

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
September 27, 2022

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

Absent: Ms. Sheila Appel and Ms. Lisa Gharthey

- I. The meeting was called to order at 7:33 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Ponticello, 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. Election of Officers

Ms. Flesland as member 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. Dupree made a motion to approve the slate of officers as presented. The motion was seconded by Ms. Flesland, voted on, and unanimously approved.

Roll call vote:

Ms. Augustin-Muhammad – yes	Mr. Dupree– yes
Mr. Castella – yes	Ms. Flesland - yes
Mr. Caswell– yes	Mr. Guzman – yes
Ms. Cloud – yes	Ms. Pratt – yes

- V. Public Comment

There were no requests to address the Board.

VI. Consideration of Minutes

- A. Meeting held on August 16, 2022: Upon motion made by Ms. Flesland, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.
- B. Meeting held on August 23, 2022: Upon motion made by Ms. Flesland, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

VII. COMMITTEE REPORTS

Chairperson Dupree requested an amendment to the agenda and called for a motion to present the Personnel and Community Relations resolutions first followed by the resolutions for Finance and Facilities.

Upon motion made by Ms. Flesland, seconded by Mr. Caswell, voted on and duly carried, the amendment to the agenda was approved.

A. Personnel and Community Relations

1. Approval of Retirement/Granting of Emeritus Status

RESOLUTION # 2023-07

Angela Flesland 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 Dr. Ellen Gambino, Provost and Vice President of Instruction and Learning, is hereby approved effective August 1, 2022, in accordance with the Settlement Agreement (Appendix A) dated September 21, 2022, and be it

FURTHER RESOLVED, that approval is granted to pay the appropriate “regular retirement” benefits earned, including payment of accrued vacation and sick time to TIAA and NYS deferred compensation accounts, as specified by Dr. Gambino, and be it

FURTHER RESOLVED, that, in recognition of Dr. Gambino’s dedicated service to Dutchess Community College, she be granted emeritus status upon her retirement, and be it

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

\* \* \* \* \*

Seconded by Mr. Caswell

Resolution Adopted Unanimously

2. Approval of Benefits for Management/Confidential Personnel

RESOLUTION NO. 2023-08

Ms. Flesland offers the following resolution and moves its adoption:

WHEREAS, in the past, the Board of Trustees has extended the benefits outlined in the College’s contract with Dutchess United Educators, with some exceptions, to management-confidential employees, and

WHEREAS, a review of these benefits was undertaken and it was determined that management-confidential benefits should be specifically, and separately, defined, now, therefore, be it  
 RESOLVED, that, based upon the recommendation of the President of the College, the benefits as specified in the attached document, which shall be made part of the official minutes of this meeting, are hereby approved for management-confidential staff.

\* \* \* \* \*

Seconded by Mr. Guzman

Resolution Adopted Unanimously

B. Finance and Facilities

a) FF& E and Technology Replacement and Upgrades

RESOLUTION NO. 2023-01

Linda Pratt offers the following resolution and moves 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 \$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 2023-2024 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 (\$100,000) 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:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share (Capital Chargeback)</u>
FF&E and Technology Replacements and Upgrades	200,000.00	100,000.00	100,000.00

and, be it

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

\* \* \* \* \*

Seconded by Darrah Cloud

Motion Carried  
 1 – Nay (S. Caswell)  
 7 – Yea

b) Mechatronics HVAC Lab

RESOLUTION NO. 2023-02

Linda Pratt offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Mechatronics and HVAC Lab with a total estimated cost of \$500,000 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 2023-2024 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 (\$250,000) would be funded through Capital Chargeback Funds, 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:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation )</u>	<u>Sponsor's Share (Capital Chargeback)</u>
Mechatronics and HVAC Lab	500,000.00	250,000.00	250,000.00

and, be it

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

\* \* \* \* \*

Seconded by Angela Flesland

Motion Carried  
1 – Nay (S. Caswell)  
7 – Yea

c) Educational Equipment and Technology

RESOLUTION NO 2023-03

Linda Pratt offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Educational Equipment and Technology with

a total estimated cost of \$500,000 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 2023-2024 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 (\$250,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and  
 RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

<u>Project Name</u>	<u>Estimated Total Cost</u>	<u>State's Share (Appropriation)</u>	<u>Sponsor's Share</u>
Educational Equipment and Technology	500,000.00	250,000.00	250,000.00

