

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting held on December 13, 2022
- VI. COMMITTEE REPORTS
 - A. Academic & Student Affairs (L. Gharthey, Chair)
 - B. Board Policy (I. Guzman, Chair)
 - C. Finance & Facilities (S. Appel, Chair)
 - D. Personnel and Community Relations (A. Flesland)Approval of Memorandum of Agreement with Dutchess United Educators:
 1. Nursing Program Clinical and Assessment Coordinator
(Resolution # 2023-10)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
- IX. Report of the President
- X. Other Business
- XI. Date of Next Meeting – **February 28, 2023**
- XII. Adjournment

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
December 13, 2022

Trustees Present: Mr. Michael Francis Dupree, Chair, Ms. Aminah Augustin-Muhammad, Ms. Sheila Appel, Mr. Frank Castella, Mr. Stephen Caswell, Ms. Darrah Cloud, Ms. Angela Flesland, Ms. Lisa Gharthey, Mr. Ibis Guzman, Ms. Linda Pratt, Dr. Peter Grant Jordan, President

Absent: None

- I. The meeting was called to order at 7:00 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Ponticello, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Cloud, seconded by Ms. Flesland, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

There were no requests to address the Board.

- V. Consideration of Minutes of Meeting held on December 13, 2022: Upon motion made by Mr. Castella, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

VI. COMMITTEE REPORTS

- 1. Approval of Memorandum of Agreement with Dutchess United Educators:

RESOLUTION # 2023-09

S. Appel offered the following resolution and moved its adoption:

WHEREAS, the College and Dutchess United Educators (DUE) have reached a Memorandum of Agreement (MOA) regarding adding the title of "Lecturer to the Airframe and Power Plant Mechanical Program" to the existing bargaining unit, as stipulated in the August 6, 2020 Memorandum of Agreement, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the attached MOA and Salary Schedule annexed as Appendix "A," which shall be made part of the official minutes of this meeting.

* * * * *

Seconded by A. Flesland

Resolution Adopted Unanimously

VI. Report of the Student Trustee

- A. Student Trustee Augustin-Muhammad provided the Board with an update on the approval of the Dutchess Naturalists as an official club, the Dutchess Student Media Group fundraiser and the Student for Student Fund being renamed in honor of the late Mike Weida who passed away in November 2022.
- B. Trustee Augustin-Muhammad spoke on the successful events held by Conklin Hall Government, projects and programs that will take place in the spring during rush week and a dorm dinner taking place in Conklin Hall that will allow residents to voice their questions and concerns regarding Conklin Hall.
- C. Trustee Augustin-Muhammad concluded her report by discussing her upcoming tasks which include assisting the Student Government Association and Conklin Hall Government with their future endeavors.

VII. Report of the Chairperson

- A. Chairman Dupree spoke on successful college-wide highlights for December 2022.

VIII. Report of the President

- A. Dr. Jordan introduced John Meagle, Director of Marketing & Communications who gave an educational presentation on the DCC Marketing Campaign.

IX. Other Business

There was no other business to report on.

X. Date of Next Meeting

The next meeting of the Board of Trustees will be held on January 24, 2023 at 7:00 p.m.

XI. Adjournment

There being no further business to discuss, a motion was made by Mr. Castella, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Joia Ponticello
Executive Assistant
Date Submitted: January 24, 2023

VI. Approval of Memorandum of Agreement with Dutchess United Educators:

1. Nursing Program Clinical and Assessment Coordinator
(Res. #2023-10)

The College and Dutchess United Educators (DUE) agreed to add the title of “Nursing Program Clinical and Assessment Coordinator” to the existing bargaining unit. The compensation for all full-time unit members with this title will be set at Group B.

Negotiations have concluded and the above listed Memorandum of Agreement (MOA) has been established.

