

DUTCHESS COMMUNITY COLLEGE

Minutes

Board of Trustees Meeting

September 28, 2021

Trustees Present: Mr. Michael Francis Dupree, Chair; Ms. Angela Flesland, Ms. Lisa Gharthey, Mr. Daniel P. Kuffner, Mr. A. Gregg Pulver, Mr. William R. Steinhaus, and Mr. Miguel Dominguez, Student Trustee  
Dr. Peter Grant Jordan, President

Absent: Ms. Sheila Appel and Mr. Ibis Guzman

- I. The meeting was called to order at 7:33 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Flesland, seconded by Mr. Pulver, voted on and duly carried, the agenda was approved as distributed.
- IV. Election of Officers

Mr. Kuffner, as Chair of the Nominating Committee, reported on the deliberations of the committee. Ms. Gharthey and Mr. Steinhaus were the other members 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: Sheila Appel  
Secretary: Angela Flesland

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

Roll call vote:

Mr. Dominguez – yes  
Mr. Dupree – yes  
Ms. Flesland – yes  
Ms. Gharthey – yes

Mr. Kuffner – yes  
Mr. Pulver – yes  
Mr. Steinhaus – yes

- V. Public Comment

There were no requests to address the Board. Chairman Dupree reminded everyone that a Board email address has been created so those wishing to send comments to the Board regarding non-agenda items can do so.

VI. Consideration of Minutes of Meeting held on August 10, 2021: Upon motion made by Ms. Flesland, seconded by Mr. Pulver, 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 Capital Projects:

a. FF&E and Technology Replacements and Upgrades

RESOLUTION NO. 2022-01

Mr. Kuffner offered the following resolution and moved its adoption:  
 WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for FF&E and Technology Replacements and Upgrades with a total estimated cost of \$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 2022-2023 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</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 Mr. Steinhaus Resolution adopted unanimously

b. Campus Site Repairs and Upgrades – Phase 2

RESOLUTION NO. 2022-02

Mr. Kuffner offered the following resolution and moved its adoption:  
 WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Campus Site Repairs and Upgrades – Phase 2 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 2022-2023 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 projects is hereby authorized and approved in the amount indicated below:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
Campus Site Repairs and Upgrades – Phase 2	\$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.

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Seconded by Mr. Steinhaus

Resolution adopted unanimously

c. Plumbing and Utility Repairs

RESOLUTION NO. 2022-03

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Plumbing and Utility Repairs with a total estimated cost of \$1,000,000 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 2022-2023 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 (\$500,000) 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 projects is hereby authorized and approved in the amount indicated below:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
Plumbing and Utility Repairs	\$1,000,000.00	\$500,000.00	\$500,000.00

and, be it

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

\* \* \* \* \*

Seconded by Mr. Steinhaus

Resolution adopted unanimously

**B. Personnel and Community Relations**

**1. Approval of Professional Staff Titles**

**RESOLUTION NO. 2022-04**

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

WHEREAS, a review of certain administrative professional titles was conducted, and

WHEREAS, based upon this review, it has been determined that new titles need to be created to reflect the current responsibilities of these positions, 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 following titles in the professional service:

Director of Mental and Physical Health Services  
 Coordinator of Health Services

\* \* \* \* \*

Seconded by Mr. Pulver

Resolution adopted unanimously

**2. Professional Staff Appointment**

**RESOLUTION NO. 2022-05**

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the following appointment to the professional staff of Dutchess

Community College is hereby approved:

Debra Brooks-Leyden, temporary, full-time Instructor of Nursing,  
Department of Nursing, for the 2021-2022 academic year, at an annual  
salary of \$69,965

\* \* \* \* \*

Seconded by Mr. Pulver

Resolution adopted unanimously

VIII. Report of the Student Trustee

- A. Student Trustee Dominguez reported that he met with Dr. Jordan and plans to meet with students to find out what issues they may be facing.
- B. Mr. Dominguez said he is looking forward to serving as the student member of the Board.

IX. Report of the Chairperson

- A. Chairman Dupree thanked everyone for their efforts to reopen the campus. He also thanked Mr. Dominguez for running for the position of Student Trustee.
- B. Mr. Dupree reported that Convocation was well organized and very informative.
- C. Chairman Dupree, along with Dr. Jordan and Dr. Condon, will be meeting with representatives of Sanctuary Medicinals at DCC Fishkill on Friday. They plan to discuss a potential partnership regarding a cannabis curriculum. The company, which offers high-paying jobs, is in need of workforce training. Mr. Dupree, Dr. Gambino and Dr. Condon had previously toured the company's facilities and were impressed by their operation.

X Report of the President

- A. Dr. Jordan asked Mr. Schnackenberg to give an enrollment report.
  - As of this morning, there are 4,351 students enrolled for 47,367 credits, a decline of 10.2% in the number of students and an 11.4% decline in credits. These numbers do not include concurrent enrollment, which is over 2,500 students.
  - Full-time headcount is down 11.8% and part-time credits are down 6.9% compared to an equivalent point last year. These declines are similar to those being experienced by other SUNY community colleges.
  - We have had a robust late-start enrollment, which accounts for over 11% of our total enrollment.
  - Enrollment is down 3.7% from our projections; however, due to various reasons, tuition and fees are only down 1.6%, resulting in a loss of \$140,000.

- Currently, there are 295 students at risk for being administratively withdrawn because they have not verified that they received their COVID vaccination or have received an exemption or an extension. This represents 6.8% of the total student population and 10% of those students whose classes require them to be on campus. Over 100 of these students have had difficulty using the SUNY verification system, so we are reaching out to help them through the process.

B. Dr. Jordan reported on his recent activities:

- Tours of campus
- Hosted a visit from Merryl Tisch, Chair of the SUNY Board of Trustees. Dr. Tisch also met with faculty and students.
- Met with the Superintendent of the Poughkeepsie School District and the Superintendent of BOCES to discuss collaboration efforts.
- Also met with State Senator Sue Serino, Global Foundries, the Council of Industries and Dutchess County Economic Development representatives.
- Attended the DCC Foundation Board of Directors meeting.

C. Dr. Jordan announced that the College has received a \$2.2 million Title III grant, to be funded over the next five years. A presentation regarding details of the grant will be scheduled for the October Board meeting.

XI. Other Business

Trustee Kuffner reported that the Board Policy Committee will be meeting on Monday, October 4, at 3:00 p.m.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on October 26, 2021 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Mr. Kuffner, seconded by Mr. Steinhaus, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:04 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant