

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
March 22, 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 7:00 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Flesland, seconded by Mr. Guzman, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

There were no requests to address the Board.

- V. Consideration of Minutes of Meeting held on February 22, 2022: Upon motion made by Ms. Flesland, seconded by Ms. Appel, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentations

Campus Security

Nilda Hofmann, Chief of Campus Safety and Security, gave an update on the College's Campus Security Plan. She reviewed with Board members the staffing recommendations that were made by our consultant, D. Stafford & Associates, when the College decided to transition security to a public safety officer model. Based upon the decline in enrollment and having less students on campus due to COVID, the staffing model was adjusted in January 2021. Subsequently, based upon current enrollment, the number of remote and hybrid classes and the loss of the Assistant Chief, a new staffing model has been developed, which includes four peace officers, two of whom are part-time.

Ms. Hofmann reported that the following parts of the plan have been completed:

- The Campus Safety Advisory Committee has been reactivated.
- Staffing has been put into place.
- We have a new dispatch system.
- Recording system phones/radios are in use.
- The security guard contract has been renewed.

- A dispatch center has been added to Conklin Hall.

Upcoming plans include:

- Revising policies and procedures
- Updating the Critical Incident Management Plan
- Purchasing necessary equipment
- Enhancing partnerships with the campus community
- Applying for an Originating Agency Identifier (ORI) number
- Updating information that is contained on the website

Ms. Hofmann informed Board members that every peace officer is required to receive preliminary training that includes implicit bias, mental illness, interpersonal skills, ethics, community relations, state law and firearms. Additionally, annual training, which includes use of force and twice-a-year firearm qualification, is mandatory. Ongoing additional training includes crisis intervention, Title IX, Clery reporting, VAWA, FERPA, and training with the Town of Poughkeepsie.

A presentation was given to the Student Government Association to address concerns students may have regarding the peace officer model that has been adopted by the College.

### Cyber Security

Edwin Blakey, Director of Information Systems, and Michael Soltish, Acting Associate Dean of Information Technology, gave a presentation regarding cyber security.

Mr. Blakey provided the following statistics:

- Annual global cost of cybercrime is estimated to be \$10.5 trillion by 2025.
- The average cost of a data breach was \$3.86 million in 2020.
- The average cost of a phishing attack for a midsize company is \$1.6 million.
- The average life cycle of a breach in 2020 was 250 days from identification to containment.
- The average time to identify a break in 2020 was 207 days.
- 94% of malware is delivered by email.
- 88% of organizations worldwide experienced spear phishing attempts in 2021.
- 95% of cyber security breaches are caused by human error.
- According to Microsoft, Multi-Factor Authentication (MFA) can prevent 99.9% of attacks on accounts.
- 61% of breaches in 2020 were a result of unauthorized credentials.

The College is planning a Cyber Security Awareness Campaign. All employees who have access to campus user accounts will be required to complete mandatory IT modules about data privacy and information security. The topics that will be covered include:

- How to handle Personal Identifiable Information
- Malware/Ransomware
- Secure passwords best practices
- Personal devices best practices
- Prompt reporting of possible security incidents
- Phishing

The College will provide cyber security resources for students. Posters regarding phishing, password management, and personal device use will be placed around campus. Additionally, an IT security section will be added to the DCC webpage.

The College will institute MFA, which is a security system that allows an individual to authenticate their identity using two or more methods. A password is used in combination with SMS text, phone call or a hardware token. This summer, IT will implement conditional MFA for faculty and staff who have remote access to Microsoft 365 and Horizon VDI. In spring 2023, the College will be moving to a new system that will require all users to use MFA.

The College has a contract with SUNY SOC (Security Operations Center) to help us monitor threats and alert us of internal and external vulnerabilities. SUNY SOC will also provide penetration testing to identify gaps in security and provide information as to how to address them.

## VII. 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. Finance and Facilities

#### 1. Approval of RFP for Architectural and Engineering Services for Campus Repairs and Upgrades

##### RESOLUTION NO. 2022-26

Ms. Appel offered the following resolution and moved its adoption:

WHEREAS, the Campus Site Repairs and Upgrades Capital Project was approved by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College and the Dutchess County Legislature, and

WHEREAS, Request for Proposals for Architectural and Engineering Services for the Campus Site Repairs and Upgrades were requested on RFP-DCC-03-2022, and

WHEREAS, there were eleven (11) proposals received as shown on the tabulation sheet attached to this resolution, and

WHEREAS, the College has reviewed each proposal, and interviewed the top two firms that met the project specifications, and

WHEREAS, the proposal received from Rhinebeck Architecture best meets

the required specifications, and  
WHEREAS, the funds are available in the Capital Project for the Campus Site Repairs and Upgrades, now, therefore, be it  
RESOLVED, that the contract for Architectural and Engineering Services for the Campus Site Repairs and Upgrades, be awarded to Rhinebeck Architecture, Rhinebeck, NY in an amount not to exceed \$219,400.

