

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
February 23, 2021

Trustees Present: Mr. Michael Francis Dupree, Chair; Ms. Sheila Appel, Ms. Betsy Brown, Ms. Angela Flesland, Mr. Daniel P. Kuffner, Mr. Timmian Massie, and Ms. Kaitlyn Cohn, Student Trustee  
Dr. Ellen Gambino, Acting President

Absent: Ms. Lisa Gharthey and Mr. A. Gregg Pulver

- I. The meeting was called to order at 7:01 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Massie, seconded by Ms. Appel, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Before opening the public comment portion of the meeting, Chairman Dupree reminded everyone that, at this point in time, public comment is limited to agenda items only. At the last Board meeting a speaker strayed too far from the agenda topic. Should this happen again, the speaker will be muted and sent back to the waiting room.

The following faculty members addressed the Board regarding the agenda item related to Promotion and Tenure: Professor Werner Steger, President of Dutchess United Educators, and Professor Johanna Halsey.

- V. Consideration of Minutes of Meetings held on January 26, 2021 and February 11, 2021: Upon motion made by Mr. Kuffner, seconded by Ms. Flesland, voted on and duly carried, the minutes of both meetings were approved as distributed.

VI. COMMITTEE REPORTS

It is 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 Early Retirements/Granting of Emeritus Status

RESOLUTION NO. 2021-25

Ms. Brown offered the following resolution and moved its adoption:  
BE IT RESOLVED, that, based upon the recommendation of the Acting President of the College, the early retirements of the following faculty members

are hereby approved to be effective on the dates indicated below:

Mary Buglion, Instructor, Department of Behavioral Sciences, effective August 18, 2021

Pamela Duda, Assistant Professor, Department of Nursing, effective August 15, 2021

And, be it

FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that, in recognition of their dedicated service to Dutchess Community College, they be granted emeritus status upon their retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to them for their valuable contribution to the College’s educational program during their tenure and wishes them the very best in their retirement and future endeavors.

\* \* \* \* \*

Seconded by Mr. Kuffner

Resolution adopted unanimously

2. Approval of Promotion and Tenure

RESOLUTION NO. 2021-26

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

BE IT RESOLVED, that, based upon the recommendation of the Acting President of the College, the following faculty members are granted tenure, effective September 1, 2021:

Michael Boden, Assistant Professor of History  
Department of History, Government & Economics

Teresa Burke, Instructor of Biology  
Department of Allied Health & Biological Sciences

Lindsey Guile, Assistant Professor of Art  
Department of Performing, Visual Arts & Communications

Gordon Lake, Instructor of Biology  
Department of Allied Health & Biological Sciences

Kim Rybacki, Assistant Professor of Psychology  
Department of Behavioral Sciences

Tom Winship, Instructor of Business  
Department of Business, Aviation & Construction Professions

And, be it

FURTHER RESOLVED, that, based upon the recommendation of the Acting President of the College, the following faculty members are promoted in rank effective September 1, 2021:

Teresa Burke, from Instructor to Assistant Professor of Biology  
Department of Allied Health & Biological Sciences

Michael Boden, from Assistant Professor to Associate Professor of History  
Department of History, Government & Economics

\* \* \* \* \*

Seconded by Mr. Kuffner Resolution adopted unanimously

B. Ad Hoc Policy Committee

1. Approval of Statement of Trustee Responsibility

RESOLUTION NO. 2021-27

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

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, this committee was charged with preparing a Statement of Trustee Responsibility, and

WHEREAS, said statement was developed and shared with the members of the Board for their review and input, and

WHEREAS, a final document that includes input from members of the Board has been developed, now, therefore, be it

RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, and review by the Board of Trustees, the attached Statement of Trustee Responsibility, which shall be made part of the official minutes of this meeting, is hereby approved, and be it

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

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

\* \* \* \* \*

Seconded by Mr. Massie Resolution adopted unanimously

2. Approval of Board Orientation Policy

RESOLUTION NO. 2021-28

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

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and

WHEREAS, this committee was charged with preparing a Board Orientation Policy, and

WHEREAS, said policy was developed and shared with the members of the Board for their review and input, and

WHEREAS, a final policy that includes input from members of the Board has been developed, now, therefore, be it

RESOLVED, that, based upon the recommendations of the ad hoc Policy

Review Committee, and review by the Board of Trustees, the attached Board Orientation Policy, which 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 Ms. Appel

Resolution adopted unanimously

VII. Report of the Student Trustee

- A. Student Trustee Cohn reported that the Student Government Association (SGA) has four new senators.
- B. Ms. Cohn informed Board members that open forum-style meetings are being scheduled to give the student body an opportunity to ask questions, voice concerns and provide feedback and/or commentary about anything related to the College.
- C. In order to increase student engagement, a new website/application called "CircleIn" has been developed. It is a platform for sharing notes and studying with classmates.
- D. Ms. Cohn announced that the SGA has allocated funding for the purchase of athletic equipment.
- E. Several events have been planned, including a Volunteer Fair, and a Résumé and Cover Letter writing workshop. A list of all of the events can be found on the College's website.

