

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
August 16, 2022

Trustees Present: Mr. Michael Francis Dupree, Chair; Mr. Stephen Caswell, Ms. Darrah Cloud, Ms. Angela Flesland, Mr. Ibis Guzman, and Aminah Augustin-Muhammad, Student Trustee  
Dr. Peter Grant Jordan, President

Absent: Ms. Sheila Appel and Ms. Lisa Gharthey

I. The meeting was called to order at 7:35 p.m. by Chairperson Dupree. He welcomed new Trustees Cloud and Augustin-Muhammad.

II. Roll Call by Ms. Beasimer, quorum present.

III. Approval of Agenda:

Ms. Flesland made a motion to amend the agenda by adding a new resolution (#2022-58). The motion was seconded by Mr. Guzman, voted on and duly carried.

Mr. Caswell made a motion to approve the agenda as amended. The motion was seconded by Mr. Guzman, voted on and approved.

IV. Public Comment

Professor Werner Steger, President of Dutchess United Educators (DUE), addressed the Board regarding the Memorandum of Agreement between the College and DUE that deals with deferred promotions (Resolution #2022-58).

V. Consideration of Minutes of Meeting held on July 13, 2022: Upon motion made by Ms. Cloud, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

VI. 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 Bid for Bowne Hall Roof Renovations

RESOLUTION NO. 2022-54

Mr. Caswell offered the following resolution and moved its adoption:

WHEREAS, the Roof Renovations/Replacement for Bowne Hall and the Physical Plant building were approved as a capital project by the Board of Trustees of Dutchess Community College, the Dutchess County Legislature, and the Board of Trustees of the State University of New York, and WHEREAS, bids were duly advertised and requested for the Roof Renovations/ Replacements, and WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:30 pm, on June 8, 2022, and WHEREAS, vendors provided bid prices as shown on the tabulation sheet attached to this resolution, and WHEREAS, the bids received for the Physical Plant portion of the project were very high for the type and size of the roof, and WHEREAS, the overall low bidders for the project would not accept the award for the Bowne Hall Roof portion only, and WHEREAS, the funds are available from the Roof Replacements Capital Project, now, therefore, be it RESOLVED, that the bid received for the Bowne Hall Roof Renovations, in accordance with the specifications, be awarded to Barrett Inc., Danbury, CT, in the amount of \$127,800.00.

\* \* \* \* \*

Seconded by Ms. Flesland Resolution adopted unanimously

2. Approval of Lease with the Family Partnership Center

RESOLUTION NO. 2022-55

Mr. Caswell offered the following resolution and moved its adoption: WHEREAS, Dutchess Community College currently leases space in the City of Poughkeepsie for Off-Campus Instructional space at the Family Partnership Center, located at 29 North Hamilton Street, Poughkeepsie, New York, and WHEREAS, the Lease Agreement between Dutchess Community College and Family Services will expire on August 31, 2022, and WHEREAS, the College wishes to continue leasing the premises for off-campus instruction, and WHEREAS, the College has negotiated entering into a lease renewal for a three-year term for the period September 1, 2022 through August 31, 2025 at the following annual rates:

Lease Year	Rent	Cleaning Costs	Total Cost
Year 1	\$150,427.06	\$25,753.92	\$176,180.98
Year 2	\$154,917.42	\$26,268.96	\$181,186.38
Year 3	\$159,562.62	\$26,794.32	\$186,356.94

Now, therefore, be it RESOLVED, that the Board of Trustees hereby authorizes the President of the College to enter into a Lease Agreement with Family Services, Inc. for 7,742 square feet of space for off-campus instruction at the negotiated rates described above.

\* \* \* \* \*

Seconded by Ms. Cloud

Resolution adopted unanimously

B. Personnel and Community Relations

1. Extension of Salaries for Fiscal Year 2022-2023

RESOLUTION NO. 2022-56

Ms. Flesland offered the following resolution and moved its adoption:  
WHEREAS, contract negotiations with Dutchess United Educators have not been concluded, now, therefore, be it  
RESOLVED, that salaries for 2022-2023 for professional staff members represented by Dutchess United Educators be continued at their present annual rate pending completion of contract negotiations and/or further action by the Board of Trustees, if any, and be it  
FURTHER RESOLVED, that salaries for 2022-2023 for management/confidential employees be continued at their present annual rate.

