

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
July 7, 2015

Trustees Present: Mr. Thomas E. LeGrand, Chairperson; Ms. Betsy Brown, Mr. Michael Francis Dupree, 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

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

- I. The meeting was called to order at 1:50 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Brown, seconded by Mr. Dupree, voted on and duly carried, the agenda was approved as distributed.
- IV. Swearing-in of Student Trustee  
  
Trustee Brown administered the Oath of Office to Student Trustee Richard Recchia.
- V. Public Comment
  - A. Professor Leah Akins addressed the Board regarding an agenda item related to the Campus Code of Conduct. She expressed her opinion that she didn't think it was ready for approval since there was no Table of Contents and there were errors in numbering. She also suggested that the Good Samaritan Policy be a separate document.
  - B. Professor Johanna Halsey, President of Dutchess United Educators (DUE), addressed the Board on non-agenda related items. She informed Board members that she has been re-elected as President of DUE, and she expressed her appreciation for the level of collaboration, cooperation, and communications between the Board, administration, and the staff.

There being no further requests to address the Board, Ms. VanBuren made a motion to close the public comment period. The motion was seconded by Mr. Dupree, voted on, and approved.

- VI. Consideration of Minutes of Meetings:
  - A. May 26, 2015

Upon motion made by Mr. Kuffner, seconded by Ms. VanBuren, voted on and duly carried, the minutes were approved as distributed.

B. June 22, 2015

Upon motion made by Mr. Kuffner, seconded by Ms. Brown, voted on and duly carried, the minutes were approved as distributed.

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. Student Government Association Budget for 2015-2016

RESOLUTION NO. 2015-58

Mr. Keller-Coffey offered the following resolution and moved its adoption: BE IT RESOLVED, that the Student Government Association Budget for 2015-2016, in the amount of \$468,981.59, which is attached and shall be made part of the official minutes of this meeting, is accepted.

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Seconded by Dr. Wesley

Resolution adopted unanimously

2. Approval of Campus Code of Conduct

RESOLUTION NO. 2015-59

Mr. Keller-Coffey offered the following resolution and moved its adoption: WHEREAS, the Board of Trustees of Dutchess Community College initially adopted a Campus Code of Conduct for Dutchess Community College on June 23, 1969, and WHEREAS, this Campus Code of Conduct has periodically been updated, with revisions approved by the Board of Trustees, and WHEREAS, a review of the Campus Code of Conduct has been undertaken, and it has been determined that revisions are needed to comply with various federal and state laws and regulations, including, but not limited to Title IX, the Violence Against Women Act, and Office of Civil Rights regulations, and WHEREAS, the Vice President and Dean of Student Services, the Director of Human Resources Management, and the President of the College have recommended that the Campus Code of Conduct be approved as revised, now, therefore, be it RESOLVED, that the Campus Code of Conduct, which is attached and shall be made part of the official minutes of this meeting, is hereby approved subject to any necessary editorial corrections and shall be effective immediately.

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Seconded by Ms. Brown

Resolution adopted unanimously

B. Finance and Facilities

1. Approval of Five-year Capital Plan for 2016-2020

RESOLUTION NO. 2015-60

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 2016-2020.

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Seconded by Mr. Dupree Resolution adopted unanimously

2. Approval to Dispose of Surplus Equipment

RESOLUTION NO. 2015-61

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 Dr. Wesley Resolution adopted unanimously

C. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2015-62

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

Cammie Jones, Community-Based Learning Coordinator, for the period July 6, 2015 through August 31, 2015, at an annual salary of \$52,429, prorated for the period of time worked

Rachel Mead, temporary, full-time Counselor, for the period May 30, 2015 through August 31, 2015, at an annual salary of \$47,852, prorated for the period of time worked

TENURE-TRACK FACULTY

Kathleen Reitter, Instructor of Nursing, Department of Nursing, at an annual salary of \$60,231

