

Meeting, Board of Trustees  
Dutchess Community College  
May 24, 2022

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting Held on May 3, 2022
- VI. COMMITTEE REPORTS
  - A. Finance and Facilities (S. Appel, Chair)
    1. Approval of RFP for Marketing & Communications Consultant (Res. #2022-40)
    2. Approval of Tuition and Fee Schedule for 2022-2023 (Res. #2022-41)
    3. Approval of Operating Budget for Fiscal Year 2022-2023 (Res. #2022-42)
    4. Acceptance of Audit for Fiscal Year 2020-2021 (Res. #2022-43)
    5. Authorization to Sign Checks (Res. #2022-44)
  - B. Personnel and Community Relations (A. Flesland, Chair)
    1. Approval of MOA with DUE re Nursing Salary Scale (Res. #2022-45)
    2. Approval of MOA with DUE re Remote Courses for 2021-2022-FT (Res. #2022-46)
    3. Approval of MOA with DUE re Remote Courses for 2021-2022-PT (Res. #2022-47)
    4. Approval of MOA with DUE re Transition to Brightspace (Res. #2022-48)
  - C. Board Policy Committee (I. Guzman, Chair)
    1. Approval of Revision to Investment Policy (Res. #2022-49)
- VII.. Report of the Student Trustee
- VIII. Report of the Chairperson
  - A. Resolution of Commendation for Student Trustee Dominguez (Res. #2022-50)
- IX. Report of the President
- X. Other Business

XI. Date of Next Meeting – **July 12, 2022**

XII. Adjournment

VI. COMMITTEE REPORTSA. Finance and Facilities (S. Appel, Chair)1. Approval of RFP for Marketing & Communications Consultant (Res. #2022-40)

It has been determined that hiring a marketing and communications consultant to assist in the development of marketing strategies to increase enrollment and to help identify prospective students is in the best interests of the College. It is recommended that the contract be awarded to **SPARK451** in the amount of **\$124,799.00**.

2. Approval of Tuition and Fee Schedule for 2022-2023 (Res. #2022-41)

The Tuition and Fee Schedule and the Refund Policy, which are determined annually, require Board approval.

3. Approval of Operating Budget for Fiscal Year 2022-2023 (Res. #2022-42)

The College's Operating Budget requires approval by the Board of Trustees before it is submitted to the Dutchess County Legislature and SUNY.

4. Acceptance of Audit for Fiscal Year 2020-2021 (Res. #2022-43)

The firm of Bonadio & Co. LLP has completed the College's audit for fiscal year 2020-2021 and found it to be in order. In keeping with good business practices, it is recommended that the Board officially accept the 2020-2021 audit.

5. Authorization to Sign Checks (Res. #2022-44)

The titles of some of the college positions that are authorized to sign checks on behalf of the College have changed. TD Bank requires a resolution from the Board making the necessary changes.

B. Personnel and Community Relations (A. Flesland, Chair)1. Approval of MOA with DUE re Nursing Salary Scale (Res. #2022-45)

After a review of the current salaries for nursing faculty and a comparison with other community college salaries for this group of educators, it has been determined that the salary scale for nursing faculty needs to be adjusted. Dutchess United Educators (DUE) and the College have developed a Memorandum of Agreement (MOA) to address this situation. It is recommended that the Board approve the MOA as written.

2. Approval of MOA with DUE re Remote Courses for 2021-2022-FT (Res. #2022-46)

The College and DUE have developed an 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 the fall 2021 and spring 2022 semesters. It is recommended that the Board approve the MOA as written.

3. Approval of MOA with DUE re Remote Courses for 2021-2022-PT (Res. #2022-47)

The College and DUE have developed an 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 the fall 2021 and spring 2022 semesters. It is recommended that the Board approve the MOA as written.

4. Approval of MOA with DUE re Transition to Brightspace (Res. #2022-48)

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. The College and DUE have developed an MOA to address transitioning existing online courses from Blackboard to Brightspace. It is recommended that the Board approve the MOA as written.

C. Board Policy Committee (I. Guzman, Chair)

1. Approval of Revision to Investment Policy (Res. #2022-49)

The Board Policy Committee reviewed the current Investment Policy and found that it needs to be updated. Proposed revisions to the policy were submitted to the members of the Board for their review and comments. After receiving input regarding content from Board members, the policy has been updated. The Policy Committee is recommending approval of the policy as amended.