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Seconded by Mr. Guzman Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Titles

RESOLUTION NO. 2022-27

Ms. Flesland offered the following resolution and moved its adoption:  
WHEREAS, the College has been awarded a Title III Grant, and  
WHEREAS, in order to meet the requirements of the grant, new titles in the professional service need to be created, 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, and  
WHEREAS, these positions will be grant-funded, now, therefore, be it  
RESOLVED, that, approval is hereby given to create the following titles in the professional service:

- Prior Learning Assessment Coordinator
- Title III Program Coordinator
- Workforce Pathways Coordinator

\* \* \* \* \*

Seconded by Ms. Appel Resolution adopted unanimously

2. Professional Staff Appointments

RESOLUTION NO. 2022-28

Ms. Flesland offered the following resolution and moved 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:

Diana Kiernan, Acting Director of Mental and Physical Health Services, for the period March 28, 2022 through August 31, 2022, at an annual salary of \$79,728, prorated for the period of time worked.

Angela Rios, Associate Dean of Academic Affairs, for the period March 28, 2022 through August 31, 2022, at an annual salary of \$110,908, prorated for the period of time worked

Colleen Trogisch, Associate Dean of Academic Affairs, for the period April 4, 2022 through August 31, 2022, at an annual salary of \$137,363, prorated for the period of time worked

\* \* \* \* \*

Seconded by Ms. Appel

Resolution adopted unanimously

3. Salary Correction

RESOLUTION NO. 2022-29

Ms. Flesland offered the following resolution and moved its adoption:  
WHEREAS, by Resolution #2022-22, dated February 22, 2022, the Board of Trustees appointed Benjamin Jones as the Acting Director of the Math & Science Center, for the period of February 7, 2022 through August 31, 2022, at an annual salary of \$53,544, prorated for the period time worked, and WHEREAS, the salary listed in the resolution was incorrect, now, therefore, be it

RESOLVED, that Mr. Jones’ annual salary in this position is hereby approved to be \$56,554, prorated for the period of time worked.

\* \* \* \* \*

Seconded by Mr. Guzman

Resolution adopted unanimously

C. Board Policy Committee

1. Approval of Revision to Reimbursement for Job Applicants Policy

RESOLUTION NO. 2022-30

Mr. Guzman offered the following resolution and moved 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 Reimbursement for Job Applicants 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 Reimbursement for Job Applicants, 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. Caswell

Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Dominguez reported that the Board Academic and Student Affairs Committee met to discuss various topics and things are on track.
- B. Mr. Dominguez informed Board members that Nilda Hofmann, Chief of Security, gave a presentation to the Student Government Association (SGA).

She successfully addressed concerns that were raised regarding the College's security model.

- C. Student Trustee Dominguez has received a list of items that students like and dislike about DCC. He will address these topics at the next Academic and Student Affairs Committee meeting.
- D. Mr. Dominguez said he and President Jordan will begin meeting on a monthly basis.
- E. Student Trustee Dominguez thanked Dr. Jordan for the opportunity to attend the Chamber of Commerce Emerald Ball. He said it was motivational to meet community leaders.

IX. Report of the Chairperson

- A. Chairman Dupree reminded everyone that the DCC Foundation Gala is scheduled to be held on Saturday after a hiatus due to COVID. Three hundred and eighty people are expected to be in attendance.
- B. Mr. Dupree announced that Trustee William Steinhaus has resigned from the Board of Trustees. He thanked Mr. Steinhaus for the time and energy he expended on behalf of the College.
- C. Chairman Dupree announced that, through a joint application with Stony Brook University, the College has been awarded a grant in the amount of \$233,878 to develop and implement a nursing pathways initiative that will help to address the statewide and regional shortage of nurses and nursing faculty. DCC will serve as the lead agency and work in partnership with Dutchess BOCES to facilitate a pathway for Licensed Practical Nursing (LPN) graduates to enroll in the DCC Nursing Program. The grant will also develop a pathway for DCC nursing program graduates to gain employment with the region's two largest health networks, Nuvance and Westchester Medical Center Health Network (WMCHN). It will also provide continued education support for those interested in obtaining their BSN degree via the online program at Stony Brook. Current nurses at Nuvance and WMCHN will be able to pursue their Master's degree in Nursing Education or Leadership. Both Nuvance and WMCHN are interested in exploring additional workforce development opportunities in the healthcare field.
- D. Mr. Dupree reported that an open house was held at DCC@HVR Airport. Four sessions were offered: one session addressed our Aviation Pilot Program, two sessions were for our Aviation Maintenance Program, and one dealt with how to finance aviation education.

