

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
February 24, 2015

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Daniel P. Kuffner, Mr. Robert G. Rolison, Ms. Denise Doring VanBuren, Dr. Sherre Wesley, and Ms. Zoe Kozma, Student Trustee
Dr. Pamela R. Edington, President

Absent: Ms. Betsy Brown and Mr. Richard Keller-Coffey

- I. The meeting was called to order at 7:35 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. Dupree, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Johanna Halsey, President of Dutchess United Educators (DUE), welcomed the new Board members and addressed the Board regarding the following non-agenda items:
 1. The faculty's response to class cancellations due to inclement weather ensured there was not a significant impact on students' education.
 2. Negotiations for new contract between the College and DUE are underway.
 3. Meeting that was held with adjuncts and President Edington
 - B. As Chair of the Professional Staff Organization, Professor Camilo Rojas welcomed new Board members.
 - C. Mr. Michael Weida, Director of Student Activities, addressed the Board regarding a non-agenda item. He thanked the members of the Board of Trustees for their continued support of the Student Government Association.
- V. Consideration of Minutes of Meetings
 - A. December 9, 2015

Upon motion made by Mr. Kuffner, seconded by Ms. Hugo, voted on by those members in attendance at the December meeting, and duly carried, the minutes were approved as distributed.

B. February 10, 2015

Upon motion made by Mr. Dupree, seconded by Ms. VanBuren, voted on, and duly carried, the minutes of the February 10th meeting were approved as distributed.

VI. Educational Presentation

Ms. Zoe Kozma, President, and Ms. Jessica Gariolo, Vice-President of the Student Government Association (SGA), gave a brief presentation on the activities of the SGA.

Ms. Gariolo cited some of the various activities that took place during the fall semester:

- *Leadership Weekend* – This activity provided a chance for student leaders to get together, do team-building activities, and set goals.
- Can and coat drives to benefit local not-for-profit agencies
- Tutoring at the Children’s Home
- Hosted a *Suicide Awareness* activity
- Served food at the *Lunch Box* for seven days in a row. Faculty and staff also participated.
- In conjunction with Phi Theta Kappa, the SGA held a *Cards for Catey* event for a student who was diagnosed with leukemia. As part of this activity, an Ornament Competition was held and the ornaments were sold with the proceeds being donated to the Leukemia and Lymphoma Society in Catey’s name.
- *DCC@Night* – This activity gave students an opportunity to spend the entire night on campus and enjoy music and games, as well as study.

Ms. Kozma reported that the SGA plans to focus on “community,” both the campus community and the community-at-large. Students have a lot to offer, and by collaborating with local not-for-profit agencies, both the community and students would benefit through volunteer opportunities and community-focused events. Students have identified veterans as a group they would like to work with.

Some activities that are being planned for the spring semester include:

- A *Rage Painting* event to help reduce stress
- Another *DCC@Night*
- Activities promoting physical fitness
- Through the ECCEL Program, bringing James Porter to campus to speak to students about leadership

Ms. Kozma informed Board members that SGA elections will be held shortly. Students will be encouraged to participate, both as candidates and by voting.

Ms. Kozma said the SGA is more than just a student government and clubs. It helps students to have their voices heard, to see DCC as a home, and to build school spirit.

On behalf of the SGA, Ms. Kozma thanked the members of the Board for their support.

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. Academic and Student Affairs

1. Revision to Fall 2015 Academic Calendar

RESOLUTION NO. 2015-21

Ms. Hugo offered the following resolution and moved its adoption:
WHEREAS, by Resolution #2011-09, dated December 14, 2010, the Board of Trustees approved a Five-year Academic Calendar for 2011-2016, and WHEREAS, issues with the approved dates for the Fall 2015 semester have arisen, including changes in Financial Aid guidelines that have had a significant impact on the processing of student aid that happens at the end of every semester, and the preparation of the residence hall between semesters, and WHEREAS, an Academic Calendar Committee, comprised of stakeholders from across campus, was convened to examine these issues, review various options, and propose a solution, and WHEREAS, the Committee has recommended that the Academic Calendar for Fall 2015 be revised, now, therefore, be it RESOLVED, that, based upon the recommendations of the Academic Calendar Committee and the President of the College, the attached revised Academic Calendar for Fall 2015, which shall be made part of the 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 Bid for Camcorders

