

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
May 31, 2022

Trustees Present: Mr. Michael Francis Dupree, Chair; Mr. Stephen Caswell, Ms. Angela Flesland, Ms. Lisa Gharthey, Mr. Ibis Guzman, and Mr. Miguel Dominguez, Student Trustee
Dr. Peter Grant Jordan, President

Absent: Ms. Sheila Appel,

- I. The meeting was called to order at 7:09 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Chairman Dupree asked for a moment of silence in recognition of the untimely and tragic death of DCC student Anne Chianese.

IV. Approval of Agenda:

Chairman Dupree asked for a motion to amend the agenda to remove Resolution #2022-45. Ms. Flesland made the motion to amend the agenda as requested. The motion was seconded by Mr. Guzman, voted on and approved.

A motion to accept the agenda as amended was made by Ms. Flesland and seconded by Mr. Guzman. The agenda as amended was voted on and approved.

V. Public Comment

There were no requests to address the Board.

- VI. Consideration of Minutes of Meeting held on May 3, 2022: Upon motion made by Mr. Caswell, seconded by Ms. Gharthey, 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. Finance and Facilities

1. Approval of RFP for Marketing & Communications Consultant

RESOLUTION NO. 2022-40

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

WHEREAS, a Request for Proposals for Marketing and Communication Services was requested on RFP-DCC-12-2022, and
 WHEREAS, there were four (4) proposals received as shown on the tabulation sheet attached to this resolution, and
 WHEREAS, the College has reviewed each proposal, and
 WHEREAS, the proposal received from SPARK451 best meets the College’s needs and meets the required specifications, and
 WHEREAS, funds are available from the operating budget, now, therefore, be it
 RESOLVED, that the contract for Marketing and Communication Services be awarded to SPARK451, Westbury, NY in an amount of \$124,799.00.

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Seconded by Mr. Guzman Resolution adopted unanimously

2. Approval of Tuition and Fee Schedule for 2022-2023

RESOLUTION NO. 2022-41

Mr. Caswell offered the following resolution and moved its adoption:
 WHEREAS, a Tuition and Fee Schedule and Refund Policy are prepared each year following the guidelines of the State University of New York, and
 WHEREAS, the Board of Trustees reviews the Tuition and Fee Schedule and the Refund Policy as part of the annual budget process, and
 WHEREAS, it is necessary for the Board of Trustees to approve these fees each year, now, therefore, be it
 RESOLVED, that the Tuition and Fee Schedule and the Refund Policy for fiscal year 2022-2023, which are attached and shall be made part of the official minutes of this meeting, are hereby approved.

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Seconded by Ms. Flesland Resolution adopted unanimously

3. Approval of Operating Budget for Fiscal Year 2022-2023

RESOLUTION NO. 2022-42

Mr. Caswell offered the following resolution and moved its adoption:
 WHEREAS, the Annual Operating Budget Request of Dutchess Community College for the period September 1, 2022 through August 31, 2023 has been developed in accordance with guidelines furnished by the State University of New York, and
 WHEREAS, the requirement for operating expenditures has been determined to be \$59,613,115 now, therefore, be it
 RESOLVED, that the Operating Budget for Dutchess Community College for the fiscal year September 1, 2022 through August 31, 2023, in the amount of \$59,613,115 with anticipated funding from the County of Dutchess by appropriation from fiscal year 2023 of \$16,787,898, is hereby approved.

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Seconded by Mr. Guzman Resolution adopted unanimously

4. Acceptance of Audit for Fiscal Year 2020-2021

RESOLUTION NO. 2022-43

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

WHEREAS, the Dutchess Community College Board of Trustees has a responsibility to conduct business according to prudent, professional, and accepted practices, and
 WHEREAS, the Financial Statements of Dutchess Community College for the fiscal year ending August 31, 2021 were reviewed by the outside auditing firm of Bonadio & Co. LLP, and
 WHEREAS, in the opinion of the independent auditors, the financial statements of the College conform with generally accepted accounting practices in all respects, and
 WHEREAS, the Board Finance and Facilities Committee has reviewed the audit with representatives of Bonadio & Co. LLP and recommends that the Board of Trustees accept the audit for fiscal year 2020-2021, and
 WHEREAS, the members of the Board of Trustees have received copies of the audit for review, now, therefore, be it
 RESOLVED, that, based upon the recommendation of the Finance and Facilities Committee, the Board of Trustees hereby accepts the independent auditor’s report for the fiscal year 2020-2021.

