

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
December 14, 2021

Trustees Present: Mr. Michael Francis Dupree, Chair; Ms. Sheila Appel, Ms. Angela Flesland, Ms. Lisa Gharthey, Mr. Ibis Guzman, Mr. Daniel P. Kuffner, Mr. William R. Steinhaus, and Mr. Miguel Dominguez, Student Trustee
Dr. Peter Grant Jordan, President

Absent: Mr. A. Gregg Pulver

I. The meeting was called to order at 7:03 p.m. by Chairperson Dupree.

II. Roll Call by Ms. Beasimer, quorum present.

III. Approval of Agenda:

Mr. Dupree announced that there is an addition to the agenda. Trustee Gharthey will give a progress report on the Middle States reaccreditation process.

Mr. Kuffner made a motion to accept the agenda with this addition. The motion was seconded by Ms. Flesland, voted on and duly carried.

IV. Public Comment

Professor Mark Condon addressed the Board regarding Trustee Kuffner's retirement from the Board of Trustees. He commended Mr. Kuffner for his service and dedication to the College.

V. Consideration of Minutes of Meeting held on October 26, 2021: Upon motion made by Mr. Kuffner, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

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 Appointment

RESOLUTION NO. 2022-08

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 appointment to the professional staff of Dutchess Community College is hereby approved:

Marc Bowman, Associate Vice President of Human Resources, for the period January 3, 2022 through August 31, 2022, at an annual salary of \$130,000, prorated for the period of time worked

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Seconded by Ms. Appel Resolution adopted unanimously

2. Approval of Professional Staff Reappointment

RESOLUTION NO. 2022-09

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:

Angela Rios, Acting Associate Dean of Academic Affairs, for the period January 1, 2022 through May 27, 2022, with an annual stipend of \$14,251.59, prorated for the period of time worked.

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Seconded by Mr. Kuffner Resolution adopted unanimously

3. Approval of Professional Staff Titles

RESOLUTION NO. 2022-10

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

WHEREAS, a review of the College’s organizational structure, planned realignment, related professional titles, and job descriptions was conducted, and

WHEREAS, based upon this review, it has been determined that new titles need to be created to align with assigned job responsibilities, 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:

- Vice-President for Enrollment and Student Success
- Chief of Staff & Vice-President for Institutional Effectiveness

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Seconded by Ms. Appel Resolution adopted unanimously

4. Approval of Management/Confidential Title Changes

RESOLUTION NO. 2022-11

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

WHEREAS, a review of the College’s organizational structure, planned realignment, related professional titles, and job descriptions was conducted, and

WHEREAS, based upon this review, it has been determined that certain management/confidential job titles need to be changed to more accurately align with assigned job responsibilities, 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 change the following management/confidential titles as follows:

From: Associate Dean of Administration/Information Technology
To: Associate Vice President of Information Technology

From: Vice-President and Dean of Administration
To: Vice President for Finance and Administration

From: Provost and Vice-President of Academic Affairs and Student Services
To: Provost and Vice-President of Instruction and Learning

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Seconded by Ms. Appel

Resolution adopted unanimously

B. Board Policy Committee

1. Approval of Revision to Nepotism Policy

RESOLUTION NO. 2022-12

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

WHEREAS, on August 9, 2016, by Resolution #2016-62, the Board approved a Policy on Nepotism, and

WHEREAS, the Department of Human Resources Management has recommended a revision to this policy, and

WHEREAS, the Board Policy Committee has reviewed the recommended revision and is in agreement with the proposed change, now, therefore, be it

RESOLVED, that, based upon the recommendation of the Board Policy Committee and review by the Board of Trustees, the revised policy on Nepotism, which is attached and shall be made part of the official minutes of this meeting, is hereby approved, and be it

FURTHER RESOLVED, that this policy shall be effective immediately, and, be it

FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Mr. Guzman

Resolution adopted unanimously

2. Reaffirmation of Board Policy on Military Leaves of Absence

RESOLUTION NO. 2022-13

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

WHEREAS, in keeping with good governance practices, the Board Policy Committee reviews Board and College administrative policies and related resolutions, and

WHEREAS, the College's current policy on Military Leaves of Absence was reviewed as part of this ongoing process and was determined to still be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations of the Board Policy Committee and review by the Board of Trustees, the current policy on Military Leaves of Absence is hereby reaffirmed and shall remain in effect, and be it FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by Ms. Appel

Resolution adopted unanimously

C. Middle States Commission on Higher Education (MSCHE) Reaccreditation Update

Trustee Ghartey, who is representing the Board on the Middle States Committee addressing Standard 1: Mission and Goal, gave an update on the progress made regarding the MSCHE reaccreditation process:

- In November, following virtual visits with the College's MSCHE VP, Dr. Terence Peavy, the members of the Board received a copy of the approved Self-study Design.
- Preparation for the reaccreditation review began in March 2021 and will culminate in an on-site visit in spring 2023.
- Working groups are required to submit reports according to a timeline.
- Report #1 was submitted in early fall, and the Steering Committee provided feedback to the groups.
- Report #2 has been completed, and the working groups will receive feedback on them by 12/15/2021.
- The next product from the working groups, which is due February 1, 2022, will be a first draft of their chapters for the final Self-study Report.
- The final report will consist of a chapter on each standard.