RESOLUTION NO. 2015-22

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, bids were duly advertised and requested for the Purchase of three (3) JVC Prod HD Camcorders and accessories, and WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 PM on January 20, 2015, and WHEREAS, vendors provided prices as shown on the tabulation sheet

attached to this resolution, and
 WHEREAS, two (2) vendors submitted bids with identical pricing and
 WHEREAS, B&H Photo, which is headquartered in New York State, is a
 current vendor and the college has been satisfied with its products and
 services, and
 WHEREAS, the bid received from B&H Photo meets the required
 specifications, and the requesting department recommends this bid be
 awarded to B&H Photo, and
 WHEREAS, funds for the Purchase of Camcorders and accessories are
 available in the Operating budget for the year 2014-2015, now, therefore, be
 it
 RESOLVED, that the bid received for the purchase of three (3) JVC Prod HD
 Camcorders and accessories, in accordance with the specifications, be
 awarded to B&H Photo, New York, New York in the amount of \$21,585.00.

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Seconded by Mr. Dupree Resolution adopted unanimously

2. Approval of Change in State Aid for 2013-2014

RESOLUTION NO. 2015-23

Mr. Kuffner offered the following resolution and moved its adoption:
 WHEREAS, by Resolution No. 2013-44, dated May 28, 2013, the Board of
 Trustees approved the 2013-2014 Operating Budget, which included State
 Operating Aid of \$18,209,606 for the fiscal year ending August 31, 2014,
 and
 WHEREAS, the actual State Operating Aid as reflected in the Annual Report
 of the College Treasurer for the fiscal year ending August 31, 2014 is
 \$18,268,945, now, therefore, be it
 RESOLVED, that the actual State Operating Aid for the 2013-2014 fiscal
 year budget ending August 31, 2014, be increased by \$59,339.

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Seconded by Mr. Dupree Resolution adopted unanimously

3. Acceptance of College Audit for Fiscal Year 2013-2014

As Chair of the Finance and Facilities Committee, Mr. Kuffner reported that the Committee met with the College’s auditing firm, and the auditors found the College’s financial condition to be in excellent order.

RESOLUTION NO. 2015-24

Mr. Kuffner offered the following resolution and moved its adoption:
 WHEREAS, the Dutchess Community College Board of Trustees has a
 responsibility to conduct business according to prudent, professional, and
 accepted practices, and
 WHEREAS, the Financial Statements of Dutchess Community College for
 the fiscal year ending August 31, 2014 were reviewed by the outside auditing
 firm of O’Connor Davies, LLP, and
 WHEREAS, in the opinion of the independent auditors, the financial
 statements of the College conform with generally accepted accounting

practices in all respects, and
 WHEREAS, the Board Finance and Facilities Committee has reviewed the audit with representatives of O'Connor Davies, LLP and recommends that the Board of Trustees accept the audit for fiscal year 2013-2014, and
 WHEREAS, the members of the Board of Trustees have received copies of the audit for review, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the Finance and Facilities Committee, the Board of Trustees hereby accepts the independent auditor's report for the fiscal year 2013-2014.

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Seconded by Dr. Wesley Resolution adopted unanimously

4. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2015-25

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 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. Hugo Resolution adopted unanimously

C. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2015-26

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

William Benedetto, Associate Registrar, for the period February 28, 2015 through August 31, 2015, at an annual salary of \$87,110, prorated for the period of time worked

Linda Bertolozzi, Interim Coordinator of Disability Services, for the period January 5, 2015, through August 31, 2015, at an annual salary of \$57,006, prorated for the period of time worked

Marcia Butland, Temporary, Full-time Coordinator of Student Judicial Processes, for the period January 20, 2015, through July 31, 2015, at an annual salary of \$60,058, prorated for the period of time worked.