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Seconded by Ms. Ghartey Resolution adopted unanimously

5. Authorization to Sign Checks

RESOLUTION NO. 2022-44

Mr. Caswell offered the following resolution and moved its adoption:
 WHEREAS, the Board of Trustees had determined and approved that, on behalf of Dutchess Community College, the positions of President, Provost and Vice President of Academic Affairs and Student Services, Vice President of Administration, Dean of Student Services and Associate Vice President of Administration shall be authorized to sign checks for Dutchess Community College, and
 WHEREAS, these titles have changed and this authorization needs to be updated, and
 WHEREAS, TD Bank requires that such changes in authorizations be confirmed by resolution of the Board of Trustees, now, therefore, be it
 RESOLVED, that, effectively immediately, the individuals in the positions of President, Chief of Staff & Vice President of Institutional Effectiveness, Vice President of Finance and Administration, and Associate Vice President of Administration are hereby authorized to sign checks on behalf of Dutchess Community College for amounts up to \$10,000 on accounts maintained at TD Bank, and, be it
 FURTHER RESOLVED, that, on accounts maintained at TD Bank, amounts of \$10,000 or more must be co-signed by the President or the Vice President of Finance and Administration or authorized designee.
 FURTHER RESOLVED, that this resolution supersedes all previous related resolutions.

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Seconded by Mr. Guzman Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of MOA with DUE re Remote Courses for 2021-2022-FT

RESOLUTION NO. 2022-46

Ms. Flesland offered the following resolution and moved its adoption:
WHEREAS, the College and Dutchess United Educators (DUE) have reached a Memorandum of Agreement (MOA) to address the training and work that was required by full-time faculty to develop additional courses taught in remote modalities as the College transitioned out of the COVID 19 pandemic in Fall 2021 and Spring 2022, 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.

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Seconded by Mr. Dominguez Resolution adopted unanimously

2. Approval of MOA with DUE re Remote Courses for 2021-2022-PT

RESOLUTION NO. 2022-47

Ms. Flesland offered the following resolution and moved its adoption:
WHEREAS, the College and Dutchess United Educators (DUE) have reached a Memorandum of Agreement (MOA) to address the training and work that was required by part-time faculty to develop additional courses taught in remote modalities as the College transitioned out of the COVID 19 pandemic in Fall 2021 and Spring 2022, 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.

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Seconded by Mr. Guzman Resolution adopted unanimously

3. Approval of MOA with DUE re Transition to Brightspace

RESOLUTION NO. 2022-48

Ms. Flesland offered the following resolution and moved its adoption:
WHEREAS, SUNY is implementing a system-wide migration to a new digital Learning Management System called Brightspace that is scheduled to be completed by the spring 2023 semester, and
WHEREAS, the College and DUE have developed an MOA to address transitioning existing online courses from Blackboard to Brightspace, 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.

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Seconded by Mr. Guzman Resolution adopted unanimously

C. Board Policy Committee

1. Approval of Revision to Investment Policy

RESOLUTION NO. 2022-49

Mr. 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 Investment Policy needs to be revised, now, therefore, be it

RESOLVED, that, based upon the recommendation of the Policy Committee and review by the Board of Trustees, the revised Investment Policy, 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 Mr. Caswell

Resolution adopted unanimously

VIII. Report of the Student Trustee

Student Trustee Dominguez started his report by saying graduation was special and inspiring. Unfortunately, he was unable to finish his report due to technical difficulties.

