

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
February 22, 2022

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

I. The meeting was called to order at 7:28 p.m. by Chairperson Dupree.

II. Roll Call by Ms. Beasimer, quorum present.

III. Approval of Agenda: Upon motion made by Ms. Appel, seconded by Ms. Flesland, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Dr. Werner Steger, President of Dutchess United Educators (DUE), addressed the Board regarding Resolution #2022-24. He said the Memorandum of Agreement between DUE and the College was a collaborative effort, and he thanked the Board of Trustees and Dr. Jordan for their consideration and support.

V. Consideration of Minutes of Meeting held on January 25, 2022: Upon motion made by Ms. Flesland, seconded by Ms. Appel, voted on and duly carried, the minutes were approved as distributed.

VI. 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 Bids:

a. Hudson Hall HVAC Upgrade – Mechanical

RESOLUTION NO. 2022-19

Ms. Appel offered the following resolution and moved 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.

\* \* \* \* \*

Seconded by Ms. Flesland Resolution adopted unanimously

b. Hudson Hall HVAC Upgrade – Electrical

RESOLUTION NO. 2022-20

Ms. Appel offered the following resolution and moved 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.

\* \* \* \* \*

Seconded by Mr. Guzman Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Professional Staff Title

RESOLUTION NO. 2022-21

Ms. Flesland offered the following resolution and moved 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 Mr. Dominguez Resolution adopted unanimously

2. Approval of Professional Staff Appointments

RESOLUTION NO. 2022-22

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 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.

\* \* \* \* \*

Seconded by Ms. Appel Resolution adopted by a vote of 6 yes, 2 noes (Mr. Caswell and Mr. Steinhaus) and 0 abstentions

3. Approval of Retroactive Emeritus Status

RESOLUTION NO. 2022-23

Ms. Flesland offered the following resolution and moved 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	Ginny Stoeffel
Klaus Gessler	David Teague
Patrick Griffin	Sally Weglinski
Ingeborg Grutzner	Michael Weida
Carmen McGill	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.

\* \* \* \* \*

Seconded by Mr. Guzman Resolution adopted unanimously

4. Approval of Memorandum of Agreement with Dutchess United Educators

RESOLUTION NO. 2022-24

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) 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 Mr. Caswell Resolution adopted unanimously

C. Board Policy Committee

1. Reaffirmation of Policies

RESOLUTION NO. 2022-25

Mr. Guzman offered the following resolution and moved 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
- General Use of College Facilities
- 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.

\* \* \* \* \*

Seconded by Mr. Caswell

Resolution adopted unanimously

VII. Report of the Student Trustee

- A. Student Trustee Dominguez reported that the environment on campus is as normal as it can be with COVID.
- B. Mr. Dominguez informed Board members that there has been an increase in student participation in the Student Government Association (SGA).
- C. The SGA met and a concern was raised about firearms on campus with peace officers carrying guns. Mr. Dominguez suggested that counseling be available for those students who may want it and possibly holding a meeting to provide a better understanding of law enforcement and security.

VIII. Report of the Chairperson

- A. Chairman Dupree commended the DCC Foundation for its annual report. He expressed his appreciation for the focus on our airport and Fishkill facilities. He said it is important to promote these new facilities.
- B. Mr. Dupree announced that the DCC Foundation will be holding a gala after a two-year hiatus. It will be held at the Grandview on March 26. Anyone interested in further information can contact Diana Pollard, Executive Director of the Foundation.
- C. On behalf of the members of the Board, Chairman Dupree expressed appreciation to everyone for their continued efforts to provide a normal experience for our students during these difficult times.
- D. Mr. Dupree also thanked the Middle States team for their efforts and the work they are doing to get us ready for our Middle States visit.

IX. Report of the President

- A. President Jordan expressed his appreciation to the Board for the staff appointments that were made earlier in the meeting. He then formally introduced three of these individuals: Jaclyn Murray, Acting Director of Marketing, Social Media and College Communications; Susan Rogers, Chief of Staff and Vice President for Institutional Effectiveness; and Scott Schnackenberg, Acting Vice President for Enrollment and Student Success.

B. Dr. Jordan asked Mr. Schnackenberg to provide an update on enrollment.

- The three-week winter term was successful in both terms of enrollment and student success. The pass rate was 88%, which is well above the typical pass rates for the same courses in the fall and spring terms.
- Enrollment for the spring semester is down 6.5% in credits compared to last year at the same point in time. Fall enrollment was down 11%. There was an improvement in fall to spring retention compared to last year.
- New student enrollment was strong compared to last year, which could be a side effect of starting classes a week later than originally scheduled.
- Applications for fall are 38% higher compared to last year at the same point in time. However, we are over 20% down compared to two years ago as of the same date.

X. Other Business

Trustee Flesland requested that, at a future meeting, the Board be given an update on the status of our new security plan.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on March 22, 2022 at 7:00 p.m.

XII. Adjournment

There being no further business to discuss, a motion was made by Mr. Guzman, seconded by Mr. Dominguez, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:57 p.m.

Respectfully submitted,

Linda M. Beasimer  
Executive Assistant

lmb

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
	<b><u>HVAC UNIT</u></b>	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
	<b><u>HVAC BASE BID:</u></b>				
	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
	<b><u>HVAC ALTERNATE NO. 1</u></b>				
	Replace Packaged Roof Top Heat Pump	\$41,000.00	\$34,900.00	\$33,174.00	\$31,500.00
	<b><u>HVAC ALTERNATE NO. 2</u></b>				
	Replace Existing Roof Mounted Exhaust Fans	\$205,000.00	\$131,200.00	\$147,622.00	\$88,500.00
	<b>TOTAL</b>	<b>\$884,609.00</b>	<b>859,100.00</b>	<b>\$1,041,123.00</b>	<b>\$712,000.00</b>

DUTCHESS COMMUNITY COLLEGE  
POUGHKEEPSIE, NY

<b>RFB-DCC-08-2022</b>	<b>HUDSON HALL HVAC IMPROVEMENTS ELECTRICAL</b>		<b>DUE FEBRUARY 02, 2022 11:00 AM</b>	
<b><u>ELECTRIC UNIT</u></b>	<b>Stilsing Electric, Inc Rensselaer NY</b>	<b>Hudson valley Electrical Construction Management, Milton NY</b>	<b>Foremost Electric Company Brewster, NY</b>	
<b><u>ELECTRIC BASE BID:</u></b>	\$ 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.				
<b><u>ELECTRIC ALTERNATE NO. 1</u></b>	\$ 2,570.00	\$ 3,000.00	\$ 3,472.00	
Replace Packaged Roof Top Heat Pump				
<b><u>ELECTRIC ALTERNATE NO. 2</u></b>	\$ 26,830.00	\$ 21,000.00	\$ 62,884.00	
Replace Existing Roof Mounted Exhaust Fans				
<b>TOTAL</b>	\$ 49,147.00	<b>\$ 40,000.00</b>	\$ 100,874.00	
RFB OPENED BY: _____	RFP RECORDED BY: _____			
COMMENTS:				



NEW YORK STATE  
PUBLIC EMPLOYMENT RELATIONS BOARD

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DUTCHESS UNITED EDUCATORS,

Charging Party,

STIPULATION OF AGREEMENT

-against-

PERB Case No. U-37763

DUTCHESS COMMUNITY COLLEGE and  
COUNTY OF DUTCHESS,

Employer.

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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