

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
July 12, 2016

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Richard Keller-Coffey, Mr. Daniel P. Kuffner, Ms. Denise Doring VanBuren, Dr. Sherre Wesley, and Mr. Matthew Lahey, Student Trustee
Dr. Pamela R. Edington, President

Absent: Mr. Dale L. Borchert and Ms. Betsy Brown

Also Present: Ms. Micki Strawinski, Dutchess County Legislature Liaison

- I. The meeting was called to order at 7:45 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. VanBuren, seconded by Mr. Dupree, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Johanna Halsey, President of DUE, addressed the Board regarding non-agenda items. She spoke about the work that has been done to meet Middle States' assessment requirements, the meeting of the Dutchess County Legislature during which the College's budget was approved, and her experience with Conklin scholars.
 - B. Ms. Mick Strawinski, Dutchess County Legislator, addressed the Board regarding a non-agenda item. She said she, and other members of the Legislature, appreciated the information shared by the College regarding this year's budget request and the open discussions that took place prior to the Legislative vote.
- V. Consideration of Minutes of Meeting held on May 24, 2016: Upon motion made by Mr. Kuffner, seconded by Mr. Dupree, voted on and duly carried, the minutes were approved as distributed.
- VI. 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. Academic and Student Affairs

1. Approval of 4-year Academic Calendar

RESOLUTION NO. 2016-47

Mr. Keller-Coffey offered the following resolution and moved its adoption: BE IT RESOLVED, that, based upon the recommendation of the President of the College, the attached Four-year Academic Calendar for 2017-2021, which shall be made part of the official minutes of this meeting, is hereby approved.

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Seconded by Dr. Wesley

Resolution adopted unanimously

B. Finance and Facilities

1. Approval of Five-year Capital Plan for 2017-2021

RESOLUTION NO. 2016-48

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, the County of Dutchess and the State University of New York require the submission of a project list and estimated costs of capital construction and improvement projects for a five-year period, and WHEREAS, the educational, administrative and support needs for rehabilitation, preservation and improvement of facilities have been reviewed and related to the specific projects and priorities as indicated on the attached list, now, therefore, be it RESOLVED, that the campus facilities projects listed on the attached document, which shall be made part of the official minutes of this meeting, are hereby approved as Dutchess Community College’s Five-year Capital Projects Plan for the period 2017-2021.

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Seconded by Mr. Keller-Coffey

Resolution adopted unanimously

2. Approval of Agreement between Dutchess Community College and the DCC Association

RESOLUTION NO. 2016-49

Mr. Kuffner offered the following resolution and moved its adoption: WHEREAS, the Dutchess Community College Association was incorporated on October 6, 1958 to further the purposes of Dutchess Community College, and WHEREAS, the DCC Association has contracted with the College Board of Trustees to render all necessary services for the operation of the College’s bookstore, cafeteria, day care center, and residence hall, and WHEREAS, the current DCC Association Agreement with the College expired on June 30, 2016, now, therefore, be it RESOLVED, that, on behalf of the College, the Board of Trustees hereby authorizes and approves the attached contract between the DCC

Association and Dutchess Community College, which shall be made part of the official minutes of this meeting, for a five-year period beginning July 1, 2016 and terminating on June 30, 2021.

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Seconded by Mr. Dupree

Resolution adopted unanimously

3. Approval of Lease with Family Services, Inc.

RESOLUTION NO. 2016-50

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

WHEREAS, Dutchess Community College wishes to lease space in the City of Poughkeepsie for Off-Campus Instructional space, and

WHEREAS, Family Services, Inc. has space available on the third floor of the Family Partnership Center, located at 29 North Hamilton Street, Poughkeepsie, New York, and

WHEREAS, the College has negotiated a three-year lease for 7,742 square feet for the period August 1, 2016 through July 31, 2019, at a rate of \$16.50 per square foot for year one for an annual cost of \$127,743, \$17.00 per square foot for year two for an annual cost of \$131,614, and \$17.51 per square foot for year three for an annual cost of \$135,562, now, therefore, be it

RESOLVED, that, the Board of Trustees hereby authorizes the President of the College to enter into a three-year Lease Agreement with Family Services, Inc. for 7,742 square feet of space for Off-Campus Instruction at the negotiated rates described above.