IX. Report of the Chairperson

- A. Chairman Dupree thanked the members of the Board for their flexibility in rescheduling the May Board meeting.
- B. Mr. Dupree reported that the annual DCC Foundation golf tournament, which was held at the Links in Unionvale, was very successful. There were 96 golfers and the event netted over \$59,000. Messrs. Ryan Fohl and Raymond Freda were this year's co-chairs.
- C. Chairman Dupree announced that the DCC Foundation awarded 160 scholarships for the 2022-2023 academic year. This represents approximately \$160,000 in tuition. He thanked the staff for their efforts to make these scholarships available to our students.
- D. Through donations, the Foundation has made it possible to shelter five housing-insecure students in the residence hall. They will have room and board and attend classes over the summer. They will also be given the opportunity for employment on campus.
- E. Mr. Dupree spoke about graduation. This year, our graduates ranged in age from 18 to 73. He said the event was well orchestrated, and he thanked the faculty and staff for their efforts to ensure that it was special for our students. He thanked Dr. Jordan for his inspiring speech. He also thanked Trustees Caswell, Guzman and Dominguez for attending the ceremony.

F. Resolution of Commendation for Student Trustee Dominguez

RESOLUTION NO. 2022-50

Mr. Dupree offered the following resolution and moved its adoption:
 WHEREAS, Mr. Miguel Dominguez will complete his term as Student Trustee on the Board of Trustees of Dutchess Community College on June 30, 2022, and
 WHEREAS, Mr. Dominguez has served as a member of the Board of Trustees from 2021 to 2022, all of the time representing the best interests of the students of Dutchess Community College, and
 WHEREAS, Mr. Dominguez’s participation as the student member of the Board of Trustees greatly enhanced the ability of the Board to better serve the students at Dutchess Community College, and
 WHEREAS, the Board of Trustees recognizes and commends Mr. Dominguez for his dedication as the student member of the Board, now, therefore, be it
 RESOLVED, that the Board of Trustees extends its appreciation to Mr. Dominguez for his dedication and commitment to the excellence of Dutchess Community College, and be it
 FURTHER RESOLVED, that the Board of Trustees approves this resolution in recognition of Mr. Dominguez’s outstanding service to Dutchess Community College and extends its best wishes to him for success in all his future endeavors.

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Seconded by Mr. Guzman

Resolution adopted unanimously

X. Report of the President

A. President Jordan expressed his appreciation to the planning committee, volunteers, faculty and staff for their role in ensuring that the graduation ceremony was a success. Their efforts made the event very special. This year, we had 836 students graduate, which is evidence of the positive impact that the College has on the community we serve.

Dr. Jordan said that sixteen of the first cohort of seventeen students in the Aviation Maintenance Technician Program will be graduating in August. They are working on obtaining their FAA Airframe and Powerplant licenses. Some have already completed the airframe portion of the requirements, and one student has already received an offer of employment.

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

Mr. Schnackenberg reported on the summer sessions. As of today, a little over 1,400 students have enrolled for approximately 7,800 credits, which is down 8.5% compared to last year at this point in time. There are still six weeks before the second summer session starts, so enrollment may increase between now and then.

Through the generosity of the DCC Foundation, a pilot program for housing-insecure students has been launched. A cohort of five students are living in the residence hall and are taking summer classes.

Mr. Schnackenberg also gave a report on enrollment for the fall semester. As of today, a little over 1,400 students have enrolled for over 16,000 credits, which is approximately 1% fewer credits compared to last year at an equivalent point in time. As of now, we have 100 fewer new students; however, the number of full-time returning students increased by 11%, and part-time credits increased by 2%.

We have received approximately 3,000 new student applications for the fall, which is 19% more than last year at this point in time; however, we are still 18% below where we were two years ago.

Mr. Schnackenberg informed Board members that SUNY shared the results of their most recent deposit survey for the four-year campuses. There is a wide difference between the schools: the big University Centers have all seen declines, the University Colleges have increased by 9%, and the Colleges of Technology have increased by 4%. The concern for DCC is that we are in competition with some of those colleges that have shown an increase.

