

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

Trustees Present: Mr. Michael Francis Dupree, Chair; Ms. Sheila Appel, Ms. Angela Flesland, Mr. Daniel P. Kuffner, Mr. Timmian Massie, and Mr. A. Gregg Pulver,
Dr. Ellen Gambino, Acting President

Absent: Ms. Betsy Brown, Ms. Lisa Gharthey, and Ms. Kaitlyn Cohn, Student Trustee

- I. The meeting was called to order at 7:28 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. Kuffner, 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 February 23, 2021: Upon motion made by Mr. Kuffner, seconded by Ms. Flesland, 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. Finance and Facilities

1. Approval of Bid for Aviation Maintenance Technician Training Equipment

RESOLUTION NO. 2021-30

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

WHEREAS, bids were duly advertised and requested for Aviation Maintenance Technician Training Equipment, and

WHEREAS, one bid was received as a result of the solicitation and was publicly opened and read aloud at 2:15 P.M., January 22, 2021, and

WHEREAS, the vendor provided pricing as shown on the tabulation sheet attached to this resolution, and

WHEREAS, funds for Aviation Maintenance Technician Training Equipment will be made available through grant funding, now, therefore, be it

Equipment, in accordance with the specifications, be awarded to Avotek, Weyers Cave, VA, in the amount of \$79,500.00.

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Seconded by Mr. Kuffner Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2021-31

Mr. Pulver 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 appointments to the professional staff of Dutchess Community College are hereby approved:

Maria Boada, Dean of Academic Affairs, for the period March 29, 2021 through August 31, 2021, at an annual salary of \$134,000, prorated for the period of time worked

Rocco Carbonaro, Airframe and Power Plant Mechanical Lecturer (tenure-track), effective May 1, 2021, at an annual salary of \$72,904.80, prorated for the period of time worked

Thomas Jones, temporary, full-time Instructor of Criminal Justice, Department of Behavioral Sciences for the 2021-2022 academic year, at an annual salary of \$56,554

Jane Sheeley, TRIO Student Success Coach, for the period March 29, 2021 through August 31, 2021, at an annual salary of \$53,316, prorated for the period of time worked

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Seconded by Mr. Massie Resolution adopted unanimously

VII. Report of the Student Trustee

Since Student Trustee Cohn was unable to attend the meeting, there was no report.

VIII. Report of the Chairperson

A. Chairman Dupree reported that he attended the monthly NYCCT meeting, "Conversations with Legislative Leaders." Senator Stavisky, Chair of the Senate Higher Education Committee, spoke about the upcoming New York State budget and how working with legislators can help community colleges.

B. Mr. Dupree informed everyone that the Board has received several letters regarding a variety of topics. He asked that anyone wishing to correspond with the Board should send their letters to Ms. Beasimer, Executive Assistant to the Board, who will forward them to the Trustees. He assured everyone that all correspondence received is read and considered by all of the members of the Board.

C. Approval of Revisions to Bylaws

RESOLUTION NO. 2021-32

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

WHEREAS, the Board of Trustees believes it is good governance practice to periodically review its Bylaws, and

WHEREAS, a complete review of the current Bylaws was conducted, and
WHEREAS, based upon this review, several revisions to the Bylaws were recommended, and

WHEREAS, the members of the Board reviewed the proposed changes to the Bylaws at the February 23, 2021 Workshop meeting and concurred with the recommended amendments, now, therefore, be it

RESOLVED, that the amended Board of Trustees Bylaws, a copy of which is attached to this resolution and shall be made a part of the official minutes of this meeting, are hereby approved and shall be effective immediately.

* * * * *

Seconded by Mr. Kuffner

Resolution adopted unanimously

IX. Report of the Acting President

- A. Acting President Gambino thanked the Board for their support of the personnel recommendations. She recognized Ms. Boada for her leadership while she was Acting Dean of Academic Affairs and expressed her appreciation to the search committee for their hard work in selecting and recommending an outstanding candidate.
- B. Dr. Gambino gave an update on COVID:
- An average of 500 individual tests have been administered each week since the return to campus on February 1. A total of 5,500 tests have been administered with a .26% positivity rate.
 - Dutchess County has been very accommodating in working with the College to provide vaccines to faculty and staff; over 250 employees have now been vaccinated.
 - We are in conversations with the County regarding possible pop-up clinics for our students once the vaccine becomes more widely available.
 - Effective April 19, 2021, staff will return to campus 5 days/week.
 - The residence hall will reopen for the fall.
- C. Acting President Gambino reported on the “Caring Campus” initiative, which focuses on the work of professional and support staff as it relates to student success and retention efforts. This fully-funded project, which is being done in partnership with the Community College Research Center, began in spring 2020. Due to COVID, the timeline changed and the related workshops transitioned to an online format in April. The groups of individuals participating

have attended three workshops and identified a series of commitments on how they can work to improve the experience of students, including such things as a “warm hand-off” when students need to be referred to another office. Dr. Gambino thanked everyone involved in the project. The administration will work on ways to support and recognize the commitments of the group.

