

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
May 3, 2022

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

Absent: Ms. Lisa Ghartey

- I. The meeting was called to order at 7:14 p.m. by Chairperson Dupree.
- II. Roll Call by Mrs. Andrews, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Appel, seconded by Ms. Flesland, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment

Dr. Werner Steger, President of Dutchess United Educators (DUE) and Professor in the Department of History, Government and Economics, addressed the Board regarding Resolution #2022-35 (Promotion and Tenure recommendations.)

Dr. Laura Murphy, Professor and Chair of the Department of History, Government and Economics, addressed the Board regarding Resolution #2022-35 (Promotion and Tenure recommendations.)

Dr. Leah Akins, Professor in the Department of Physical Sciences, Engineering and Technology and Chair of the Promotion and Tenure Committee, addressed the Board regarding Resolution #2022-35 (Promotion and Tenure recommendations.)

Melanie Klein, Professor in the Department of English and Humanities, addressed the Board regarding Resolution #2022-35 (Promotion and Tenure recommendations.)

Carolyn Rounds, Assistant Professor in the Department of Allied Health and Biological Sciences, addressed the Board regarding Resolution #2022-35 (Promotion and Tenure recommendations.)

Dr. Dinorshan Dhanabala, Assistant Professor in the Department of Allied Health and Biological Sciences, addressed the Board regarding resolution #2022-35 (Promotion and Tenure recommendations.)

Lindsey Guile, Assistant Professor in the Department of Performing, Visual Arts and Communications, addressed the Board regarding resolution #2022-35 (Promotion and Tenure recommendations.)

Dr. Kim Rybacki, Assistant Professor in the Department of Behavioral Sciences, addressed the Board regarding resolution #2022-35 (Promotion and Tenure recommendations.)

Dr. Mark Condon, former DUE President and Professor in the Department of Allied Health and Biological Sciences, read a statement from Professor Emeritus Richard Reitano regarding resolution #2022-35 (Promotion and Tenure recommendations.)

- V. Consideration of Minutes of Meeting held on March 22, 2022: Upon motion made by Ms. Appel, seconded by Mr. Caswell, 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. Academic and Student Affairs

1. Approval of Revision to Academic Calendar

RESOLUTION NO. 2022-31

Mr. Dominguez offers the following resolution and moves its adoption:  
 WHEREAS, a review of the College’s Academic Calendar was undertaken with input from faculty, staff and students, and  
 WHEREAS, it has been determined that a later start date for the spring semester has the potential to increase enrollment and would be beneficially to both students and the College, and  
 WHEREAS, the summer sessions are being reviewed to determine the most reasonable schedule for our students, now, therefore, be it  
 RESOLVED, that approval is hereby given to revise the Academic Calendar to change the start date for the spring semester and revise the schedule for the summer sessions as needed, and, be it  
 FURTHER RESOLVED, that this change will be effective starting in spring 2023.

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Seconded by Ms. Appel

Resolution adopted unanimously

B. Finance and Facilities

1. Authorization of Funding to Purchase a Jet Aircraft for the Airframe Maintenance Program

RESOLUTION NO. 2022-32

Ms. Appel offers the following resolution and moves its adoption:  
 WHEREAS, the Aviation Maintenance Technician Program requires an

additional Jet Aircraft, and  
 WHEREAS, retired Jet Aircraft are in high demand and sold quickly, and  
 WHEREAS, an appropriate bid will be created and posted to comply with the  
 College’s procurement policy, and  
 WHEREAS, funds for the Aviation Maintenance Technician Jet Aircraft will  
 be made available through grant funding, now, therefore, be it  
 RESOLVED, that the Board hereby authorizes funding in an amount not to  
 exceed \$65,000 for the purchase of an Aviation Maintenance Technician  
 Program Jet Aircraft.