\* \* \* \* \*

Seconded by Mr. Guzman

Resolution adopted unanimously

2. Approval of Professional Staff Titles

RESOLUTION NO. 2022-57

Ms. Flesland offered the following resolution and moved its adoption:  
WHEREAS, a review of the College’s organizational structure, planned realignment, related professional titles, and job descriptions was conducted, and  
WHEREAS, based upon this review, it has been determined that new titles need to be created to align with assigned job responsibilities, 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, now, therefore, be it  
RESOLVED, that, based upon the recommendation of the President of the College, approval is hereby given to create the following titles in the professional service:

- Assistant Dean for Student Engagement & Development
- Associate Dean for Enrollment & Student Success/Enrollment Management & Admissions
- Associate Dean for Enrollment & Student Success/Onboarding & Advisement
- Associate Dean for Enrollment & Student Success/Social & Emotional Support
- Associate Dean for Instruction & Learning/Curriculum, Assessment & Compliance
- Associate Dean for Instruction & Learning/Learning Commons
- Associate Dean for Instruction & Learning/Pre-collegiate Programs
- Associate Director of Marketing & Communications
- Director of Off-campus Centers
- Director of Student Accounts

Director of Workforce Education & Development

\* \* \* \* \*

Seconded by Ms. Cloud

Resolution adopted unanimously

3. Approval of Memorandum of Agreement with Dutchess United Educators

RESOLUTION NO. 2022-58

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

WHEREAS, the College and Dutchess United Educators (DUE) have reached a Memorandum of Agreement (MOA) regarding deferred promotions, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the attached MOA, which shall be made part of the official minutes of this meeting.

\* \* \* \* \*

Seconded by Mr. Guzman

Resolution adopted unanimously

VII. Report of the Student Trustee

Since it was Ms. Augustin-Mohammad’s first meeting as Student Trustee, she did not have a formal report. However, she expressed her appreciation for the opportunity to serve as a representative of the student body.

VIII. Report of the Chairperson

A. Chairman Dupree reported that SUNY has awarded the College a Future of Work Center (FOWC) grant in the amount of \$1.49 million. This three-year grant will permit the College to establish an FOWC at the new Mechatronics and Workforce Development Labs at DCC Fishkill. The center will create new programs to address the skill needs of employers and prepare job seekers for careers in high-growth industries. This grant aligns the College with the strategies of the Workforce Investment Board and the Economic Development Advisory Council’s Education and Workforce Committee to address skill gaps and to create pipelines to good paying jobs.

Mr. Dupree thanked the County Executive, the Council of Industry, IBM, Global Foundries, the Workforce Investment Board and Dutchess County BOCES for their letters of support.

B. Chairman Dupree announced that the College has also been awarded a SUNY Pathways Grant in support of the College’s noncredit-to-credit pathways initiative and micro-credential program. This three-year, \$200,000 grant will permit the College to develop and enhance noncredit and credit options to address the training needs of local businesses and organizations. The following pathways have been identified:

- Certified Nursing Assistant and EMT Basic Programs that can lead to Nursing and EMT/Paramedic degrees
- Bookkeeping micro-credential that can lead to a degree in Business Administration