There were 94 potential students among the 239 people attending from various areas across the state and Connecticut.

- E. Chairman Dupree announced that Graduation will be held on May 19 at 4:00 p.m. at the Majed J. Nesheiwat Convention Center (formerly the Mid-Hudson

Civic Center). Dr. Karen Trovato, a DCC alumnae, will be awarded an honorary degree at the Commencement ceremony. We have 539 students graduating, including 9 Think Ahead graduates. Additionally, we will be honoring our first Airframe Maintenance Program cohorts who are expected to receive their certificates of completion.

X. Report of the President

- A. President Jordan introduced two new appointees: Diana Kiernan, Acting Director of Mental and Physical Health Services, and Angela Rios, Associate Dean of Academic Affairs.
- B. Dr. Jordan reported that he had the opportunity to meet with 85 guidance counselors from middle and high schools across Dutchess and Orange Counties. The meeting was held at DCC@Fishkill, where tours were given. President Jordan said it is important to keep guidance counselors and teachers abreast of the career opportunities that are available to their students.

XI. Other Business

There was none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on April 26, 2022 at 7:00 p.m.

Adjournment

There being no further business to discuss, a motion was made by Ms. Appel, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant

lmb

	<u>C &amp; S Engineers Inc. Syracuse, NY</u>	<u>M.G. McLaren Engineering Woodcliff Lake, NY</u>	<u>Cameron Engineering Woodbury, NY</u>	<u>M &amp; J Engineering Clifton Park, NY</u>	<u>Rhinebeck Architecture Rhinebeck, NY</u>	<u>Sei Design Group Albany, NY</u>	<u>Lothrop Associates White Plains, NY</u>	<u>LiRo Engineers Inc. Syosset, NY</u>	<u>Lan Associates Midland Park, NJ</u>	<u>N.K. Bhandari Syracuse, NY</u>	<u>Sorrell Engineering Beacon, NY</u>
<b>PROPOSED LUMP SUM</b>	<b>\$301,500</b>	<b>\$161,735</b>	<b>\$351,761</b>	<b>\$272,800</b>	<b>\$219,400</b>	<b>\$207,240</b>	<b>\$274,900</b>	<b>\$358,170</b>	<b>\$229,775</b>	<b>\$382,500</b>	<b>\$159,802</b>
<b>ITEMIZED BREAKDOWN</b>											
Schematic Design Phase	\$43,000	\$25,740	\$44,930	\$66,000	\$18,000	\$34,448	\$44,000	\$38,470	\$28,000	\$88,245	\$12,000
Design Development Phase	\$53,750	\$28,660	\$74,011	\$65,220	\$50,000	\$34,448	\$64,000	\$65,080	\$24,000	\$28,545	\$24,000
Construction Document Phase	\$43,000	\$22,645	\$104,267	\$56,980	\$92,000	\$62,084	\$95,000	\$28,900	\$24,000	\$70,411	\$10,000
Bidding Phase	\$10,750	\$7,035	\$14,533	\$13,000	\$5,000	\$8,612	\$11,900	\$12,650	\$12,000	\$5,709	\$2,000
Construction Support	\$64,500	\$43,545	\$59,105	\$55,160	\$27,000	\$35,000	\$45,000	\$156,630	\$119,775	\$57,090	\$24,000
Survey	\$86,500	\$34,110	\$54,915**	\$16,440	\$27,400		\$15,000	\$56,440		\$132,500**	\$87,802
RFP OPENED BY:	RFP TABULATION RECORDED BY:										
COMMENTS:											

## Policy on Reimbursement for Job Applicants

Electronic methods shall be used for first interviews.

Reimbursement for those individuals invited to campus for a second and/or subsequent interview(s) shall be as follows:

- A. For persons who live within a one-hundred-mile radius of the College, only mileage will be reimbursed.
- B. All persons who live beyond a one-hundred-mile radius of the College shall have their travel reimbursed at the current College rate if by car, or expended monies if verified by receipt. Meals are reimbursed at the approved College rate and lodging is reimbursed at monies expended if at a College-approved hotel and verified by receipt.

Exceptions to this policy may be made at the discretion of the President of the College.

Attachment to Board of Trustees Resolution #2022-30, dated March 22, 2022