

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
September 29, 2015

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

Absent: Mr. Michael Francis Dupree

- 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 Ms. VanBuren, seconded by Ms. Hugo, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Professor Johanna Halsey, President of Dutchess United Educators (DUE); Assistant Professor Michael Hall, Chair of the Full-time Contract Negotiating Committee; and Adjunct Instructor Donna Logan, Chair of the Part-time Contract Negotiating Committee, addressed the Board regarding the agenda items related to the approval of the 2015-2016 contracts with DUE. Each of them expressed their appreciation for the collaborative efforts that were undertaken to agree on fair contracts.

V. Election of Officers

Ms. Hugo, Chair of the Nominating Committee, reported on the deliberations of the committee. In addition to Ms. Hugo, committee members included Mr. Dupree and Ms. VanBuren.

On behalf of the committee, Ms. Hugo presented to the Board the following slate of officers for 2015-2016:

Chairperson:	Thomas E. LeGrand
Vice-chairperson:	Betsy Brown
Secretary:	Sherre Wesley

There being no nominations from the floor, Ms. Hugo made a motion to accept the slate of officers as presented. The motion was seconded by Mr. Rolison, voted on, and approved by a vote of 8 yes, 1 no (Mr. Keller-Coffey), and 0 abstentions.

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

Ms. Hugo informed Board members that the Committee would like to recommend that the Board consider a review of our current By-laws and procedures.

VI. Consideration of Minutes of Meeting held on August 11, 2015: Upon motion made by Mr. Kuffner, seconded by Dr. Wesley, voted on and duly carried, the minutes were approved as distributed.

VII. Educational Presentation

Due to the length of the agenda, it was decided to postpone this month's educational presentation.

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 Water-Based Fire Alarm Testing, Service, and Maintenance Contract

RESOLUTION NO. 2016-01

Mr. Kuffner offered the following resolution and moved its adoption:  
WHEREAS, bids were duly advertised and requested for the Water-Based Fire Alarm Testing, Service, and Maintenance Contract on a multi-year basis, and  
WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:30 PM, August 11, 2015, and  
WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and  
WHEREAS, the low bid received from Simplex Grinnell, in the amount of \$7,326.56, meets the required specifications, and  
WHEREAS, funds for the Water-Based Fire Alarm Testing, Service, and Maintenance Contract are available in the Operating budget for the year 2015-2016, now, therefore, be it  
RESOLVED, that the bid received for the Water-Based Fire Alarm Testing, Service, and Maintenance Contract, in accordance with the specifications, in the amount of \$7,326.56, be awarded to Simplex Grinnell of Harriman, NY. This contract is for one year, with the option to extend for two additional one-year terms.

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Seconded by Dr. Wesley

Resolution adopted unanimously

2. Approval of RFP for Testing and Maintenance of Electric Fire Alarm Systems

RESOLUTION NO. 2016-02

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

WHEREAS, a request for proposals was duly advertised and requested for the Testing and Maintenance of Electric Fire Alarm Systems on a multi-year basis, and

WHEREAS, proposals were received as a result of the solicitation and were publicly opened and read aloud at 2:00 PM, August 11, 2015, and

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

WHEREAS, the only proposal meeting the required specifications was received from Fail-Safe Technical Associates, in the amount of \$63,820.00, and

WHEREAS, the amount of this proposal is reasonable, and

WHEREAS, funds for the Testing and Maintenance of Electric Fire Alarm Systems Contract are available in the Operating budget for the year 2015-2016, now, therefore, be it

RESOLVED, that the proposal received for the Testing and Maintenance of Electric Fire Alarm Systems, in accordance with the specifications, be awarded to Fail-Safe Technical Associates, Inc., Pleasant Valley, NY, for a multiple-year contract in the amount of \$63,820.00. This contract is for three years, with the option to extend for two additional one-year terms.

