

Meeting, Board of Trustees
Dutchess Community College
February 22, 2022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting Held on January 25, 2022
- VI. COMMITTEE REPORTS
 - A. Finance and Facilities (S. Appel, Chair)
 1. Approval of Bids:
 - a. Hudson Hall HVAC Upgrade – Mechanical (Res. #2022-19)
 - b. Hudson Hall HVAC Upgrade – Electrical (Res. #2022-20)
 - B. Personnel and Community Relations (A. Flesland, Chair)
 1. Approval of Professional Staff Title (Res. #2022-21)
 2. Approval of Professional Staff Appointments (Res. #2022-22)
 3. Approval of Retroactive Emeritus Status (Res. #2022-23)
 4. Approval of Memorandum of Agreement with Dutchess United Educators (Res. #2022-24)
 - C. Board Policy Committee
 1. Reaffirmation of Policies (Res. #2022-25)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
- IX. Report of the President
- X. Other Business
- XI. Date of Next Meeting – **March 22, 2022**
- XII. Adjournment

VI. COMMITTEE REPORTSA. Finance and Facilities (S. Appel, Chair)1. Approval of Bids:

The College hired an engineering firm to ensure that all campus buildings are in compliance with appropriate air quality standards. Survey results indicated that, while Hudson Hall is safe, it would be advantageous to have the ventilation units replaced. Since proper ventilation is a key prevention strategy for maintaining a healthy environment and is an important part of COVID safety measures, it has been determined that the HVAC system in Hudson Hall should be upgraded. Funding for this project is available from COVID relief Federal stimulus funds and College operating funds if needed.

a. Hudson Hall HVAC Upgrade - Mechanical (Res. #2022-19)

It is recommended that the mechanical portion of this project be awarded to the low bidder: **Mengler Mechanical Inc.**, in the amount of **\$712,000**.

b. Hudson Hall HVAC Upgrade – Electrical (Res. #2022-20)

It is recommended that the electrical portion of this project be awarded to the low bidder: **Hudson Valley Electrical Construction Management**, in the amount of **\$40,000**

B. Personnel and Community Relations (A. Flesland, Chair)1. Approval of Professional Staff Title (Res. #2022-21)

Section 35 of the New York State Civil Service law requires that the initial determination of titles in the Professional Service be made by the College Board of Trustees. Titles are then submitted to the State University of New York (SUNY). Based upon a review of the needs of the College, it is recommended that the Board approve the title of **Director of Athletics**.

2. Approval of Professional Staff Appointments (Res. #2022-22)

Benjamin Jones is recommended for appointment as Acting Director of the Math & Science Center, for the period of February 7, 2022 through August 31, 2022, at an annual salary of \$53,544, prorated for the period time worked. Mr. Jones, who received his B.A. from Grinnell College, has been serving as an adjunct instructor and professional tutor at DCC since 2013. He is also the owner and operator of Pilder Tutoring.

Jaclyn Murray is recommending for appointment as Acting Director of Marketing, Social Media and College Communications, for the period February 28, 2022 through August 31, 2022, at an annual salary of \$80,000, prorated for the period of time worked. Ms. Murray, who has been serving as the College's Print & Multimedia Designer since 2015, received her B.S. in Integrated Marketing Communications from Roy H. Park School of Communications, Ithaca College.

Susan Rogers is recommended for the position of Chief of Staff and Vice President for Institutional Effectiveness for the period February 28, 2022 through August 31, 2022, at an annual salary of \$160,000, prorated for the period of time worked. Dr. Rogers received her B.S. in Psychology from SUNY New Paltz, and her M.S. and Ph.D. in Educational Psychology & Methodology from SUNY Albany. She has been serving as the Associate Dean of Academic Affairs for Curriculum & Assessment at DCC since 2018.

Scott Schnackenberg is recommended for appointment as Acting Vice President for Enrollment and Student Success, for the period February 7, 2022 through August 31, 2022, at an annual salary of \$160,000, prorated for the period of time worked. Mr. Schnackenberg, who has been serving as the Director of Institutional Research, Planning and Assessment at DCC since 2017, received his B.S. in Computer Science and B.S. in Sociology from Clarkson University.

