

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
October 27, 2015

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Michael Francis Dupree, 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: Ms. Betsy Brown, Ms. Barbara Hugo, and Mr. Robert G. Rolison

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

- I. The meeting was called to order at 7:30 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Kuffner, seconded by Dr. Wesley, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Associate Professor Melanie Klein, the College's representative on the Faculty Council of Community Colleges (FCCC), addressed the Board regarding a non-agenda item. She gave a brief report on the FCCC's fall plenary session.
 - B. Associate Professor Renee Lathrop, Chair of the Professional Staff Organization (PSO), addressed the Board regarding a non-agenda item. She informed the Board that the PSO used its last meeting for faculty to work on student learning outcomes in order to address Middle States requirements concerning assessment.
- V. Consideration of Minutes of Meeting held on September 29, 2016: Upon motion made by Dr. Wesley, seconded by Ms. VanBuren, voted on and duly carried, the minutes were approved as distributed.
- VI. Educational Presentation

Dr. Ellen Gambino, Vice President of Academic Affairs, gave a presentation on *Supporting Success for Under-prepared Students at DCC*. She provided some statistics regarding national trends:

 - 68% of students beginning at public two-year colleges in 2003-2004 took one or more remedial courses in the six years after their initial entry.

- 59% of entering students were referred to developmental math and 33% were referred to developmental reading.
- 33% of students referred to development math and 46% of students referred to developmental reading go on to complete the entire developmental sequence.
- 17% of students referred to the lowest level of development math completed the sequence; 45% of those referred to the highest level complete the sequence.

In 2015, only 23% of new, full-time students entering Dutchess Community College needed no remediation; 32.7% needed 1 remedial class; and 41.9% needed 2 or more remedial classes.

In each of the 3 math cohorts (main, credential-seeking, and first-time in College), over 50% need developmental math.

The success rate for these students needs to be improved. The College offers 3 remedial math classes: 1) beginning algebra, 2) intermediate algebra, and 3) non-algebra course to prepare those students who are entering programs that do not require algebra.

The College uses placement tests and grades from high school to determine whether or not a student needs to take a remedial course. Students who need remedial math are encouraged to take the necessary course in their first semester.

Dr. Gambino informed Board members that there is a nation-wide movement to eliminate remedial courses in colleges.

The number of students needing remedial English is not as high as for math courses, but it is still significant. 70.2% of the main cohort, 72.9% of the credential-seeking cohort, and 64.4% of the first-time cohort need remedial English.

The College has various strategies for supporting under-prepared students, including coursework, tutoring, and developmental programs. Professional and peer tutoring, which is offered at the Academic Success Center, Writing Center, Math Center, Business Resource Center, and at DCC South, is available on both individual and group levels.

The SMARTSTART Program is a pre-college summer program that serves approximately 150 students each year. The FOCUS Program is offered during the semester and enrolls approximately 120 students each year. The Bridges to Excellence Program is for SMARTSTART students who are guaranteed admission to Marist if they meet specified criteria.

The College also provides “college readiness” outreach to local high school students to help them understand the importance of placement testing, admission requirements, and what readiness programs are available to them.

Other programs that students may be eligible for include the Educational Opportunity Program (EOP), C-STEP, and Reclaim My Math. The College has also instituted a Starfish Early Alert Program that helps us to identify and connect with at-risk students. Additionally, math initiatives to help improve outcomes, including the development of new courses and textbooks written by faculty, have been undertaken.

A program called Project Success has been developed for resident students. It provides student success workshops, coaching, tutoring, counseling, and advisement for registration.

Remediation is one of the issues that will be addressed in 2015-2016 as part of the College’s Strategic Plan.

VII. 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. Trenching/Backfill and Supplying Item 4 Gravel and Topsoil

RESOLUTION NO. 2016-12

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

WHEREAS, bids were duly advertised and requested for TRENCHING/BACKFILL AND SUPPLYING ITEM 4 GRAVEL AND TOPSOIL on a multi-year basis, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 P.M., September 29, 2015, and WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and

WHEREAS, funds for TRENCHING/BACKFILL AND SUPPLYING ITEM 4 GRAVEL AND TOPSOIL will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it RESOLVED, that the bid received for TRENCHING/BACKFILL AND SUPPLYING ITEM 4 GRAVEL AND TOPSOIL be awarded to Thomas Gleason, Inc., Poughkeepsie, N.Y., the vendor submitting the lowest aggregate price bid in accordance with the specifications for a multi-year contract in the amounts specified on the attached summary sheet for labor, equipment with operator, and materials as needed. This contract is for three years with the provision for two, one-year extensions.