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Seconded by Dr. Wesley

Resolution adopted unanimously

3. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2016-03

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 New Title

RESOLUTION NO. 2016-04

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

WHEREAS, a review of the titles associated with the Registrar’s Office and the Advisement Center has been conducted, and  
 WHEREAS, it has been determined that the title of Assistant Director of Advising Services 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 title of Assistant Director of Advising Services be created in the professional service:

\* \* \* \* \*

Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Title Change

RESOLUTION NO. 2016-05

Ms. Hugo offered the following resolution and moved its adoption:  
 BE IT RESOLVED, that, based on upon the recommendation of the President of the College, the following title change is hereby approved:

ADMINISTRATIVE

Lauren Bunnell, Assistant Director of Advising Services, effective September 12, 2015.

\* \* \* \* \*

Seconded by Ms. VanBuren

Resolution adopted unanimously

3. Professional Staff Appointments

RESOLUTION NO. 2016-06

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 of Dutchess Community College are hereby approved:

ADMINISTRATIVE

Michelle Anderson, Development Coordinator of the DCC Foundation, for the period September 21, 2015 through August 31, 2016, at an annual salary of \$48,085, prorated for the period of time worked

Linda Bertolozzi, Coordinator of Disability Services, for the period September 1, 2015 through August 31, 2016, at an annual salary of \$60,058

Suzanne Riela, Assistant Director of Institutional Research, Planning and Assessment, for the period September 21, 2015 through August 31, 2016, at an annual salary of \$73,478, prorated for the period of time worked

Burnelle Roser, Assistant Director of the DCC Foundation, for the period October 5, 2015 through August 31, 2016, at an annual salary of \$64,635, prorated for the period of time worked.

\* \* \* \* \*

Seconded by Ms. Brown

Resolution adopted unanimously

4. Approval of Retirements/Granting of Emeritus Status

RESOLUTION NO. 2016-07

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 retirements of the following professional staff members are hereby granted:

William Harwood, Professor, Business Department, effective January 10, 2016

Eric Somers, Professor, Department of Performing, Visual Arts, and Communications, effective August 15, 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 Mr. Harwood and Mr. Somers 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

5. Approval of Unpaid Leave of Absence

RESOLUTION NO. 2016-08

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 following unpaid leave of absence is hereby approved:

ADMINISTRATIVE

Rachel Craparo, Assistant Director of Financial Aid, for the period October 15, 2015 through November 30, 2015, in compliance with Section 5.12 of the 2011-2015 collective bargaining agreement with Dutchess United Educators.

\* \* \* \* \*

Seconded by Ms. VanBuren

Resolution adopted unanimously

6. Approval of Salary Adjustment

RESOLUTION NO. 2016-09

Ms. Hugo offered the following resolution and moved its adoption:  
BE IT RESOLVED, that, based on upon the recommendation of the President of the College, the following salary adjustment is hereby approved:

ADMINISTRATIVE

Susan Mead, Director of Financial Aid, annual salary of \$98,332, effective September 26, 2015, to be prorated for the period of time worked.

\* \* \* \* \*

Seconded by Ms. Brown Resolution adopted unanimously

7. Approval of 2015-2016 Contract with Dutchess United Educators

RESOLUTION NO. 2016-10

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, the Board of Trustees of Dutchess Community College and Dutchess United Educators have come to agreement on the terms of a proposed contract for the period September 1, 2015 through August 31, 2016, now, therefore, be it  
RESOLVED, that the Board of Trustees approves said contract, and be it  
FURTHER RESOLVED, that said contract be forwarded to the Dutchess County Legislature for its consideration and approval.

\* \* \* \* \*

Seconded by Mr. Kuffner Resolution adopted unanimously

8. Approval of 2015-2016 Part-time Educators Contract with Dutchess United Educators

RESOLUTION NO. 2016-11

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, the Board of Trustees of Dutchess Community College and Dutchess United Educators have come to agreement on the terms of a proposed Part-time Educator Contract for the period September 1, 2015 through August 31, 2016, now, therefore, be it  
RESOLVED, that the Board of Trustees approves said contract.

