

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
January 26, 2021

Trustees Present: Mr. Michael Francis Dupree, Chair; Ms. Sheila Appel, Ms. Betsy Brown, Ms. Angela Flesland, Ms. Lisa Gharthey, Mr. Daniel P. Kuffner, Mr. Timmian Massie, Mr. A. Gregg Pulver, and Ms. Kaitlyn Cohn,
Student Trustee
Dr. Ellen Gambino, Acting President

- I. The meeting was called to order at 7:54 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Kuffner, seconded by Ms. Appel, voted on and duly carried, the agenda was approved as distributed.
- IV. Public Comment

The following faculty members addressed the Board :

Dr. Leah Akins
Dr. Brenda Squires
Dr. Laura Murphy
Dr. Christopher Brellochs

- V. Consideration of Minutes of Meeting held on December 8, 2020: 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. Ground Power Units for the Aviation Maintenance Program

RESOLUTION NO. 2021-19

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

WHEREAS, bids were duly advertised and requested for two (2) Aircraft Ground Power Units, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 P.M., January 8, 2021, and

WHEREAS, vendors provided pricing as shown on the tabulation sheet attached to this resolution, and
 WHEREAS, funds for Aviation Ground Power Units will be made available through grant funding, now, therefore, be it
 RESOLVED, that the bid received for two (2) Aviation Ground Power Units, in accordance with the specifications, be awarded to Batesfield GPU, Wellston, OK, in the amount of \$30,139.28.

* * * * *

Seconded by Mr. Kuffner Resolution adopted unanimously

b. Flight Simulator for the Aviation Program

RESOLUTION NO. 2021-20

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

WHEREAS, bids were duly advertised and requested for Redbird FMX Flight Simulator, and

WHEREAS, one bid was received as a result of the solicitation and was publicly opened and read aloud at 3:00 P.M., August 18, 2020, and

WHEREAS, the vendor provided pricing as shown on the tabulation sheet attached to this resolution, and

WHEREAS, funds for Redbird FMX Flight Simulator will be made available through grant funding, now, therefore, be it

RESOLVED, that the bid received for Redbird FMX Flight Simulator, in accordance with the specifications, be awarded to Redbird Flight Simulators, Inc., Austin, TX, in the amount of \$97,184.00.

* * * * *

Seconded by Mr. Kuffner Resolution adopted unanimously

B. Personnel and Community Relations

1. Professional Staff Appointment

RESOLUTION NO. 2021-21

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

BE IT RESOLVED, that, based upon the recommendation of the Acting President of the College, the following appointment to the professional staff of Dutchess Community College is hereby approved:

Karina Gutierrez-Huincho, HSE Coordinator, for the period January 11, 2021 through August 31, 2021, at an annual salary of \$53,574, prorated for the period of time worked.

* * * * *

Seconded by Ms. Flesland Resolution adopted unanimously

C. Ad Hoc Policy Committee

1. Reaffirmation of Board Policies

RESOLUTION NO. 2021-22

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

WHEREAS, in keeping with good governance practices, the Board of Trustees

has formed an ad hoc committee to review Board and College administrative policies and related resolutions, and
 WHEREAS, the College's current policies related to Personal Use of College Property, President's Advisory Council, and Code of Ethics were reviewed as part of this ongoing process and were determined to still be appropriate to the needs of the College, now, therefore, be it
 RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, the current policies related to Personal Use of College Property, President's Advisory Council, and Code of Ethics 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. Massie

Resolution adopted unanimously

VII. Report of the Student Trustee

- A. Student Trustee Cohn reported that the first Student Government Association (SGA) meeting of the spring semester was held today, with a special guest visit from Acting President Gambino. The SGA is considering a proposal she made and will vote on it at its next meeting.
- B. The SGA voted to donate supplies to the science labs for the DCC Fishkill site in an effort to bolster the availability of resources for students.
- C. Ms. Cohn informed Board members that engagement in student government was low in the fall due to current circumstances. The SGA hopes to increase participation this semester. Three new senators were voted in and three more applications are expected.

