

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
September 23, 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, and Dr. Sherre Wesley
Dr. Pamela R. Edington, President

Absent: Ms. Zoe Kozma, Student Trustee

- I. The meeting was called to order at 8:00 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Rolison, seconded by Mr. Kuffner, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Camilo Rojas, Chair of the Professional Staff Organization, addressed the Board on non-agenda items related to the decline in enrollment, open communications, and his attendance at the NYCCT Conference.
 - B. Dr. Leah Akins, Professor in the Department of Engineering, Architecture, and Computer Technologies, addressed the Board on a non-agenda item related to DCC hosting a meeting and workshop involving engineering faculty from local colleges and students.
- V. Election of Officers

Mr. Rolison, Chair of the Nominating Committee, reported on the deliberations of the committee. In addition to Mr. Rolison, committee members included Ms. Hugo and Ms. O’Neill.

On behalf of the committee, Mr. Rolison presented to the Board the following slate of officers for 2014-2015:

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| Chairperson: | Thomas E. LeGrand |
| Vice-chairperson: | Vincent J. DiMaso |
| Secretary: | Sherre Wesley |

There being no nominations from the floor, Mr. Rolison made a motion to accept the slate of officers as presented. The motion was seconded by Ms. Brown, voted on, and approved. Mr. Rolison then made a motion to close nominations, which was seconded by Ms. O’Neill, voted on, and approved.

Based upon a request from Trustee Kuffner, the vote was taken by secret ballot and counted by Ms. Beasimer. The slate of officers as proposed was approved by a vote of seven yes and two no.

Chairperson LeGrand, Vice-Chairperson DiMaso, and Secretary Wesley expressed their appreciation to the members of the Board of Trustees for their support and confidence.

VI. Consideration of Minutes of Meeting held on August 12, 2014: Upon motion made by Mr. Rolison, seconded by Ms. Brown, voted on and duly carried, the minutes were approved as distributed.

VII. Educational Presentation

Dr. William Anderson, Vice-President and Dean of Administration, gave a presentation on the administrative services that were accomplished over the summer through a collaborative effort by the Offices of Academic Affairs, Administration, Community Services, Scheduling, Financial Services, DCC South, the Departmental Affairs Council, the IT Department, and members of the facilities staff.

He highlighted some of the main accomplishments:

- The College successfully underwent a financial risk assessment that was performed by the New York State Comptroller's Office.
- Paperless billing was implemented.
- A presentation was made to the Dutchess County Legislature regarding how the College develops its budget.
- An Emergency Operations Center was completed. It is located in the Physical Plant Building.
- Training was held for security staff.
- Mechanical locks were installed on all interior classroom doors.
- A Security Master Plan was developed.
- Several IT applications, such as Starfish, Tutortrac, and Degree Works, were made available.
- Various network upgrades were completed and the process of replacing desk top computers with thin clients was continued.
- The Voice Over IP Phone System was installed.

- A Technology Master Plan was developed utilizing an assessment of our infrastructure, IT facilities, and campus staffing.
- Several facilities projects were completed, including improving walkway lighting, refurbishing exterior stair rails, HVAC upgrades, sprinkler replacement in the CBI Computer Center, maintenance to the President's House, campus paving, and renovations to DCC South.
- New cardio equipment was installed in the campus fitness center.
- Laboratory microscopes were replaced.
- An information wiki to support the Middle States Self-Study was developed.

Dr. Anderson also reported on projects that are in process or in the planning stage:

- Reviews are being conducted for IT, campus security, and campus safety as part of the new 3-year cycle Administrative Unit Review process.
- We are in the process of finalizing our Facilities Master Plan.
- The campus video coverage will be expanded.
- The electronic locking system will be upgraded.
- An emergency generator will be installed in the Computer Center.
- Upgrades to the electrical systems in Hudson and Drumlin Halls will be made.
- Classroom upgrades in Taconic Hall will be completed over winter break.
- The necessary work to utilize mass notification using VoIP will be completed.