Marguerite Woodcock, Instructor of Early Childhood and Elementary Education, Department of Behavioral Sciences, at an annual salary of \$52,134

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Seconded by Mr. Kuffner Resolution adopted unanimously

2. Approval of NTE Promotions

RESOLUTION NO. 2015-63

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, Dutchess Community College provides for eligible members of the administrative staff to be considered for promotional increments, and  
WHEREAS, the Board of Trustees has promulgated procedures for the award of such increments, now, therefore, be it  
RESOLVED, that, based upon the recommendation of the President of the College, effective September 1, 2015, promotional increments be awarded to:

Mary Buglion, Field Lab Supervisor  
Tina Kiernan, Assistant Librarian  
Sally Weglinski, Assistant Director of Academic Services

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Seconded by Ms. Brown Resolution adopted unanimously

3. Approval to Adjust President Edington’s Salary

RESOLUTION NO. 2015-64

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, Dr. Pamela Edington was hired as President of Dutchess Community College on August 1, 2014, and  
WHEREAS, Dr. Edington’s contract included an annual salary of \$175,000 with an additional supplemental contribution of 6% of her annual base salary to her retirement plan, and  
WHEREAS, the State University of New York (SUNY) has informed the College that, although providing additional contributions to a president’s retirement plan has been a common practice for presidential compensation packages within the SUNY system, this type of deferred compensation is not in compliance with plan provisions, now, therefore, be it  
RESOLVED, that, in order to comply with SUNY’s newly enforced rules, President Edington’s annual salary shall be adjusted from \$175,000 to \$185,500 per annum, and be it

FURTHER RESOLVED, that Dr. Edington will no longer receive an additional 6% contribution of her annual base salary to her retirement, and be it FURTHER RESOLVED, that this adjustment shall be effective August 1, 2015.

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Seconded by Mr. Dupree

Resolution adopted unanimously

4. Nomination of Trustee Thomas E. LeGrand for NYCCT Award

RESOLUTION NO. 2015-66

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

WHEREAS, Mr. Thomas E. LeGrand has served continuously as a member of the Dutchess Community College Board of Trustees for nineteen years, and WHEREAS, Mr. LeGrand has held several Board leadership positions, including Chair of the Board for ten years, Vice Chair for three years, and Secretary for five years, and served on college committees, and

WHEREAS, Mr. LeGrand has demonstrated his commitment to the community by serving on the Dutchess County Resource Recovery Agency, the Dutchess County Water and Wastewater Authority, the Dutchess County Economic Development Corporation, the Rhinebeck Chamber of Commerce and other boards, and

WHEREAS, Mr. LeGrand was an integral part of the discussion that led to the building of the college's first residence hall, and

WHEREAS, Mr. LeGrand helped put together a committee of college faculty, staff, students and community members to search for and select a new college president, and

WHEREAS, Mr. LeGrand was instrumental in ensuring the college was progressive in establishing proper training and reporting procedures regarding cases of alleged sexual assault on campus, and

WHEREAS, Mr. LeGrand's focus on student access to higher education has influenced his efforts to keep the college's tuition the lowest in New York state, and

WHEREAS, Mr. LeGrand has attended numerous college functions and been a featured speaker at every commencement ceremony during his tenure as board chair, and

WHEREAS, Mr. LeGrand has worked with great success for the advancement of Dutchess Community College and its educational programs including ECCEL and P-TECH, and

WHEREAS, Mr. LeGrand has spoken in front of the county legislature to advocate for the college, and

WHEREAS, Mr. LeGrand has drawn upon his distinguished professional career as a businessman to provide guidance and sound judgment to the policy-making process of the Board, and

WHEREAS, Mr. LeGrand was recognized with the 1995 Poughkeepsie Journal Business Person of the Year award, and

WHEREAS, Mr. LeGrand continues to be an outstanding representative of the College within the community through his many professional and philanthropic associations, thereby adding to the outstanding reputation of the College through the force of his personal character and stature in the community, now,

therefore, be it  
RESOLVED, that the Board of Trustees unreservedly nominates Mr. Thomas E. LeGrand for the following awards from the New York Community Colleges Trustees: the Marvin A. Rapp Award for Distinguished Trustee Service, the Donald M. Mawhinney, Jr. Trustee Leadership Award and the Anne M. Bushnell Memorial Award for Special Achievement.

