

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting held on March 28, 2023
- VI. COMMITTEE REPORTS
  - A. Academic & Student Affairs (L. Gharthey, Chair)
    1. Reaffirmation of Procurement Policy (Res. # 2023-20)
    2. Reaffirmation of Emergency Management Policy (Res. #2023-21)
    3. Approval of Library Collection Development Policy (Res. #2023-22)
    4. Approval of Granting of Degrees Posthumously Policy (Res. #2023-23)
  - B. Board Policy (I. Guzman, Chair)
    1. Reaffirmation of Procurement Policy (Res. # 2023-20)
    2. Reaffirmation of Emergency Management Policy (Res. #2023-21)
    3. Approval of Library Collection Development Policy (Res. #2023-22)
    4. Approval of Granting of Degrees Posthumously Policy (Res. #2023-23)
  - C. Finance & Facilities (S. Appel, Chair)
    1. Approval of Campus Site Repairs and Upgrades Phase 1 and Phase 2 (Res. #2023-24)
  - D. Personnel and Community Relations (A. Flesland)
    1. Approval of Early Retirement/Emeritus Status (Res. #2023-25)
    2. Approval of Retirement/Emeritus Status (Res. #2023-26)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
- IX. Report of the President
- X. Other Business
- XI. Date of Next Meeting – **May 23, 2023**
- XII. Adjournment

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
March 28, 2023

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

Absent: Ms. Sheila Appel, Ms. Lisa Gharthey

- I. The meeting was called to order at 7:25 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. Public Comment

There were no requests to address the Board.

- V. Consideration of Minutes of Meeting held on March 7, 2023: Upon motion made by Ms. Flesland, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

VI. COMMITTEE REPORTS

A. Academic & Student Affairs (D. Cloud)

1. Approval of College's Slogan, Mission, Core Values, Lenses, and Institutional Goals):

RESOLUTION # 2023-16

D. Cloud offers the following resolution and moves its adoption:

WHEREAS, the College has developed a Strategic Plan with significant input from various constituencies, and

WHEREAS, the Board of Trustees has reviewed aforementioned plan, and

WHEREAS, the Board of Trustees endorses the concepts outlined in the plan, now, therefore, be it

RESOLVED, that the Board of Trustees hereby adopts the following Slogan, Mission, Vision, Core Values, Lenses, and Institutional Goals:

Slogan: Where Community Meets Opportunity.

Mission: Dutchess Community College offers access to a broad range of learning opportunities and experiences to meet the educational needs of a diverse community.

Vision: We empower our community to achieve their intellectual, economic and creative capacities to contribute as informed and engaged members of our society.

Core Values: Collaboration, Engagement, Equity, Innovation, Excellence

Lenses: Student, Learning, Community, Growth

Lens 1: Students - Develop lifelong learners.

- DCC provides students with a holistic educational experience, which supports greater engagement, persistence and goal completion.
- DCC is committed to being a 'student-ready' college.

Lens 2: Learning - Connect instruction with in-demand skills and careers.

- DCC aligns learning with academic and career paths while promoting intellectual curiosity and growth.
- DCC offers the infrastructure required to support exceptional instruction and learning.

Lens 3: Community - Ensure access to learning across generations and the education pipeline.

- DCC fosters an internal environment that promotes inclusion, collaboration and a deep sense of belonging.
- DCC strengthens external partnerships with public and private stakeholders to provide and promote learning opportunities.

Lens 4: Growth -Fuel individual, economic and workforce development.

- DCC uses evidence to develop and improve programming, marketing, recruitment and retention efforts to serve a larger and more diverse community of learners.
- DCC is committed to employee learning and professional development to benefit individuals and the College

\* \* \* \* \*

Seconded by I. Guzman

Motion Carried Unanimously

B. Finance & Facilities (S. Caswell)

1. Approval of Bid for Mechatronics & HVAC Labs

RESOLUTION # 2023-17

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.

\* \* \* \* \*

Seconded by A. Flesland

Motion Carried Unanimously

C. Personnel & Community Relations

1. Approval of Professional Staff Titles

RESOLUTION # 2023-18

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

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

- ESL (English as a Second Language) Professional Tutor (part-time)
- Reading and Literacy Professional Tutor (part-time)
- Tutoring Coordinator (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 titles of ESL (English as a Second Language) Professional Tutor (part-time), Reading and Literacy Professional Tutor (part-time), Tutoring Coordinator (full-time) in the professional service.