VIII. 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 Bid for the Replacement of Campus Residence Roof

RESOLUTION NO. 2015-01

Dr. Wesley offered the following resolution and moved its adoption:

WHEREAS, bids were duly advertised and requested for the Removal and Replacement of Campus residence roof, and

WHEREAS, bids were received as a result of the solicitation and were

publicly opened and read aloud at 2:00 PM, August 22, 2014, and
 WHEREAS, vendors provided prices as shown on the tabulation sheet
 attached to this resolution, and
 WHEREAS, the low bid received from One Time Carpentry, meets the
 required specifications, and
 WHEREAS, funds for the Removal and replacement of Campus residence
 roof are available in the Operating budget for the year 2014-2015, now,
 therefore, be it
 RESOLVED, that the bid received for the purchase of, in accordance with
 the specifications, be awarded to One Time Carpentry, Yorktown Heights,
 NY in the amount of \$23,930.00.

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Seconded by Mr. Kuffner Resolution adopted unanimously

2. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2015-02

Dr. Wesley 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 Ms. Brown Resolution adopted unanimously

B. Personnel and Community Relations

1. Acceptance of Resignations

RESOLUTION NO. 2015-03

Ms. O'Neill offered the following resolution and moved its adoption:
 BE IT RESOLVED, that, based upon the recommendation of the President
 of the College, the following resignations are hereby acknowledged:

Christine Kane, Director of Institutional Advancement and
 Executive Director of the Dutchess Community College
 Foundation, effective August 29, 2014

Paula Possenti-Perez, Coordinator of Disability Services,
 effective August 19, 2014

And, be it
 FURTHER RESOLVED, that the Board of Trustees offers them best wishes
 in their future endeavors.

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Seconded by Dr. Wesley Resolution adopted unanimously

2. Professional Staff Appointments

RESOLUTION NO. 2015-04

Ms. O'Neill 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

Linda Bertolozzi, Interim Coordinator of Disability Services, for the period August 18, 2014 through January 4, 2015, at prorated annual salaries of \$56,164 for the period August 18, 2014 through August 31, 2014, and \$57,006 for the period September 1, 2014 through January 4, 2015

Diana Pollard, Acting Executive Director of the Dutchess Community College Foundation for the period of September 15, 2014 through August 31, 2015, at an annual salary of \$85,000, prorated for the period of time worked

Colleen Trogisch, Interim Associate Dean of Academic Affairs, for the period August 18, 2014 through May 29, 2015, at an annual salary of \$74,100, prorated for the period of time worked

Louisa Witcher-Schoonmaker, Nursing Simulation Lab Assistant, for the period August 21, 2014, through August 31, 2015, at an annual salary of \$39,982, prorated for the period August 21, 2014 through August 31, 2014, and \$40,582 for the period September 1, 2014 through August 31, 2015

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Seconded by Ms. Brown

Resolution adopted unanimously

IX. Report of the Student Trustee

Since Student Trustee Kozma was unable to attend the meeting, there was no report.

X. Report of the Chairperson

Chairman LeGrand did not have a formal report; however, he stated that Dr. Edington is a pleasure to work with.

XI. Report of the President

A. President Edington informed Board members that the College had a Nursing Program accreditation visit. The visiting team was very complimentary of our program and was impressed by the positive comments that were received from the community hospitals and our students. The team made some suggestions to strengthen the program, and they will be immediately acted upon; however, we believe that we will receive a positive report. She congratulated Professor Inge Grutzner, Chair of the Nursing Department, and the nursing faculty on a job well done.