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

\* \* \* \* \*

Seconded by Frank Castella

Motion Carried  
 1 – Nay (S.Caswell)  
 7 – Yea

d) Hudson Hall Upgrades and Renovations – Design

RESOLUTION NO 2023-04

Linda Pratt offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Hudson Hall Upgrades and Renovations - Design with a total estimated cost of \$1,400,000 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 2023-2024 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 (\$700,000) 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 Upgrades and Renovations - Design	1,400,000.00	700,000.00	700,000.00

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

\* \* \* \* \*

Seconded by Aminah Augustin-Muhammad

Motion Carried  
1 – Nay (S. Caswell)  
7 – Yea

e) Dutchess Hall Renovations

RESOLUTION NO 2023-05

Linda Pratt offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Dutchess Hall Renovations – Phase 1 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 2023-2024 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:

Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
Dutchess Hall Renovations – Phase 1	2,000,000.00	1,000,000.00	1,000,000.00

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

\* \* \* \* \*

Seconded by Darrah Cloud

Motion Carried  
1 – Nay (S. Caswell)  
7 – Yea

f) Sports Field Improvements

RESOLUTION NO 2023-06

Ms. Pratt offers the following resolution and moves 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 \$1,500,000 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 2023-2024 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 (\$750,000) 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
Sports Field Improvements	1,500,000.00	750,000.00	750,000.00

and, be it

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

\* \* \* \* \*

Seconded by Aminah Augustin-Muhammad

Motion Not Carried

5 – Yea

3 – Nay

(S. Caswell, F. Castella, A. Flesland)

VIII. Report of the Student Trustee

- A. Student Trustee Augustin-Muhammad reported that she met with the purchasing department and they are working on purchasing a color printer for the library. Additionally, Ms. Augustin-Muhammad noted that she is working with the purchasing department to set up a way for Student Activities to make purchases using a credit card.
- B. Ms. Augustin-Muhammad reported on 5 new clubs that formed this fall.
- C. Ms. Augustin-Muhammad reported on a discussion being had with students regarding transportation to and from DCC and the Dutchess County Regional Airport for Aviation classes.
- D. Ms. Augustin-Muhammad reported on a Halloween event taking place in Conklin Hall in the month of October.

IX. Report of the Chairperson

- A. Chairman Dupree thanked Trustee Caswell for attending the ACEN meeting.
- B. Mr. Dupree reported on the signing of the DUE contracts and thanked County Executive, Marc Molinaro for his support.
- C. Mr. Dupree reported on the next meeting date for the Association Board Meeting.
- D. Mr. Dupree reported on the Dutchess County Classic Walkway Race hosted by DCC. He reported that there were nearly 700 participants.

X Report of the President

- A. Dr. Jordan thanked and welcomed the New Board Members to DCC.
- B. Dr. Jordan thanked the current members of the Board and expressed looking



forward to working with the Board this year.

- C. Dr. Jordan reported that a presentation and update on the Strategic Plan was supposed to take place at this meeting, however, due to timing this presentation and update will be postponed until the October meeting.

XI. Other Business

There was no other business to report on.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on October 25, 2022 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Augustin-Muhammad, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:59 p.m.