VIII. Report of the Chairperson

- A. Chairman Dupree reported that he and Dr. Gambino have met with a representative from Senator Schumer's office and the College is on track to become an FAA testing center, which will be open to our aviation students as well as the community.
- B. Mr. Dupree informed everyone that presidential search updates are posted on the College's website, as is the Presidential Profile.
- C. Approval to Transition to New Security Model

RESOLUTION NO. 2021-29

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

WHEREAS, Dutchess Community College is committed to providing a safe learning and social environment for the members of our Campus Community, including students, faculty, staff and visitors, and

WHEREAS, Dutchess Community College has been provided with at least two public safety assessments completed by Campus Public Safety experts,

including the SUNY Office of University Police (2016) and Dolores Stafford and Associates Consulting Firm (2019), both of whom concluded that Dutchess Community College would be better served by transitioning to an armed Peace Officer model which meets Campus Public Safety Industry Standards, and WHEREAS, (Subdivision 5-a) Section 6306 of the education law states that the Board of Trustees of each community college shall have the authority to appoint Security Officers for the community college; and it is in the Board's discretion to designate one or more Security Officer(s) as a Peace Officer, and a Security Officer so designated shall have the powers of a Peace Officer as set forth in section 2.20 of the criminal procedure law, and

WHEREAS, in order to enhance our current safety model to stay in line with professional standards related to Campus Public Safety, by Board Resolution #2020-22, dated December 10, 2019, the Board authorized the President of the College to develop a security plan for transitioning Dutchess Community College to a public safety officer model that includes both armed peace officers and security personnel and also includes at its core a campus community policing philosophy, and

WHEREAS, the Board of Trustees has reviewed said plan, now, therefore, be it RESOLVED, that the Board of Trustees hereby approves transitioning security at Dutchess Community College to a public safety officer model that includes both armed peace officers and security personnel.

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Seconded by Mr. Kuffner

Resolution adopted unanimously

- D. On behalf of the members of the Board of Trustees, Chairman Dupree thanked everyone for their efforts during this challenging time. He said that, according to recent reports from the Governor's office, the COVID vaccine may be available to everyone earlier than previously expected, possibly by this summer. This will help us in our planning to reopen the campus, including our satellite site.

IX. Report of the Acting President

- A. Acting President Gambino congratulated Ms. Buglion and Ms. Duda on their retirement and thanked them for their many years of service. She also congratulated those individuals who were granted tenure and received promotions.
- B. Dr. Gambino gave an update on Guided Pathways. The College is continuing to participate in this program. Institute #3, which will focus on on-boarding, is planned for mid-April, and she will be giving the President's welcome and show a video highlighting DCC. Cross-campus collaborations, which are drawing widely from Guided Pathways principles, are focusing on web redesign and on-boarding.
- C. Acting President Gambino spoke about the Bridges to Baccalaureate Program with SUNY Purchase. Five DCC students have been accepted into this year's summer program, which is essentially student research in STEM fields.
- D. Dr. Gambino announced that we have received approval from the State Education Department for the following programs: Aviation Maintenance

Technician A.A.S, Airframe and Powerplant Technician Certificate, and Hospitality and Tourism A.A.S. The College has also been authorized to offer the Business Administration Transfer A.S. degree online.

- E. Acting President Gambino spoke about Open Education Resources (OER), which, in many cases, eliminates the need to purchase textbooks. This year, 275 sections used OER, with over 5,800 enrolled in the program.
- F. Dr. Gambino informed Board members that we did not have much success in the past with late enrollment. However, the impact of COVID has changed that; students registered later and took advantage of the late enrollment options. We went from 32 sections in spring 2020 to 77 sections in spring 2021, and enrollment increased from 206 in spring 2020 to over 1,000 in spring 2021.
- G. Acting President Gambino gave an update on the Canton at DCC Partnership. The two colleges are working together to do program mapping; they are figuring out how the courses we offer match their programs. The initial programs for this partnership include Criminal Justice, Health Care Management, Civil and Environmental Engineering, and Nursing. Paperwork to make DCC an additional location needs to be developed and submitted; SUNY Canton will work on this component. The target launch for the partnership is Fall 2021.
- H. Dr. Gambino updated the Board regarding our workforce and credit-free programs. New offerings this academic year include:
  - Medical Assistant with Externship
  - Medical Administrative Assistant with Electronic Health Records
  - Medical Coding and Billing
  - Medical Transcription and Editing
  - Pharmacy Technician (ASHP/ACPE)
  - CompTia Network + (recognized IT Certifications)
  - CompTia Security + (recognized IT Certifications)
  - Executive Assistant with MS Office Training
  - Health Insurance pre-licensing exam preparation
  - Securities Industry Essentials exam preparation

Prior course offerings that are currently offered either remotely or in a blended format include:

- Credentialed Alcoholism and Substance Abuse Counselor courses
- Security Guard Training courses
- Real Estate
- Certified Nurse Assistant (CNA)
- Notary Public
- EMT
- Commercial Drone Operator

Apprenticeship programs are growing. Currently, there are 23 apprentices from the Healthy Kids Programs and the Council of Industry. We have applied for, and received, additional grant money to fund up to 20 more apprentices.