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Seconded as a whole

Resolution adopted unanimously

VIII. Report of the Student Trustee

Since it was his first meeting as Student Trustee, Mr. Recchia did not have a formal report; however, he told Board members that he is honored to have the opportunity to serve as the student member of the Board.

IX. Report of the Chairperson

A. Approval to Rescind Resolution #2000-71, dated May 23, 2000

RESOLUTION NO. 2015-65

Ms. Hugo offered the following resolution and moved its adoption:  
WHEREAS, during a review of Board policies, it was determined that Resolution #2000-71, dated May 23, 2000, which is related to a mandatory Student Illness and Accident Insurance Program, is outdated and should be rescinded, and  
WHEREAS, The Affordable Health Care Act has made a student health insurance plan unnecessary, and  
WHEREAS, the accident/death insurance that was part of this insurance program is not comprehensive, and  
WHEREAS, upon review of said resolution by the Vice President and Dean of Administration, the President of the College, and the Board of Trustees, it has been determined that this resolution should be rescinded, now, therefore, be it  
RESOLVED, that Resolution #2000-71, dated May 23, 2000, is hereby rescinded.

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Seconded by Ms. Brown

Resolution adopted unanimously

X. Report of the President

A. President Edington informed Board members that the summer has been very busy. She talked about some of the activities and meetings that she has participated in since the beginning of June:

- The DCC Foundation's Annual Golf Tournament was held on June 1<sup>st</sup>. It was a very successful event, having grossed \$56,000.
- A meeting was held with the North East Community Center on June 2<sup>nd</sup> to talk about possible ways we can work together to bring educational opportunities to the northeastern part of the County.

- On June 4<sup>th</sup>, Dr. Edington had lunch with BOCES Deputy Superintendent Linda Heitmann and Trustee Sherre Wesley to discuss collaborating on technical degree programs, such as an associate degree program in culinary arts.
- On June 5<sup>th</sup>, President Edington participated in a Presidents' Panel at the NYS ACE Women's Network Conference.
- On the evening of June 5<sup>th</sup>, Dr. Edington hosted a dinner at her home for the DCC Foundation.
- A graduation "debriefing" was held on June 10<sup>th</sup>. Dr. Edington asked Ms. Bridgette Anderson to share with the Board some of the challenges we faced by moving commencement to the Civic Center and the improvements we plan to make.
  - There was a traffic issue getting people in and out of the building.
  - There was some congestion with faculty and student line-ups.
  - The sound was excellent for the audience; however, faculty, who were seated on the stage, said they could not hear well. We will arrange for better sound on the stage itself.
  - The lights were supposed to be dimmed at the start of the ceremony, but that did not happen. That can be easily corrected.
  - The ceremony took 45 minutes longer than usual. It was determined that this was caused by the distance students had to cross the stage to receive their diplomas. We will make an adjustment as to the positioning of where they pick up their diplomas so students can move more quickly across the stage when their names are called.
  - The color of the student gowns will be changed to blue instead of gray.
  - Thirteen restaurants participated in offering reservations for graduates and their families and most of them gave a 10% discount.
  - Based upon the day of the week that other local colleges hold commencement, it was determined that we should keep ours on a Thursday; however, it is recommended that the time be changed to 4:00 p.m. so the program will end at a reasonable hour.
  - The Poughkeepsie Grand ballroom and another large room have been reserved for next year so we can hold a reception for our graduates and their guests after the ceremony. The Grand will also give us use of the parking garage, which will help to alleviate

parking problems that might occur by moving the ceremony up to 4:00 p.m.

