

Meeting, Board of Trustees
Dutchess Community College
February 23, 2021

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meetings:
 - A. January 26, 2021
 - B. February 11, 2021
- VI. COMMITTEE REPORTS
 - A. Personnel and Community Relations (B. Brown, Chair)
 1. Approval of Early Retirements/Granting of Emeritus Status (Res. #2021-25)
 2. Approval of Promotion and Tenure (Res. #2021-26)
 - B. Ad Hoc Policy Committee
 1. Approval of Statement of Trustee Responsibility (Res. #2021-27)
 2. Approval of Board Orientation Policy (Res. #2021-28)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
 - A. Approval to Transition to New Security Model (Res. #2021-29)
- IX. Report of the Acting President
- X. Items for Future Agendas
- XI. Date of Next Meeting – **March 23, 2021**
- XII. Adjournment

VI. COMMITTEE REPORTSA. Personnel and Community Relations (B. Brown, Chair)1. Approval of Early Retirements/Granting of Emeritus Status (Res. #2021-25)

Mary Buglion, an Instructor in the Department of Behavioral Sciences, has requested early retirement effective August 18, 2021. It is recommended that her request be approved and that she be granted emeritus status upon her retirement.

Pamela Duda, an Assistant Professor in the Department of Nursing, has requested early retirement effective August 15, 2021. It is recommended that her request be approved and that she be granted emeritus status upon her retirement.

2. Approval of Promotion and Tenure (Res. #2021-26)

This year, the following six faculty members are recommended for tenure, to be 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; and **Tom Winship**, Instructor of Business, Department of Business, Aviation & Construction Professions.

The following promotions, to be effective September 1, 2021, are recommended:

From Instructor to Assistant Professor of Biology: **Teresa Burke**, Department of Allied Health & Biological Sciences

From Assistant Professor to Associate Professor of History: **Michael Boden**, Department of History, Government & Economics

B. Ad Hoc Policy Committee1. Approval of Statement of Trustee Responsibility (Res. #2021-27)

The Board of Trustees wished to articulate the responsibilities of its members. To that end, the Ad Hoc Policy Committee presented a

Statement of Trustee Responsibility to the members of the Board for their review. It is recommended that the final document, which included suggested revisions by members of the Board, be formally approved.

2. Approval of Board Orientation Policy (Res. #2021-28)

At its Retreat, the Board determined that a formal Orientation Policy for new Board members should be created. The Ad Hoc Policy Committee drafted said policy, which was submitted to the members of the Board for their review. A final policy, which included suggested revisions by members of the Board, has been prepared and is being proposed for adoption.

VIII. Report of the Chairperson

A. Approval to Transition to New Security Model (Res. #2021-29)

Based upon public safety assessments made by the SUNY Office of University Police and Dolores Stafford and Associates Consulting Firm, 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, the Board requested that a security plan be developed. The Board reviewed the security plan that was created and found it fit the needs of the College. It is recommended that the Board formally approve transitioning the 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.

_____ offers the following resolution and moves 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.

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Seconded by _____

_____ offers the following resolution and moves 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

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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 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.

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Seconded by _____

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.

Attachment to Board of Trustees Resolution #2021-27, dated February 23, 2021

_____ offers the following resolution and moves 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 _____

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

_____ offers the following resolution and moves 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 _____