- D. Dr. Gambino informed Board members that we are in the process of preparing the budget for next year and beyond. To that end, Mr. Schnackenberg has developed preliminary enrollment projections. It is anticipated that, over the next five years, enrollments will drop by 10%, 7%, 6%, 5% and 4% in full-time headcount and a 2% decrease each year in both part-time headcount and total credits over the next five fall terms. This would result in a 20% decrease in fall/spring headcount (excluding concurrent enrollment) and an approximate decrease of 19% in total credits.

As of now, our applications for the fall semester are down 50% compared to the same time last year, which was pre-COVID. It is possible that the new Aviation Program, the Hospitality and Tourism Program, the Canton collaboration, and the new Fishkill site will help to increase enrollment.

- E. Acting President Gambino gave an update on State Aid. The College has been notified that the State will be releasing some of the 20% in state aid that had been withheld. It is anticipated that we will receive 15%. It has yet to be determined how that will impact our budget for this year.

Regarding the budget for next year, the Governor has proposed a flat FTE rate with no funding floor; however, both the Assembly and the Senate have funding floor proposals that appear to have the potential to survive the reconciliation process. One of the proposals funds community colleges at 100% of the 2020-2021 enrollment with a flat FTE rate, and the other funds them at 98% with an FTE increase of \$250.

- F. Dr. Gambino reported that we received \$1.7 million in student funds and \$1.7 million in institutional funds through the CARES Act. All of the student money has been distributed. However, based upon the restrictions imposed by the State on how the institutional money can be spent, we have only been able to use approximately \$300,000. We hope to be able to use the remaining institutional money to fund technology improvements.

The College also received \$5.4 million in institutional funding through CRSSA. We are awaiting SUNY guidance on how we will be authorized to use these funds.

It is also anticipated that we may be allocated as much as \$6 million from the American Relief Plan. Once again, we are waiting for SUNY guidance on when and how it may be spent. It does appear that we may be able to use it for recovery of lost revenue.

- G. Acting President Gambino reported that Chancellor Malatras visited the College on March 5th. He was originally supposed to meet with the executive leadership

team and some students and tour the campus; however, due to a delay in his schedule, he was only able to take a short tour of the hangar at the airport. He said he will return for a longer visit in the near future.

- H. Dr. Gambino informed the Board that *The Pantry at DCC* was awarded \$800,000 from the SUNY Food Pantry Program to purchase a refrigerator to support of backpack program, which is distributed through the DCC Daycare Center. We also received at \$1,000 Wakefern (ShopRite) grant through the Food Bank of the Hudson Valley, as well as a \$2,000 grant from the United Way for gift cards for the Pantry.
- I. The College has been notified that we have been awarded a \$94,000 Job Linkage Grant to enhance our capacity to deliver courses in high-demand career fields that lead to micro-credentials, A.A.S. degrees and employment. Approximately \$40,000 of this grant is funding to develop the Pathways to Policing Program in partnership with the City of Poughkeepsie and the Poughkeepsie City School District. One of the elements of this project will be to provide technology for Poughkeepsie High School students to take DCC coursework synchronously with our on-campus students. This coursework not only leads to a micro-credential and employment as a security guard; it is also designed as an incentive to enroll in post-secondary education in the field of criminal justice.
- J. Acting President Gambino reported on workforce funding. Three funding extension requests, totaling \$34,000, have been approved to support Lean Six Sigma Yellow Belt Training for the Hudson Valley Credit Union and Leadership/New Supervisor Training for ShopRite and Williams Lumber.
- K. Dr. Gambino updated the Board regarding credit-free courses. The COVID pandemic has had a severe negative effect on enrollments with HSE (-21%) and ESL (-40%). Analysis indicates a connection with the closing of sites where our in-person classes were scheduled. The pandemic also resulted in us having to pause proctoring of the TASC exam. We will be restarting TASC testing sessions on-campus in April.
- L. Acting President Gambino spoke about articulation agreements:

The Office of Academic Affairs is in the process of finalizing an agreement with Dutchess County BOCES that will allow graduates of the Cosmetology Program to receive six business elective credits if they enroll in the Business Administration (AAS) degree program. We are also in the process of creating a similar agreement for the same program with Putnam/Northern Westchester BOCES.

Other articulation agreements with various BOCES that are being pursued include Construction Trades I and II, Aviation, Construction Technology, Architecture/Engineering, Construction Electricity, and Early Childhood.

