

Meeting, Board of Trustees
Dutchess Community College
September 27, 2022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Election of Officers
- VI. Public Comment
- VII. Consideration of Minutes of Meetings:
 - A. August 16, 2022
 - B. August 23, 2022
- VIII. COMMITTEE REPORTS
 - A. Finance and Facilities (S. Appel, Chair)
 1. Approval of Capital Projects:
 - a) FF&E and Technology Replacement and Upgrades (Res. #2023-01)
 - b) Mechatronics and HVAC Lab (Res. #2023-02)
 - c) Educational Equipment and Technology (Res. #2023-03)
 - d) Hudson Hall Upgrades and Renovations – Design (Res. #2023-04)
 - e) Dutchess Hall Renovations – Phase 1 (Res. #2023-05)
 - f) Sports Field Improvements (Res. #2023-06)
 - B. Personnel and Community Relations (A. Flesland, Chair)
 1. Approval of Retirement/Granting of Emeritus Status (Res. #2023-07)
 2. Approval of Benefits for Management/Confidential Personnel (Res. #2023-08)
- IX. Report of the Student Trustee
- X. Report of the Chairperson
- XI. Report of the President

- 1. Strategic Planning Update
- XII. Other Business
- XIII. Date of Next Meeting – **October 25, 2022**
- XIV. Adjournment

VIII. COMMITTEE REPORTSB. Finance and Facilities1. Approval of Capital Project for FF&E and Technology Replacement and Upgrades (Res. #2023-01)

This project provides funding for the acquisition of technology equipment, laboratory equipment, furniture campus wide (including office furniture, desks, tables and chairs) and plant operations equipment (including trucks, mowers, and other operations equipment). This will ensure the campus stays up-to-date with campus technology, laboratory facilities, and to maintain and replace classroom and office furniture and plant operations equipment.

The total estimated cost of the project is \$200,000. The sponsor share of the project, \$100,000, will be funded through Capital Chargeback Funds.

2. Approval of Capital Project for Mechatronics and HVAC Lab (Res. #2023-02)

To adapt space within the existing DCC Fishkill facility to support three dedicated teaching lab spaces: a mechanical lab, an electrical lab and an HVAC lab that will serve the College's ELT and HVACR programs. Collectively these improvements will position the College to provide workforce development training within the specific targeted areas. The project will retrofit approximately 4,600 sf of current DCC Fishkill classroom space and will primarily consist of the demolition of non-structural demising walls, electrical and HVAC.

The total estimated cost of the project is \$500,000. The sponsor share of the project, \$250,000, will be funded through Capital Chargeback Funds.

3. Approval of Capital Project for Educational Equipment and Technology (Res. #2023-03)

To support pedagogy and to enhance the classroom and learning experience with interactive and state of the art equipment for various labs and programs such as but not limited to nursing and biology. This will transform labs and/or programs into interactive and immersive educational environments that will enable the college to adapt to the way students learn and will enhance student's learning and participation whether through in person instruction or remote instruction.

The total estimated cost of the project is \$500,000. The sponsor share of the project, \$250,000, will be bonded/funded by Dutchess County.

4. Approval of Capital Project for Hudson Hall Upgrades and Renovations – Design (Res. #2023-04)

A renewed Hudson Hall will serve as the nexus for several initiatives the College is implementing. The campus is re-tooling to better serve its students and their communities and is adopting new administrative frameworks to support this new engaged outlook. DCC's commitment to implementing the Guided Pathways initiative is just one example of several initiatives that are in development.

Through its renovation and adaptive reuse Hudson Hall will become a one-stop center for learning that houses multiple ventures:

- A one-stop gateway that will house student enrollment centric offices.
- A more open and accessible library that connects visitors to and assists them in navigating the information landscape.
- Classrooms that support active learning and allow faculty to explore new pedagogies.
- Flexible and unbounded spaces for creating communities of active learners: a place for conferences and symposia.
- Spaces for students to grow their sense of agency: launching entrepreneurial ventures.

