

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
May 26, 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, and Dr. Sherre Wesley
Dr. Pamela R. Edington, President

Absent: Ms. Zoe Kozma, Student Trustee

- I. The meeting was called to order at 8:05 p.m. by Chairperson LeGrand.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Kuffner, seconded by Ms. Brown, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment
 - A. Professor Johanna Halsey addressed the Board regarding non-agenda related items. She said she appreciated the opportunity to attend the Board Workshop meeting to see the Board in action and the collaboration that now exists at the College. She also talked about professional development and commented that working conditions for faculty are learning conditions for students. Mr. Halsey distributed copies of *DUE Points* to Board members.
 - B. Professor Leah Akins addressed the Board regarding a non-agenda subject related to the Assessment Plan that was endorsed by the Professional Staff Organization. She thanked the Board for its support.
- V. Consideration of Minutes of Meeting held on April 28, 2015: Upon motion made by Ms. Brown, seconded by Ms. VanBuren, 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. Finance and Facilities

1. Approval of Bids:

a. Summer Audio/Visual Classroom Renovations

RESOLUTION NO. 2015-49

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, bids were duly advertised and requested for the Summer Audio/Visual Classroom Renovations, and
WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 PM, May 07, 2015, and
WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and
WHEREAS, the low bid received from Hudson Valley Audio Visual, meets the required specifications, and
WHEREAS, funds for the Summer Audio/Visual Classroom Renovations are available in the Operating budget for the year 2014-2015, now, therefore, be it
RESOLVED, that the bid received for the installation of classroom audio/visual equipment, in accordance with the specifications, be awarded to Hudson Valley Audio Visual, in Gardiner, NY in the amount of \$38,990.00.

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Seconded by Mr. Dupree

Resolution adopted unanimously

b. Non-credit Brochures for 2015-2016

RESOLUTION NO. 2015-50

Mr. Kuffner offered the following resolution and moved its adoption:
WHEREAS, bids were duly advertised and requested for the printing of the FALL 2015, SPRING & SUMMER 2016 NON-CREDIT BROCHURES, and
WHEREAS, the bid specifications stipulated that the College has the right to elect to eliminate one or more of the semesters/sessions listed and not be charged for those brochures eliminated, and
WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 P.M., April 21, 2015, and
WHEREAS, vendors provided prices as shown on the tabulation sheet attached to this resolution, and
WHEREAS, the bid received from Graphic Image meets the required specifications, and
WHEREAS, funds for the FALL 2015, SPRING & SUMMER 2016 NON-CREDIT BROCHURES are available in the Operating budget for the year 2015-2016, now, therefore, be it
RESOLVED, that the bid received for the FALL 2015, SPRING & SUMMER 2016 NON-CREDIT BROCHURES be awarded to Graphic Image, Milford, CT., in the amount of \$42,840.00 for printing and mailing/distribution of 144,800 copies each of FALL 2015, SPRING and SUMMER 2016 Credit-Free brochures, plus \$1280 for each additional 4 pages, if necessary, or

minus \$995 for each deduction of four pages. There will be no charge for halftones.

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Seconded by Ms. Brown

Resolution adopted unanimously

2. Approval of Tuition and Fee Schedule, Refund Policy, and Room Rental Fee Schedule for 2015-2016

RESOLUTION NO. 2015-51

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

WHEREAS, a Tuition and Fee Schedule, the Refund Policy, and the Room Rental Fee Schedule are prepared each year following the guidelines of the State University of New York, and

WHEREAS, the Board of Trustees reviews the Tuition and Fee Schedule, the Refund Policy and the Room Rental Fee Schedule as part of the annual budget process, and

WHEREAS, it is necessary for the Board of Trustees to approve these fees each year, now, therefore, be it

RESOLVED, that the Tuition and Fee Schedule, the Refund Policy and the Room Rental Fee Schedule for fiscal year 2015-2016, which are attached and shall be made part of the official minutes of this meeting, are hereby approved.