- M. Dr. Gambino reported that we are continuing to move forward with the Canton partnership. Financial and logistical details are being worked out, and we are working with SUNY on the agreement.
- N. Acting President Gambino gave an update on Middle States and where we are in the accreditation process. A Steering Committee has been formed and eight working group chairs have been appointed. A campus-wide kick-off meeting regarding the self-study was held. The team visit will be held in spring 2023. We will be engaging various stakeholders to help us assess the different ways that we serve our students.

Dr. Gambino said including the perspective of the Board would be valuable to the process. There are two opportunities for a Board member to participate: 1) membership on the steering committee, and 2) membership on the working group assigned to address Mission and Goals. Both groups will hold monthly meetings starting in the fall.

Our Middle States Liaison, Sean McKittrick, will be conducting a campus visit in early fall as a precursor to the final approval of the Self-Study design. He would like to meet with the Board regarding the self-study process. It was suggested that he be invited to present at the September Board meeting.

X. Items for Future Agendas

There were none.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on April 27, 2021 at 7:00 p.m.

XII. Adjournment

There being no further business to discuss, a motion was made by Ms. Appel, seconded by Mr. Pulver, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

DUTCHESS COMMUNITY COLLEGE		
POUGHKEEPSIE, NY 12601		
RFB-DCC-06-2021		
Aviation Maintenance Technician Training Equipment		
OPENING DATE: January 22, 2021 TIME: 2:15 PM		
		Avotek
		Weyers Cave, Va
Part Description	Quantity	Price
T6A Teardown Engine E45	1	\$28,680.00
Pratt & Whitney PT6A-20 TurboProp Engine CD MM11-I	1	\$1,200.00
Avotek Nose Gear Assembly AL35	1	\$3,345.00
The Avotek Cockpit Instrumentation System AS76-pfd	1	\$28,680.00
Digital Engine Instrument System E60	1	\$17,595.00
TOTAL		<u>\$79,500.00</u>
BID OPENED BY: _____ BID TABULATION RECORDED BY: _____		
COMMENTS:		

DUTCHESS COMMUNITY COLLEGE
Board of Trustees Bylaws

1. Regular meetings shall be held monthly, except for the months of June and November, at a date, time and place to be announced by the Chairperson.
2. Public notice of the time and place of the Board meetings shall be given to the news media and conspicuously posted in designated public locations, including on the College's website, in accordance with the provisions of the New York State Open Meetings Law.
3. A majority of the members of the Board of Trustees shall constitute a quorum. A smaller number may call the roll, record the names of the absentees, and adjourn.
4. The annual reorganization meeting of the Board of Trustees shall be held in September of each year. Prior to the annual reorganization meeting, the Chairperson of the Board shall appoint a Nominating Committee, which shall be comprised of three Trustees; he/she shall appoint one of these members to serve as the Chair of the Committee. Committee members shall serve a term of one year.
5. The officers shall be: Chairperson, Vice Chairperson, and Secretary. These officers shall perform such duties as are common to their offices or as may be assigned to them from time to time by the Board of Trustees.
6. The Chairperson, Vice Chairperson, and Secretary of the Board of Trustees shall be elected by the Board of Trustees at the annual reorganization meeting for a term of one year or until their successors are elected and installed. A majority vote of the members of the Board of Trustees shall be necessary for election. No Trustee may serve in the same office for a period of more than three consecutive years. A Trustee may serve in different offices consecutively, as long as he or she does not serve in one position for more than three years. Any Trustee who has served in one office for three years may be elected to the same office again as long as he or she has vacated said office for a period of one year, whether serving in a different office or not for that year.
7. The Chairperson, Vice Chairperson, and Secretary shall serve as the Executive Committee. When necessary, the Executive Committee shall act on behalf of the Board between meetings of the Board or when a quorum is not present at a regular meeting. Such acts of the Executive Committee shall not be binding upon the Board or be considered final acts until confirmed by the Board at a subsequent meeting with a quorum present.

In matters of an emergency nature, the Chairperson may poll the members of the Board; any action taken on such a poll must be affirmed at the next public meeting of the Board.

