

Meeting, Board of Trustees
Dutchess Community College
May 3, 2022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Public Comment
- VI. Consideration of Minutes of Meeting Held on March 22, 2022
- VII. COMMITTEE REPORTS
 - A. Academic and Student Affairs (L. Gharthey, Chair)
 1. Approval of Revision to Academic Calendar (Res. #2022-31)
 - B. Finance and Facilities (S. Appel, Chair)
 1. Authorization of Funding to Purchase a Jet Aircraft for the Airframe Maintenance Program (Res. #32)
 - C. Personnel and Community Relations (A. Flesland, Chair)
 1. Professional Staff Appointments (Res. #2022-33)
 2. Delegation of Authority to Hire Professional Staff (Res. #2022-34)
 3. Approval of Promotion and Tenure (Res. #2022-35)
 4. Approval of Sabbaticals (Res. #2022-36)
 - D. Board Policy Committee (I. Guzman, Chair)
 1. Revision to Policy on General Use of College Facilities (Res. #2022-37)
 2. Reaffirmation of Board Policies (Res. #2022-38)
- VIII. Report of the Student Trustee
- IX. Report of the Chairperson
 - A. Resolution of Commendation for Recipients of the Chancellor's Award for Student Excellence (Res. #2022-39)
- X. Report of the President
- XI. Other Business

XII. Date of Next Meeting – **May 24, 2022**

XIII. Adjournment

VIII. COMMITTEE REPORTSA. Academic and Student Affairs1. Approval of Revision to Academic Calendar (Res. #2022-31)

Based upon a review of the Academic Calendar, it has been determined that a later start date for the spring semester has the potential to increase enrollment and would be beneficial for students and the College. Additionally, the summer sessions are currently being reviewed to determine the most reasonable schedule for our students. Therefore, it is recommended that, effective in 2023, spring academic calendars be adjusted to have a later start date and that the schedule for the summer sessions be revised as needed to best accommodate our students.

B. Finance and Facilities1. Authorization of Funding to Purchase a Jet Aircraft for the Airframe Maintenance Program (Res. #32)

Part 147 of the FAA's Civilian Flights Rules (CFR) governs the curriculum and projects that are taught at all Aviation Maintenance Technician (AMT) schools. Curriculum subjects must be in aircraft systems and aircraft components that operate the systems. Hands-on projects and instructional aids are also required in order to meet regulations. The College needs to purchase a Jet Aircraft for the AMT Program. Since retired jet aircrafts are in high demand and are sold very quickly, it is recommended that the Board authorize funding in an amount not to exceed \$65,000 for this purchase so the jet can be acquired immediately after the bid has been processed in accordance with the College's procurement policy. Grant funds are available for the purchase of this equipment.

C. Personnel and Community Relations1. Professional Staff Appointments (Res. #2022-33)

Whitney Morris is recommended for appointment as 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. Ms. Morris, who has been serving as a Program Assistant in the Office of Student Advocacy and Accountability, received her M.A. from the New School for Social Research and B.A. from Stanford University,

Jaclyn Savolainen is recommended for appointment as 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. Ms. Savolainen received her B.A. from Yale University and

M.L.I.S. from the SUNY University at Buffalo. She has been serving as the Assistant Librarian since 2015.

2. Delegation of Authority to Hire Professional Staff (Res. #2022-34)

Per Education Law, the authority to appoint members of the staff rests with the College's Board of Trustees. Furthermore, it authorizes the Board to delegate this responsibility to the President of the College. Since the Board annually approves the College budget, which includes the amount allotted for personnel costs, and due to the necessity to often hire personnel in between Board meetings, the Board has determined that delegating the hiring of personnel to the President of the College is prudent within specific parameters.

3. Approval of Promotion and Tenure (Res. #2022-35)

This year, the following eight faculty members are recommended for tenure, to be effective September 1, 2022: **Dinor Dhanabala**, Department of Allied Health & Biological Sciences; **Shinelle Espailat**, 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; and **Jennifer Santosuosso**, Department of Behavioral Sciences

The following promotions, to be effective September 1, 2022, are recommended:

From Instructor to Assistant Professor: **Jordan Bell**, Department of English & Humanities; **Shinelle Espailat**, Department of English & Humanities; **Maureen Gittelman**, Department of Business, Aviation, & Construction Professions; and **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; and **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; and **Craig Stokes**, Department of English & Humanities.

4. Approval of Sabbaticals (Res. #2022-36)

The College's contract with Dutchess United Educators allows for up to five percent of the faculty to be awarded sabbaticals each year. I am recommending that the following sabbatical requests for the 2022-2023 academic year be granted. They are:

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.

D. Board Policy Committee

1. Revision to Policy on General Use of College Facilities (Res. #2022-37)

Based upon a suggested change in wording to the Policy on General Use of College Facilities that was received from the Chair of the Board along with a review by the members of the Board, the Board Policy Committee is recommending that this policy be revised accordingly.

2. Reaffirmation of Board Policies (Res. #2022-38)

Upon a review of the following policies, the Board Policy Committee is recommending that they be reaffirmed:

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

X. Report of the Chairperson

A. Resolution of Commendation for Recipients of the Chancellor's Award for Student Excellence (Res. #2022-39)

The Board wishes to recognize two of our students, Kathleen Fitzmaurice and Emily Hanscom, for having been selected to receive the Chancellor's Award for Student Excellence. This special award is given to outstanding SUNY students in recognition of their academic achievements and their community involvement.

_____ 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 _____

_____ 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 _____

_____ 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 _____

_____ 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 _____

_____ 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 _____

_____ 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 _____

_____ 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.

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Seconded by _____

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

_____ 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 _____

_____ 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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Seconded by _____