3. Approval of Retroactive Emeritus Status (Res. #2022-23)

It was brought to the attention of the Board of Trustees that several individuals were not officially granted emeritus status at the time of their retirement. Therefore, it is recommended that, for the record, the Board retroactively award emeritus status to these individuals.

4. Approval of Memorandum of Agreement with Dutchess United Educators (Res. #2022-24)

A Memorandum of Agreement (MOA) between Dutchess United Educators (DUE) and the College regarding the re-establishment of in-person mental health services has been negotiated. The membership of DUE has approved the MOA, and it is recommended that the Board of Trustees do the same.

C. Board Policy Committee

1. Reaffirmation of Policies (Res. #2022-25)

Upon review of the policies related to Alcohol, Campus Code of Conduct, Conflict of Interest, and Indemnification, the Board Policy Committee is recommending that these policies be reaffirmed.

_____ offers the following resolution and moves its adoption:

WHEREAS, the Hudson Hall HVAC Improvements project has been determined to be advantageous to maintain a healthy environment, and

WHEREAS, a bid for the Contractor was duly advertised and requested for the mechanical portion of the Hudson Hall HVAC Improvements, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 11:00 am, on November 16, 2021, 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, funding for this project is available from COVID relief Federal stimulus funds and the College's operating budget if needed, now, therefore, be it

RESOLVED, that the bid received for the Mechanical HVAC Contractor for the Hudson Hall HVAC Improvements, Base Bid with Alternate 1 Roof Top heat Pump and Alternate 2 Roof Mounted Exhaust Fans, in accordance with the specifications, be awarded to Mengler Mechanical, Inc. Brewster NY, in the amount of \$712,000.

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Seconded by _____

DUTCHESS COMMUNITY COLLEGE
POUGHKEEPSIE, NY

RFB-DCC-04-2022	HUDSON HALL HVAC IMPROVEMENTS	DUE NOVEMBER 16, 2021 11:00 AM			
		VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME
	<u>HVAC UNIT</u>	Clean Air Quality Service, Inc. Hawthorne, NY	S & L Plumbing & Heating Corp White Plains, NY	S & O Construction Services Inc. Pleasant Valley, NY	Mengler Mechanical, Inc. Brewster, NY
	<u>HVAC BASE BID:</u>				
	Provide all labor, materials, supplies, equipment, and other facilities as required for construction of the Dutchess Community College Hudson Hall HVAC Improvements Base Bid Work., including all incidentals, as indicated in the Contract Specifications and in the Contract Drawings. Excluding Alternate Work Items.	\$638,609.00	\$693,000.00	\$860,327.00	\$592,000.00
	<u>HVAC ALTERNATE NO. 1</u>				
	Replace Packaged Roof Top Heat Pump	\$41,000.00	\$34,900.00	\$33,174.00	\$31,500.00
	<u>HVAC ALTERNATE NO. 2</u>				
	Replace Existing Roof Mounted Exhaust Fans	\$205,000.00	\$131,200.00	\$147,622.00	\$88,500.00
	TOTAL	\$884,609.00	859,100.00	\$1,041,123.00	\$712,000.00

_____ offers the following resolution and moves its adoption:

WHEREAS, the Hudson Hall HVAC Improvements project has been determined to be advantageous to maintain a healthy environment, and

WHEREAS, a bid for the Contractor was duly advertised and requested for the electrical portion of the Hudson Hall HVAC Improvements, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 11:00 a.m., on February 2, 2022, 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, funding for this project is available from COVID relief Federal stimulus funds and the College's operating budget if needed, now, therefore, be it

RESOLVED, that the bid received for the Electrical Contractor for the Hudson Hall HVAC Improvements, Base Bid with Alternate 1 Roof Top heat Pump and Alternate 2 Roof Mounted Exhaust Fans, in accordance with the specifications, be awarded to Hudson Valley Electrical Construction Management, Milton NY, in the amount of \$40,000.00.