8. The President shall be the Chief Executive Officer of the College and shall have all the powers and duties prescribed by law, and shall have a seat at all meetings of the Board of Trustees and at all called committee meetings and the right to be heard, but not to vote.
9. Special meetings may be held at the call of the Chairperson or at the call of three Trustees, provided that written notice of the special meeting, by either mail or digital transmission, shall be given to each member of the Board of Trustees at least three days prior to such meeting unless circumstances dictate a shorter period of time is necessary.
10. The Chairperson, or in his/her absence, the Vice Chairperson, shall preside at all meetings of the Board. In case the Chairperson and Vice Chairperson are not in attendance at the time appointed for any meeting of the Board of Trustees, the Secretary shall call the roll, and, on the appearance of a quorum, shall call the Board of Trustees to order when a Chairperson pro tempore shall be appointed by the Board of Trustees for that meeting or until the appearance of the Chairperson or Vice Chairperson.
11. The President shall cause to be prepared, and the Executive Assistant to the Board shall submit to the members of the Board, an agenda for each meeting. No items shall be considered at any meeting that are not on the associated agenda except:
 - a. On the recommendation of the Chairperson,
 - b. On the recommendation of the Chairperson of the appropriate committee with the agreement of the presiding officer;
 - c. By unanimous consent.
12. Unless circumstances dictate a shorter period of time is necessary, the agenda, resolutions, and resolution summary to be introduced at each upcoming Board meeting shall be sent to the Trustees one week in advance of the meeting either by mail or digital transmission.
13. The presiding officer shall decide all questions of order, subject to an appeal to the Board of Trustees.
14. The order of business at regular meetings shall be as follows:
 - a. Roll call
 - b. Approval of Agenda
 - c. Public Comment*
 - d. Consideration of minutes of previous meeting
 - e. Educational presentation
 - f. Committee Reports
 - g. Report of the Chairperson
 - h. Report of the Student Trustee
 - i. Report of the President
 - j. Other Business
 - k. Adjournment

*The public comment period shall be limited to 3 minutes per speaker with a maximum of 10 speakers; each speaker must identify himself/herself by name and title or affiliation, if any. This time is not for debate, but rather to receive comments for consideration by the Board of Trustees. The Board will not respond to comments.

15. All resolutions shall be presented in writing. Copies of proposed resolutions will be made available to the public on the College's website.
16. A workshop meeting of the Board of Trustees shall be held prior to the-regularly scheduled meeting of the Board of Trustees at the discretion of the Chairperson. Public notice of a workshop meeting shall be given, consistent with the Open Meetings Law. These meetings shall be open to the public, but with no participation from the public.
17. The Chairperson, in consultation with the members of the Board, shall appoint the members of all standing and special committees, and designate a chairperson for each committee. The Chairperson shall be an ex-officio member of all committees and may participate in committee meetings, but shall not be allowed to cast a vote.
18. The Standing Committees of the Board of Trustees shall be:
 - a. Academic and Student Affairs: The charge of this committee is to review and assess educational policies, proposed additions or deletions of academic programs and matters related to student services.
 - b. Finance and Facilities: The charge of this committee is to review and assess all items related to the College's budget, the annual Audit Report, proposed capital projects, and disposal of surplus equipment, as well as purchases as outlined in the College's Procurement Policy.
 - c. Personnel and Community Relations: The charge of this committee is to review and assess all personnel changes, including hiring of professional staff, retirements, tenure, promotions, salaries, etc., as well as to monitor collective bargaining agreements. This committee is also responsible for the evaluation of the President of the College.
 - d. Board Policy Committee: The charge of this committee is to review the College's policies and procedures to ensure they are consistent with the College's mission, provide effective governance, and are up-to-date.

Members of committees may request a fiscal impact analysis for any proposed resolution being presented for review/approval.

19. Standing Committees shall meet with and present to the Board of Trustees and the College President during the workshop sessions. Additional meetings of the standing committees may be held at the call of the Chairperson of the committee or the Chairperson of the Board of Trustees.

20. Trustees must attend a minimum of seven regular meetings each year, with no more than three consecutive absences unless special consideration is requested to the full Board for relevant circumstances such as personal or family illness, and granted by a majority vote. Trustees who do not attend the minimum number of meetings will be questioned by the Personnel and Community Relations Committee to determine an intent to continue to serve and the agency responsible for his/her appointment may be contacted to request his/her removal.
21. All Trustees must sign an annual Conflict of Interest Statement to ensure each has no vested or financial interest in decisions customarily brought before the Board.
22. The Board will conduct a bi-annual Self-Evaluation.
23. Retiring Trustees who have served more than five years and who leave in good standing will automatically be granted emeritus status.
24. These Bylaws may be amended by a majority vote of the members of the Board of Trustees at a regular or any special meeting. Each proposed amendment shall be submitted in writing to each Trustee for review at least one month prior to such meeting and be presented for approval at the next regularly scheduled or special Board meeting.
25. The Board shall be governed in its procedure by parliamentary rules and usage as set forth in Robert's Rules of Order Revised, except as otherwise noted.
26. The Board shall make and establish, and from time to time alter and amend such policies and regulations not inconsistent with law, for the governance of the College, as the Board may deem advisable.

Passed: January 7, 1959

Amended: April 29, 1963
November 29, 1971
January 31, 1972
March 26, 1977
July 12, 1988
October 24, 1995
October 26, 1999
January 25, 2005
March 23, 2021