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Seconded by Dr. Wesley

Resolution adopted by a vote of 8 yes, 1 no (Mr. Rolison), 0 abstentions

3. Approval of Operating Budget for 2015-2016

RESOLUTION NO. 2015-52

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

WHEREAS, the Annual Operating Budget Request of Dutchess Community College for the period September 1, 2015 through August 31, 2016 has been developed in accordance with guidelines furnished by the State University of New York, and

WHEREAS, the requirement for operating expenditures has been determined to be \$62,677,827, now, therefore, be it

RESOLVED, that the Operating Budget for Dutchess Community College for the fiscal year September 1, 2015 through August 31, 2016, in the amount of \$62,677,827 with anticipated funding from the County of Dutchess by appropriation from fiscal year 2016 of \$11,837,898, is hereby approved.

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Seconded by Mr. Dupree

Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2015-53

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

- Eileen Black, Admissions Coordinator of Housing, for the period June 6, 2015 through August 31, 2015, at an annual salary of \$55,481, prorated for the period of time worked
- Marcia Butland, Director of Student Conduct and Community Standards, for the period June 6, 2015 through August 31, 2015, at an annual salary of \$75,182, prorated for the period worked
- Nancy Gartin Checchi, Clinical Lab Coordinator, Department of Nursing, for the 2015-2016 academic year at an annual salary of \$49,920
- Cristina Crawford, Assistant to the Vice President and Dean of Administration, for the period June 6, 2015 through August 31, 2015, at an annual salary of \$60,000, prorated for the period of time worked
- Eric Hawlk, Assistant Director of Campus Safety and Security, for the period June 6, 2015 through August 31, 2015, at an annual salary of \$70,070, prorated for the period of time worked
- Shelley Squires-Trani, Lab Nursery School Early Childhood Educator, 2015-2016 academic year, \$49,920
- Colleen Trogisch, Associate Dean of Academic Affairs, for the period June 1, 2015 through August 31, 2015, at an annual salary of \$100,000, prorated for the period of time worked

TENURE-TRACK FACULTY

- Michael Adams, Instructor of Speech, Department of Performing, Visual Arts and Communications, at an annual salary of \$54,833
- Jordan Bell, Instructor of English, Department of English and Humanities, at an annual salary of \$53,483
- Michele Comolli, Instructor of Nursing, Department of Nursing, at an annual salary of \$58,881
- Janay Gasparini, Instructor of Criminal Justice, Department of Behavioral Sciences, at an annual salary of \$50,784
- Jessica Geer, Assistant Professor of Chemistry, Department of Mathematics, Physical and Computer Sciences, at an annual salary of \$53,955
- Margeaux Lippman Hoskins, Instructor of Speech, Department of Performing, Visual Arts and Communications, at an annual salary of \$50,784
- Francis Kolarik, Instructor of Criminal Justice, Department of Behavioral Sciences, at an annual salary of \$54,833
- Matthew Murray, Instructor of Government, Department of History, Government and Economics, at an annual salary of \$53,483
- Patricia Phillips, Instructor of English, Department of English and Humanities, at an annual salary of \$54,833

Michael Rambadt, Instructor of English, Department of English and Humanities, at an annual salary of \$54,833
 Karin Riedl, Assistant Professor of Government, Department of History, Government and Economics, at an annual salary of \$53,955
 Rachel Vanderstuyf, Instructor of Mathematics, Department of Mathematics, Physical and Computer Sciences, at an annual salary of \$53,483
 Jennifer Yanoti, Instructor of English, Department of English and Humanities, at an annual salary of \$54,833

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Seconded by Mr. Kuffner

Resolution adopted unanimously

VII. Report of the Student Trustee

Since Student Trustee Kozma was unable to attend the meeting due to the death of her mother, there was no report.

Chairman LeGrand asked Ms. Beasimer to extend condolences to Ms. Kozma on behalf of the members of the Board of Trustees.

VIII. Report of the Chairperson

A. Chairperson LeGrand said this year’s Commencement ceremony was very impressive and reinvigorating for Board members. He was pleased with the change in venue to the Civic Center.

B. Resolution of Commendation for Student Trustee Zoe Kozma

RESOLUTION NO. 2015-54

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

WHEREAS, Ms. Zoe Kozma will complete her term as Student Trustee on the Board of Trustees of Dutchess Community College on June 30, 2015, and

WHEREAS, Ms. Kozma has served as a member of the Board of Trustees from 2014 to 2015, all of the time representing the best interests of the students of Dutchess Community College, and

WHEREAS, Ms. Kozma’s participation as the student member of the Board of Trustees greatly enhanced the ability of the Board to better serve the students at Dutchess Community College, and

WHEREAS, the Board of Trustees recognizes and commends Ms. Kozma for her dedication as the student member of the Board, now, therefore, be it RESOLVED, that the Board of Trustees extends its appreciation to Ms. Kozma for her dedication and commitment to the excellence of Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees approves this resolution in recognition of Ms. Kozma’s outstanding service to Dutchess Community College and extends its best wishes to her for success in all her future endeavors.