\* \* \* \* \*

Seconded by F. Castella

Motion Carried Unanimously

2. Approval of Tenure

RESOLUTION # 2023-19

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following faculty members are granted tenure, effective September 1, 2023:

- Mariana Melo, Assistant Professor, Department of Allied Health & Biological Sciences
- Nancy Perretta, Instructor, Department of Allied Health & Biological Sciences

\* \* \* \* \*

Seconded by I. Guzman

Motion Carried Unanimously

3. Approval of Promotions

RESOLUTION # 2023-20

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following faculty members are promoted in rank effective September 1, 2023:

From Instructor to Assistant Professor

David Gavner, Department of Behavioral Sciences  
Shalon Hallager, Department of History, Government & Economics  
Gordon Lake, Department of Allied Health & Biological Sciences  
Jennifer Santosuosso, Department of Behavioral Sciences  
Thomas Winship, Department of Business, Aviation & Construction Professions

From Assistant Professor to Associate Professor

Jason Bishop, Department of Behavioral Sciences  
Dinor Dhanabala, Department of Allied Health & Biological Sciences  
Ahmed Ismail, Department of Business, Aviation & Construction Professions  
Manish Jadhav, Department of Physical Sciences, Engineering & Technology  
Samantha Langton, Department of Physical Sciences, Engineering & Technology  
Scott Willmen, Department of Business, Aviation & Construction Professions

From Associate Professor to Full Professor

Sandra DeGuzman, Department of Mathematics & Computer Sciences  
Cathleen Greenan, Department of Behavioral Sciences  
Mehmet Kucukozer, Department of Behavioral Sciences  
Brenda Squires, Department of English & Humanities

\* \* \* \* \*

Seconded by A. Augustin-Muhammad

Motion Carried Unanimously

VII. Report of the Student Trustee

- A. Student Trustee Augustin-Muhammad began by providing the Board with an update on recent future student activities, including; the Writing Center hosting a poetry slam on March 30<sup>th</sup> , a Women in STEM panel on March 31<sup>st</sup>, the Dutchess Film Society & The Women's History Committee showing "Harriet" on March 31<sup>st</sup>, the Dress for success event on April 5<sup>th</sup> for the career fair on April 12<sup>th</sup>, the Alcohol & Consent workshop hosted by the counseling center on April 6<sup>th</sup> and the Bagels & Bio event which will continue with Professor Condon on April 13<sup>th</sup> and April 27<sup>th</sup>.
- B. Student Trustee Augustin-Muhammad also spoke about activities held in Conklin Hall to include: a Chartwells focus group being held on March 28<sup>th</sup>, Journal decorating with FDA Genesis on March 28<sup>th</sup>, Managing attention span with FDA Calliope on March 31<sup>st</sup>, an Easter egg door tag decorating event with RA Ashton being held on March 31<sup>st</sup> , and a Life skills event from anime characters with RA Aminah April 15<sup>th</sup>
- C. Student Trustee Augustin-Muhammad provide updates from the March SGA Meeting to include; Joe Reilly from ACT attending the meeting to speak about the career fair, dress for success, and the handshake app. Student Trustee Augustin-Muhammad also spoke about Dr. Rogers attending the SGA Meeting to speak about the Middle States Visiting Team Reception and Dinner on April 16<sup>th</sup> in which she encouraged members of SGA to sign up to attend.
- D. Student Trustee Augustin-Muhammad closed her report by speaking about her current tasks that she would like to complete to include; assisting Hall Government with planning events and reaching out to the Hudson Valley LGBTQ Center about providing an LGBTQ+ training for staff and faculty.

#### VIII. Report of the Chairperson

- A. Chairman Dupree spoke on successful college-wide highlights for the month of March 2023.

#### IX. Report of the President

- A. President Jordan began his report by thanking the Board for passing the resolutions presented this evening.
- B. President Jordan provided an update on meetings he was able to attend this month with State Representatives and Vice President Rathbun regarding the upcoming state budget. The state representatives felt that they received a lot of support for their request for a 4% increase over current funding in the state's budget FY24.

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. Augustin-Muhammad, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:56 p.m.

Respectfully submitted,

Joia Ponticello  
Executive Assistant  
*Date Submitted: April 25, 2023*



RESOLUTION NO. 2023-20

Board of Trustees, Dutchess Community College  
April 25, 2023

---

\_\_\_\_\_ 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

RESOLUTION NO. 2023-21

Board of Trustees, Dutchess Community College  
April 25, 2023

---

\_\_\_\_\_ 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

\_\_\_\_\_ 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

### **2.3.7 Library Collection Development**

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, studying, and other intellectual pursuits.

The following guidelines are established for the Library to fulfill this essential role.

#### *Guidelines for Collection Development*

In acquiring new materials for the Library's collection, priority will be given to materials that:

1. Are related to the College's academic programs;
2. Contribute to the scholarly and intellectual diversity of the collection;
3. Serve a clear pedagogical purpose;
4. Contain treatments of contemporary issues;
5. Add to the quality, inclusivity, and diversity of the collection, including providing for balanced presentations on controversial issues; or
6. Have recognized scholarly or artistic merit.