VIII. Report of the Chairperson

A. Approval of Two-year Strategic Plan

RESOLUTION NO. 2021-23

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

WHEREAS, in order to meet the Middle States Commission on Higher Education's standard regarding Planning, Resources, and Institutional Improvement, the College is required to have a long-range Strategic Plan, and
 WHEREAS, in January 2016, the Board of Trustees approved the College's Five-year Strategic Plan for the period 2016-2020, and
 WHEREAS, in 2018, the College began the process of developing an Academic and Facilities Master Plan that would form the basis for a 10-year Strategic Plan, and
 WHEREAS, although significant progress was made on developing a 10-year plan, the significant decline in our enrollment, financial exigencies, and issues arising from COVID, have made it necessary to refocus our efforts, and
 WHEREAS, based upon these changes, a review of the College's current Five-year Strategic Plan was conducted to determine the progress that has been made, what goals are still pertinent, and what our new priorities should be, and

WHEREAS, based upon this review, it has been determined that the College should extend the current strategic plan for two years with newly identified priorities, and

WHEREAS, the Board has reviewed, and the Acting President has recommended, a two-year Strategic Plan for the period 2020-2022 now, therefore, be it

RESOLVED, that, based upon a review of the document and the recommendation of the Acting President of the College, the proposed 2020-2022 Strategic Plan, which shall be made part of the official minutes of this meeting, is hereby approved.

* * * * *

Seconded by Mr. Kuffner

Resolution adopted unanimously

- B. Chairman Dupree reminded Board members to review the proposed revisions to the current Bylaws for discussion at the next Board Workshop.
- C. Mr. Dupree congratulated Dr. Gambino for being selected to receive an ATHENA Award from the Dutchess County Regional Chamber of Commerce. This award recognizes honorees' accomplishments in their careers, community volunteer involvement, and willingness to serve as a mentor, especially to women in the business community.
- D. Chairman Dupree announced that Michael Roe, Associate Dean of Student Services, will be a panelist at a roundtable on student enrollment being held by the New York Community Colleges Trustees Association (NYCCT) on January 28, 2021.

IX. Report of the Acting President

- A. Acting President Gambino gave an update on enrollment. Total spring headcount compared to spring 2020 is 3,974 students, a decline of 15.2%.
- B. Dr. Gambino informed Board members that Professional Staff Development activities scheduled for the spring semester are focusing on issues of racism, diversity and inclusion. Two events have already been held and one is scheduled for later this week.
- C. Since a decision has been made not to offer in-person sports on campus, we will be offering some eSports, i.e. Super Smash Brothers, Call of Duty Warzone, Rocket League, Call of Duty Cold War, and Fortnite.
- D. To address some onboarding issues that were raised at Convocation, Dr. Gambino convened a meeting with staff from the Offices of Academic Affairs and Student Services. Some process changes that can be done quickly were identified:
 - Automating some processes related to the admissions application
 - Restructuring the process for providing Dutchess County residency
 - Upgrading the homepage on the website to assist student in navigating the process

The next step is to have the Guided Pathways Home Team conduct a review of the onboarding system to see what other improvements can be made.

Dr. Gambino thanked all of the individuals who continue to work hard to keep the administrative offices functioning under very difficult conditions.

X. Items for Future Agendas

Chairman Dupree informed Board members that a review of the proposed Bylaws changes will be an agenda item for the February Workshop.

Date of Next Meeting

The next meeting of the Board of Trustees will be held on February 23, 2021 at 7:00 p.m.

Adjournment

There being no further business to discuss, a motion was made by Mr. Massie, seconded by Ms. Brown, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

lmb

DUTCHESS COMMUNITY COLLEGE

POUGHKEEPSIE, NY 12601

RFB-DCC-05-2021

ITEM: TWO (2)- AIRCRAFT GROUND POWER UNITS

OPENING DATE: January 8, 2021

TIME: 3:00 PM

BIDDERS NAME		**HOLZBERG COMMUNICATIONS**	BATESFIELD GPU	**TRONAIR, INC **
		Totowa, NJ	Wellston, OK	Swanton, OH
BASE BID		\$30,989.98	\$28,641.28	\$29,860.60
EXTENDED WARRANTY		\$500.00	\$1,498.00	Included
TOTAL		\$31,489.98	<u>\$30,139.28</u>	\$29,860.60

BID OPENED BY: _____ BID TABULATION RECORDED BY: _____

COMMENTS:****Holzberg Communications and TronAir Inc did not meet bid specifications*****