The renovations of Hudson Hall will include:

- Removal and replacement of the exterior envelope.
The entire façade, consisting of single-pane glazing and uninsulated metal panels, requires replacement. The failing condition of the façade and the costs that frequent leaks and energy inefficiency impose on campus operations makes this the most urgent concern facing the building.
- Upgrades to the building's mechanical infrastructure.
The building requires upgrades to its engineering infrastructure to continue its role as a central hub that supports adjacent facilities.
- Classroom and office suite renovations.
The lecture halls need to be updated and brought into ADA compliance. Many of the interior finishes are in need of upgrading and interior spaces need to be reconfigured. This will include, but is not limited to, resizing of classrooms and academic suites and replacing outdated furnishings and fixtures.
- Improvements to the building's circulation to create more seamless east-west (between Lot E and College Walk/Bowne Hall) and north-south (SSB to Dutchess-Drumlin) connections.

- Adapting and modifying existing swing space to house the current Hudson Hall occupants in temporary locations around campus.

This plan puts learning in all its many forms at the center of the DCC campus with Hudson Hall as the physical manifestation of the College's commitment to that mission.

The total estimated cost of the project is \$1,400,000. The sponsor share of the project, \$700,000, will be bonded/funded by Dutchess County.

5. Approval of Capital Project for Dutchess Hall Renovations (Res. #2023-05)

The main focus of the project will be the installation of a new hydraulic elevator. The building currently does not have an elevator and is not ADA compliant and there is currently no interior accessible way to get between the ground and second floors of the building. The College proposes to install a hydraulic elevator in a former electrical closet north of the existing open stairwell. This location has multiple advantages: most importantly, it is on a main circulation path adjacent to both the stairway used by ambulatory occupants and the north entrance door that leads to the accessible drop-off drive along Washington Circle.

The total estimated cost of the project is \$2,000,000. The sponsor share of the project, \$1,000,000, will be bonded/funded by Dutchess County.

6. Approval of Capital Project for Sports Field Improvements (Res. #2023-06)

This project will plan, design and construct a multi-purpose sports field. The existing sports fields do not meet the needs of the college or community. While the college has baseball and softball fields there is not a soccer field and the baseball field retains water and is not useable in the early spring which forces the college to rent off-campus fields. The master plan has identified an interest with both the students and community for a variety of field sports. The lack of athletic fields on campus has impeded the ability to attract student athletes and grow enrollment.

The total estimated cost of the project is \$1,500,000. The sponsor share of the project, \$750,000, will be bonded/funded by Dutchess County

C. Personnel and Community Relations (A. Flesland, Chair)

1. Approval of Retirement/Granting of Emeritus Status (Res. #2023-07)

Dr. Ellen Gambino, Provost and Vice President of Instruction and Learning, has requested retirement, effective August 1, 2022. I am recommending that her request be granted and that she be awarded emeritus status upon her retirement. Dr. Gambino has been member of the college community for 16 years.

2. Approval of Benefits for Management/Confidential Personnel (Res # 2023-08)

In the past, most of the benefits outlined in the College's contract with Dutchess United Educators were extended to management-confidential employees. Since management-confidential staff are not part of the union, it is recommended that the Board of Trustees no longer use this practice and instead separately specify those benefits that will apply to management-confidential employees.

RESOLUTION NO. 2023-01 Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for FF&E and Technology Replacements and Upgrades with a total estimated cost of \$200,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2023-2024 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$100,000) would be funded through Capital Chargeback Funds, now, therefore, be it

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share (Capital Chargeback)</u>
FF&E and Technology Replacements and Upgrades	200,000.00	100,000.00	100,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by _____

RESOLUTION NO. 2023-02 Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Mechatronics and HVAC Lab with a total estimated cost of \$500,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2023-2024 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$250,000) would be funded through Capital Chargeback Funds, and

WHEREAS, the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a "Type II" Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share (Capital Chargeback)</u>
Mechatronics and HVAC Lab	500,000.00	250,000.00	250,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by _____

