

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
January 25, 2022

Trustees Present: Mr. Michael Francis Dupree, Chair; Ms. Sheila Appel, Mr. Stephen Caswell, Ms. Angela Flesland, Ms. Lisa Gharthey, Mr. Ibis Guzman, and Mr. Miguel Dominguez, Student Trustee
Dr. Peter Grant Jordan, President

Absent: Mr. William R. Steinhaus

- I. The meeting was called to order at 7:00 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Appel, seconded by Mr. Guzman, 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 14, 2021

Ms. Appel made a motion to approve the minutes as distributed. The motion was seconded by Ms. Flesland and carried by a vote of 6 yes, 0 no, and 1 abstention (Mr. Caswell).

VI. COMMITTEE REPORTS

Chairperson Dupree 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. Personnel and Community Relations

1. Approval of Professional Staff Titles

RESOLUTION NO. 2022-15

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

WHEREAS, a review of the job responsibilities in the Offices of Communications and Public Relations, Grants, and Institutional Research was conducted, and

WHEREAS, based upon this review, it has been determined that two new titles need to be created to reflect and meet the needs of the College at this time, 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, approval is hereby given to create the following titles in the professional service:

Grants & Institutional Research Analyst
Webmaster

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Seconded by Mr. Guzman

Resolution adopted unanimously

2. Professional Staff Appointments

RESOLUTION NO. 2022-16

Ms. Flesland 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

Laurie Boris, Webmaster, for the period January 26, 2022 through August 31, 2022, at an annual salary of \$60,754, prorated for the period of time worked

Jay Brown, EOP Counselor, for the period January 10, 2022 through August 31, 2022, at an annual salary of \$53,136, prorated for the period of time worked

Jenny Jieun Park, Director of the Music Academy, for the period January 24, 2022 through August 31, 2022, at an annual salary of \$68,474, prorated for the period of time worked

FACULTY

Carmel Dorner, temporary, full-time Instructor of Nursing, Department of Nursing, for the period January 3, 2022 through August 17, 2022, at an annual salary of \$59,534, prorated for the period of time worked

Kimberly Johnson, temporary, full-time Instructor of Human Services, Department of Behavioral Sciences, for the period January 3, 2022 through August 17, 2022, at an annual salary of \$56,544, prorated for the period of time worked

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Seconded by Ms. Appel

Resolution adopted unanimously

3. Professional Staff Reappointment

RESOLUTION NO. 2022-17

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following reappointment to the professional staff of Dutchess Community College is hereby approved:

Rachel Mead, Interim Director of the ACT Center, for the period January 1, 2022 through May 27, 2022, at an annual salary of \$70,321, prorated for the period of time worked

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Seconded by Ms. Appel

Resolution adopted unanimously

VII. Report of the Student Trustee

Student Trustee Dominguez reported that the first Student Government Association (SGA) meeting of the semester is scheduled for February 1st. He is looking forward to the opportunity to talk to his peers regarding what is happening on campus. He said there is a good attitude on campus during this first week of classes.

VIII. Report of the Chairperson

- A. Chairman Dupree welcomed Mr. Caswell as a new member of the Board of Trustees. He replaces Mr. Pulver.
- B. Resolution of Commendation for Retiring Trustee Gregg Pulver

RESOLUTION NO. 2022-18

Mr. Dupree offered the following resolution and moved its adoption:
 WHEREAS, Mr. A. Gregg Pulver has retired from the Board of Trustees of Dutchess Community College after three plus years of distinguished service, and
 WHEREAS, during his tenure on the Board, Mr. Pulver served with distinction, and
 WHEREAS, Mr. Pulver was always well-informed about, and involved in, Board deliberations and consistently provided sage counsel, and
 WHEREAS, Mr. Pulver has been integrally involved in the affairs of the Board of Trustees and his leadership has resulted in an improved educational environment for both students and faculty, and
 WHEREAS, the Board of Trustees wishes to recognize and commend Mr. Pulver for his years of unwavering and devoted service to Dutchess Community College as a member of the Board of Trustees, now, therefore, be it
 RESOLVED, that the Board of Trustees hereby extends its appreciation to Mr. Pulver for his dedication and commitment to the excellence of Dutchess Community College, and be it
 FURTHER RESOLVED, that the Board of Trustees hereby approves this resolution on the occasion of Mr. Pulver's retirement from the Board and grants him emeritus status in recognition of his exemplary service to Dutchess Community College.

