

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
September 19, 2023

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

Absent: Ms. Lisa Gharthey

I. The meeting was called to order at 6:54 p.m. by Chairperson Dupree.

II. Ms. Panichi 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 amended to include the Election of Officers.

Mr. Guzman as Chair of the nominating committee, reported on the deliberations of the committee.

The committee solicited nominations for the offices of Chair, Vice-chair, and Secretary. The committee unanimously agreed to offer the following slate of officers:

Chair: Michael Dupree
Vice-Chair: Angela Flesland
Secretary: Darrah Cloud

Mr. Dupree asked if there were any other nominations from the floor. There being none, Mr. Caswell made a motion to approve the slate of officers as presented. The motion was seconded by Mr. Castella, voted on and unanimously approved.

V. Public Comment

There were no requests to address the Board.

VI. Consideration of Minutes of Meeting held on August 22, 2023:

Upon motion made by Mr. Caswell seconded by Mr. Castella, 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. Academic and Student Affairs Committee (D. Cloud)

Ms. Cloud provided the Board with a summary of items discussed at the last Academic and Student Affairs Committee held on September 12, 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 September 13, 2023:

1. Approval of the Reaffirmation of the Granting Stipends for Management Confidential Employees (Res #2024-01)

I. 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, the Policy Committee has determined that the policy on Granting Stipends for Management Confidential Employees should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned policy on Granting Stipends for Management Confidential Employees 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

2. Approval of the Reaffirmation of the Travel Policy (Res # 2024-02)

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

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Travel 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 L. Pratt

Motion Carried Unanimously

3. Approval of the Reaffirmation of the Use of Facilities by Third Parties for Free Speech Policy (Res # 2024-03)

I. 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, the Policy Committee has determined that the policy on the Use of Facilities by Third Parties for Free Speech should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned policy on the Use of Facilities by Third Parties for Free Speech 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 L. Pratt

Motion Carried Unanimously

4. Approval of the Revised policy on the Disposal of Surplus Equipment (Res # 2024-04)

I. 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 the Disposal of Surplus Equipment needs to be revised to include the procedures for disposal of equipment under the cost of \$1,000.00, 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 the Disposal of Surplus Equipment, 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 E. Panichi

Motion Carried Unanimously

C. Finance & Facilities (S. Caswell, Chair)

Mr. Caswell provided the Board with a summary of items discussed at the last Finance & Facilities Committee meeting on September 11, 2023.

1. Approval of the Capital Project for FF&E and Technology Replacement and Upgrades (Res # 2024-05)

S. Caswell offered the following resolution and moved 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 \$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 2024-2025 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 (\$200,000) 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:

Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share (Capital Chargeback)
FF&E and Technology Replacements and Upgrades	400,000.00	200,000.00	200,000.00

and, be it

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

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Seconded by A. Flesland

Motion Carried Unanimously

2. Approval of the Capital Project for Campus Site Repairs and Upgrades – phase 3 (Res # 2024-06)

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Campus Site Repairs and Upgrades – Phase 3 with a total estimated cost of \$2,200,000 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 2024-2025 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 (\$1,100,000) 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:

Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
Campus Site Repairs and Upgrades – Phase 3	2,200,000.00	1,100,000.00	1,100,000.00

and, be it

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

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Seconded by L. Pratt

Motion Carried Unanimously

3. Approval of the Capital Project for CBI Replacement of Rooftop Units (Res# 2024-07)

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for CBI Replacement of Rooftop Units with a total estimated cost of \$3,309,000 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 2024-2025 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 (\$1,654,500) 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:

Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
CBI Replacement of Rooftop Units	3,309,000.00	1,654,500.00	1,654,500.00

and, be it

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

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Seconded by L. Pratt

Motion Carried Unanimously

4. Approval of the Capital Project for Sports Field Improvements (Res # 2024-08)

S. Caswell offered the following resolution and moved 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 \$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 2024-2025 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:

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

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
Sports Field Improvements	2,000,000.00	1,000,000.00	1,000,000.00

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Seconded by D. Cloud

Motion Carried
Yes = 7 No = 2

5. Approval of the Capital Project for ADA Upgrades (Res # 2024-09)

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for ADA Upgrades with a total estimated cost of \$1,465,000 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 2024-2025 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 (\$732,500) 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:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
ADA Upgrades and, be it	1,465,000.00	732,500.00	732,500.00