- Networking for the Cloud micro-credential that can lead to a degree in Computer Information Systems
- C. Mr. Dupree reported that, through the SUNY Cannabis Workforce Development Grant Program, the Hudson Valley Education and Workforce Consortium was awarded a three-year, \$1 million grant. Orange County Community College will serve as the lead institution with Dutchess, Rockland, Sullivan, Ulster and Westchester Community Colleges as partners. DCC will receive a three-year subaward of \$70,000. This grant will support the emerging cannabis industry by providing industry/business development, curriculum development, education and training, student supportive services, and outreach and marketing.
- D. Mr. Dupree informed everyone that, as part of the 2022-2023 enacted state budget, funds for the revitalization of SUNY were allocated: \$53 million for new full-time faculty salary and benefits costs and \$60 million one-time funding for investment in enrollment, academic programs, operational efficiencies and student services. Although DCC will not receive funding from the pool for hiring new faculty, the College will receive \$1.4 million, which will be used to focus on diversity, micro-credentialing, partnering with other campus to deliver programming, addressing the needs of non-traditional students, and community and economic development initiatives.
- E. Chairman Dupree announced that sixteen of the seventeen students in the first cohort of the Aviation Maintenance Technician Program have earned their FAA Airframe and Powerplant licenses. Eleven of them already have job offers. The second cohort has seventeen students, and the third cohort, which will start classes next week, has twenty-two students.
- F. Mr. Dupree thanked those members of the faculty and staff who were involved in obtaining the above mentioned grants, as well as those who were part of the negotiations process for successor contracts with Dutchess United Educators.

IX. Report of the President

- A. President Jordan introduced the following new professional staff and those current employees who have new assignments:
- Bonnie Gallagher, Acting Associate Dean for Instruction and Learning/Learning Commons
  - Rachel Mead, Acting Associate Dean for Instruction and Learning/Pre-collegiate Programs
  - John Meagle, Director of Marketing & Communications
  - Adam Rathbun, Vice President for Finance & Administration
  - Susan Rogers, Chief Academic Officer in Charge
- B. Dr. Jordan thanked the full-time faculty in the Nursing Department for completing the self-study that is required for reaccreditation by the

Accreditation Commission for Education in Nursing (ACEN). An ACEN team visit will take place in September.

- C. President Jordan asked Scott Schnackenberg, Acting Vice President for Enrollment and Student Success, to give an update on enrollment.

Mr. Schnackenberg reported that, as of this evening, there are 3,298 students enrolled for 38,071 credits for the fall semester, which is a decline of 13.4% in students and 11.7% in credits than at the equivalent point last year. Also compared to last year at this point in time, we are down 19.2% in new student enrollment.

Last week, we were down 19% in credits in relation to last year; but, as of now, we are down less than 12%. There is still a backlog of students to be registered. There are some additional students who cannot yet register because they have not submitted either their COVID or MMR vaccination verifications.

The ACT Center was short-staffed for a good portion of the summer, which limited the number of appointments available for students. We started a pilot program with four faculty members who helped with advisement over the summer. We hope to expand this program in the future.

Mr. Schnackenberg expressed appreciation to the staff in the ACT Center and Student Services for doing a yeoman's job to get students registered.

Also affecting enrollment is that our fall semester starts at least a week earlier than the other local community colleges. That will change next year since the Board has approved a revision to the academic calendar.

Mr. Schnackenberg reported that, currently, 217 students have paid their deposits to live in the residence hall, which is approximately 30% above the number we had last year. In addition, we expect to have 35 international students from the Anderson Center for the fall semester, and we have contracted with the Culinary Institute of American for at least 90 beds on the fourth floor of the building. For the first time in a long time, the majority of the rooms in the residence hall will be occupied.

Applications have increased by over 16% compared to last year, suggesting that our outreach efforts to reach prospective students are succeeding.

Mr. Schnackenberg informed the Board that eight students who were denied admission to New Paltz have applied to DCC, and six of them have already registered. Next year, DCC will be part of New Paltz's denial letter, so this initiative should increase enrollment.

X. Other Business

Chairman Dupree appointed Trustees Caswell, Flesland and Appel to serve on the nominating committee to present a slate of officers at the annual meeting,

which is held in September. He said any Trustees who are interested in serving as an officer of the Board should contact them.

XI. Date of Next Meeting

The next regularly scheduled meeting of the Board of Trustees will be held on September 27, 2022, at 7:00 p.m. A special meeting of the Board will be held next week to consider the Memorandums of Agreement that were negotiated with Dutchess United Educators.