- Better communication as to where parking is available is needed and will be addressed.
  - Faculty will be able to line up in the Poughkeepsie Grand, thereby easing the congestion that we had this year.
  - A lot of students and guests left before the ceremony ended. We will communicate to graduates that this is not acceptable and is disruptive, and they are expected to remain for the whole program.
- Dr. Edington and key administrators on campus attended an all-day Emergency Management Basic Training on June 11<sup>th</sup>.
  - Also on June 11<sup>th</sup>, President Edington was the keynote speaker at the American Association of University Women's annual dinner, thanks to Trustee Hugo.
  - On June 12<sup>th</sup>, the College, the DCC Foundation and DUE manned a water station for the Walkway Marathon. Our students are creating a documentary on the marathon.
  - From June 14<sup>th</sup> through June 16<sup>th</sup>, the College hosted a Service Learning Institute that was well received by the community participants, faculty, and students.
  - A P-TECH Open House was held on June 15<sup>th</sup>. Starting next week, P-TECH students will be on campus for three weeks as an introduction to the program.
  - On June 16<sup>th</sup>, a ceremony was held for those students who graduated from our High School Equivalency (HSE) Program.
  - Two events were held on June 17<sup>th</sup>; Dr. Edington attended both of them. They were a retirement reception for Barry Rothfeld, Publisher of the *Poughkeepsie Journal*, and an award presentation by the Boy Scouts in honor of Marc Molinaro, Dutchess County Executive.
  - On June 18<sup>th</sup>, President Edington met with the new Executive Director of the Mid-Hudson Regional Hospital of Westchester Medical Center to talk about how we can work together to train the hospital's work force. Dr. Edington has been invited to join the hospital's Board of Directors.
  - A special Board of Trustees meeting was held on June 22<sup>nd</sup>.
  - Dr. Edington was "Principal for a Day" at Kreiger Elementary School this year and "adopted" Ms. Sloan's class. On June 23<sup>rd</sup>, she brought "parting" gifts to the class in recognition of the end of the school year.

- From June 24 through June 26, Dr. Edington attended a New York Community College Association of Presidents (NYCCAP) meeting. At the meeting, the SUNY community college presidents discussed the following topics:
    - Creating an advocacy position in Albany to help our State legislators better understand community colleges
    - The possibility of offering a bachelor's degree in nursing
    - SUNY's requirement for a performance plan, part of which will address the development of methods to increase completion rates. The plan is due by September 30, 2015.
  - On June 29<sup>th</sup> and 30<sup>th</sup>, a Cabinet Retreat was held to continue our strategic planning process.
  - President Edington was the featured speaker at the Women's Economic Development Center event that was held at the College on June 30<sup>th</sup>.
  - Dr. Edington was interviewed by HVMag for a feature article the magazine is writing.
- B. President Edington informed Board members that the White House has invited community college presidents to participate in a conference call to discuss tuition-free colleges; she will participate in the call.
- C. Dr. Edington announced that the residence hall is full with 464 beds confirmed. We have 214 returning students and 250 new students (We received 350 applications for housing from new students.). We have tripled some additional rooms, so we can actually accommodate 479 students, which will help to mitigate vacancies if some students leave during the fall semester.
- Additional resources have been allocated so we can offer more activities for resident students. Tutoring and academic services will be more readily available. Every floor of the residence hall will now have either a recreational or academic area added to it. The laundry and gym will now be available to resident students free of charge.
- One of the goals of our strategic plan will be to increase the completion rates of resident students.
- D. President Edington reported that an RFP is being written for food services. Sodexo has plans to make a number of changes for the fall semester, so we will have an opportunity to determine whether or not we want to continue our relationship with this company. If we decide to contract with another company, it would be effective at the beginning of the spring semester.

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 August 11, 2015 at 7:30 p.m. at DCC South.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Mr. Dupree, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 2:55 p.m.

Respectfully submitted,

Linda M. Beasimer  
Recording Secretary

lmb