talked about the importance of providing financial literacy to students in light of loan indebtedness that many students face as they continue their education.

Ms. Mead reviewed with Board members the eligibility requirements for financial aid:

- 1) Students must be enrolled in a degree or certificate program.
- 2) Students must take courses that are applicable to their specific degree or certificate.
- 3) Students must make satisfactory academic progress.

The following types of aid are available:

- 1) Federal
 - Pell Grants
 - Supplemental Educational Opportunity
 - Work Study
 - Subsidized and unsubsidized loans
 - Parent Loans for Undergraduate Students (PLUS)
- 2) New York State
 - Tuition Assistance Program (TAP)
 - Aid for Part-Time Study
 - Educational Opportunity Program (EOP)
 - World Trade Center Scholarship
 - NYS STEM (Science Technology Engineering and Math)
 - Various other scholarships based on military service or children of deceased police, fire fighters or emergency medical personnel

Ms. Mead informed Board members that the College has expanded its work study program by placing students in community agencies, whereby they can earn money while meeting requirements for their internships.

Students are also eligible for scholarships through the Dutchess Community College Foundation, including the Charles E. and Mabel E. Conklin Scholarship for Academic Excellence, which provides full tuition for those Dutchess County high school students who graduate in the top 10% of their class. Students may also apply for scholarships from local or national agencies/organizations. The combination of these scholarships provides approximately \$370,000 annually for our students.

Ms. Mead gave a brief overview of the services provided by the staff in the Financial Aid Office, including:

- Walk-in hours are available on a daily basis for students to get advice and guidance.
- The Call Center provides guidance over the phone to help students and parents through the financial aid process.
- Financial aid and financial literacy presentations are given at Introduction Seminars.

- Community outreach includes presentations to local schools and agencies, as well as offering guidance to residents of Dutchess and Putnam Counties even if they are not planning to attend DCC.

Ms. Mead also reported on some of the accomplishments of the Financial Aid Office:

- The office has converted to a totally electronic aid processing and student notification system.
- The office went through a successful Federal Program Review with no findings and no further action needed.
- The most recent 3-year cohort default rates were decreased.
- In 2014, 68% of our students graduated without student loans.
- Between 2011-2012 and 2013-2014, there was an 8% increase in the amount of grants/scholarships awarded.

Ms. Mead complimented her staff on their hard work and dedication.

Speaking for all of the members of the Board, Chairman LeGrand thanked Ms. Mead and her staff for their efforts on behalf of our students.

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. Finance and Facilities

1. Approval of Bid for Audio/Visual Classroom Renovations

RESOLUTION NO. 2014-05

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

WHEREAS, bids were duly advertised and requested for the Audio/Visual Classroom Renovations, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 PM, October, 2014, and

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

WHEREAS, the low bid received from Hugh's TV & Communications, meets the required specifications, and

WHEREAS, funds for the Audio/Visual Classroom Renovations are available in the Operating budget for the year 2014-2015, now, therefore, be it

RESOLVED, that the bid received for Audio/Visual Classroom Renovations, in accordance with the specifications, be awarded to Hugh's TV & Communications, Poughkeepsie, NY, in the amount of \$20,660.37.

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Seconded by Ms. Brown

Resolution adopted unanimously

2. Approval of RFP for Office of Community Services & Special Programs Medical Field Job Training Programs

RESOLUTION NO. 2014-06

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

WHEREAS, the Office of Community Services (OCS) wishes to offer course instruction for programs leading to national certifications and job opportunities in the medical field using an outside vendor, and WHEREAS, a request for proposals was duly advertised and requested for OCS MEDICAL FIELD JOB TRAINING PROGRAMS on a multi-year basis, and

WHEREAS, requests for proposals were received as a result of this solicitation and were publicly opened and read aloud at 2:00 p.m., on October 14, 2014, and

WHEREAS, one vendor responded to the request for proposals, and WHEREAS, it has been determined that this vendor is a “sole provider” of this type of service, and

WHEREAS, the College has used this vendor in the past and has been very satisfied with the services it provides, and

WHEREAS, the cost per student being charged by the vendor for each of the courses to be offered meets the College’s expectations (See Attachment 1, which shall be made part of the minutes of this meeting), and

WHEREAS, the revenue sharing percentages offered by the responding vendor meets the College’s expectations, (See Attachment 2, which shall be made part of the minutes of this meeting), now, therefore, be it

RESOLVED, that the request for proposals received for OCS MEDICAL FIELD JOB TRAINING PROGRAMS, in accordance with the specifications, be awarded to Condensed Curriculum International (CCI), Fairfield, New Jersey, for a period of (1) one year, with the option to extend the contract for (4) four additional (1) one-year periods.