\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

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. Cedar Rapids, IA	VisonPoint Marketing, LLC Raleigh, NC	SPARK451 Westbury, NY
			LOCALE Agency Cleveland, OH
PROPOSAL COST	\$147,000.00	\$224,497.50	<u>\$124,799.00</u>
RFP OPENED BY: _____ RFP TABULATION RECORDED BY: _____			
COMMENTS: _____			

\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

**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 <sup>st</sup> Semester	



**DUTCHESS COMMUNITY COLLEGE**  
**Tuition and Fee Schedule**  
**2022-2023**

<b>Description</b>	<b>Charge</b>	<b>Per</b>	<b>Service Rendered</b>
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**

<b>Description</b>	<b>Charge</b>	<b>Per</b>	<b>Service Rendered</b>
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**

<b>Description</b>	<b>Charge</b>	<b>Per</b>	<b>Service Rendered</b>
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 <sup>st</sup> week	75%	25%
During 2 <sup>nd</sup> week	50%	0%
During 3 <sup>rd</sup> week	25%	0%
After 3 <sup>rd</sup> 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.

\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

RESOLUTION NO. 2022-45

Board of Trustees, Dutchess Community College  
May 24, 2022

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\_\_\_\_\_ offers the following resolution and moves its adoption:

WHEREAS, the College and Dutchess United Educators (DUE) have reached a Memorandum of Agreement (MOA) regarding nursing faculty salaries, , 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 \_\_\_\_\_



## Memorandum of Agreement

### Between Dutchess Community College and Dutchess United Educators

DUE and the College agree to the following actions regarding the salaries for Nursing Faculty:

- I. Effective with the commencement of the 2022-2023 Academic year, a new salary schedule shall be created for Nursing Teaching Educators attached hereto as Appendix A.
- II. Effective with the commencement of the 2022-2023 Academic year, Treesa Scaria shall be placed at Step 19 of the new salary schedule at the Associate Professor rank.
- III. Effective with the commencement of the 2022-2023 Academic year, Nancy Moskowitz shall be placed at Step 26 of the new salary schedule at the Assistant Professor rank.
- IV. Effective with the commencement of the 2022-2023 Academic year, Ireta Hunter shall be placed at Step 12 of the new salary schedule at the Instructor rank.
- V. Regardless of whether or not the parties agree to step movement for 2020-2021 and/or 2021-2022, the three incumbent Nursing Teaching Educators referenced in paragraphs II through IV shall not be eligible for step movement for either 2020-2021 or 2021-2022.
- VI. This agreement is subject to the approval of the Board of Trustees.
- VII. This comprises the full and complete agreement between the parties.

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Dr. Peter Grant Jordan  
President  
Dutchess Community College

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Date

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Dr. Werner Steger  
President, DUE

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Date

## Appendix A

### Nursing Teaching Educators Salary Scale

Step	Nursing Instructor	Nursing Assistant Professor	Nursing Associate Professor	Nursing Professor
4				
5		66,001	70,841	
6		68,023	73,098	78,606
7		70,044	75,355	81,095
8		72,066	77,612	83,582
9		73,764	79,871	86,071
10	69,653	76,109	82,128	88,559
11	71,441	78,131	84,385	91,047
12	73,229	80,150	86,643	93,535
13	75,017	82,172	88,901	96,024
14	76,805	84,194	91,158	98,511
15	78,593	86,215	93,415	101,001
16	80,381	88,237	95,673	103,489
17	82,169	90,259	97,931	105,978
18	83,958	92,280	100,188	108,465
19	85,745	94,302	102,446	110,954
20	87,533	96,324	104,703	113,442
21	89,322	98,345	106,961	115,931
22	91,109	100,367	109,219	118,634
23	92,897	102,386	111,476	120,906
24	94,685	104,408	113,733	123,395
25		106,430	115,991	125,882
26		108,451	118,249	128,372

\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

## **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.

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By: Dr. Peter Jordan

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Date

President, Dutchess Community College

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By: Dr. Werner Steger

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Date

President, Dutchess United Educators

## Appendix A

<b>Faculty Last Name</b>	<b>Faculty First Name</b>	<b>Contact Hr(s)</b>
Barbuto	Daniel	1
Costello	Thomas	1
Craig	Margaret	1
Darcy	Philip	1
Espaillet	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

\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

## 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.





## 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
Francesse	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

RESOLUTION NO. 2022-48

Board of Trustees, Dutchess Community College  
May 24, 2022

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\_\_\_\_\_ offers the following resolution and moves 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.

\* \* \* \* \*

Seconded by \_\_\_\_\_

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



\_\_\_\_\_ offers the following resolution and moves 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 \_\_\_\_\_

# **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.

\_\_\_\_\_ offers the following resolution and moves 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 \_\_\_\_\_