RESOLUTION NO. 2023-03 Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Educational Equipment and Technology with a total estimated cost of \$500,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2023-2024 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$250,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share</u>
Educational Equipment and Technology	500,000.00	250,000.00	250,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by _____

RESOLUTION NO. 2023-04 Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Hudson Hall Upgrades and Renovations - Design with a total estimated cost of \$1,400,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2023-2024 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$700,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a "Type II" Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share</u>
Hudson Hall Upgrades and Renovations - Design	1,400,000.00	700,000.00	700,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by _____

RESOLUTION NO. 2023-05 Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Dutchess Hall Renovations – Phase 1 with a total estimated cost of \$2,000,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2023-2024 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$1,000,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a “Type II” Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share</u>
Dutchess Hall Renovations – Phase 1	2,000,000.00	1,000,000.00	1,000,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by _____

RESOLUTION NO. 2023-06 Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Sports Field Improvements with a total estimated cost of \$1,500,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2023-2024 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$750,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a "Type II" Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share</u>
Sports Field Improvements	1,500,000.00	750,000.00	750,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

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Seconded by _____

RESOLUTION NO. 2023-07

Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves its adoption:

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the retirement of Dr. Ellen Gambino, Provost and Vice President of Instruction and Learning, is hereby approved effective August 1, 2022, in accordance with the Settlement Agreement (Appendix A) dated September 21, 2022, and be it

FURTHER RESOLVED, that approval is granted to pay the appropriate "regular retirement" benefits earned, including payment of accrued vacation and sick time to TIAA and NYS deferred compensation accounts, as specified by Dr. Gambino, and be it

FURTHER RESOLVED, that, in recognition of Dr. Gambino's dedicated service to Dutchess Community College, she be granted emeritus status upon her retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Dr. Gambino for her valuable contributions to the College's educational program during her tenure, and wishes her the very best in her retirement.

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Seconded by _____

RESOLUTION NO. 2023-08 Board of Trustees, Dutchess Community College
September 27, 2022

_____ offers the following resolution and moves
its adoption:

WHEREAS, in the past, the Board of Trustees has extended the benefits outlined in the College's contract with Dutchess United Educators, with some exceptions, to management-confidential employees, and

WHEREAS, a review of these benefits was undertaken and it was determined that management-confidential benefits should be specifically, and separately, defined, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, the benefits as specified in the attached document, which shall be made part of the official minutes of this meeting, are hereby approved for management-confidential staff.

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Seconded by _____

MANAGEMENT/CONFIDENTIAL BENEFITS

Summary of Benefits – Please contact Human Resources for more details

Benefit		
<p>Health Insurance</p> <p><u>Note:</u> Upon death of a management/confidential employee, health insurance will be fully paid for an eligible spouse and/or dependent for 3 months. They may remain on the plan after that time if they pay 100% of the premiums.</p>	<p><u>Choices:</u> Blue Cross/Blue Shield Healthy Advantage Blue Cross/Blue Shield EPO20</p> <p>Buyout for family coverage: \$3,000</p> <p>Individuals who opt out of health care coverage must provide written proof of alternate health insurance.</p>	<p>Employee Contribution effective September 1, 2018*:</p> <ul style="list-style-type: none"> • Blue Cross/Blue Shield Healthy Advantage: 4% individual, 12.5% family • Blue Cross/Blue Shield EPO20: 2% individual, 8% family <p>Maximum contribution per calendar year:</p> <ul style="list-style-type: none"> • Blue Cross/Blue Shield Healthy Advantage: \$797 individual, \$5,552 family • Blue Cross/Blue Shield EPO20: \$354 individual, \$3,158 family <p>Employee Contribution effective January 1, 2023</p> <ul style="list-style-type: none"> • Blue Cross/Blue Shield Healthy Advantage: 4.5% individual, 18% family • Blue Cross/Blue Shield EPO20: 2% individual, 8% family: <p>Maximum contribution per calendar year eff. January 1, 2023:</p> <ul style="list-style-type: none"> • Blue Cross/Blue Shield Healthy Advantage: \$1000 individual, \$7000 family • Blue Cross/Blue Shield EPO20: \$500 individual, \$3,500 family <p>Employees may pay for supplemental benefits through AFLAC.</p>
Dental Insurance	College pays 100% of premiums	
Flex Spending	May be used for medical and dependent care	Employee may choose to participate
Life Insurance	Amount of payout is equal to 1 ½ times the base salary rounded to the nearest thousand dollars.	
Long Term Disability	60% of salary; up to maximum of \$7,500/month	
Retirement Plans	<p><u>Choices:</u> New York State Employees' Retirement System (ERS) Teachers Retirement System (TRS) Optional Retirement Plan (ORP)</p>	The College participates in the SUNY Retirement Program (mandated by SUNY).