Mr. Schnackenberg announced a new initiative. He and his counterpart at New Paltz are working on an agreement whereby applicants from Dutchess and Putnam Counties and New York City who are denied admission to New Paltz will be offered admission to DCC with the guarantee of a transfer admission to New Paltz once they earn their degree at DCC and maintain a 2.75 GPA. There will be joint programs where students can be involved on the New Paltz campus while they are students at DCC.

XI. Other Business

There was none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on July 12, 2022 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, Mr. Guzman, seconded by Mr. Caswell, voted on, and duly carried, made a motion to adjourn the meeting. The meeting adjourned at 7:38 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

DUTCHESS COMMUNITY COLLEGE
POUGHKEEPSIE, NY

RFP-DCC-12-2022			
MARKETING AND COMMUNICATIONS		BID OPENING DATE: 5-03-2022	TIME: 12:00 PM
	BIDDERS NAME	BIDDERS NAME	BIDDERS NAME
	Stamats Communications, Inc.	VisonPoint Marketing, LLC	SPARK451
	Cedar Rapids, IA	Raleigh, NC	Westbury, NY
PROPOSAL COST	\$147,000.00	\$224,497.50	<u>\$124,799.00</u>
RFP OPENED BY: _____ RFP TABULATION RECORDED BY: _____			
COMMENTS: _____			

DUTCHESS COMMUNITY COLLEGE
Tuition and Fee Schedule
2022-2023

Tuition New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:

Full – Time:		\$2,300
	(per semester)	
Part – Time:		\$192
	(per credit hour)	

Tuition New York State residents who are not residents of the sponsorship area and do not present a Certificate(s) of Residence:

Full – Time:		\$4,600
	(per semester)	
Part – Time:		\$384
	(per credit hour)	

Tuition Non-New York State Residents:

Full – Time:		\$4,600
	(per semester)	
Part – Time:		\$384
	(per credit hour)	

Discounted tuition for off-peak, off-site, early admit and high school courses as determined by College officials in compliance with NYS Education Law:

Per Credit Hour Equivalent	TBD
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MANDATORY FEES

Description	Charge	Per	Service Rendered
College Fee	5.00	Full-time	Participation in Student Activities and Athletics (Fall and Spring Semester Only)
	5.00	Part-time	
Technology Fee	13.00	Full-time	Per Credit
	13.00	Part-time	
Open Educational Resources (OER)	5.00	Full-time	Per student
	5.00	Part-time	
			Course Materials

OTHER FEES

Description	Charge	Per	Service Rendered
Aviation Science: Pilot Private	16,000**	Semester	Flight School
Instrument C172R	14,500**		
Commercial Special	16,350**		
Commercial Special	11,840**		
Aviation Maintenance Technician			
Lab Fees	864/11,232	Course/Year	Supplies and Equipment
Tool Kit	2,150	1 st Semester	

DUTCHESS COMMUNITY COLLEGE
Tuition and Fee Schedule
2022-2023

Description	Charge	Per	Service Rendered
Helicopter Fees	8,500 – 35,500**	Semester	Lab Fees
Background Check Fee***	105.00	One-time Fee	Allied Health, Nursing, Paramedic, Medical Lab Technology/Phlebotomy Students
Ceramic Materials Fee	40.00	Applicable Course	Materials & Equipment
CLEP Exam	87.00 35.00	Exam Service Fee	Standardized Exams
Conduct Fines	50.00 – 150.00	Per offense and conduct charges	Violations of the Campus Code of Conduct
Course/Lab Fees	17.00 – 40.00	Applicable Course	Supplies and Equipment
Dantes Exam Fee	85.00 35.00	Exam Service Fee	Standardized Exams
Equipment Breakage Fee	10.00 – 50.00	Applicable Item	Chemistry Equipment Damaged or Lost
Exercise Science	199.00	Exam	ESW 203/204/205 – Personal, Strength and Nutritional Training Certifications
ID Card Replacement	5.00	Replacement	Issue Duplicate Card
ID Card Replacement (Housing)	25.00	Replacement	Issue Duplicate Card
Late Payment Fee	50.00	Once per semester	Late Payment of Account Balance.
Late Registration	10.00*	Semester	Registration After Regular Registration Periods
Library Fines	0 – 5.00	Per Infraction	Overdue Book Charge
Lost Book Fee	50.00		Lost Charge
Overdue Reserve Book	50.00		Lost Charge
Playaway	50.00		Lost Charge
Audio Cables/Playaway	10.00		Lost Charge
Earbuds/Playaway	10.00		Lost Charge
Headphones (Films)	35.00		Lost Charge
Kindle	Replacement Cost		Lost Charge
iPod	Replacement Cost		Lost Charge
DVDs/Video	75.00 or Replacement Cost		Lost Charge