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Seconded by Mr. Keller-Coffey

Resolution adopted unanimously

C. Personnel and Community Relations

1. Approval of Professional Title

RESOLUTION NO. 2016-51

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

WHEREAS, the State University of New York requires that professional titles be periodically reviewed to ensure they are accurate and updated as needed, and

WHEREAS, based upon such review of the responsibilities assigned to the position of Assistant Dean of Administration for Financial Services, it has been determined that the new title of Director of Student Accounts should be created at Dutchess Community College, 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 title of Director of Student Accounts be created in the professional service:

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Seconded by Dr. Wesley

Resolution adopted unanimously

2. Approval of Professional Staff Appointments

RESOLUTION NO. 2016-52

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 appointments to the professional staff are hereby approved:

ADMINISTRATIVE

Amanda Langlitz, Coordinator of Campus Events and Food Service Operations, for the period August 1, 2016 through August 31, 2016, at an annual salary of \$69,829, prorated for the period of time worked

Cathy Morillo, Director of Student Accounts, at an annual salary of \$101,240, effective September 1, 2016

TENURE-TRACK FACULTY

Jason Gumaer, Instructor of Mathematics, Department of Mathematics, Physical and Computer Sciences, at an annual salary of \$55,270

TEMPORARY, FULL-TIME FACULTY

Michael Boden, Assistant Professor of History, Department of History, Government and Economics, for the 2016-2017 academic year, at an annual salary of \$60,446

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Seconded by Mr. Kuffner

Resolution adopted unanimously

VII. Report of the Student Trustee

Since it was his first meeting, Student Trustee Lahey did not have a formal report.

VIII. Report of the Chairperson

Chairman LeGrand addressed the decline in enrollment, the challenges we are facing because of it, and the need to stay competitive. He asked Board members to share with him and/or President Edington any ideas they have about how to address this issue.

IX. Report of the President

A. President Edington announced that the Dutchess County Legislature approved the College’s budget request for 2016-2017. She expressed her

appreciation to the members of the Legislature and those individuals who spoke in support of the College at the public hearing. Members of the community who addressed the Legislature included parents of former and current DCC students, an alumnus, and a current student. Trustee Kuffner and members of DUE also spoke at the hearing. Dr. Edington said adjustments will have to be made to the budget to close the gap that will be created by a larger decline in enrollment than originally anticipated.

- B. Dr. Edington, along with seven members of the staff, attended the Achieving the Dream Conference in June. The team had the opportunity to interact with peers from across the country about enhancing student success. Retention is very important and this program will help us to develop a viable retention plan. We have been assigned two coaches: a lead coach and a data coach. Collecting the right data will help us to make decisions about how to improve retention rates. Our coaches will visit the College in September and will provide a report to the Board at its September meeting.
- C. President Edington asked Ms. Bridgette Anderson, Associate Dean of Administration for Campus Facilities Management, to give an update on the LOOP Bus. Ms. Anderson reported that the use of the LOOP Bus by our students surpassed our expectations. She talked about some improvements that will be made in the fall, including better connections with Metro North, a route to the Galleria Mall, and easy access to fun opportunities.
- D. Dr. Edington reported that the consultants hired by the DCC Foundation to assist with its strategic plan have assessed the staffing of the Foundation and its readiness for a capital campaign. A final draft of the report will be presented to the Foundation Board of Directors in September. The final report will be distributed to the Board of Trustees, and Trustee Brown, who serves as the Trustee liaison on the Foundation Board, will be able to address questions at that time.
- E. President Edington told Board members that we continue to work with the County to leverage resources through the START-UP NY Program. She introduced Glen Tanzman, who gave a brief report on the program. We currently have one approved company, FlightLevel, which will provide opportunities for internships and jobs for our aviation students. We are investigating the possible use of facilities at the Dutchess County airport, which has been approved as a tax-free area.

Several other companies have shown an interest in the program, including a high-tech corporation, which is the reason we have requested an amendment to our campus plan. Amendments will be requested as needed.

Tax-free areas have to be approved by Empire State Development (ESD), and certified companies will not receive tax breaks unless they meet their employment goals.

- F. Dr. Edington informed the Board that the American Association of Community Colleges (AACC) has created an oversight board for its Voluntary Framework of Accountability (VFA) initiative, and she has been asked to serve on it. This is an opportunity for her and the College to continue to be part of this national movement of having community colleges define how best to assess the contributions they make to their students and communities.
- G. President Edington told Board members that Dutchess County is preparing to launch a “Think Dutchess” magazine, and she was interviewed by the marketing company for an article that will talk about how DCC contributes to Dutchess County.
- H. Dr. Edington reported that a group of local leaders visited Pittsburgh to learn about the “Strickland” Program, which has helped that city to become more economically viable. Since she was not able to go, she asked Dean Stoeffel to represent the College. Ms. Stoeffel gave a brief report on the program. A contingent of local leaders, including the County Executive and Mayor of Poughkeepsie, met with representatives of the program to discuss how it works and to see if it could be put into effect in the City of Poughkeepsie. The program, which offers various courses, is basically to help inner-city youth maximize their performance in school and beyond by creating a positive environment and setting expectations. It engenders respect and considers all students assets, not liabilities. The results have been very positive and graduation rates have improved. The next step is to have representatives of the Pittsburgh program visit Poughkeepsie and further discuss if this type of program would work here.

XI. Items for Future Agendas

There were none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held at DCC South on August 9, 2016, at 7:30 p.m.

XIII. Adjournment

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

Respectfully submitted,

Linda M. Beasimer
Recording Secretary