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Seconded by _____

DUTCHESS COMMUNITY COLLEGE
POUGHKEEPSIE, NY

RFB-DCC-08-2022	HUDSON HALL HVAC IMPROVEMENTS ELECTRICAL		DUE FEBRUARY 02, 2022 11:00 AM	
<u>ELECTRIC UNIT</u>	Stilsing Electric, Inc Rensselaer NY	Hudson Valley Electrical Construction Management, Milton NY	Foremost Electric Company Brewster, NY	
<u>ELECTRIC BASE BID:</u>	\$ 19,747.00	\$ 16,000.00	\$ 34,518.00	
Provide all labor, materials, supplies, equipment, and other facilities as required for electrical construction of the Dutchess Community College Hudson Hall HVAC Improvements Base Bid Work., including all incidentals, as indicated in the Contract Specifications and in the Contract Drawings. Excluding Alternate Work Items.				
<u>ELECTRIC ALTERNATE NO. 1</u>	\$ 2,570.00	\$ 3,000.00	\$ 3,472.00	
Replace Packaged Roof Top Heat Pump				
<u>ELECTRIC ALTERNATE NO. 2</u>	\$ 26,830.00	\$ 21,000.00	\$ 62,884.00	
Replace Existing Roof Mounted Exhaust Fans				
TOTAL	\$ 49,147.00	\$ 40,000.00	\$ 100,874.00	
RFB OPENED BY: _____	RFP RECORDED BY: _____			
COMMENTS:				

RESOLUTION NO. 2022-21

Board of Trustees, Dutchess Community College
February 22, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, a review of the College's organizational structure, planned realignment, and related professional titles was conducted, and

WHEREAS, based upon this review, it has been determined that the title of Director of Athletics needs to be created to align with the current needs of the College, 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 title of Director of Athletics in the professional service:

* * * * *

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 following appointments to the professional staff of Dutchess Community College are hereby approved:

Benjamin Jones, Acting Director of Math & Science Center, for the period of February 7, 2022 through August 31, 2022, at an annual salary of \$53,544, prorated for the period time worked

Jaclyn Murray, Acting Director of Marketing, Social Media and College Communications, for the period February 28, 2022 through August 31, 2022, at an annual salary of \$80,000, prorated for the period of time worked

Susan Rogers, Chief of Staff and Vice President for Institutional Effectiveness, for the period February 28, 2022 through August 31, 2022, at an annual salary of \$160,000, prorated for the period of time worked.

Scott Schnackenberg, Acting Vice President for Enrollment and Student Success, for the period February 7, 2022 through August 31, 2022, at an annual salary of \$160,000, prorated for the period of time worked.

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Seconded by _____

_____ offers the following resolution and moves its adoption:

WHEREAS, the Board Policy related to the Granting of Emeritus Status states that all members of the professional staff who retire because of age or who are retired because of incapacity shall be automatically granted emeritus status, and

WHEREAS, it further states that the granting of emeritus status shall be confirmed by action of the Board of Trustees, and

WHEREAS, the resolutions related to the following individuals' retirement did not specifically state that emeritus status was awarded:

William Benedetto
Klaus Gessler
Patrick Griffin
Ingeborg Grutzner
Carmen McGill

Ginny Stoeffel
David Teague
Sally Weglinski
Michael Weida
Anthony Zito

Now, therefore, be it

RESOLVED, that the above-named individuals are hereby granted emeritus status retroactive to their retirement date and within their academic or professional rank at the time of retirement, and be it

FURTHER RESOLVED, that the Board of Trustees thanks them for their years of service to the College.

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Seconded by _____

RESOLUTION NO. 2022-24

Board of Trustees, Dutchess Community College
February 22, 2022

_____ offers the following resolution and moves its adoption:

WHEREAS, the College and Dutchess United Educators (DUE) have reached a Memorandum of Agreement (MOA) regarding in-person mental health services, and

WHEREAS, the membership of DUE has approved the MOA, 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 _____

NEW YORK STATE
PUBLIC EMPLOYMENT RELATIONS BOARD
-----X

DUTCHESS UNITED EDUCATORS,

Charging Party,

STIPULATION OF AGREEMENT

-against-

PERB Case No. U-37763

DUTCHESS COMMUNITY COLLEGE and
COUNTY OF DUTCHESS,

Employer.