RESOLUTION NO. 2023-10

Board of Trustees, Dutchess Community College
January 24, 2023

_____ offered the following resolution and moved its adoption:

WHEREAS, the College and Dutchess United Educators (DUE) have reached a Memorandum of Agreement (MOA) regarding adding the title of “Nursing Program Clinical and Assessment Coordinator” to the existing bargaining unit, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the attached MOA and Group B salary schedule for all full-time unit members with this title which shall be made part of the official minutes of this meeting.

* * * * *

Seconded by _____

DUTCHESS
COMMUNITY COLLEGE
Department of Nursing

Job Description for Nursing Program Clinical and
Assessment Coordinator
(12 months)

The Nursing Program Clinical and Assessment Coordinator is responsible for monitoring and communicating with all clinical sites for nursing courses and student experiences in coordination with the Course Lead Teachers and Department Chair of Nursing.

In emergent situations, the Nursing Program Clinical and Assessment Coordinator will collaborate with the Course Lead Teacher to help arrange substitute clinical coverage and experiences for students. In the event of a 'student incident' at the clinical site, the Coordinator will see that the facilities' requirements are met and, if necessary, that the student's clinical clearance is reviewed.

Duties and Responsibilities

- Coordinate with faculty to ensure that clinical facilities have been evaluated and that they meet the student learning outcomes of the course/program.
- Schedule clinical meetings and represent the nursing department and or accompany the Department Chair/faculty to planning meetings at clinical sites.
- Work in conjunction with Course Lead Teachers, Skill Lab Assistant, and Simulation Lab Assistant, to establish clinical/simulation schedules and end-term competencies.
- Give guidance to adjunct clinical faculty according to the Clinical Faculty Handbook and assist with orientation to assigned clinical sites.
- Ensure all facility-required documentation and training is completed by faculty and students in a timely and appropriate manner.
- Ensure that all faculty meet the credentialing requirements of their assigned facility.
- Verify with facilities that clinical orientation materials are current; maintain and update them in Brightspace when necessary.
- Make orientation materials available to faculty and students in a timely manner.
- Ensure that all students and faculty meet the health clearance requirements and submit the required paperwork to facilities within required time frames. Follow up with clinical facility regarding clinical clearance and provide updates to the Department Chair and faculty in a timely manner.
- Ensure all required end-of-semester paperwork for students and clinical agencies are completed and processed as required (eg., Clinical evaluations.)
- Assist in collecting and trending of data related to clinical experiences.

- Participate in department meetings, ACEN meetings, and departmental committees, as assigned, maintain minutes and upload to the shared folders.
- Schedule and participate in meetings at the clinical facilities, as necessary.
- Coordinate N95 testing with EMT department and schedule the calendar. Inform faculty and students and keep appropriate records
- Prepare clinical tracking hours spreadsheet (Google spreadsheet), share with faculty, assist faculty in tracking clinical hours, and report updates to the department chair.
- Communicate with clinical facilities, department chair, faculty, and students in a timely manner.
- Review background check and drug screen reports of the nursing students and ensure the students meet the clinical and New York Office of Professions (NYSOP) requirements.
- Communicate with NYSOP, ACEN, and regulatory agencies regarding guidelines related to clinical experience and communicates with faculty.
- Review HIPPA, CDC, CMS guidelines and update faculty regarding clinical requirements.
- Review TB screening guidelines and guide faculty and students in a timely manner
- Assist with administrative aspects of End of Program Student Learning Outcome (EPSLO) assessments, collect data and enter in TractDat.
- Attend pre-nursing admission meetings and nursing admission meetings in the evening as requested (a few times per year.)
- Collaborate with the Admissions Office on nursing admissions tasks.
- Collaborate with ACT and the Office of the Registrar with nursing registrations.
- Participate in open houses at DCC.
- Review Flu and COVID vaccine guidelines of clinical facilities and ensure students and faculty follow guidelines.
- Additional related duties as assigned by the Department Chair.

Qualifications: BA/BS degree is required. A major in health care is preferred and some experience at a health care organization and academic institution is preferred. Good organizational and communication skills required. Knowledge of the area's healthcare institutions and academic nursing programs a plus.