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Seconded by Mr. Guzman

Resolution adopted unanimously

C. Personnel and Community Relations

1. Professional Staff Appointments

RESOLUTION NO. 2022-33

Ms. Flesland offers the following resolution and moves 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:  
 Whitney Morris, Acting Student Resources Navigator, for the period April 4,  
 2022 through August 31, 2022, at an annual salary of \$58,370, prorated for  
 the period of time worked  
 Jaclyn Savolainen, Acting Director of Library Services, for the period March  
 21, 2022 through August 31, 2022, at an annual salary of \$84,168, prorated  
 for the period of time worked

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Seconded by Mr. Guzman

Resolution adopted unanimously

2. Delegation of Authority to Hire Professional Staff

RESOLUTION NO 2022-34

Ms. Flesland offers the following resolution and moves its adoption:  
 WHEREAS, per Education Law, the authority to appoint members of the staff  
 rests with the Board of Trustees and further authorizes the Board to delegate  
 this responsibility to the President of the College, and  
 WHEREAS, the Board of Trustees annually approves the College budget,  
 which includes the amount allotted for personnel costs, and  
 WHEREAS, the Board meeting schedule does not always permit  
 appointments to the professional staff to be done in a timely manner, and  
 WHEREAS, by Resolution #50, dated December 1, 1980, the Board  
 delegated the authority to appoint part-time personnel to the President of the  
 College, and  
 WHEREAS, the Board of Trustees wishes to delegate the authority to appoint  
 full-time professional staff to the President of the College, now, therefore, be it  
 RESOLVED, that, the Board of Trustees hereby gives the President of the  
 College the authority to hire full-time professional staff within the following  
 parameters:

- The costs associated with these appointments shall not exceed the approved budgeted amount for personnel.
- The President of the College shall keep the Board informed of the appointments that are made.
- A member of the Board shall be assigned by the Chair of the Board to participate in the search process for appointments to key positions that would report directly to the President, i.e. members of the President’s Cabinet.

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Seconded by Mr. Caswell

Resolution adopted unanimously

3. Approval of Promotion and Tenure

RESOLUTION NO. 2022-35

Ms. Flesland offers the following resolution and moves its adoption: BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following faculty members are granted tenure, effective September 1, 2022:

- Dinor Dhanabala, Department of Allied Health & Biological Sciences
- Shinelle Espaillat, Department of English & Humanities
- Maureen Gittelman, Department of Business, Aviation, & Construction Professions
- Shalon Hallager, Department of History, Government, & Economics
- Samantha Langton, Department of Physical Sciences, Engineering & Technology
- Willie Morris, Department of English & Humanities
- Lacie Reilly, Department of Behavioral Sciences
- Jennifer Santosuosso, Department of Behavioral Sciences

And, be it

FURTHER RESOLVED, that, based upon the recommendation of the President of the College, the following faculty members are promoted in rank effective September 1, 2022:

From Instructor to Assistant Professor

- Jordan Bell, Department of English & Humanities
- Shinelle Espaillat, Department of English & Humanities
- Maureen Gittelman, Department of Business, Aviation, & Construction Professions
- Willie Morris, Department of English & Humanities

From Assistant Professor to Associate Professor

- Lindsey Guile, Department of Performing, Visual Arts & Communications
- Carolyn Rounds, Department of Allied Health & Biological Sciences
- Kim Rybacki, Department of Behavioral Sciences
- Treesa Scaria, Department of Nursing

From Associate Professor to Full Professor

- Carla DelTreste-Jutt, Department of Mathematics & Computer Sciences
- Elizabeth Justin, Department of Allied Health & Biological Sciences
- Craig Stokes, Department of English & Humanities

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Seconded by Mr. Dominguez

Resolution adopted unanimously

4. Approval of Sabbaticals

RESOLUTION NO. 2022-36

Ms. Flesland offers the following resolution and moves its adoption:  
BE IT RESOLVED, that, based upon the recommendation of the President of the College, and dependent upon resources in the 2022-2023 budget, the following members of the faculty are granted a sabbatical leave for the time period and pay indicated:

Jordan Bell, Instructor, Department of English & Humanities, for the 2023 spring semester, at full pay

Katherine Espinosa, Assistant Professor, Department of Allied Health & Biological Sciences, for the 2023 spring semester, at full pay

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Seconded by Mr. Dupree

Resolution adopted unanimously

D. Board Policy Committee

1. Revision to Policy on General Use of College Facilities

RESOLUTION NO. 2022-37

Mr. Guzman offers the following resolution and moves its adoption:  
WHEREAS, in keeping with good governance practices, the Board of Trustees Policy Committee reviews Board and College administrative policies on a regular basis, and

WHEREAS, based upon this review and input from the members of the Board of Trustees, the Policy Committee has determined that the Policy on the General Use of College Facilities needs to be revised, now, therefore, be it RESOLVED, that, based upon the recommendation of the Policy Committee and review by the Board of Trustees, the revised policy on General Use of College Facilities, 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.