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

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Seconded by A. Flesland

Motion Carried Unanimously

5. Approval of the Capital Project for Hudson Hall Interior Reconfigurations – Phase 1 (Res # 2024-10)

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Hudson Hall Interior Reconfigurations – Phase 1 with a total estimated cost of \$3,666,000 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 2024-2025 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 (\$1,833,000) 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:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
Hudson Hall Interior Reconfigurations – Phase 1	3,666,000.00	1,833,000.00	1,833,000.00

and, be it

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

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Seconded by D. Cloud

Motion Carried Unanimously

6. Approval of the Capital Project for DCC Fishkill Modifications (Res# 2024-11)

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for DCC Fishkill Modifications with a total estimated cost of \$973,000 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 2024-2025 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 (\$486,500) 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:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
DCC Fishkill Modifications	973,000.00	486,500.00	486,500.00

and, be it

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

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Seconded by I. Guzman

Motion Carried Unanimously

7. Approval of RFP for Lean Six Sigma (Res #2024-12)

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

WHEREAS, the Department of Workforce Education & Development wishes to offer Lean Six Sigma (LSS) Yellow and Green Belt Training to local employers, and

WHEREAS, a request for proposals was duly advertised and requested for Department of Workforce Education & Development Customized Lean Six Sigma Training on a multi-year basis, and

WHEREAS, requests for proposals were received as a result of this solicitation and were publicly opened at 3:00 p.m., on August 17, 2023, and WHEREAS, The John D. Hromi Center for Quality and Applied Statistics at

the Rochester Institute of Technology proposal was determined to satisfactorily meet all of the requirements of the RFP, and

WHEREAS, the College has used this vendor in the past and has been very satisfied with the services it provides and

WHEREAS, the feedback received from employers has been positive, and

WHEREAS, the cost of training is covered either by grant funds or paid for directly by the corporation, now, therefore, be it

RESOLVED, that the request for proposals received for WED Customized Lean Six Sigma Training, in accordance with the specifications, be awarded to The John D. Hromi Center for Quality and Applied Statistics at the Rochester Institute of Technology, Rochester, New York, for a period of (1) one year, with the option to extended the contract for (3) three additional (1) one-year periods.

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 September 14, 2023.

1. Approval of Professional Staff Titles (Res # 2023-13)

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:

Title
AVP for Enrollment and Student Success
Computer Information Security Officer (CISO)
Director of Development
Director of Diversity and Compliance (CDO) and Title IX Coordinator
Nursing Program Administrator
Coordinator of Annual Giving & Communications
Professional Tutor (Full Time)
PTECH Liaison
Coordinator of HVAC Programming
AVP for Institutional Advancement
Assistant Director of Admissions
Director of Campus Safety and Project Management*

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 titles above.

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Seconded by D. Cloud

Motion Carried Unanimously

2. Approval of Management Confidential Salary and Benefit Increases (Res# 2024-14)

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

WHEREAS, salaries for management/confidential employees have also been determined for 2023-2024, now, therefore, be it

RESOLVED, that for the 2023-2024 fiscal year, the salaries listed in the attached are approved effective September 1, 2023, and the President is hereby authorized to prepare contracts up to the amounts specified in the attached document which will be made part of the official minutes of this meeting.

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Seconded by I. Guzman

Motion Carried Unanimously

VIII. Report of the Student Trustee

Ms. Chinkan reported on Falcon Fest. It was a great success for the students and college community.

Ms. Chinkan reported on the October 24th Dinner with the Board of Trustees and Student Leaders. Students expressed excitement about the opportunity to work with college leaders.

Ms. Chinkan reported on the new Muslim Club that was approved, positions being filled in SGA and the marketing presentation of the new DCC Logo to SGA.

IX. Report of the Chairperson

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

X. Report of the President.

President Jordan thanked the campus community for all they did to open the current Academic Year. We are off to a great start!

President Jordan reported on his trip to Washington DC and his visit with the

White House. He expressed personal pride in being able to represent Dutchess Community College in working session regarding advanced manufacturing and the value in building strong partnerships for community colleges and unions.

XI. Other Business

There was none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on October 24, 2023 at 6:30 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 7:35 p.m.

Respectfully submitted,

Joia Ponticello
Executive Assistant