Respectfully submitted,

Joia Ponticello  
Executive Assistant  
*Date Submitted: October 25, 2022*

**MANAGEMENT/CONFIDENTIAL BENEFITS**

Summary of Benefits – Please contact Human Resources for more details

Benefit		
<p><b>Health Insurance</b></p> <p><u>Note:</u> Upon death of a management/confidential employee, health insurance will be fully paid for an eligible spouse and/or dependent for 3 months. They may remain on the plan after that time if they pay 100% of the premiums.</p>	<p><u>Choices:</u> Blue Cross/Blue Shield Healthy Advantage Blue Cross/Blue Shield EPO20</p> <p>Buyout for family coverage: \$3,000</p> <p>Individuals who opt out of health care coverage must provide written proof of alternate health insurance.</p>	<p>Employee Contribution effective September 1, 2018*:</p> <ul style="list-style-type: none"> <li>• Blue Cross/Blue Shield Healthy Advantage: 4% individual, 12.5% family</li> <li>• Blue Cross/Blue Shield EPO20: 2% individual, 8% family</li> </ul> <p>Maximum contribution per calendar year:</p> <ul style="list-style-type: none"> <li>• Blue Cross/Blue Shield Healthy Advantage: \$797 individual, \$5,552 family</li> <li>• Blue Cross/Blue Shield EPO20: \$354 individual, \$3,158 family</li> </ul> <p>Employee Contribution effective January 1, 2023</p> <ul style="list-style-type: none"> <li>• Blue Cross/Blue Shield Healthy Advantage: 4.5% individual, 18% family</li> <li>• Blue Cross/Blue Shield EPO20: 2% individual, 8% family:</li> </ul> <p>Maximum contribution per calendar year eff. January 1, 2023:</p> <ul style="list-style-type: none"> <li>• Blue Cross/Blue Shield Healthy Advantage: \$1000 individual, \$7000 family</li> <li>• Blue Cross/Blue Shield EPO20: \$500 individual, \$3,500 family</li> </ul> <p>Employees may pay for supplemental benefits through AFLAC.</p>
<p><b>Dental Insurance</b></p>	<p>College pays 100% of premiums</p>	
<p><b>Flex Spending</b></p>	<p>May be used for medical and dependent care</p>	<p>Employee may choose to participate</p>
<p><b>Life Insurance</b></p>	<p>Amount of payout is equal to 1 ½ times the base salary rounded to the nearest thousand dollars.</p>	
<p><b>Long Term Disability</b></p>	<p>60% of salary; up to maximum of \$7,500/month</p>	
<p><b>Retirement Plans</b></p>	<p><u>Choices:</u> New York State Employees' Retirement System (ERS) Teachers Retirement System (TRS) Optional Retirement Plan (ORP)</p>	<p>The College participates in the SUNY Retirement Program (mandated by SUNY).</p>

<p><b>Early Retirement</b></p>	<p>Eligibility – at least 55 years of age, not eligible for regular retirement, and at least 15 years of full-time service</p> <p>Early retirement incentive – age plus service is at least 85 years but less than 90 years, eligible for incentive payment equal to 50% of final academic year salary.</p> <p>If age plus service is 90 years or more, eligible for incentive payment equal to 25% of final academic year salary.</p>	<p>One year expanded early retirement payment incentive for 2022-2023 only – age plus service is at least 90 years or more at effective date of retirement are eligible for incentive payment of 50% final academic year salary. Must notify HR by December 1, 2022.</p> <p>Health Insurance – College will pay 85% for individual or 77.5% for family coverage until eligible Medicare eligible. Once Medicare eligible, College will pay 70% individual or 55% family coverage. Retirees are eligible for Medicare Part B reimbursement by College.</p> <p>Sick Leave – payment of 1 day for each 3 unused sick days up to 45 days</p> <p>Dental – retiree may purchase through COBRA</p> <p>Upon death of retiree, health insurance to be paid by surviving spouse/dependent children for 3 full calendar months. After 3 months, eligible spouse and dependent children have option to continue with College health plan and will be required to pay 100% of the monthly premium.</p>
<p><b>Regular Retirement</b></p>	<p>Eligibility - ages 65+ with 10 or more years of service</p>	<p>Health Insurance – College will pay 70% individual or 55% family coverage. Retirees are eligible for Medicare Part B reimbursement by College.</p> <p>Sick Leave – payment of 1 day for each 3 unused sick days up to 45 days</p> <p>Dental – retiree may purchase through COBRA</p> <p>Upon death of retiree, health insurance to be paid by surviving spouse/dependent children for 3 full calendar months. After 3 months, eligible spouse and dependent children have option to continue with College health plan and will be required to pay 100% of the monthly premium.</p>

<b>Vacation</b>	22 days/year; 24 days after 5 years of service; at end of fiscal year may get paid for 5 days AND carry over unused days up to a maximum of 20 days. Upon separation from the College, employees may receive a maximum of 30 days of unused vacation.	Employees are required to take a minimum of 10 vacation days per fiscal year.
<b>Sick</b>	12 days/year; cumulative up to 165 days	
<b>Personal</b>	5 days/year	
<b>Bereavement Leave</b>	4 days for each loss. Applies to mother, father, mother-in-law, father-in-law, husband, wife, domestic partner, siblings, children, grandparent, grandchild, or other dependents or household members.	
<b>Holidays</b>	12/year	
<b>Tuition Waiver</b>	DCC credit courses	Eligibility: employee, spouses, dependent children and dependent stepchildren
<b>Tuition Reimbursement</b>	\$2,000/year with approval of President	Includes reimbursement for certificates and professional licenses related to job responsibilities.
<b>Educational Achievement Bonus</b>	\$2,000 lump sum payment upon the completion of a doctorate degree, \$1,500 for a master's degree	
<b>Parental Leave</b>	Paid Leave May extend up to 8 consecutive calendar weeks starting within 6 months of the qualifying event.	
<b>Sabbaticals</b>	Eligible	

Attachment to Board of Trustees Resolution #2023-08