DUTCHESS COMMUNITY COLLEGE
Tuition and Fee Schedule
2022-2023

Description	Charge	Per	Service Rendered
Lost Article Fee	10.00 – 250.00	Applicable Item	Physical Education Equipment Damaged or Lost
Matriculation Fee	30.00	Upon	One-time Fee
Music Lab Fee			
Individual Lesson Lab Fee	1,125.00	Course	MUS 210/211
Individual Lesson Lab Fee	375.00	Course	MUS 14x, 16x, 24x, 26x
Non-Student Testing Fee	35.00	Exam	Tests to Other College and University Students
Nursery School	2,300.00	Year	Laboratory Nursery School
Paramedic Lab Fee	75.00	Semester	Supplies and Equipment PAR 106
Pearson Vue	35.00	Exam	Standardized Exams
Physical Education Completion	250.00	Course	Rock Climbing & Certificate of Completion PED 118
Professional Liability Insurance	12.00*/35.00*	Year	Insurance Coverage for Health Technology Students
Proficiency Exam Fee	35.00*	Exam	Administer and Grade Test
Reclaim My Math	20.00	Session	Remedial Mathematic Academic Instruction
Red Cross Certification	5.00*/10.00*/30.00*	Applicable Courses	Red Cross Certification and Proficiency
Replacement Diploma Fee	15.00	Replacement	
Returned Check Fee	25.00*	Check	Handling Charge
Second Degree Fee	15.00	Upon	

DUTCHESS COMMUNITY COLLEGE
Tuition and Fee Schedule
2022-2023

Description	Charge	Per	Service Rendered
SUNY International Student Health Insurance Plan	SUNY State-wide Rate	Year	
SUNY Learning Network Fee	25.00	Per Course	Access SUNY Learning Network
Traffic Fines	15.00, 25.00, 50.00	Per Infraction	Traffic Violation
Transcript Fee	8.00*	Per Copy	Copy of Transcript
Trip Fee	90.00	Per Trip	Study Abroad Fees
Tuition Payment Plan Deferment Fee	25.00 -45.00	Semester	Administrative Fee for Tuition Plan

***Not Refundable**

****Aviation fees are negotiated with flight school and may vary.**

*****Payment made directly to Certified Background by student.**

Additional costs related to housing and meals for Conklin Hall are established by the Dutchess Community College Association Board of Directors.

Tuition and College Fee Refund Policy

Refunds for tuition and fees will be granted upon submission of an add/drop form to the ACT Center or via your DCC email (send to ACT@sunydutchess.edu); the date of your request determines your tuition responsibility.

Refunds will be made according to the following schedule:

	Full Semester	8-wk term or less
Prior to first day	100%	100%
During 1 st week	75%	25%
During 2 nd week	50%	0%
During 3 rd week	25%	0%
After 3 rd week	0%	0%

Withdrawal Policy for Recipients of Federal Title IV Grants and Loans

This policy is per the U.S. Department of Higher Education and applies to students who receive assistance under Title IV funding and/or to parents who receive the Federal Parent PLUS Loans for their children. Title IV funding for the purpose of this policy includes Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

If a student withdraws or stops attending Dutchess Community College, either officially or unofficially, during the first 60% (approximately first 10 weeks) of the semester, a calculation is completed to determine how much Title IV funding has been earned. The earned amount is based on the percentage of the semester the student has completed. If the student has received (been disbursed) more Title IV funds than has been earned, the excess unearned funds must be returned to the Federal Department of Higher Education by the school and/or the student.