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Seconded by Mr. Keller-Coffey

Resolution adopted unanimously

2. Snow Plowing and Removal

RESOLUTION NO. 2016-13

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, bids were duly advertised and requested for SNOW PLOWING AND REMOVAL on a multi-year basis, and
WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 P.M., September 29, 2015, and
WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and
WHEREAS, funds for SNOW PLOWING AND REMOVAL will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it
RESOLVED, that the bid received for SNOW PLOWING AND REMOVAL be awarded to X-Scape Outdoor Concepts, Inc., Pleasant Valley, NY, in accordance with the specifications for a multi-year contract, and in the amounts specified on the attached summary sheet for labor and equipment with operator. This contract is for a three-year period with the provision for two (2), one-year extensions.

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Seconded by Dr. Wesley

Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2016-14

Ms. VanBuren 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

Katherine Leonard, EOP Counselor, for the period October 1, 2015 through August 31, 2016, at an annual salary of \$49,378, prorated for the period of time worked

Jaclyn Savolainen, Assistant Librarian, for the period November 2, 2015 through August 31, 2016, at an annual salary of \$50,903, prorated for the period of time worked

Martin Schneider, Director of Grants, for the period October 20, 2015 through August 31, 2016, at an annual salary of \$81,429, prorated for the period of time worked.

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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 related to Halloween have either taken place or will be held later in the week. They include a ghost hunt, pumpkin painting, Rocky Horror Picture Show, Halloween smoothies, a laser tag Halloween tournament, and a Halloween dance.
- B. Mr. Recchia reported on the Red Cross community service project to install free smoke detectors in the City of Poughkeepsie. Over 50 people attended the event and more than 70 smoke detectors were installed. Working in teams, DCC student volunteers not only helped to install smoke alarms, but they also educated families about fire prevention.
- C. A food and toiletry drive was held. Several boxes of food were collected, and Price Chopper donated more than \$50 in toiletry items. Donated items will be delivered to the Dutchess County Community Action Agency and Catholic Charities Community Services of the Hudson Valley.
- D. The BIOS Club, which has changed its name to the Environmental Club, completed its first Morgan Lake cleanup for the year.
- E. The Christian Fellowship will hold its annual Operation Christmas Child.

IX. Report of the Chairperson

- A. Chairman LeGrand distributed copies of committee assignments for 2015-2016. He told Board members to contact either him or Dr. Edington if they would prefer a different assignment.
- B. Approval of Revised Smoking Policy

RESOLUTION NO. 2016-15

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

WHEREAS, the Board of Trustees, by Resolution #2014-52, dated May 27, 2014, passed a smoking policy that prohibited smoking in all College buildings and on all College grounds, except for “designated smoking areas” situated on campus, and

WHEREAS, the Board of Trustees recognizes that tobacco use on college campuses is a serious public health issue in New York State and throughout the United States, and

WHEREAS, in June 2012, the State University of New York (SUNY) Board of Trustees adopted a resolution to support a “Tobacco-Free SUNY” policy and the enactment of New York legislation that bans the use of tobacco on grounds and facilities and in vehicles owned, leased or controlled by SUNY, and

WHEREAS, SUNY has recommended that community colleges in New York that are not state-operated campuses also take appropriate steps to adopt tobacco-free policies, and

WHEREAS, more than half of SUNY community colleges have already adopted a tobacco-free policy, now, therefore, be it
RESOLVED, that the Board of Trustees hereby adopts a revised smoking policy that prohibits tobacco use of any kind, including cigarettes, e-cigarettes, cigars, pipes, or other devices that emit toxic smoke or vapors, on all grounds and in all buildings and facilities owned or operated by the College, and be it
FURTHER RESOLVED, that this policy applies to all College employees, students, visitors and vendors, and be it
FURTHER RESOLVED, that this policy shall be effective starting May 31, 2016.

