

DUTCHESS COMMUNITY COLLEGE

Minutes

Board of Trustees Meeting

September 25, 2018

Trustees Present: Ms. Sheila Appel, Ms. Betsy Brown, Mr. Michael Francis Dupree, Ms. Barbara Hugo, Mr. Daniel P. Kuffner, Mr. A. Gregg Pulver, and Mr. Erich Behrendt, Student Trustee
Dr. Pamela R. Edington, President

Absent: Mr. Timmian Massie

Also Present: Ms. Hannah Black and Ms. Deidre Houston, Dutchess County Legislature Liaisons

- I. The meeting was called to order at 7:25 p.m. by Vice-Chair Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Brown, seconded by Ms. Appel, voted on and duly carried, the agenda was approved as distributed.
- IV. Swearing-in of New Trustees

Vice-Chair Dupree administered oaths of office to Mr. A. Gregg Pulver, and Mr. Erich Behrendt, Student Trustee.
- V. Public Comment
 - A. Professor Mark Condon, President of Dutchess United Educators (DUE), addressed the Board regarding non-agenda items. He gave an update on recent DUE activities. He also invited Board members to attend a celebration of DUE's 45th anniversary, which will be held on Thursday, September 27, 2018.
 - B. Ms. Beasimer read Chairman Thomas LeGrand's letter of resignation. In his letter, Mr. LeGrand said it has been an honor and a privilege to serve DCC. He commended our dedicated faculty and staff and noted the importance of our collective commitment to diversity, equity and inclusion.
- VI. Consideration of Minutes of Meeting held on August 14, 2018: Upon motion made by Mr. Kuffner, seconded by Ms. Appel, voted on and carried with one abstention (Mr. Dupree), the minutes were approved as distributed.
- VII. Educational Presentation

Mr. Tony Alfieri, Principal, Tony Alfieri Architect PLLC, gave a brief overview of the process being used to develop an Academic and Facilities Master Plan for the College.

There will be three teams of stakeholders:

1. The Context and Alignment Team will examine the environment in which DCC operates, such as external factors, national and local trends in higher education, population demographics, and budget limitations, as well as collaborative partnerships.
2. The Learning Innovation Team will focus on academics and related trends.
3. The Physical Assets and Resources Team will address the physical and human resources infrastructure that are needed to support College operations.

Throughout the process of developing the plan, which is called *Our Next 10*, interviews, workshops, roundtables and open forums will be held to ensure all stakeholders have an opportunity to participate.

VIII. COMMITTEE REPORTS

A. Finance and Facilities

1. Approval of Capital Project – Roof Replacements Construction, Phase 2

RESOLUTION NO. 2019-01

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for the Roof Replacement Phase 2, with a total estimated cost of \$3,186,800, to the SUNY Office for Capital Facilities, and WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2019-2020 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project, \$1,593,400, would be funded with \$680,000 from the capital chargeback funds and \$913,400 would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, after a SEQRA review, the College administration has determined that the work involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, that it is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a "Type II" Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share</u>
Roof Replacements Construction Phase 2	3,186,800.00	1,593,400.00	1,593,400.00

And, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

* * * * *

Seconded by Ms. Brown

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Titles

RESOLUTION NO. 2019-02

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

WHEREAS, a review of the administrative organizational structure of the College was conducted, and

WHEREAS, based upon this review, it has been determined that two current titles do not accurately reflect the responsibilities of these positions and new titles need to 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, approval is hereby given to create the following titles in the professional service:

Director of Accommodative Services

Director of Secondary and Post-secondary Partnerships

* * * * *

Seconded by Ms. Appel

Resolution adopted unanimously

2. Approval of Professional Staff Appointments

RESOLUTION NO. 2019-03

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:

Jennifer Aponte-Paez, Academic Coach, for the period September 4, 2018 through August 31, 2019, at an annual salary of \$52,399, prorated for the period of time worked

Linda Bertolozzi, Director of Accommodative Services, for the period

September 1, 2018 through August 31, 2019, at an annual salary of \$76,507

Roza Makhmudova, Director of Secondary and Post-secondary Partnerships, for the period September 1, 2018 through August 31, 2019, at an annual salary of \$63,565

* * * * *

Seconded by Mr. Kuffner Resolution adopted unanimously

3. Approval of Title/Salary Changes

RESOLUTION NO. 2019-04

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 title changes are hereby approved:

Marcia Butland, Assistant Dean of Student Services, for the period September 1, 2018 through August 31, 2019, at an annual salary of \$93,148

Patricia Phillips, Assistant Professor, 2018-2019 academic year, at an annual salary of \$68,955

* * * * *

Seconded by Ms. Appel Resolution adopted unanimously

4. Approval of Salary Changes

RESOLUTION NO. 2019-05

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 salaries are hereby approved to be effective September 1, 2018:

Deborah Ramsey, Assistant Dean of Administration – \$89,451

Angela Romano, Registrar – \$105,137

* * * * *

Seconded by Ms. Brown Resolution adopted unanimously

5. Approval of Retirement

RESOLUTION NO. 2019-06

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 retirement of Ingeborg Grutzner, Professor in the Department of Nursing, is hereby granted, effective August 20, 2019, and, be it FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Professor Grutzner for her valuable contributions to the College's educational program during her tenure and wishes her the very best in her retirement and future endeavors.