- B. Dr. Edington reported that the College has received a \$113,000 grant from the Dyson Foundation to update our nursing simulation laboratory.
- C. The College co-hosted a press conference with the County to announce a new, free suicide prevention/mental health app, which provides users with information about suicide warning signs and levels of risk. Unfortunately, suicide is a major concern on college campuses, and we recently had one of our students commit suicide and another one attempt it. We have a comprehensive support system for our students to help them deal with the serious issues they face; however, we need to be vigilant to ensure we are doing all we can to provide our students with the support they need to avoid these tragedies from happening. The College has a “Let’s Talk” Program for resident students through which they have access to counselors. We also have a “Starfish” Program that is used by faculty to identify at-risk students so early intervention can take place.
- D. President Edington distributed an article entitled, “What is the Role of Community College Boards of Trustees in Student Success Initiatives?”.
- E. A “Can Do” was held at the Opening Convocation for the Fall semester. Faculty and staff were asked to bring a can of food to be donated to a local food pantry. 254 cans were collected and will be delivered to St. Paul’s Church later this week. Mike Weida, Director of Student Activities, Student Trustee Kozma and some of her classmates will help with the delivery.
- F. Dr. Edington informed Board members that the College has submitted a grant for the P-TECH Program, which is designed to provide academically at-risk and disadvantaged students with the skills and knowledge needed to acquire high-skills jobs. The students entering the program will receive both a high school diploma and college degree and be prepared to transfer to a four-year institution. The College has partnered with Poughkeepsie High School, Central Hudson, SUNY New Paltz, the Chamber of Commerce, and the County Executive on this venture. We will find out in November if we will be successful in obtaining this grant, which would be for \$2.8 million over six years. President Edington thanked Dr. Ellen Gambino for her leadership on this project.
- G. President Edington thanked Chairman LeGrand for arranging a meeting with County Executive Marc Molinaro, Bill O’Neill and Ron Hicks. It gave her the opportunity to start forging a closer relationship with the County.
- H. Dr. Edington announced that the College will be receiving a SUNY 2020 grant in the amount of \$600,000 for an advanced manufacturing and quality control laboratory that will help us to cement partnerships with local industries.
- I. Our Office of Community Services is working on Start Up New York, which is an economic development program. We will work with the County on this project.

- J. The College has not participated in a United Way campaign for several years, and Dr. Edington will meet with the CEO of our local United Way to discuss the possibility of the College participating in this year's campaign.
- K. Through the efforts of Sheila Appel, a DCC alumnae, IBM has offered to assist the College in developing a five-year, long-range strategic plan. This interaction will give us the opportunity to nurture our relationship with IBM and build on it for the future.
- L. President Edington announced that the College will host the Dutchess County Science Fair this year. The fee for using College facilities has been waived; once again this will foster good will in the community. Dr. Edington will be part of the awards presentation, and faculty and students will be asked to participate in the event as well.
- M. The Dutchess County Regional Chamber of Commerce has asked, and the College has agreed, to host an event on October 28th that will feature Carolyn Everson, Facebook's Vice President of Global Marketing Solutions. Her presentation will be live-streamed so our students will have the opportunity to hear her remarks. Additionally, Ms. Everson has agreed to meet with some of our students during her visit. Two Athena Scholarships will be awarded at the luncheon. These scholarships are given to female high school seniors who are residents of Dutchess County and pursuing their education at a Mid-Hudson Valley college. The Chamber is expanding its Mentorship Program, and it plans to include Poughkeepsie High School.

Since this event will be held in the cafeteria during lunch time, alternate arrangements have been made for food service for students.

- N. Dr. Edington informed Board members that she is in the process of visiting each department of the College to meet staff and talk to them about the work they do and to build relationships. She has been impressed by everyone's dedication to the College.
- O. President Edington gave an update on the Middle States Self-Study Report. A lot of work still needs to be done to complete a draft report by October 1st. It was decided that an internal writer was needed. Working with DUE President Johanna Halsey and DUE leadership, an agreement was reached regarding a job description and compensation for the writer. After accepting applications and interviewing interested faculty, Dr. Keith O'Neill, a professor in the Department of English and Humanities, has been hired to help write the report.
- P. Dr. Edington told Board members she is starting a "President's Book Club." The first book to be discussed will be Getting to YES, Negotiating Agreement Without Giving In. This book talks about how to make decisions in a way that is more collaborative. Board members were invited to participate.

Q. President Edington reported that SUNY Administration is running an annual deficit that is unsustainable. This situation was created due to decreased State support, the inability to generate third-party revenue, and increased requests for SUNY's time and support. To offset this deficit, SUNY has decided to charge community colleges an assessment fee for the next five years. The College will pay the fee this year, but will join with the New York Community College Association of Presidents (NYCCAP) to engage in a dialogue with SUNY about future assessments.

XII. Items for Future Agendas

Ms. Brown requested that an update on the residence hall be scheduled for a future Board meeting.

XIII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on October 28, 2014 at 7:30 p.m. Mr. Kuffner informed Chairman LeGrand that he will be unable to attend the October meeting.

XIV. Adjournment

There being no further business to discuss, a motion was made by Mr. Kuffner, seconded by Ms. Brown, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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