Joanne Tucker, Acting Coordinator of Advising Services, for the period February 28, 2015 through August 31, 2015, at an annual salary of \$57,006, prorated for the period of time worked

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Seconded by Ms. VanBuren Resolution adopted unanimously

2. Retirements/Granting of Emeritus Status

RESOLUTION NO. 2015-27

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:

Ronald Crovisier, Associate Librarian, effective September 1, 2015

Thomas Denton, Professor, Department of English and Humanities, effective January 2, 2016

Connie McLaughlin, Nursery School Educator, Department of Behavioral Sciences, effective August 31, 2015

Carol Stevens, Vice President and Dean of Student Services and Enrollment Management, effective August 20, 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 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. Crovisier, Mr. Denton, Ms. McLaughlin, and Dr. Stevens 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.

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Seconded by Mr. Rolison Resolution adopted unanimously

VIII. Report of the Student Trustee

Since Student Trustee Kozma gave a presentation regarding student activities at the beginning of the meeting, she did not have a formal report. However, she thanked the members of the Board for the opportunity to provide this month’s educational presentation.

IX. Report of the Chairperson

On behalf of the members of the Board of Trustees, Chairperson LeGrand thanked the Student Government Association representatives for having dinner with the Board.

X. Report of the President

- A. President Edington gave a brief report on the residence hall. She informed Board members that retention is down significantly for the spring semester. Food and activities in the residence hall are issues of concern for students. Additionally, some practices and policies need to be reviewed. She has convened a task force to take a comprehensive look at these issues and to outline the strengths and weaknesses of our current practices. She has also met with RAs and staff to get their input.

Dr. Edington and Dr. Anderson have met with representatives from Sodexo to discuss the food services being offered. We have received complaints about both the quality and variety of the meals offered. Sodexo will conduct an online survey for students and staff and hold focus groups to get input.

President Edington will meet with the architect who built the residence hall to discuss with him the possibility of adding a dining hall to the building as it now exists.

Dr. Edington announced that a financial literacy program is being held in the residence hall, and she plans to attend.

- B. President Edington informed Board members that the College has applied for \$1.1 million Student Support Services Grant that is designed to help support low income and first-generation college students. In April, we will find out if we are successful in obtaining the grant.
- C. Dr. Edington told Board members she participated in a DCC Radio Show broadcast and will be doing a monthly segment on the show. The DCC radio station broadcasts 24 hours/day, 7 days/week.
- D. President Edington reported that she has been active in the community. She has met with several community leaders, including Rob Dyson, Kari and Herb Redl, and Cappy Hill, who has offered to organize a meeting with local college presidents to discuss possible collaborative efforts. Dr. Edington has also met with representatives from various not-for-profit agencies and businesses in the community, and we will host a meeting of community leaders to talk about a renewed focus on early literacy. Dr. Edington said she toured the FDR Library and hopes to have an opportunity to work collaboratively with the Library, faculty, and students to have more of a presence there.

- E. Dr. Edington informed Board members that she plans to attend the County Executive’s State of the County address. County Executive Molinaro plans to announce a sexual assault initiative and will work collaboratively with the College to deliver educational programs related to this initiative.

- F. President Edington reported that, since the College’s contract with DUE ends on August 31, 2015, she started a discussion group around the book *Getting to Yes*, which addresses different ways of approaching bargaining and negotiations. She held a “fireside chat” with a small group of the negotiating team and is meeting with adjunct faculty.

- G. Dr. Edington distributed to Board members a draft of the revised Mission, Vision, Goals, and Values Statement. The draft has been distributed to the whole campus community, including students, for input. Once this document is finalized, it will be presented to the Board for approval. It will be the basis for developing a detailed strategic plan with measurable outcomes and will be used in our budgeting and planning processes.

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 March 24, 2015 at 7:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Hugo, seconded by Mr. Dupree, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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