

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

Trustees Present: Mr. Michael Francis Dupree, Chair; Mr. Frank Castella, Mr. Stephen Caswell, Ms. Darrah Cloud, Ms. Angela Flesland, Mr. Ibis Guzman, Ms. Linda Pratt, Ms. Maya Chinkan and Dr. Peter Grant Jordan
President

Absent: Ms. Lisa Gharthey

I. The meeting was called to order at 7:10p.m. by Chairperson Dupree.

II. Ms. Chinkan led the Pledge of Allegiance.

III. Roll Call by Ms. Ponticello, quorum present.

IV. Approval of Agenda:

Upon motion made by Ms. Flesland, seconded by Mr. Guzman, voted on and duly carried, the agenda was approved as distributed.

V. Public Comment

There were no requests to address the Board.

VI. Consideration of Minutes of Meeting held on July 25, 2023:

Upon motion made by Ms. Cloud, seconded by Ms. Pratt, voted on and duly carried, the minutes were approved as distributed.

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. 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 July 17, 2023.

1. Approval of the Reaffirmation of Accommodative Services Policy
(Res #2023-34)

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 Accommodative Services Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Accommodative Services 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. Approval of the Reaffirmation of Workplace Violence Prevention Policy (Res # 2023-35)

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 Workplace Violence Prevention Policy should be reaffirmed and remain in effect, now therefore, be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Workplace Prevention 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 A. Flesland

Motion Carried Unanimously

3. Approval of the Revised Academic Integrity Policy (Res # 2023-36)

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 and input from the members of the Board of Trustees, the Policy Committee has determined that the policy on Academic Integrity 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 Academic Integrity, 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 F. Castella

Motion Carried Unanimously

B. Finance & Facilities (S. Caswell)

Mr. Caswell provided the Board with a summary of items discussed at the last Finance & Facilities Committee meeting on July 17, 2023.

1. Approval of Amended Resolution for 2023-24 Proposed Operating Budget (Res # 2023-37)

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

WHEREAS, the Board of Trustees voted on and approved the proposed Annual Operating Budget for Fiscal Year 2023-2024 by resolution # 2023-32, and

WHEREAS, the College President recommends a revision in the previously approved local sponsor funding request from the County of Dutchess, and

WHEREAS, the Annual Operating Budget Request of Dutchess Community College for the period September 1, 2023 through August 31, 2024 has been developed in accordance with guidelines furnished by the State University of New York, therefore, be it

RESOLVED, that the amended Operating Budget for Dutchess Community College for the fiscal year September 1, 2023 through August 31, 2024, in the amount of \$65,109,244 with a reduction in anticipated funding from the County of Dutchess by appropriation from fiscal year 2024 of \$17,123,656, is hereby approved.

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Seconded by L. Pratt

Motion Carried Unanimously

- 2. Approval of the Five-Year Capital Project Plan for the period of 2023-2028 (Res # 2023-38)

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

WHEREAS, the County of Dutchess and the State University of New York require the submission of a project list and estimated costs of capital construction and improvement projects for a five-year period, and

WHEREAS, the educational, administrative and support needs for rehabilitation, preservation and improvement of facilities have been reviewed through the Academic and Facilities Master Plan, Our Next 10, and the Master Plan recommended the specific projects and priorities as indicated on the attached list, now, therefore, be it

RESOLVED, that the campus facilities projects listed on the attached document, which is to be made part of the minutes of this meeting, are hereby approved as Dutchess Community College’s Five-year Capital Projects Plan for the period 2024-2028.

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Seconded by F. Castella

Motion Carried Unanimously

- 3. Approval of Bid Awarded to Horizon Striping, LLC (Res # 2023-39)

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

WHEREAS, the Parking lot Striping and Marking has been determined to be necessary to maintain a safe environment, and

WHEREAS, bids for the Parking Lot Striping were duly advertised and requested for the Parking Lot Striping and Marking, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 pm, on March 22, 2023, and

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

WHEREAS, the low bid received meets the required specifications, now, therefore, be it

RESOLVED, that the bid received for the Parking Lot Striping, Base Bid Lot “E” with Option 1 Lot “D” and Option 2 Lot “A”, in accordance with the specifications, be awarded to Horizon Striping, LLC. Wappingers Falls NY, in the amount of \$17,850.00.

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Seconded by L.Pratt

Motion Carried Unanimously

C. 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 July 6, 2023.

1. Approval of Professional Staff Title (Res # 2023-40)

A. Flesland offered the following resolution and moved its adoption:

WHEREAS, it has been determined that, to meet the needs of the College, the following new titles need to be created:

Coordinator, Mechatronics Programming (full-time)

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, now, therefore, be it

RESOLVED, that, approval is hereby given to create the aforementioned title of Coordinator, Mechatronics Programming (full-time).

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Seconded by I. Guzman

Motion Carried Unanimously

2. Approval of Board Meeting Dates for the 2023-24 Academic School Year (Res #2023-41)

A. Flesland offered the following resolution and moved its adoption:

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the attached list of Board Meeting dates for 2023-2024, which shall be made part of the official minutes of this meeting, is hereby approved.

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Seconded by L. Pratt

Motion Carried Unanimously

VIII. Report of the Student Trustee

Ms. Chinkan introduced herself to the Board and College Community and discussed what she is currently studying and the number of years she has been at DCC.

IX. Report of the Chairperson

Chairman Dupree highlighted college-wide activities for the month of July 2023.

Chairman Dupree announced the retirement of Trustee Sheila Appel and thanked her for her service to Dutchess Community College.

Upon motion made by Chairman Dupree, seconded by Ms. Flesland voted on and duly carried, the agenda was amended to include resolution 2023-42, a resolution of commendation to Sheila U. Appel up her retirement from the Board.

M. Dupree offered the following resolution and moved its adoption:

WHEREAS, Ms. Sheila U. Appel is retiring from the Board of Trustees of Dutchess Community College after more than six years of distinguished service, and

WHEREAS, during her tenure as a member of the Board from 2017 to 2023, Ms. Appel served with honor and distinction and has been both an outstanding representative of the Board and a distinguished alumna of the College, and

WHEREAS, Ms. Appel has served in several leadership positions, including Vice-Chair of the Board, Chair of the Finance and Facilities Committee, Chair of the most recent Presidential Search Committee, and member of the Dutchess Community College Foundation Board of Directors, and

WHEREAS, Ms. Appel provided guidance and support to current and past Presidents of Dutchess Community College and to her fellow Board members, and

WHEREAS, upon her retirement, the Board of Trustees wishes to recognize and commend Ms. Appel for her dedicated and devoted service as a member of the Board of Trustees, now, therefore, be it

RESOLVED, that the Board of Trustees hereby extends its appreciation to Ms. Appel for her dedication and commitment to the excellence of Dutchess Community College, and be it

FURTHER RESOLVED, that the Board of Trustees hereby approves this resolution on the occasion of Ms. Appel’s retirement from the Board in recognition of her exemplary service to Dutchess Community College, and be it

FURTHER RESOLVED that, the Board of Trustees hereby grants Ms. Appel the status of Trustee Emeritus.

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Seconded by A. Flesland

Motion Carried Unanimously

X. Report of the President

President Jordan reported on the Middle States Accreditation. DCC will now be considered for reaccreditation when the Commission meeting in November 2023.

XI. Other Business

There was none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on August 22, 2023 at 7:00 p.m.

XIII. 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 7:37 p.m.

Respectfully submitted,

Joia Ponticello
Executive Assistant