Adjournment

There being no further business to discuss, a motion was made by Mr. Caswell, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant

lmb

DUTCHESS COMMUNITY COLLEGE  
POUGHKEEPSIE, NY

RFB-DCC-15-2022	ROOF RENOVATIONS @ BOWNE HALL & PHYSICAL PLANT				DUE JUNE 8, 2022 2:30 PM
		VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME
		Titan Roofing Inc. Springfield, MA	VAD Contracting Inc. Brooklyn, NY	Barrett Inc. Danbury CT	Amor-Tite Construction Corp. Port Chester, NY
	<b>BASE BID- Physical Plant:</b>	\$156,000.00	\$160,000.00	\$135,600.00	\$140,000.00
	<b>BASE BID- Bowne Hall:</b>	\$127,000.00	\$39,000.00	\$112,800.00	\$103,000.00
	<b>TOTAL BASE BID:</b>	\$283,000.00	\$199,000.00	\$248,400.00	\$243,000.00
	<b>**Allowance of \$15,000.00**</b>				
	<b>TOTAL BASE BID WITH ALLOWANCE</b>	\$298,000.00	\$214,000.00	\$263,400.00	\$258,000.00
	<b>ALTERNATE #1: Physical Plant: Add gutters and downspouts on west edge of roof as noted on the drawings</b>	\$22,500.00	\$18,000.00	\$8,790.00	\$30,000.00
	within the above Base Bid, the undersigned agrees to provide the following work in accordance with the Specifications and the Drawings				
	<b><u>REPLACEMENT OF DETERIORATED ROOF DECK</u></b>	\$150.00 per square ft	\$19.00 per square ft	\$20.00 per square ft	\$15.00 per square ft
	<b>TOTAL</b>				
	RFB OPENED BY: _____			RFP RECORDED BY: _____	
	COMMENTS:				



MEMORANDUM OF AGREEMENT BETWEEN DUTCHESS COMMUNITY COLLEGE AND DUTCHESS UNITED EDUCATORS FULL-TIME UNIT

IT IS HEREBY AGREED BY AND BETWEEN Dutchess Community College (“College”) and the Dutchess United Educators, Full-Time Unit, (“DUE Full-time Unit”) as follows:

1. Effective September 1, 2023, the faculty members listed in Appendix “A,” who were recommended for promotion based on their promotion application submitted to the 2021-2022 Promotion and Tenure Committee, but who were not granted a promotion effective on September 1, 2022, shall be promoted to the rank set forth therein and do not need to reapply for those promotions to the 2022-2023 Promotion and Tenure Committee.
2. The 2022-2023 Promotion and Tenure Committee will consider only applications for tenure and will not consider applications for promotion in that academic year.
3. Contractual processes, as stipulated in the DUE Full-Time Unit Collective Bargaining Agreement, for application for promotion and for consideration of promotion applications by the Promotion and Tenure Committee, will resume with the 2023-2024 academic year.
4. This Agreement may not be introduced as evidence of practice by either party, and shall have no precedential effect for future promotions.
5. This Agreement is subject to the approval of the Board of Trustees of Dutchess Community College and ratification by the DUE membership in the Full Time Bargaining Unit.

Dated: \_\_\_\_\_ 2022

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Dutchess Community College

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Dutchess United Educators

## Appendix A

The following faculty will be placed at the rank of Assistant Professor, effective on September 1, 2023:

- David Gavner
- Shalon Hallager
- Gordon Lake
- Jennifer Santosuosso
- Tom Winship

The following faculty will be placed at the rank of Associate Professor, effective on September 1, 2023:

- Jason Bishop
- Dinorshan Dhanabala
- Ahmed Ismail
- Manish Jadhav
- Samantha Langton
- Scott Willmen

The following faculty will be placed at the rank of Professor, effective on September 1, 2023:

- Sandra DeGuzman
- Cathleen Greenan
- Mehmet Kucukozer
- Brenda Squires