\* \* \* \* \*

Seconded by Mr. Dominguez

Resolution adopted unanimously

2. Reaffirmation of Board Policies

RESOLUTION NO 2022-38

Mr. Guzman offers the following resolution and moves its adoption:  
WHEREAS, in keeping with good governance practices, the Board of Trustees Policy Committee reviews Board and College administrative policies on a regular basis, and

WHEREAS, the College’s current policies related to Athletics, Anti-hazing, Credit Cards, Drug-free Workplace, and Identity Theft Protection were reviewed as part of this ongoing process and were determined to still be appropriate to the needs of the College with some needing only minor

changes to reflect the current titles of appropriate staff, now, therefore, be it RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, the following policies are hereby reaffirmed and shall remain in effect:

- Athletic Policy
- Anti-hazing Policy
- Credit Card Policy (with appropriate title changes)
- Drug-free Workplace Policy (with appropriate title change)
- Identity Theft Protection

And, be it

FURTHER RESOLVED, that the Board reconsider these policies 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 Dominguez reported that at the last SGA meeting he attended Diana Kiernan, Acting Director of Mental and Physical Health, spoke to the students regarding wellness. Ms. Kiernan spoke of a Wellness/Relaxation Therapy Room, in which students showed great interest.
- B. Mr. Dominguez recounted that a student survey was done on likes/dislikes, and that the results were discussed at a student affairs meeting. He feels items that resulted from the survey will be addressed and noted some already have been.
- C. He went on to report that Scott Schnackenberg, Acting Vice President of Enrollment and Student Success, gave an update to the students on enrollment as well as the aviation program.
- D. Lastly, Mr. Dominguez noted that he has been in touch with Dr. Susan Rogers, Chief of Staff and Vice President for Institutional Effectiveness, to set up a meeting to discuss how to improve processes for future students.

#### VIII. Report of the Chairperson

- A. Resolution of Commendation for Recipients of the Chancellor's Award for Student Excellence

##### RESOLUTION NO 2022-39

Mr. Dupree offers the following resolution and moves its adoption:

WHEREAS, in recognition of their academic achievements and community involvement, Kathleen Fitzmaurice and Emily Hanscom have been selected to receive the Chancellor's Award for Student Excellence, and

WHEREAS, the Board of Trustees wishes to recognize and commend Kathleen and Emily for their outstanding accomplishments, and

WHEREAS, their achievements have also brought honor and distinction to Dutchess Community College, now, therefore, be it

RESOLVED, that the Board of Trustees of Dutchess Community College extends its congratulations and commendation to Kathleen and Emily, and be it FURTHER RESOLVED, that the Board of Trustees hereby adopts this resolution in recognition of their commitment to excellence and extends its best wishes to them for continued success.