-----X

The Dutchess United Educators Full-time Unit, the Dutchess United Educators Part-time Unit, the Dutchess Community College (the "College"), and the County of Dutchess (the "County") (collectively, the "Parties") enter into the following Stipulation of Agreement:

1. The Charging Party hereby withdraws, with prejudice, the improper practice charge filed in the referenced matter.
2. By no later than January 1, 2023, the College shall re-establish in-person mental health counseling for students as part of a comprehensive student well-being program designed to foster a greater and immediate sense of community that will help students readily address feelings of loneliness, isolation and anxiety, and incorporate regular movement into their daily routines. The Professional Staff Organization and appropriate committees shall participate in, and recommend to the President, the design of the in-person mental health support for students. Final approval for such a program will rest with the College President.
3. As part of the establishment of in-person mental health and wellbeing programming for students referenced in paragraph 2 above, the College shall create no fewer than two (2) bargaining unit positions, of which at least one (1) position will be full-time.
4. The College shall establish minimum job qualifications and job descriptions for each of the newly created positions referenced in paragraph 3 above. Notwithstanding Article 6.11 of the Collective Bargaining Agreement, Employees selected for the newly created positions may be regularly scheduled to work weekends and/or evenings to meet the needs of students, and, if full-time, shall not be regularly scheduled to work in excess of a forty (40) hour workweek consistent with the current practice for scheduling meals and break times for Non-teaching Educators.

5. DUE members who were either retrenched or whose contracts were not renewed shall be granted an interview for said position(s) provided they submit a timely application and meet the minimum qualifications for the positions. All factors (including, but not limited to, credentials, work experience, evaluations/recommendations, job interview) being relatively equal, the former DUE unit member shall be given preference in the filling of said position(s).
6. The College shall have the discretion to supplement the use of bargaining unit members providing in-person wellbeing support for students with non-unit members or outside contractors, provided that it does not result in the retrenchment or non-renewal of any of the newly established unit member positions.
7. By no later than January 1, 2023, the College shall establish three (3) bargaining unit positions whose role, in part, will be to coordinate and to provide learning support including tutoring. The Professional Staff Organization and - appropriate committees shall participate in, and recommend to the President, the design of the tutoring support services for students. Final approval for such a program will rest with the College President.
8. The College shall establish minimum job qualifications and job descriptions for each of the positions referenced in paragraph 7 above. Notwithstanding Article 6.11 of the Collective Bargaining Agreement, Employees selected for these positions may be regularly scheduled to work weekends and/or evenings to meet the student body needs, and, if full-time, shall not be regularly scheduled to work in excess of a forty (40) hour workweek consistent with the current practice of scheduling meals and break times for Non-teaching Educators..
9. DUE members who were either retrenched or whose contracts were not renewed shall be granted an interview for said position(s) provided that they submit a timely application and meet the minimum qualifications for the positions. All factors (including, but not limited to, credentials, work experience, evaluations/recommendations, job interview) being relatively equal, the former DUE unit member shall be given preference in the filling of said position(s).
10. While the College agrees that it will not contract out the work responsibilities assigned to the positions referenced in paragraph 7 above, nothing herein shall limit the College's discretion to utilize the services of on-line tutors and/or peer tutors, or require the College to re-establish the Academic Services and Testing Center ("AST").
11. This Stipulation sets forth the full and complete settlement between the parties.
12. This Stipulation is subject to the approval of the parties pursuant to each party's governing rules and procedures

Dated: February 11, 2022

By: _____
Dutchess Community College

By: _____
Dutchess United Educators Full
Time Unit

By: Add language for County reservations on settlement

The County of Dutchess

By: _____
Dutchess United Educators Part
Time Unit

_____ offers the following resolution and moves its adoption:

WHEREAS, in keeping with good governance practices, the Board Policy Committee reviews Board and College administrative policies on a regular basis, and

WHEREAS, the following policies were reviewed as part of this ongoing process:

- Alcohol Policy
- Campus Code of Conduct
- Conflict of Interest Policy
- Indemnification

AND, WHEREAS, these policies were determined to still be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendation of the Policy Review Committee, the current aforementioned policies are hereby reaffirmed and shall remain in effect, and be it

FURTHER RESOLVED, that the Board reconsider these policies 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 _____