* * * * *

Seconded as a whole

Resolution adopted unanimously

6. Approval of 2018-2019 Salary for President EdingtonRESOLUTION NO. 2019-07

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

WHEREAS, President Edington has requested that she not receive a salary increase for the 2018-2019 fiscal year, now, therefore, be it

RESOLVED, that the salary for President Pamela R. Edington for fiscal year 2018-2019 shall remain at her current rate, and be it

FURTHER RESOLVED, that she be granted an additional six personal days per fiscal year, effective immediately.

* * * * *

Seconded as a whole

Resolution adopted unanimously

IX. Report of the Student Trustee

- A. Student Trustee Behrendt reported that participation in the Student Government Association (SGA) has increased this year.
- B. Mr. Behrendt informed Board members that the SGA has a Facebook page.
- C. Two new clubs are in the process of being formed: Caribbean Club and Dance Club.
- D. Spirit Week, which will include a Pajama Day, will be held the first week of October.
- E. A blood drive was held today.
- F. The Rocky Horror Picture Show is scheduled for October 19, and a Ghost Hunt will be held on October 31. Other upcoming events are online and flyers are posted around campus.

X. Report of the Chairperson

Vice-Chair Dupree did not have a formal report; however, he spoke about Chairman LeGrand's service to the College and his devotion to the mission of the College and our students. He further stated that it was a pleasure to serve on the Board with him.

A sub-committee of the Board will work with Ms. Beasimer on a special recognition for Mr. LeGrand. Trustees Appel, Brown, Dupree, and Hugo offered to serve on the committee.

XI. Report of the President

- A. President Edington reported that some of our faculty are using Open Educational Resources (OER) to help students save money. Using OER

makes it possible for students to obtain free materials on the web for their classes rather than purchase textbooks. Currently, OER is being used in 15 courses and 113 sections. Over 3,000 students have benefitted from this practice, which translates to approximately \$300,000 in savings for our students.

- B. Dr. Edington informed Board members that she will be attending the Conference for Community College Advancement in California next week. One of the sessions that she will participate in is the Executive Leadership Symposium. Obtaining public funding has become more of a challenge, so it is important to learn strategies for acquiring outside funding.

Vice-Chair Dupree announced that President Edington and the College will be receiving an ERVK Medal this year. Dr. Edington has also been selected as the Woman of the Year by the AAUW.

XII. Election of Officers

Ms. Hugo, Chair of the Nominating Committee, reported on the deliberations of the committee. On behalf of the committee, Ms. Hugo presented to the Board the following slate of officers for 2018-2019:

Chairperson:	Daniel P. Kuffner
Vice-chairperson:	Michael Francis Dupree
Secretary:	Betsy Brown

The committee requested that each position be voted on separately and written ballots be used for the vote.

Ms. Beasimer collected the ballots and reported that the requirement of six positive votes was not met. Therefore, a chairperson was not elected.

Ms. Hugo made a motion to nominate Trustee Timmian Massie for the position of Chair. The motion was seconded by Trustee Kuffner.

After the vote, Ms. Beasimer reported that neither candidate received the requisite number of votes to become Chair.

Ms. Brown made a motion to delay the election of officers until the October Board of Trustees meeting. The motion was seconded by Mr. Kuffner. Vice-Chair Dupree asked for a roll call vote on the motion.

Ms. Appel – yes	Mr. Dupree – yes	Mr. Pulver – yes
Mr. Behrendt – no	Ms. Hugo – no	
Ms. Brown – yes	Mr. Kuffner – yes	

The motion to delay the election of officers until the October Board meeting failed by a vote of 5 yes, 2 no, 0 abstentions.

Another vote was taken, with the result being that neither candidate received the

requisite number of votes to become Chair.

Mr. Kuffner made a motion to delay the election of officers until the October Board meeting. The motion was seconded by Ms. Brown, voted on and unanimously approved.

XIII. Items for Future Agendas

The election of officers for 2018-2019 will be added to the agenda for the October Board meeting.

XIV. Date of Next Meeting

The next meeting of the Board of Trustees will be held on October 23, 2018 at 7:30 p.m.

XV. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Mr. Pulver, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

lmb