VII. Report of the Student Trustee

Student Trustee Dominguez reported that he has had an opportunity to talk with students regarding the decline in college-age student enrollment. From his perspective, the College can do more to build a presence in the local high schools, especially by using peer-to-peer presentations. He said it is important to create an awareness of what DCC offers.

The lack of athletic programs is also problematic since this is an important facet of college life to prospective students.

VIII. Report of the Chairperson

- A. Chairperson Dupree welcomed Provost Gambino back after her absence due to surgery.
- B. On behalf of the Board, Mr. Dupree wished everyone happy and healthy holidays.
- C. Mr. Dupree announced that DCC was named among the best community colleges in New York State by WalletHub, a personal finance research, surveying and review body. DCC placed ninth out of the 30 SUNY community colleges.
- D. Chairman Dupree reported that DCC was recognized with a 2021 Best of the Best Mid-Hudson Community Choice award. Recognized as the Local College category winner, DCC joins a select group of organizations honored by the “Poughkeepsie Journal” for exceptional contributions to the local community.
- E. Resolution of Commendation for Trustee Daniel P. Kuffner

RESOLUTION NO. 2022-14

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

WHEREAS, Mr. Daniel P. Kuffner is retiring from the Board of Trustees of Dutchess Community College after almost nine years of distinguished service, and

WHEREAS, during his tenure as a member of the Board from 2013 through 2021, Mr. Kuffner served with honor and distinction and was an outstanding representative of the Board and the College, and

WHEREAS, Mr. Kuffner has served in several leadership positions, including Chairperson and Vice-Chairperson of the Board, Chair of the Finance and Policy Committees, and Liaison to the Dutchess Community College Foundation, and

WHEREAS, Mr. Kuffner provided guidance and support to the President of Dutchess Community College and his fellow Board members, and

WHEREAS, upon his retirement, the Board of Trustees wishes to recognize and commend Mr. Kuffner for his dedicated and devoted service as a member of the Board of Trustees, now, therefore, be it

RESOLVED, that the Board of Trustees hereby extends its appreciation to Mr. Kuffner 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. Kuffner’s retirement from the Board in recognition of his exemplary service to Dutchess Community College, and be it

FURTHER RESOLVED, that, the Board of Trustees hereby grants Mr. Kuffner the status of Trustee Emeritus.

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Seconded as a whole

Resolution adopted unanimously

IX. Report of the President

- A. President Jordan asked Mr. Schnackenberg to provide an update on enrollment.
- As of this morning, 374 students are enrolled for 1,146 credits for the winter term, which is 8.1% less students and 5.4% less credits than compared to last year at the same point in time. Although we are 39 credits short of our budget/enrollment goal for the term, there continues to be a pattern of strong winter term enrollment and we should finish very close to our winter enrollment projections.
 - For the spring term, there are 2,178 students enrolled for 24,352 credits, which is 7.6% less in the number of students and 7.2% fewer credits than last year at the equivalent point in time. Returning enrollment is significantly stronger than projected; however, new student enrollment is down, partially because the process is more involved. In addition to providing a high school transcript, new students must now show proof of both COVID and MMR vaccinations prior to enrolling. It is anticipated that we will end up very close to our budget/enrollment goal for the spring semester.
 - All of the 17 students who were enrolled in the Airframe Maintenance Program for the fall semester are returning for the spring semester. We also have a new cohort of 15 students. Over half of the students enrolled in this program are from outside of Dutchess County, and 13 are older than 25 years of age.
- B. Dr. Jordan informed Board members that he has been appointed to the Dutchess County Economic Development Council and named co-chair of the Education and Work Force Committee. Trustee Appel is also co-chair of this committee, which will be folded into the Work Force Investment Board.
- C. President Jordan announced that the College has been awarded an FAA grant in the amount of \$450,000 to support scholarships and the growth of our Aviation Program. This 18-month grant was made possible through the hard work of Dr. Ellen Gambino, Martin Schneider, and their grant development team.
- D. On behalf of the entire campus community, Dr. Jordan expressed appreciation to Trustee Kuffner for his leadership, guidance and support during his tenure as a Trustee.

E. Dr. Jordan wished everyone happy holidays.

X. Other Business

There was none.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on January 25, 2022 at 7:00 p.m.

XII. Adjournment

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

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

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Nepotism Policy

Nepotism is defined as an employee making any official employment decision concerning a member of an employee's immediate family or household. Immediate family is defined as anyone related by blood, affinity, marriage, or adoption, including spouses, domestic partners, children, stepchildren, parents, siblings, in-laws, nieces, nephews or any other member of an employee's household. Nepotism is prohibited:

In Employment: No individual shall take part in any official employment decision concerning a member of one's immediate family. An employment decision includes, but is not limited to, the screening of applications or resumes, telephone interviews, on-campus interviews, reference checks, hiring, evaluation, promotion, tenure, demotion, transfer, layoff, conditions of work, compensation and selection for training.

In Supervision: No employee may be the direct supervisor of an immediate family member. In such case, the immediate family member will be supervised by the next level of supervision or by an alternative supervisor as approved by the President of the College.

In Judicial Matters: No individual shall serve on a panel of any judicial or investigative process concerning or involving a member of one's immediate family who is a complainant or respondent in the matter.

Attachment to Board of Trustees Resolution #2022-12, dated December 14, 2021