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Seconded as a whole

Resolution adopted unanimously

IX. Report of the President

- A. President Edington introduced Mr. Richard Recchia, the newly-elected Student Trustee. Mr. Recchia will be sworn in at the July Board of Trustees meeting.
- B. Dr. Edington thanked all of those individuals who planned and participated in her inauguration ceremony, the Honors Convocation, and Graduation. She said they were all memorable events.
- C. President Edington reported that the College has received the Middle States Team's Final Report, and the College has until May 29 to respond. She informed Board members that significant progress has been made over the past ten months with respect to both the College's Strategic Plan and the Assessment Plan, so there will be substantive things to share with the Middle States Commission on Higher Education. Since the College did not meet four of Middle States' standards, the College will either be put on warning or receive probation.
- D. Dr. Edington gave an update on the residence hall. As of today, we have 346 students registered to live in Conklin Hall. The capacity of the residence hall is 472 to 479. Last year at this time, we had 70 more applications for housing than this year. We are working with students who lived in the residence hall this year to encourage them to return, as well as promoting on-campus living to new students. Dining services in the residence hall is still problematic. A meeting has been scheduled with Sodexo management to address this issue and possible options. A meeting will be set up with the County to discuss the possibility of providing Loop Bus service to the College on weekends.
- E. President Edington informed Board members that the College's START-UP NY Plan has been distributed to stakeholders, who have 30 days to submit comments. If, after receiving comments, the plan needs to be amended, there will be an additional 30 day comment period. Those stakeholders who are eligible to comment on the proposal include:
- The Board of Trustees
 - PSO
 - CSEA
 - DUE
 - Supervisors in the Towns of Poughkeepsie and Wappinger
 - Dutchess County Economic Development Corporation
 - Dutchess County Industrial Development Agency
 - Dutchess County Executive
 - Dutchess County Regional Chamber of Commerce
 - President of the SGA

- F. The College will be hosting the "Countdown to Zero" Veterans Event later this week. The County Executive, along with several local agencies that provide support to veterans, will be in attendance. DCC has been classified as a Military Friendly School, and plans are underway for a veteran's lounge in Hudson Hall.
 - G. The Business Person of the Year luncheon will be held on June 10, 2015. This year's honoree is Steven Chickery, President of Hudson Valley Furniture. Mr. Chickery was inducted into Alpha Beta Gamma, the College's business honor society.
 - H. Dr. Edington reported that the first Service Learning Institute has been scheduled for June 15 through June 17, 2015. This initiative will bring together community organizations, DCC faculty and students to begin the process of identifying community needs and aligning them with the College's academic programs. By the beginning of the fall semester, we plan to start supporting our students as they begin to work hand-in-hand with local not-for-profit agencies as part of their coursework.
 - I. On May 29, the DCC Foundation will hold a Board Retreat, the purpose of which is to create a strategic plan that will align the Foundation's goals with the College's strategic plan and help us to accomplish our mission, vision, and goals.
 - J. President Edington announced that the College will hold an open house on June 15, 2015 for the first P-TECH cohort and their families. There will be a three-week program for the incoming class this summer.
 - K. Dr. Edington informed Board members that she recently attended a SUNY presidents' meeting. SUNY has established an Investment and Performance Fund to support new program development or adjustments to existing programs. This funding is for state-operated campuses; however, SUNY is encouraging partnerships with community colleges. SUNY New Paltz is interested in working with DCC to develop a proposal that will create pathways from DCC to New Paltz. \$4.4 million has been added to the funding for the EOP Program, so there is possibility that the College can get additional money that would provide more resources for our students. President Edington talked about the opportunities there are for grants and the need for a grant-writer.
- X. Items for Future Agendas
- There were none.
- XI. Date of Next Meeting
- The next meeting of the Board of Trustees will be held on July 7, 2015, at 1:30 p.m. at Norrie Point.

XII. 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 8:50 p.m.

Respectfully submitted,

Linda M. Beasimer
Recording Secretary

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