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Seconded as a whole

Resolution adopted unanimously

IX. Report of the President

- A. On behalf of the faculty, staff and students, President Jordan welcomed Mr. Caswell as a new member of the Board of Trustees.
- B. Dr. Jordan thanked faculty, staff and students for their understanding with regard to postponing the start of classes for the spring semester. He

expressed his appreciation to faculty and staff for their efforts to make it a smooth transition.

- C. President Jordan asked Mr. Scott Schnackenberg to provide an update on enrollment.
- For the winter term, we had an enrollment of 1,185 credits, which exactly met our budgeted projection. The three-week online classes continue to be very popular.
 - As of this morning, there are 3,586 students enrolled for 38,430 credits for the spring semester, which is -6.7% students and -7.4% credits compared to last year on the second day of classes. Returning full-time headcount is down 10.3% and part-time credits is down 3.7%. However, this is an improvement in fall to spring retention compared to last year.
 - In December, we had 70 fewer new students enrolled; we now have 21 more new students than last year, which indicates the delay in starting classes had an impact. New full-time enrollment is up 22% vs. last year. Due to demand, 9 online late-start classes have been added, which should help the budget.
 - 47.5% of enrollment is in-person, 42.5% is fully online and 10% is in hybrid sections. Almost 1/3 of our students are taking no in-person classes. Since November, we have added over 100 online sections and cancelled over 100 in-person sections.

Based upon the ensuing discussion, Dr. Jordan and Mr. Schnackenberg will provide further information regarding what shortened online courses are most popular and what other courses offered through SUNY could be offered at DCC as well.

- D. Dr. Jordan asked Dr. Susan Rogers to provide an update on the Start-up New York project.

Dr. Rogers announced that the College has received initial approval from the SUNY Chancellor's Office and Empire State Development for our amended Start-up NY Campus Plan. As required through Start-up NY procedures, the revised plan will be made available to local community stakeholders for a 30-day review and comment period. Beginning January 26, the draft updated plan will be available on the College's website for the 30-day required period. Following the comment period, the plan will be resubmitted for final approval.

Dr. Rogers provided some background information. Start-up NY is a New York State economic development plan that helps draw new and expanding businesses into our region. This program motivates qualified, job-creating businesses to locate to our area, partner with colleges, provide opportunities to students, and also receive substantial tax incentives as a result. These businesses must locate to a space that is currently part of a college campus or within a one-mile radius in order to participate in the program. While DCC

has partnered in a limited way in the past, we are looking for new opportunities by expanding our geographic range to include our sites in Fishkill and at the Airport.

This is the first formal update to our plan since April 2017, and we are looking forward to continuing this and other programs that will engage the business community in our region.

- E. President Jordan informed Board members that he will be meeting with the North America Director of the Toyota Technician Education Network (T-TEN) Program to explore an opportunity to offer an educational program in partnership with Dutchess County BOCES. The T-TEN Program is designed to certify technicians to work on Toyota and Lexus vehicles. Toyota is enthusiastic about the College having a residence hall that would make it possible to attract students from other regions.
- F. Dr. Jordan introduced Marc Bowman, the College's new Associate Vice President for Human Resources.

X. Other Business

There was none.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on February 22, 2022 at 7:00 p.m.

XII. Adjournment

There being no further business to discuss, a motion was made by Mr. Guzman, seconded by Ms. Appel, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:29 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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