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Unanimously Seconded

Resolution adopted unanimously

- B. Chairman Dupree reported that DCC received a SUNY Aid to Localities \$150K grant to help housing insecure students with the assistance of Assemblymember Didi Barrett, who managed to place it into the adopted budget. This grant will help bridge us until Foundation residence hall scholarships are available. Along with Assemblymember Barrett's staff, Deputy County Executive Ron Hicks, President Jordan, Diana Pollard, Executive Director of the Foundation, and Foundation Board chair Carl Denti were instrumental in securing the funding. We hope that this can become a model for other community colleges with residence halls.
- C. Mr. Dupree reminded meeting attendees that the DCC Foundation Annual Golf Tournament is being held on May 23 at The Links at Union Vale, and that there is still time to register. Interested parties should contact the Foundation office.
- D. Mr. Dupree noted that Diana Pollard is working with various donors to create seven new student scholarships, with three or four more in the works. He congratulated Diana, her team, and Foundation Board members for their progress
- E. Chairman Dupree reported that a local chapter of the Tuskegee Airmen at Stewart Airport has pledged to support partial scholarships annually for three new Airframe Maintenance Technician students. The scholarship program will be structured so that the Tuskegee Airmen, DCC Foundation and the students will each contribute 1/3 of the annual tuition and fees.
- F. Mr. Dupree informed meeting attendees that he attended the annual meeting of NY Community College Trustees on April 9. SUNY Community College Vice-chancellor Johanna Duncan-Poitier was their featured speaker. Following are some highlights from that meeting:
1. SUNY Guided Pathways and other programs seems to be working. Across all SUNY community colleges graduation rates have risen 16%. Within that increase, minority students' graduation rates have risen by 30%.
  2. The Vice-chancellor and SUNY are working directly with each college's administrators and AACRAO - the American Association of Collegiate Registrars and Admissions Officers - on strategies to increase enrollment, especially for nontraditional students. Across all the community colleges, a bit under 80% of all our students are below 21, and a significant amount of that 80% are in high school.
  3. There was not a community college trustee or President on the newly formed SUNY Chancellor search committee, which was a point of discussion among the chairs present. Ann Fleming Brown, the NYCCT President, followed up

later that day with the SUNY Board of Trustees, and the situation was rectified immediately: Adirondack Community College President Kristine Duffy was appointed to the search committee.

IX. Report of the President

- A. President Jordan reported that DCC had its first AMT student, David Sookdeo, pass his written, oral, and practical FAA license exams, which resulted in him receiving his temporary Airframe Mechanic License.
- B. Dr. Jordan went on to share the good news that two DCC employees successfully defended doctoral dissertations: Rachel Mead, Acting Director of the ACT Center, and Treesa Scaria, Chair of the Department of Nursing.
- C. President Jordan also offered congratulations to Dr. Mark Condon, who recently published a research article focusing on the prostate and the effects of green tea in human prostate cancer models.
- D. Dr. Jordan reported that DCC/BOCES has been identified by Toyota as one of three educational institutions with which they'll partner for their tech training program. Due to supply challenges, they anticipate the start of these programs to be delayed by approximately 15 months.
- E. Lastly, Dr. Jordan noted that DCC and BOCES are currently exploring a similar program with Honda.

X. Other Business

- A. Chairman Dupree reminded everyone that, while COVID has recently prevented the occurrence of annual Board Retreats, hopefully one will be planned soon.
- B. Mr. Dupree noted that he has been in contact with the Governor's Office regarding DCC's two outstanding Board appointments.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on May 24, 2022 at 7:00 p.m.

XII. Adjournment

There being no further business to discuss, a motion was made by Ms. Appel and unanimously seconded, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:17 p.m.

Respectfully submitted,

AnneMarie Andrews  
Executive Assistant to the President



## Policy on General Use of College Facilities

The primary purpose for the facilities at Dutchess Community College is to fulfill the mission and vision of the College. The College is committed to being a vital resource to the community and, therefore, welcomes community groups and organization to use the facilities when they are not in use for college programming. The Board of Trustees has set the following parameters for the use of facilities:

- College programming/events shall have first priority.
- The use of facilities by outside groups/organizations must be approved in advance by the President of the College or his/her designee. The College President or his/her designee shall have the right to deny the use of facilities if goals/philosophies are not consistent with the mission of the College.
- Approved outside groups/organizations include governmental, educational, and not-for-profit community organizations. Commercial enterprises whose activity is co-sponsored by a college group or student organization may use the premises with the prior approval of the President of the College.
- Facilities may be used for educational, cultural, social, recreational and, with the approval of the President, fund-raising purposes.
- Facilities may not be used for partisan, political, or religious activities.
- Facilities may not be used by organizations that exclude and/or promote the exclusion of persons in protected categories under federal anti-discrimination legislation.
- Certificates of insurance in an amount set by administration shall be required from outside groups/organizations.
- Fees designated for the use of facilities shall be recommended by Administration and approved by the Board of Trustees. Such fees may be waived by the President of the College in conjunction with the Chair of the Board or another member of the Executive Committee should the Chair not be available.
- Additional guidelines may be set by Administration, including, but not limited to, the process for requesting facilities use, reimbursement for damages, use of College equipment, signage that may be used, and food services.

Attachment to Board Resolution #2022-37, dated May 3, 2022