Delinquent Accounts

Students with delinquent accounts with the College will be charged a \$50 late payment fee. Any students who have an unpaid balance may be assigned to a collection agency. The College will assign the outstanding balance plus any collection agency costs charged by the agency for collection. Depending on the type of account placed, such as first or second referral to the collection agency, these fees may be between 25% and 50% of the unpaid account balance.

Credit-Free or Workforce Development and Continuing Education Programs

No refunds will be given to those students enrolled in Credit-Free or Workforce Development and Continuing Education programs after the first class meeting or first session of an event. All requests for refunds must be made in writing to Dutchess Community College.

MEMORANDUM OF AGREEMENT

BETWEEN DUTCHESS COMMUNITY COLLEGE

AND DUTCHESS UNITED EDUCATORS FULL-TIME UNIT

DUE Full-Time Bargaining Unit and the College agree to the following MOA to address training and work required to develop additional courses taught in remote modalities as the College transitioned out of the COVID 19 pandemic in Fall 2021 and Spring 2022.

1. Full-Time faculty members who were previously trained and approved to teach online prior to March 2020 shall be compensated according to Section 6.10 of the Full-Time CBA for each additional course developed and taught in Fall 2021 and Spring 2022. These courses will be added to the list of approved courses to be taught remotely for the respective faculty.
2. Full-time faculty members not previously approved to teach online and who developed and taught one or more courses in remote modalities for the first time in either Fall 2021 or Spring 2022 will be compensated at the contractual rate according to Section 6.10 of the Full-Time 2016-2020 CBA for that course: 3 contact hours for the first course and 1 contact hour for all other courses.
3. Attached as Appendix A to this agreement are those Full-Time Faculty members who are receiving payment under paragraphs 1 and 2, and the number of contact hours.
4. All Full-Time educators, not previously trained or approved to teach online, who taught courses in remote modalities in Fall 2021 and Spring 2022 will undergo a review, described in Appendix C of MOA - *Remote Training and Development During Pandemic* (signed 8.10.2021), in order to have their name added to the list of faculty approved to teach in remote learning modalities. Reviews will be completed in time to facilitate assigning courses taught in a remote learning modality to approved faculty for Spring 2023. While the reviews and appeals are under consideration, the requirement for approval to teach remotely is waived.

5. This agreement is limited to remote teaching during Fall 2021 and Spring 2022 and creates no precedential effect for future labor-management discussion for remote teaching and remote work.
6. This agreement is subject to approval by the Board of Trustees.

By:	Dr. Peter Jordan	Date
	President, Dutchess Community College	

By:	Dr. Werner Steger	Date
	President, Dutchess United Educators	

Appendix A

Faculty Last Name	Faculty First Name	Contact Hr(s)
Barbuto	Daniel	1
Costello	Thomas	1
Craig	Margaret	1
Darcy	Philip	1
Espailat	Shinelle	1
Fraley	Sandra	1
Gittelman	Maureen	3
Johnson	Kimberly	4
Jones	Thomas	2
Hallager	Shalon	1
Iraca	Tina	1
Lake	Gordon	1
Lathrop	Renee	2
Lepri Mazzuca	Ornella	1
McCabe	Holly	1
McFadden	Joan	1
Morris	Willie	2
Murasso	Michele	1
Murphy	Laura	1
Phipps	Peter	1
Rounds	Carolyn	1
Scaria	Treesa	1
Stokes	Craig	1
Taylor	Sara	1
Weidman	Dana	2
Zinzi	Alyssa	15

MEMORANDUM OF AGREEMENT

BETWEEN DUTCHESS COMMUNITY COLLEGE

AND DUTCHESS UNITED EDUCATORS PART-TIME UNIT

DUE Part-Time Bargaining Unit and the College agree to the following MOA to address training and work required to develop additional courses taught by Part-Time Faculty in remote modalities as the College transitioned out of the COVID 19 pandemic in Fall 2021 and Spring 2022.