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Seconded by Ms. Hugo

Resolution adopted unanimously

B. Personnel and Community Relations

1. Acknowledgement of Resignation

RESOLUTION NO. 2014-07

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 resignation is hereby acknowledged:

Gayle Chaky, Assistant Professor, Department of Business, effective September 26, 2014

And, be it

FURTHER RESOLVED, that the Board of Trustees offers Ms. Chaky best wishes in her future endeavors.

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Seconded by Dr. Wesley

Resolution adopted unanimously

2. Approval of Retirement/Granting of Emeritus Status

RESOLUTION NO. 2014-08

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 member is hereby granted:

Ellen Wild, Associate Professor and Program Chair of Early Childhood and Elementary Education, Department of Behavioral Sciences, effective August 15, 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 her dedicated service to Dutchess Community College, she be granted emeritus status upon her retirement, and be it
FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Wild for her valuable contributions to the College’s educational program during her tenure and wishes her the very best in her retirement and future endeavors.

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Seconded by Dr. Wesley

Resolution adopted unanimously

3. Approval of Professional Staff Appointment

RESOLUTION NO. 2013-09

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

Rachel Mead, temporary, full-time Counselor, for the period September 28, 2014, through May 29, 2015, at an annual salary of \$47,852, prorated for the period of time worked

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Seconded by Dr. Wesley

Resolution adopted unanimously

VIII. Report of the Student Trustee

A. Student Trustee Kozma reported that, in conjunction with Completion Day, a Fall Fest was held today.

- B. Ms. Kozma informed Board members that the recent coat drive was very successful.
- C. The Dutchess County Regional Chamber of Commerce invited, and paid for, students to attend the Athena Luncheon that was held at the College earlier today. After the luncheon, Carolyn Everson, the Vice President of Facebook conducted a question and answer session with students. Ms. Kozma thanked Dean Stevens for encouraging students to take advantage of this opportunity.
- D. The Anime and Gaming Society held a Halloween Dance, which was followed by a viewing of the Rocky Horror Picture Show.
- E. Ms. Kozma reported that she and a couple of other representatives of the student body met with the Chair of the Middle States Evaluation Team to share their impressions of DCC.
- F. The BIOS Club hosted a clean-up of Morgan Lake, which was very successful.
- G. The Improv Club held a Talent Show that featured dance numbers and musical events. A bake sale was also held to benefit the Dutchess County ASPCA.
- H. The Student Government Association (SGA) has elected Abed Kinan as its President Pro Tempore.
- I. The school newspaper, *The Falcon Free Press*, published its first issue, which is available online.
- J. The COM Society is in the process of creating several documentaries.
- K. A new Veterans Club is in the process of being approved. The SGA will help this group host a Veterans Day event on campus on November 11th.
- L. The Office of Counseling and Career Services hosted a Part-time Job Fair in September, which helped many of our students find employment.
- M. On behalf of the student body, Ms. Kozma expressed appreciate to the faculty and staff for their support and caring attitude.

IX. Report of the Chairperson

Chairman LeGrand informed Board members that he and Dr. Edington had the opportunity to attend the Marist College President's Breakfast. He said he was very impressed by the PowerPoint presentation given by Dr. Murray that provided important information about the College. He requested that a similar type of presentation be created for DCC that can be used to highlight what we do

for our community. It can be shown at our annual President's Breakfast, as well as be used in various community settings.

Trustee Keller-Coffey suggested that a Chamber of Commerce Contact Breakfast would be a good venue to showcase the College in this way.