<p>Early Retirement</p>	<p>Eligibility – at least 55 years of age, not eligible for regular retirement, and at least 15 years of full-time service</p> <p>Early retirement incentive – age plus service is at least 85 years but less than 90 years, eligible for incentive payment equal to 50% of final academic year salary.</p> <p>If age plus service is 90 years or more, eligible for incentive payment equal to 25% of final academic year salary.</p>	<p>One year expanded early retirement payment incentive for 2022-2023 only – age plus service is at least 90 years or more at effective date of retirement are eligible for incentive payment of 50% final academic year salary. Must notify HR by December 1, 2022.</p> <p>Health Insurance – College will pay 85% for individual or 77.5% for family coverage until eligible Medicare eligible. Once Medicare eligible, College will pay 70% individual or 55% family coverage. Retirees are eligible for Medicare Part B reimbursement by College.</p> <p>Sick Leave – payment of 1 day for each 3 unused sick days up to 45 days</p> <p>Dental – retiree may purchase through COBRA</p> <p>Upon death of retiree, health insurance to be paid by surviving spouse/dependent children for 3 full calendar months. After 3 months, eligible spouse and dependent children have option to continue with College health plan and will be required to pay 100% of the monthly premium.</p>
<p>Regular Retirement</p>	<p>Eligibility - ages 65+ with 10 or more years of service</p>	<p>Health Insurance – College will pay 70% individual or 55% family coverage. Retirees are eligible for Medicare Part B reimbursement by College.</p> <p>Sick Leave – payment of 1 day for each 3 unused sick days up to 45 days</p> <p>Dental – retiree may purchase through COBRA</p> <p>Upon death of retiree, health insurance to be paid by surviving spouse/dependent children for 3 full calendar months. After 3 months, eligible spouse and dependent children have option to continue with College health plan and will be required to pay 100% of the monthly premium.</p>

Vacation	22 days/year; 24 days after 5 years of service; at end of fiscal year may get paid for 5 days AND carry over unused days up to a maximum of 20 days. Upon separation from the College, employees may receive a maximum of 30 days of unused vacation.	Employees are required to take a minimum of 10 vacation days per fiscal year.
Sick	12 days/year; cumulative up to 165 days	
Personal	5 days/year	
Bereavement Leave	4 days for each loss. Applies to mother, father, mother-in-law, father-in-law, husband, wife, domestic partner, siblings, children, grandparent, grandchild, or other dependents or household members.	
Holidays	12/year	
Tuition Waiver	DCC credit courses	Eligibility: employee, spouses, dependent children and dependent stepchildren
Tuition Reimbursement	\$2,000/year with approval of President	Includes reimbursement for certificates and professional licenses related to job responsibilities.
Educational Achievement Bonus	\$2,000 lump sum payment upon the completion of a doctorate degree, \$1,500 for a master's degree	
Parental Leave	Paid Leave May extend up to 8 consecutive calendar weeks starting within 6 months of the qualifying event.	
Sabbaticals	Eligible	

Attachment to Board of Trustees Resolution #2023-08