\* \* \* \* \*

Seconded by Dr. Wesley Resolution adopted unanimously

IX. Report of the Student Trustee

- A. Student Trustee Recchia reported that, on October 10, the Student Government Association (SGA) is partnering with the Red Cross and the Poughkeepsie Fire Department to install free smoke detectors. Inspections of existing detectors will also be available.

- B. The SGA will participate in *Make a Difference Day*, which is October 24<sup>th</sup>, by working with the United Way on a Habitat for Humanity building project.
- C. A food and toiletry drive is currently underway to benefit local not-for-profit agencies. The SGA is reaching out to area supermarkets to ask for permission to set up a table outside their stores in an effort to get the community-at-large involved in this project.
- D. The SGA held its annual leadership weekend to discuss plans for the upcoming year. Several ideas were discussed, and three in particular have been selected:
  - 1. Tech Day/Tech Week to promote the STEM Program.
  - 2. Park Clean Up – The first park that has been identified for cleanup is College View.
  - 3. A year-end dance or festival.

Other ideas that will be considered are:

- 1. Breakfast for Badges – The SGA would like to host a breakfast for police, fire fighters, and EMT workers.
  - 2. Faculty/student luncheon – This would give students and opportunity to meet with faculty members on a one-to-one basis.
- E. Mr. Recchia informed Board members that the SGA is growing; more students are becoming involved; and new clubs are being formed. All directors have now been appointed.
  - F. To celebrate Halloween, there will be a ghost hunt, a flash mob, and there will be a viewing of the *Rocky Horror Picture Show*.
  - G. Mr. Recchia apprised Board members about a parking issue that was raised by students. Students understand that there is no room to add more parking; however, they would like to have the existing parking lots divided into sections with labeling on posts or light poles to make it easier to find their cars. It was suggested that an art competition can be held for the design of the labeling.
  - H. Mr. Recchia announced that the DCC Radio Station has agreed to play music on Tuesdays on the quad during nice weather.
- X. Report of the Chairperson

Chairman LeGrand did not have a formal report; however, he asked Board members to sign Conflict of Interest forms and give them to Ms. Beasimer.

## XI. Report of the President

- A. President Edington thanked the members of the DUE negotiating teams who were present for their earlier remarks and for the collaborative efforts of the group. She also thanked the members of the Board for supporting the negotiated contracts.
- B. Dr. Edington reported that the College had a visit from our Middle States liaison, Sean McKittrick. She thanked the Board members who met with him. He was impressed by the number of Board members who attended the meeting, as well as the level of their engagement.

President Edington informed Board members that the College has to assess all of the ISLOs in every program by March 1, 2016. She asked Professor Leah Akins, who is serving as our Faculty Assessment Leader, to give a brief report on where we are in the process.

Dr. Akins told Board members that a Transitional Academic Assessment Plan was developed during the Spring 2015 semester. She provided an Executive Summary of the plan, which details an assessment process that will provide useful information about where, when, and how our students gain the knowledge and skills detailed in the program-level and institutional-level student learning outcomes.

Dr. Akins talked about the elements that are necessary for the process to be successful:

1. Program and discipline leadership
2. Clear, open, and defined lines of communications
3. Professional development opportunities
4. Institutional Research support and ready access to relevant data
5. Time

She identified some of the actions that have already been taken or are in process:

- Program chairs have been appointed for every program at the College.
- Discipline leadership is being identified.
- Meetings have been held with program chairs and all department heads.
- Department meetings included dedicated time to review lists of courses for each ISLO.
- In order to facilitate communication, a section of MyDCC will contain information that everyone can access.
- Workshops sessions will be held.
- Data analysis and report writing sessions for each ISLO will be done during the professional development week at the beginning of the Spring 2016 semester.

The next steps include developing an action plan based upon things we have observed, what we think needs to be done, and what resources are needed.