1. Part-Time faculty members who were previously trained and approved to teach online prior to March 2020 shall be compensated according to Section 8.03 of the Part-Time CBA for each additional course developed and taught in Fall 2021 and Spring 2022. These courses will be added to the list of approved courses to be taught remotely for the respective faculty.
2. Part-Time faculty members not previously approved to teach online and who developed and taught one or more courses in remote modalities for the first time in either Fall 2021 or Spring 2022 will be compensated at the contractual rate according to Section 8.03 of the Part-Time 2016-2020 CBA for that course: 3 contact hours for the first course and 1 contact hour for each additional course.
3. Attached as Appendix A to this agreement are those Part-Time Faculty members who are receiving payment under paragraphs 1 and 2, and the number of contact hours for each faculty.
4. All Part-Time educators, not previously trained or approved to teach online, who taught courses in remote modalities in Fall 2021 and Spring 2022 will undergo a review, described in Appendix C of MOA – PT *Remote Training and Development During Pandemic* (signed 8.10.2021), in order to have their name added to the list of faculty approved to teach in remote learning modalities. Reviews will be completed in time to facilitate assigning courses taught in a remote learning modality to approved faculty for Spring 2023. While the reviews and appeals are under consideration, the requirement for approval to teach remotely is waived.

5. This agreement is limited to remote teaching during Fall 2021 and Spring 2022 and creates no precedential effect for future labor-management discussion for remote teaching and remote work.
6. This agreement is subject to approval by the Board of Trustees.

By:	Dr. Peter Jordan	Date
	President, Dutchess Community College	

By:	Dr. Werner Steger	Date
	President, Dutchess United Educators	

Appendix A

Faculty Last Name	Faculty First Name	Contact Hr(s)
Acton	Robin	3
Angelino	Lorenzo	1
Archambault	Kevin	1
Brady	James	1
Chapman	Dean	1
Colon	Michele	1
Cooper	Brynie	1
Coughlin	MaryJane	1
DeJesus-Garcia	Reina	2
Doyle	Nina	3
Ely	Danielle	1
Fitch	Saliym	1
Francese	Tiffany	1
Freer	Edward	2
Gallucci	Meghan	1
Gavin	Dana	2
Gavin	Kathleen	2
Hamel	Michele	1
Haridevara	Mani	1
Harris	Jonathan	1
Hawks	Erin	1
Huber	Patrick	1
Hukle	Joan	1
Licata	Camillo	4
Lyungquist	Gary	3
Lyons	Scott	1
Manrique	Walter	1
Marino	Peter	1
Mazza	Kimberly	1
McCoy	Janette	1
McGuire	Patrick	2
Mead	Rachel	1
Minard	Steven	1
Molella	Lauren	1
Oliphant	Tomasine	4
Ruffin	Joslyn	1
Sewell	Regina	1
Schaaf	Jason	1
Shelley	Paula	3
Shulyak	Anna	3
Schwinger	Ann	2
Sperber	Joshua	4
Stone	Jordan	1
Storey	Thomas	3
Teresi	Christina	1
Thompson	Lori	1
Undici-Spitzer	Matteo	3
Walsh	Kevin	3
Whiteman-Farrell	Diane	1
Yonker	Caryn	1

MEMORANDUM OF AGREEMENT
BETWEEN
DUTCHESS COMMUNITY COLLEGE
AND
DUTCHESS UNITED EDUCATORS

WHEREAS, Dutchess Community College (College) and Dutchess United Educators (DUE) are parties to the 2016-2020 Collective Bargaining Agreement, and

WHEREAS, the College received notification that the State University of New York (SUNY) is implementing a system wide migration to a new digital Learning Management System (LMS), D2L's Brightspace Platform scheduled to be completed no later than the Spring 2023 semester, and

WHEREAS, the parties wish to enter into a Memorandum of Agreement with respect to the transition of existing online courses from Blackboard to Brightspace,

NOW, THEREFORE, the parties agree to the following:

1. The College will provide training to those faculty who are currently approved to teach remote courses. This training will address conversion of existing courses from Blackboard to Brightspace, as well as familiarizing participants with the features of teaching on the Brightspace platform.
2. This training, to support the College's migration from the Blackboard to the Brightspace, platform will be provided during the Summer 2022 and Fall 2022 semesters.
3. The parties agree that the College will pay the \$35/\$40 contractual rate for remuneration for non-teaching assignments (Full-time Contract section 8.01 (h); Part-time Contract Appendix C) for 8 hours to complete the required training.
4. Brightspace Faculty Champions will supplement the training provided by SUNY Online and the Teaching Learning Center.
 - a. Brightspace Faculty Champions are Teaching Educators who are assigned to teach in the Fall 2022 Brightspace pilot cohort, have significant online experience and have the knowledge and expertise to support their colleagues who are in the process of acquiring the skills to teach using the Brightspace LMS.

- b. A Faculty Champion can be appointed within each department to support a group of 5-10 colleagues who will be teaching in Brightspace for the first time in Spring 2023. Dependent on a department's size, an additional Faculty Champion may be appointed.
 - c. Faculty Champions will provide resources, mentoring and support through the fall and spring terms. Faculty Champions will be compensated for up to 30 hours (2 hrs/week for the Fall 2022/Spring 2023 semesters) at the non-teaching rate (\$35/\$40 per hour). All hours must be recorded on a log and submitted to the Office of Instruction and Learning in conjunction with a signed Payment Authorization Form. The Office of Instruction and Learning will approve and be responsible for the appointment of Faculty Champions recommended by the department chair. The department chairs will provide the Office of Instruction and Learning with a list of each Faculty Champion and the individuals they will support.
 - d. Faculty Champions will work closely with the Director of Instructional Technology and eLearning to coordinate faculty support during the LMS migration.
5. The College will provide the names of all faculty who successfully complete the conversion training to DUE.
6. The above actions and statements are taken and given under recognition that they are mutually beneficial and shall not be precedent setting or binding in any other matter.
7. This agreement is subject to approval by the Board of Trustees.

By: Dr. Peter Jordan Date
President, Dutchess Community College

By: Dr. Werner Steger Date
President, Dutchess United Educators

Investment Policy

I. SCOPE

This investment policy applies to all monies and other financial resources available for deposit and investment by Dutchess Community College on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity), and;
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Vice President for Finance and Administration or authorized designee who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Dutchess Community College to govern effectively.

Investments shall be made with prudence, diligence, skill, judgement and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of Dutchess Community College to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually. Unless otherwise approved by the Board of Trustees, there will be a \$30,000,000 limit per financial institution.

VI. INTERNAL CONTROLS

All monies collected by Dutchess Community College shall be timely deposited in such banks that have been authorized by the Board of Trustees of the College. The Vice President for Finance and Administration or authorized designee is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of monies, and the maximum amount which may be kept on deposit at any time, are:

Depository Name	Maximum Amount
TD Bank	\$30,000,000
M&T Bank	\$30,000,000

VIII. SECURITY DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of Dutchess Community College that are in excess of the amount insured under the provision of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

1. An "irrevocable letter of credit" issued in favor of Dutchess Community College by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security of the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, Dutchess Community College authorizes the Vice President for Finance and Administration or authorized designee to invest in monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Investments in certificates of deposit and repurchase agreements will be awarded to the bidder offering the highest returns, on the basis of bids solicited by telephone from area commercial banks.

All investment obligations shall be payable or redeemable at the option of Dutchess Community College within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of Dutchess Community College within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the monies were obtained, and shall be secured as provided in Section VIII.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which Dutchess Community College transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with Dutchess Community College. The Vice President for Finance and Administration or authorized designee shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

Dutchess Community College shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XI. PURCHASE OF INVESTMENTS

The Vice President for Finance and Administration or authorized designee, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may

deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a). When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidence of investments.

XII. COURIER SERVICE

The Vice President for Finance and Administration or authorized designee may enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to Dutchess Community College and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

Dutchess Community College may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by Dutchess Community College in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

XIII. ANNUAL REVIEW AND AMENDMENTS

Dutchess Community College shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XIV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Attachment to Board of Trustees Resolution #2022-49, dated May 31, 2022