RFB-DCC-28-2020								
Redbird FMX Flight Simulator				OPENING DATE: 8-18-20		BID TIME: 3:00 PM		
BIDDER		Redbird Flight Simulations, Inc.						
		Quantity	Unit Price	Total Price	Quantity	Unit Price	Total Price	
Redbird FMX-Full Motion Advanced Training Device (Equipped with a Control Loading Yoke)		1	\$73,295.00	\$73,295.00				
Cessna 172 Analog with GNS430/530 GPS KAP140 AP (included w/purchase)		1	\$0.00	\$0.00				
Single Enginer Vernier Throttle (included w/purchase)		1	\$0.00	\$0.00				
Premium Control Loading Yoke- Provides Force-Feedback per in flight trim conditions (included w/purchase)		1	\$0.00	\$0.00				
Premium Redbird Rudder Pedals (included wi'/purchase)		1	\$0.00	\$0.00				
iOS Connection Tool Enabling EFB Capability (Foreflight, GarminPilot, FlyQ etc) OPTIONAL		1	\$599.00	\$599.00				
Redbird Horizon Pro-260* Visuals Monitor Expansion-Adds 2 additional 27" Monitors (OPTIONAL)		1	\$4,995.00	\$4,995.00				
RFB-DCC-28-2020								
Redbird FMX Flight Simulator				OPENING DATE: 8-18-20		BID TIME: 3:00 PM		

BIDDER			Redbird Flight Simulations, Inc.					
			Quantity	Unit Price	Total Price	Quantity	Unit	Total
Redbird External Debriefing			1	\$5,595.00	\$5,595.00			
Station & Flight/Cockpit Recording System (55 in Monitor included)								
{OPTIONAL}								
Navigator Tablet-instructors			1	\$1,200.00	\$1,200.00			
Station {OPTIONAL}								
Custom Paint & Decals to match School/Aviation Center Branding			1	\$2,500.00	\$2,500.00			
{OPTIONAL}								
Real/NAV-Worldwide Navigational Data Updates (4/year) Provides			1	\$495.00	\$495.00			
SIDS, STARS, Required for WAAS								
FMX/MCX Packing & Materials Cost			1	\$2,500.00	\$2,500.00			
FMX/MCX -Shipping Installation Costs			1	\$6,000.00	\$6,000.00			
2 Year Extension of Initial Warranty Cost			1	\$9,300.00	\$9,300.00			
TOTAL PRICE WITHOUT OPTIONS				\$82,290.00	\$82,290.00			
TOTAL PRICE WITH REQUIRED OPTIONS AND EXTENDED WARRANTY				\$97,184.00	\$97,184.00			
RFQ TABULATION OPENED BY: _____, 1/1 RFQ TABULATION RECORDED BY: 'P' ./) ,(/.A.C., .								
COMMENTS: \								

STRATEGIC PLAN

2021-2022 EXTENSION
& ENHANCED KEY GOALS



DUTCHESS
COMMUNITY COLLEGE

The goals and objectives laid out in this extended plan remain tied securely to our mission, to our resources, and to our culture of accountability and quality. We will continue to focus on themes related to student success, campus culture, institutional effectiveness, community support and diversity.

The extension also provides an assessment window in which we can review adjustments, highlight progress and consider future areas of focus. It will serve as a critical step in DCC's self-study process in preparation for our accreditation review by the Middle States Commission on Higher Education scheduled for 2022.

Enhanced Key Goals

Through the extension, we plan to build upon our successes in three areas, adding six priority areas.

1

Goal: Increase student success

Focus on effective educational practice to ensure students' academic success.

EXTENSION PRIORITY #1

Develop career pathways and stackable credentials that are relevant and responsive to regional state and national needs.

EXTENSION PRIORITY #2

Optimize all student-learning environments with appropriate technologies.

2

Goal: Enhance institutional effectiveness through integration of assessment, planning and resource allocation

Enhance administrative effectiveness.

EXTENSION PRIORITY #3

Routinely monitor and assess College operations to increase quality and efficiency of services.

EXTENSION PRIORITY #4

Secure financial sustainability and growth of the institution through increased revenue and the effective allocation of resources.

3

Goal: Contribute to the vitality of the region through community

Align College with regional economic development.

EXTENSION PRIORITY #5

Leverage College representation of all major regional economic development bodies.

EXTENSION PRIORITY #6

Explicitly link program planning and implementation to community identified needs.

2016-2020

FIVE-YEAR STRATEGIC PLAN



DUTCHESS
COMMUNITY COLLEGE



OUR COMMUNITY. OUR COLLEGE. OUR FUTURE.