The Library will not typically acquire multiple copies of a work unless there is evidence of high and ongoing demand for the work.

Materials in languages other than English will not be acquired unless there is a particular relationship to the College's academic mission, such as supporting the modern language curriculum.

Teaching faculty members are encouraged to submit recommendations regarding acquisitions to the Library's ~~faculty~~ **staff**.

#### *Materials Authored by Faculty and Staff Members*

Scholarly books and other materials authored by faculty and other members of the college community will only be acquired by the Library if, in the discretion of the Librarians, they meet the collection development guidelines.

### Deselection

Deselection of library materials (withdrawal of items from the collection) is essential to maintaining a dynamic library collection. Information obsolescence and poor physical condition decrease the utility and value of Library's collection.

Criteria for deselection may include aging of information, poor physical condition of the material, changes in curriculum which reduce the relevance of subject areas, availability of alternate access to the content of materials, replacement of information in another format or area, and insufficient interest on the part of the Library's patrons.

### Prohibition of Disruptive Behavior

The Library's space is expressly reserved for reading, studying, and other intellectual pursuits.

Patrons are therefore prohibited from excessive talking outside of designated collaborative spaces or engaging in other behaviors that can be expected to interfere with the quietude of the Library, distract other patrons, or cause patrons to experience discomfort.

Videography is prohibited within the Library unless consent is received from the Director of the Library. Under no circumstances may a Library patron be photographed without consent.

Patrons are not permitted to bring food or drink into the Library.

### Gifts and Donations

The same standards will be used in accepting donated materials as are applied to purchases. The Library reserves the right to give away or dispose of unwanted gift items. The appraisal of gift items for the purposes of income taxes is the responsibility of the donor. The Library is not able to accept magazines, textbooks more than three years old, ~~our out-of-date~~ or out-of-date materials that are outside the scope of the collection.

### Reserve Textbook Purchasing

The Library purchases reserve textbooks for courses with high enrollment. Reserve textbooks are available for students to use in the library. The Library does not purchase lab manuals or handbooks.

*Operating Within Budget Limitations*

All Library collection development is done within the limitations of our budget. The Library makes every effort to support the curriculum of the college with appropriate resources within the available budget.

DRAFT

RESOLUTION NO. 2023-23

Board of Trustees, Dutchess Community College  
April 25, 2023

---

\_\_\_\_\_ 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

### **2.1.3 Granting of Degrees Posthumously**

The Trustees of Dutchess Community College shall consider the posthumous awarding of a degree for a student who has met the following established criteria at the time of death:

The student was registered for the classes they needed to earn their degree at the time they passed away; the student is deemed to be in good academic standing at the time of death; either the chair of the department or program from which the degree will be awarded or the Vice President for Instruction and Learning recommends the degree; and the student would have otherwise met all other requirements for graduation.

DRAFT



\_\_\_\_\_ offers the following resolution and moves its adoption:

WHEREAS, the Campus Site Repairs and Upgrades Capital Projects were approved as capital projects by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College and the Dutchess County Legislature, and

WHEREAS, bid RFB-DCC-04-2023, was duly advertised and requested for the 2023 Site Improvements, Phase 1, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 pm, on April 6, 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, and

WHEREAS, the funds are available in Campus Site Repairs and Upgrades Capital Projects, now, therefore, be it

RESOLVED, that the bid received for the 2023 Site Improvements, Phase 1, Base Bid with Alternate 2 for Concrete sidewalk along Parking lot "A" in accordance with the specifications, be awarded to Con-Tech Construction Technology, Inc. in the amount of \$1,614,850.00.

\* \* \* \* \*

Seconded by \_\_\_\_\_

**DUTCHESS COMMUNITY COLLEGE  
POUGHKEEPSIE, NY**

<b>RFB-DCC-04-2023</b>	<b>Site Improvements / Phase 1</b>	<b>Opening: April 6, 2023 3:00 PM</b>	
	BIDDER NAME	BIDDER NAME	BIDDER NAME
<b><u>GENERAL WORK</u></b>	<b>Cpm-Tech Construction Technology, Inc. Carmel, NY</b>		
<b><u>BASE BID (including Allowance)</u></b>	<b>\$ 1,496,850.00</b>		
Alternate #1: Add snow melt system to exterior stairs and sidewalks	\$ 256,000.00		
<b>Alternate #2: Add concrete sidewalk along Parking lot "A"</b>	<b>\$ 118,000.00</b>		
TOTAL PRICE:	\$ 1,870,850.00		
<b>Recommended Total (Base Bid + Alternate #2)</b>	<b>\$1,614,850.00</b>		
RFB OPENED BY: _____		RFB RECORDED BY: _____	
COMMENTS: _____			

\_\_\_\_\_ 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

\_\_\_\_\_ 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_