

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
April 25, 2023

Trustees Present: Mr. Stephen Caswell, Mr. Frank Castella, Ms. Darrah Cloud, Ms. Angela Flesland (Co-Chair), Mr. Ibis Guzman, Ms. Linda Pratt, Dr. Peter Grant Jordan, President

Absent: Ms. Sheila Appel, Ms. Lisa Gharthey, Michael Francis Dupree

- I. The meeting was called to order at 7:01 p.m. by Co-Chair Flesland.
- II. Roll Call by Ms. Ponticello, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Pratt, 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 April 25, 2023: Upon motion made by Mr. Castella, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

VI. COMMITTEE REPORTS

A. Academic & Student Affairs (D. Cloud)

Ms. Cloud provided the Board with a summary of items discussed at the last Academic & Student Affairs Committee meeting held on April 11, 2023.

B. Board Policy (I. Guzman, Chair)

Mr. Guzman provided the Board with a summary of items discussed at the last Board Policy Committee meeting held on April 12, 2023.

1. Reaffirmation of Procurement Policy

RESOLUTION # 2023-20

I. Guzman 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, the Policy Committee has determined that the Procurement Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Procurement Policy is hereby reaffirmed and is to 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 F. Castella

Motion Carried Unanimously

2. Reaffirmation of Emergency Management Policy

RESOLUTION # 2023-21

I. Guzman 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, the Policy Committee has determined that the Emergency Management Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Emergency Management Policy is hereby reaffirmed and is to 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 F. Castella

Motion Carried Unanimously

3. Approval of Library Collection Development Policy

RESOLUTION # 2023-22

I. Guzman offers the following resolution and moves its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed a committee to review Board and College administrative policies and related resolutions, and

WHEREAS, it is the responsibility of the Board of Trustees and Administration to ensure the Library plays an essential role in supporting the academic development of students of Dutchess Community College, and providing members of the college community with a space dedicated to reading, research, studying and other intellectual pursuits, it has been determined that a policy on the Library Collection Development is needed, and

WHEREAS, the ad hoc committee has reviewed the proposed policy on the Library Collection Development and finds it to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations of the Policy Review Committee, and review by the Board of Trustees, the attached policy on the Library Collection Development, 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 F. Castella

Motion Carried Unanimously

4. Approval of Granting of Degrees Posthumously

RESOLUTION # 2023-23

I. Guzman offers the following resolution and moves its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees Policy Committee reviews the College's policies on a regular basis, and

WHEREAS, to comply with regulations, a policy on Granting Degrees Posthumously has been written, and

WHEREAS, the College's Professional Staff organization (PSO) has

reviewed said policy to ensure it meets all requirements, and

WHEREAS, the Policy Committee finds said policy to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations the Policy Committee, and review by the Board of Trustees, the attached policy on the Granting of Degrees Posthumously, 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 F. Castella

Motion Carried Unanimously

C. Finance & Facilities (S. Caswell)

Mr. Caswell provided the Board with a summary of items discussed at the last Finance & Facilities Committee meeting on April 10, 2023.

1. Approval of Campus Site Repairs and Upgrades Phase 1 and Phase 2

RESOLUTION # 2023-24

S. Caswell offers the following resolution and moves its adoption:

WHEREAS, bids were duly advertised and requested for Mechatronics/HVAC Lab Renovations, and

WHEREAS, two (2) bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 P.M., March 10, 2023, and

WHEREAS, the vendors provided pricing as shown on the tabulation sheet attached to this resolution, and

WHEREAS one (1) bid did not meet the specifications, and

WHEREAS, funds for Mechatronics/HVAC Lab Renovations, will be made available through capital project funds, now, therefore, be it

RESOLVED, that the bid received for Mechatronics/HVAC Lab

Renovations, in accordance with the specifications, be awarded to PVS Construction LLC, Poughkeepsie, NY, in the amount of \$287,700.00.

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Seconded by L. Pratt

Motion Carried Unanimously

D. Personnel & Community Relations (A. Flesland, Chair)

Ms. Flesland provided the Board with a summary of items discussed at the last Personnel & Community Relations Committee meeting held on April 13, 2023.

1. Approval of Early Retirement/Emeritus Status

RESOLUTION # 2023-25

F. Castella offers the following resolution and moves its adoption:

WHEREAS, the eligibility requirements for early retirement is specified in Section 5.17 of the College's 2020-2025 contract with Dutchess United Educators, and

WHEREAS, funds to pay for the benefits earned are available in the personnel budget, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, the early retirement of the below faculty members is hereby approved to be effective August 18, 2023:

David Freeman, Assistant Professor, Architectural Technology
Mark Roland, Professor, Math and Computer Science

BE IT FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that in recognition of their service to Dutchess Community College, each will be granted with emeritus status upon their retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation for their valuable contributions to the College's educational program during their tenure and wish the very best in their retirement and future endeavors.

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Seconded by I. Guzman

Motion Carried Unanimously

2. Approval of Retirement/Emeritus Status

RESOLUTION # 2023-26

F. Castella 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 the below faculty members is hereby approved effective August 18, 2023

Joseph Cosentino, Chair of the Department of Performing, Visual and Communications, Professor of Theatre and Speech

Jacqueline Goffe-McNish, Professor, English

Maryanne Johnson, Assistant Professor, Math and Computer Science

BE IT FURTHER RESOLVED, that, in recognition of their dedicated service to Dutchess Community College, each will be granted emeritus status upon their retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to each of them for their valuable contributions to the College’s educational program during their tenure, and wishes them the very best in their retirement.

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Seconded by D. Cloud

Motion Carried Unanimously

VII. Report of the Student Trustee

There was no Student Trustee report at this meeting

VIII. Report of the Co-chairperson

- A. Co-chair Flesland spoke on successful college-wide highlights for the month of April 2023.
- B. Co-chair Flesland thanked Dr. Susan Rogers, Scott Schnackenburg and Michael Hall for their hard work over the past two years working on the Middle States Self-study report.

IX. Report of the President

- A. President Jordan began his report by congratulating Scott Schnackenburg on his recent appointment as Vice President for Enrollment and Student Success.
- B. President Jordan thanked Dr. Susan Rogers, Schott Schnackenburg, Michael Hall and the entire DCC Community who assisted in hosting the Middle States Visiting Team for their support, participation and outcome.

X. Other Business

There was no other business to report on.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on May 23, 2023 at 7:00 p.m.

XII. Adjournment

There being no further business to discuss, a motion was made by Ms. Cloud, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:28 p.m.

Respectfully submitted,

Joia Ponticello
Executive Assistant
Date Submitted: May 23, 2023