VISION

Dutchess Community College aspires to be an innovative, transformative community of learners that promotes exemplary student success.

MISSION

Dutchess Community College offers educational opportunities that prepare individuals to realize their full potential and contribute to a diverse and global society.



GOAL

Increase student success

INITIATIVE 1

Focus on effective educational practice to ensure students' academic success

- Invest in faculty as a critical factor in improving student outcomes.
- Implement, expand and assess evidence-based teaching strategies that significantly improve student learning.
- Expand and support alternative delivery modalities.
- Develop career pathways and stackable credentials that are relevant and responsive to regional, state and national needs.
- Optimize all student-learning environments with appropriate technologies.

INITIATIVE 2

Enhance student support services

- Invest in our workforce as a critical factor in improving student outcomes.
- Implement and expand evidence-based student support strategies that significantly improve student persistence and completion from onboarding through graduation.
- Reduce financial barriers that impede student access and completion.
- Focus on campus-based housing as a student success strategy.

INITIATIVE 3

Enhance access for an increasingly diverse student body

- Recruit, hire and support a diverse workforce.
- Through expanded collaborations with K-12 and community partners, increase the percentage of college-bound students in Dutchess County.
- Ensure our learning environment is inclusive and values the culture and heritage of our entire student body.
- Enrich our campus and learning community through targeted programs, events, materials and visitors that expand our collective experience with others.

GOAL

Promote collaborative campus culture

INITIATIVE 1

Strengthen and reinforce culture of transparency and accountability and facilitate participatory structure

- Develop sustainable methods of shared governance.
- Create and maintain open communication channels accessible by the entire campus community.
- Foster collaboration and respect between management and organized labor groups of Dutchess United Educators and CSEA .

INITIATIVE 2

Recruit and retain great faculty and staff

- Align all current and future positions with articulated college goals and initiatives.
- Balance promotion from within with aggressive external recruitment strategies.
- Promote continuous learning as an expectation for every employee.
- Ensure that personnel evaluation is an opportunity to assess individual growth, professional development and career advancement.

GOAL

Enhance institutional effectiveness through integration of assessment, planning and resource allocation

INITIATIVE 1

Design and implement a strategic planning process

- Achieve full compliance with the Middle States Commission on Higher Education Standards of Excellence.
- Attain routine utilization of strategic plan to guide decision-making at all levels.

INITIATIVE 2

Focus on assessment of student learning

- Establish ongoing authentic assessment measures of student learning as an integral component of routine work of faculty, staff and administration.
- Investigate, implement and support best practices in student learning assessment.

INITIATIVE 3

Enhance administrative effectiveness

- Review and update college policies to increase efficiency and effectiveness throughout institution.
- Align institutional units to enhance collaboration and improve services to all constituents.
- Routinely monitor and assess college operations to increase quality and efficiency of services.

INITIATIVE 4

Secure financial sustainability and growth of the institution through increased revenue and the effective allocation of resources

- Establish a multi-year budget framework for tuition, sponsor share and state support.
- Maintain operational integrity of campus facilities to ensure program effectiveness.
- Increase grant funding from public and private sources.
- Increase philanthropic support through the Foundation.

GOAL

Contribute to the vitality of the region through community engagement

INITIATIVE 1

Align college with regional economic development

- Leverage college representation on all major regional economic development bodies.
- Explicitly link program planning and implementation to community identified needs.
- Ensure that college programs and services are accessible throughout Dutchess County.

INITIATIVE 2

Expand community partnerships

- Develop community-based curricular and co-curricular learning opportunities.
- Expand and utilize college representation on community boards, organizations and associations to align and leverage college resources with community-identified needs.

GOAL

Embrace diversity as part of our institutional identity

INITIATIVE

Model an inclusive organization that educates and celebrates the unique contributions of all members of our community

- Ensure a welcoming and supportive campus.
- Increase the diversity of our campus community, particularly that of faculty and staff.
- Expand diverse curricular offerings.
- Play a leadership role in supporting diversity in the surrounding community.

PLEDGE

In 2020 Dutchess Community College will be a leader in student success, both within SUNY and nationally.

- First-year retention rates will increase by 5%.
- Three-year graduation rates will increase by 3%.
- Average time to degree will decrease to 3.25 years.
- The achievement gap for traditionally underserved students will decrease by 50%.
- Our community's return on investment in DCC will increase.