- C. President Edington talked about the “College Scorecard,” which was established as part of President Obama’s education plan to help students pick a quality college. She distributed information about Dutchess Community College that is posted on the website.
- D. Dr. Edington informed Board members that, as part of SUNY Excels, the College has to complete a Performance Improvement Plan (PIP) by October 21<sup>st</sup>. The plan will identify our goals, where we currently are in relation to them, and what our strategies are to meet them. We will be focusing on areas such as graduation rates, retention rates, and time to graduation. SUNY expects us to achieve our goals by 2025.

We will be holding open forums to give members of the college community an opportunity to discuss benchmarks and what we need to do to improve our student outcomes.

SUNY will be using the PIPs to demonstrate to legislators that SUNY colleges are a good investment, and we could do even better with more support. SUNY is seeking an increase in base aid and more funding for capital projects.

- E. President Edington said SUNY has over \$100 million to distribute and has asked colleges to submit white papers if they would like to receive a portion of those funds. Working collaboratively with other colleges, DCC has three proposals that have been accepted to go to the next phase. They are:
  - 1. The Hudson Valley Education Consortium (comprised of Dutchess, Orange, Ulster, Westchester, Rockland, and Sullivan Community Colleges) has written a grant proposal for capital funding. If approved, we would receive \$2,350,000 for technological support for classroom and online learning, advising, and student access to information and support; renovation and equipment for a one-stop student center; and smart classrooms. The money would be used to purchase and install hardware, software, and equipment and for renovations.
  - 2. Fredonia has submitted a proposal on behalf of six SUNY campuses, including DCC. This grant would provide funding for software that will analyze course offerings, course capacity, and space utilization, which will help us become more efficient in our course scheduling and optimize our classroom usage. There would be a cost savings for the colleges as well as for students. By helping students get the courses they need, it could help to decrease the time to degree completion.
  - 3. Expansion of EOP – If we receive this funding, we could increase the number of students served by this program.

- F. Rockland Community College has submitted an NSF grant and included the Hudson Valley Education Consortium. The grant is for \$1.08 million for STEM scholarships. SUNY Purchase has also requested funding from NSF for transfer scholarships for STEM students.
- G. President Edington informed Board members that we are in the final stages of hiring a grant writer. Having someone on staff who can research and write grants and assist in the development of proposals will help to bring additional resources into the institution.
- H. Dr. Edington announced that the President's Advisory Council has been re-instituted with all constituencies on campus represented. The group, which has met twice so far, has an opportunity to hear about concerns and issues and to offer creative problem solving ideas. Minutes of the meetings will be posted on the intranet so everyone will have access to them.
- I. A Diversity Council has been established. This group, which will start to meet in mid-October, will discuss ways to enhance the appreciation of diversity on campus. The charge of this Council is to help increase diversity in our curriculum, our hiring, and student outcomes.
- J. President Edington congratulated Chairman LeGrand on being selected to receive the Donald M. Mawhinney Trustee Leadership Award from NYCCT. He received the award at the NYCCT conference that was held earlier in the month.
- K. Dr. Edington asked Kathleen O'Connell, Assistant Professor and Chair of the Smoke-Free Task Force, to talk about the College's intent to become a smoke-free campus. Ms. O'Connell gave some background information about the "Tobacco-Free SUNY" initiative, which has resulted in many of our sister community colleges adopting smoke-free policies. A task force with representation from all constituencies on campus has been created to help implement the new policy once it is approved by the Board of Trustees. The Board will be presented with a resolution to revise the current smoking policy at its October meeting. Plans are underway to "roll out" the program on November 1<sup>st</sup>, with an implementation date at the end of May. The task force is also planning to offer smoking cessation classes and will discuss what other resources may be available.

## XII. Items for Future Agendas

- A. Mr. Keller-Coffey suggested that, in addition to a By-laws review, which was mentioned earlier in the meeting, a review of Board policies also be conducted.
- B. Mr. Kuffner commented that the final Campus Code of Conduct, a draft of which was approved by the Board in July, has been distributed.

C. The location for the upcoming Board Retreat was briefly discussed.

XIII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on October 27, 2015 at 7:30 p.m.

XIV. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Dr. Wesley, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Linda M. Beasimer  
Recording Secretary

lmb