- I. Dr. Gambino reported that spring enrollment for the ESL Program is 230 and HSE is 208.
- J. The College Connection Program has approximately 3,800 students, an increase of approximately 5% over last spring.
- K. Acting President Gambino reported that 5 DCC students were selected for the Vassar Exchange Program. Student Trustee Cohn is one of the students enrolled in this program.
- L. Dr. Gambino said we have an articulation agreement with the Police Academy and are working on agreements with BOCES for CNS, ARC and business programs.

X. Items for Future Agendas

There were no items suggested for future agenda items; however, Trustee Massie congratulated Christopher Brelochs and Margeaux Lippman Hoskins for hosting a successful virtual fundraiser on behalf of the DCC Academy of Music. Several thousand dollars were raised for scholarships.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on March 23, 2021 at 7:00 p.m.

Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Ms. Flesland, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:33 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant

lmb

### **STATEMENT OF TRUSTEE RESPONSIBILITY**

We, the members of the Board of Trustees of Dutchess Community College, recognize the importance of articulating standards detailing how we exercise our responsibilities. By willingly and enthusiastically accepting the privilege of serving the public interest and this institution, we also accept the obligations and responsibilities.

Volunteer trustees as individuals have no special privileges, prerogatives, or authority; it is only when they meet in formal session that they assume legal functions. Between Board and committee meetings, individual trustees are expected to meet high standards of personal conduct regardless of the selection process.

In sum, a Board is only effective when its members are clear about and adhere to the obligations they willingly assume and the level of Board member commitment to the institution and to the public trust is high.

Therefore, we, the trustees of Dutchess Community College, each pledge to:

1. Consistently and faithfully prepare for and participate in all possible official Board meetings and functions, including committee meetings and appropriate campus events;
2. Remain knowledgeable about the institution's mission, purposes, goals, policies, educational offerings, strengths, and needs;
3. Help interpret and explain to state and county policy makers, among others, how the unique nature of an academic enterprise makes it distinct from other public agencies, including its essential commitment to academic freedom and its delicate internal system of shared governance. In a similar vein, we pledge to protect the institution's integrity and independence from unreasonable outside interference;
4. Help interpret to the administration the needs, interests, and concerns of the larger community in the course of helping to set institutional purposes, priorities and policies;
5. Ask appropriate, timely and substantive questions at Board and committee meetings, while supporting the majority decision on issues decided by the Board;
6. Serve the institution as a whole rather than any special interest(s);
7. Avoid even the appearance of a conflict of interest that might embarrass the Board or the institution and to reveal these possible conflicts, or abstentions from consideration by the Board;
8. Maintain confidentiality of the Board's Executive Sessions;
9. The Chair of the Board acts as spokesperson for the Board when responding on behalf of the Board as a whole. If an individual Board member wishes to express his/her own



opinion, he/she should clarify that it is a personal opinion and not necessarily that of the full Board;

10. Support fundraising initiative programs developed by the DCC Foundation;
11. Faithfully read, understand, and monitor the institution's financial statements as part of the Board's fiduciary responsibility;
12. Serve in leadership positions or undertake special assignments when asked;
13. Counsel the President as appropriate to offer support in his or her relationships with groups or individuals on- and off-campus;
14. Suggest agenda items as needed for Board and committee meetings to ensure that significant policy-related matters are addressed;
15. Understand the difference in the roles of the Board and Administration and avoid getting involved in the day-to-day operation of the College;
16. Avoid asking for special favors of the administration;
17. Avoid prejudiced judgments on the basis of information received from individuals on- or off-campus, and urge those with real or perceived grievances to follow established policies and procedures. All matters of potential significance should be called to the attention of the President and Board chairperson as appropriate;
18. Avoid placing or seeming to place pressure of any kind on individual students, faculty, staff or administrators;
19. Support the President, administration, faculty, and staff;
20. Remain knowledgeable about trends in higher education and other institutions in our community, state, region, and nation;
21. Encourage periodic review of the Board's performance as an example to other members of the academic community and to acknowledge that Board and presidential leadership are interdependent;

We, the trustees of Dutchess Community College, thus commit ourselves individually and collectively to the highest possible standards of conduct.

**BOARD ORIENTATION POLICY**

It is important that the Board of Trustees ensure that all new Board members are provided with the information they need to fulfill their responsibilities as Trustees. Therefore, an orientation for new Board members shall be scheduled as soon as possible after appointment to the Board.

Orientation for new Board members should include:

- A meeting with the Chair of the Board and the President of the College
- A tour of the campus
- Appropriate written materials, i.e.
  - Current Bylaws
  - Conflict of Interest Statement
  - Board Manual
  - Statement of Trustee Responsibility
  - New York Education Law S6306 (excerpt): Administration of Community Colleges-Boards of Trustees
  - Dutchess County Ethics Law
  - Contracts with Dutchess United Educators
  - Current Strategic Plan
  - Most recent financial report
  - Board meeting schedule
  - Board member contact information
  - List of acronyms
  - Any other materials the Board Chair and President deem appropriate

Attachment to Board of Trustees Resolution #2021-28, dated February 23, 2021