X. Report of the President

- A. President Edington gave a brief update on the preparation of the Self-Study Report. Staff has been working diligently to finalize a draft for review by the college community. It is anticipated that the draft will be online on Monday, November 3rd. The college community, including Board members, will be notified when it is available and how to access it. Following posting, there will be a three-week period to submit comments. Dr. Edington thanked the team of people who have dedicated many hours to developing the report. Dr. William Anderson and Dr. Peter Phipps are the Co-chairs of the Middle States Self-Study Committee.
- B. Dr. Edington informed Board members that a luncheon was held for Conklin scholars, and she was pleased that Charlie and Betty Conklin were able to attend and meet the students they are supporting through their generosity. She said this is an important scholarship for the College since it brings a cadre of the top Dutchess County high school graduates to DCC. We now have so many Conklin scholars that the DCC Foundation is looking for ways to sustain funding.
- C. President Edington reported that lot of activities surrounded today's Completion Day. In addition to taking pictures of this event, the Office of Communications and Public Relations, along with a number of volunteers, are photographing students and staff to be used to "show DCC in action." This can be integrated into the PowerPoint we are preparing and can be used in a variety of ways to showcase the College.
- D. Dr. Edington told Board members she was interviewed by students as part of the *Labyrinth* series and was impressed by the students who are involved with this project and was grateful for the opportunity to work with them.
- E. As part of the Exercise Science Program, Dr. Edington asked for, and was assigned, a personal trainer. This type of program benefits both the student and the individual receiving the personal attention.
- F. President Edington thanked Trustee Rolison for organizing a meeting to introduce her to the Dutchess County legislative leadership. She said she looks forward to a productive working relationship with them.
- G. Dr. Edington also thanked Trustee Wesley for arranging a meeting with the Superintendents of BOCES and local school districts.

- H. President Edington informed Board members that Sue Doyle, a member of the DCC Foundation Board of Directors hosted a “meet and greet” for her.
- I. Dr. Edington reported that she and Dean Ellen Gambino had the opportunity to attend the ERVK Awards presentations at Val-kill. One of our students in the ECCEL Program participated in the ceremony. There are ten DCC students in this year’s cohort and their first retreat was held last weekend. We have received very positive feedback about this program.
- J. President Edington had the opportunity to meet with Frank Castella, Jr., who has been named as the new President and CEO of the Dutchess County Regional Chamber of Commerce. He is eager to work with the College and will help introduce her to more members of the community-at-large.
- K. The College received accolades for hosting the Dutchess County Regional Chamber of Commerce Athena Leadership Luncheon. The Chamber was very complimentary about the College’s facilities and the staff who helped to organize the event. Carolyn Everson, Facebook Vice President of Global Marketing Solutions, was the keynote speaker and her remarks were recorded and will be available online.
- K, Dr. Edington announced that three Task Forces have been created: 1) Mission Review, chaired by Dean Stevens; 2) Strategic Planning, chaired by Dean Gambino; and 3) Governance, chaired by Dean Stoeffel. Each Task Force, comprised of approximately 20 people apiece, will have representatives from faculty, adjunct faculty, NTEs, administrators, and support staff. Each group will do research and make suggestions about its focus area that will be shared with the entire college community. The target date for completion of the reports is January.
- L. President Edington gave a brief update on the SUNY assessment issue. This year’s assessment will be paid; however, conversations will continue during the year to determine if the assessments should be continued, how much they should be, and if there are alternatives to close SUNY’s funding gap.
- M. Dr. Edington reported that the College hosted the SUNY Faculty Council of Community Colleges (FCCC) plenary session. Both SUNY Chancellor Nancy Zimpher and Dr. Johanna Duncan-Portier, Senior Vice Chancellor for SUNY Community Colleges, attended the event.
- N. President Edington informed Board members that she will be attending the SUNYCON Conference in New York City this week. The conference will focus on collective impact and how to connect institutions of higher education and the community through more strategic and transformative practices.

O. Dr. Edington distributed the following materials to Board members:

1. *ATHENA Leadership Luncheon*: This brochure provides information about keynote speaker Carolyn Everson and the Athena Scholarship recipient, Heather Hines, who is a Dutchess Community College graduate.
2. *President's Report, 2013-2014*: This report highlights the College's accomplishments over the past year.
3. *Wintersession*: This flyer provides information about various online courses that will be offered between the end of the fall semester and the beginning of the spring semester. This is a new venture for the College, and we are pleased that there has been a positive response, with each class already having registration in the double digits. We will assess the impact of these courses and discuss expanding them in the future if appropriate.

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 December 9, 2014, at 5:30 p.m., in the Conklin Hall Atrium.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Ms. O'Neill, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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