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Seconded by Mr. Keller-Coffey

Resolution adopted unanimously

X. Report of the President

- A. President Edington informed Board members that the President's Advisory Council (PAC), which was established by Board resolution many years ago, has been re-instituted. Additionally, a new group, the Diversity Council, has been formed. Both of these councils are representative of the entire college community. So far, the PAC has spent its time focusing on the Performance Improvement Plan and setting targets for the SUNY Excels Project. Going forward, this group will be instrumental in providing input on issues of importance to the College. The Diversity Council will assist with the creation of a more inclusive college community, as well as help to reduce the success gap between student groups.
- B. Dr. Edington reported that the College has joined the Education Advisory Board (EAB). Representatives from EAB visited the College in August as "secret shoppers" and went through the process of enrolling as a new student to determine how efficient and user-friendly our services are. The College received a "Pain Point Audit" that offers recommendations to streamline onboarding.

President Edington attended the EAB meeting in Washington to learn more about how to address early attrition, how to attract adult learners, and working with employers to provide workforce training. She said one of the initiatives in our Strategic Plan is to recruit more adult learners.
- C. Dr. Edington told Board members that Professor Emeritus and major donor Allyn Washington and his family recently visited the campus and the Mildred I. Washington Art Gallery. The exhibit being displayed at the time was by former student, Alteronce Gumby, who is now attending Yale University. We had a small reception for the Washingtons, and they were given a mini-tour of the campus.
- D. Charlie Conklin and his daughter Ellen joined us at the annual Conklin Scholars luncheon that was held on October 12th. This year, we had 43 new scholars, and 20 scholars returned for their second year. This is the first

year we invited returning scholars to join us at the luncheon. Adam Podpora, a former Conklin scholar who now works at Central Hudson, spoke at the luncheon. Over 400 students have been awarded Conklin scholarships, 8 of whom have earned doctorate degrees since leaving DCC.

President Edington informed Board members that the College has nominated Charlie Conklin for an honorary doctorate degree from SUNY.

- E. Dr. Edington reported that, for the first time, DCC held an open house on a Saturday, which was very successful. She asked Michael Roe, Associate Dean of Enrollment Management, to talk about Discover DCC Day.

Mr. Roe said there were 153 total attendees, 58 of whom were prospective students. 28 of the 58 live in either Dutchess or Putnam Counties; 19 were from surrounding counties; and 11 were from outside the Hudson Valley region. At the end of the day, prospective students were asked to complete a survey. 55 evaluations were returned with very favorable results.

President Edington said we had 15 tour guides at the event; 3 of them were international students. Trustees Recchia and Keller-Coffey attended the open house.

- F. Dr. Edington talked about recent meetings with community leaders:
- Dr. Richard Hooley, the new District Superintendent of BOCES, to foster a relationship between BOCES and the College.
 - Dr. Nicole Williams, Superintendent of the City of Poughkeepsie School District, to discuss the possibility of collaborating on specific initiatives to improve student outcomes in the middle school.
 - Representatives from the Webutuck Board of Education to talk about offering DCC services in the northern part of the County. Trustee Keller-Coffey participated in the discussion. The Webutuck superintendent will coordinate a meeting with other northern Dutchess superintendents and us to continue the conversation.
 - Mr. Rick Tietjan, Chief of Staff at the CIA, regarding assisting us with an RFP for our food services, as well as possible culinary programming.
- G. President Edington will participate in the Hudson Valley Young Professionals' CEO Chat. She will discuss her career path and talk about the future development of the College.
- H. On November 6, DCC will be presenting Certificates in Manufacturing Leadership at the Council of Industry's Annual Luncheon. SUNY Chancellor Nancy Zimpher will be the keynote speaker, and Dr. Edington will introduce her.

- I. Dr. Edington reminded Board members that she and Dr. Anderson will be presenting the College's contract with DUE to the Dutchess County Legislature for its approval in November.

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 8, 2015 at 5:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. VanBuren, seconded by Mr. Dupree, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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