

Meeting, Board of Trustees
Dutchess Community College
December 14, 2021

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting Held on October 26, 2021
- VI. COMMITTEE REPORTS
 - A. Personnel and Community Relations (A. Flesland, Chair)
 1. Approval of Professional Staff Appointment (Res. #2022-08)
 2. Approval of Professional Staff Reappointment (Res. #2022-09)
 3. Approval of Professional Staff Titles (Res. #2022-10)
 4. Approval of Management/Confidential Title Changes (Res. #2022-11)
 - B. Board Policy Committee (D. Kuffner, Chair)
 1. Approval of Revision to Nepotism Policy (Res. #2022-12)
 2. Reaffirmation of Board Policy on Military Leaves of Absence (Res. #2022-13)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
 - A. Resolution of Commendation for Retiring Trustee Daniel Kuffner (Res. #2022-14)
- IX. Report of the President
- X. Other Business
- XI. Date of Next Meeting – **January 25, 2022**
- XII. Adjournment

VI. COMMITTEE REPORTSA. Personnel and Community Relations1. Approval of Professional Staff Appointment (Res. #2022-08)

Marc Bowman is recommended for appointment as 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. Mr. Bowman, who received his B.S. and M.S. from Mount Saint Mary College, has been serving as the U.S. Region Head of Human Resources Operations for FME, US LLC for over five years. In addition to having many years of experience in the human resources field, he has been an Adjunct Professor of Human Resources and Law at Mount Saint Mary College since 2003.

2. Approval of Professional Staff Reappointment (Res. #2022-09)

Angela Rios is recommended for re-appointment as Acting Associate Dean of Academic Affairs for the period January 1, 2022 through May 27, 2022 while the search for an Associate Dean is conducted. Dr. Rios, who formerly served as the Director of the ACT Center, has been a member of the staff since 2016.

3. Approval of Professional Titles (Res. #2022-10)

Section 35 of the New York State Civil Service law requires that the initial determination of titles in the Professional Service be made by the College Board of Trustees. Titles are then submitted to the State University of New York (SUNY). Based upon a review of the organizational structure of the College and related job descriptions, it is recommended that the Board approve the following job titles: **Vice President for Enrollment and Student Success**, and **Chief of Staff & Vice President for Institutional Effectiveness**. Once approved, these titles will be forwarded to SUNY.

4. Approval of Management/Confidential Title Changes (Res. #2022-11)

Per Section 35 of the New York State Civil Service law, the determination of titles in the Professional Service is made by the College Board of Trustees. Based upon a review of the organizational structure of the College and related job descriptions, it is recommended that the Board approve the following management/confidential job title changes:

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**

B. Board Policy Committee

1. Approval of Revision to Nepotism Policy (Res. #2022-12)

Based upon a suggested change in wording that was received from the Department of Human Resources Management, the Board Policy Committee reviewed the proposed amendment and is recommending that this policy be revised accordingly.

2. Reaffirmation of Board Policy on Military Leaves of Absence (Res. #2022-13)

Based upon a review of the current policy regarding Military Leaves of Absence, the Board Policy Committee is recommending that this policy be reaffirmed.

RESOLUTION NO. 2022-08

Board of Trustees, Dutchess Community College
December 14, 2021

_____ offers the following resolution and moves 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 _____

RESOLUTION NO. 2022-09

Board of Trustees, Dutchess Community College
December 14, 2021

_____ offers the following resolution and moves 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 _____

_____ offers the following resolution and moves 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 _____

_____ offers the following resolution and moves 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 _____

_____ offers the following resolution and moves 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 _____

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

_____ offers the following resolution and moves 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 _____

_____ offers the following resolution and moves 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 by _____