

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting held on January 24, 2023
- VI. COMMITTEE REPORTS
 - A. Academic & Student Affairs (L. Gharthey, Chair)
 1. Resolution to make PSO Remarks a Regular Item on Board of Trustees' Academic and Student Affairs Meeting Agenda (Resolution # 2023-11)
 - B. Board Policy (I. Guzman, Chair)
 - C. Finance & Facilities (S. Appel, Chair)
 1. Aviation Maintenance Technician Training Lear Jet Aircraft (Resolution # 2023-12)
 2. Computer Upgrades and Replacements Available through Fund Balance (Resolution # 2023-13)
 3. Agreements with Economic Modeling, LLC ("Lightcast") (Resolution # 2023-14)
 - D. Personnel and Community Relations (A. Flesland)
 1. Resolution to Terminate Employment of Employee # Axxxx1803 (Resolution # 2023-15)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
- IX. Report of the President

X. Other Business

XI. Date of Next Meeting – **March 28, 2023**

XII. Adjournment

VI.

Academic and Student Affairs

1. Resolution to Make PSO Remarks a Regular Item on Board of Trustees' Academic and Student Affairs Meetings
(Res. # 2023-11)

In effort to create better communication the Professional Staff Organization (PSO) is requesting that the Chair or designee present to the Board's Standing Committee on Academic and Student Affairs once per semester.

Finance and Facilities

1. Aviation Maintenance Technician Training Lear Jet Aircraft
(Res. #2023-12)

The FAA's CFR (Civilian Flight Rules part 147) govern the curriculum and projects that are taught at all AMT schools. Curricula and hands on projects are outlined in part 147 and state that instruction must be in aircraft systems and aircraft components that operate the systems. All level two and three hands on projects as well instructional aides are needed to meet these regulations. The aircraft in question will support the required hands-on instruction for their program.

Bids were advertised and one bid was received as a result of the solicitation. I am recommending that the bid be awarded to Langley Aviation LLC, Miami, FL, in the amount of \$105,000.

Funds for the vendor provided pricing will be made available through the New York State Empire Development grant.

2. Computer Upgrades and Replacements Available through Fund Balance
(Res. #2023-13)

Various computers and computer labs across campus need to be upgraded and replaced to improve reliability, performance and to improve the teaching-learning experience. Funding is available through the College's Fund Balance while still complying with the Procurement Policy.

The College is requesting to utilize the Fund Balance in an amount not to exceed \$250,000 for the upgrades and replacement of various computers and computer labs.

3. Agreements with Economic modeling, LLC ("Lightcast")
(Res. # 2023-14)

The College requests approval from the Board of Trustees to enter into agreements with Economic Modeling, LLC (“Lightcast”) for an Economic Impact Study, a Program Demand Gap Analysis and a subscription to Career Coach and Career Coach Widget Builder. The Economic Impact Study will provide the college with valuable insight into the employers, jobs and skills necessary in today’s economy. The Program Demand Gap Analysis will measure how well aligned the College’s programs are with the labor market and the subscription to Career Coach and the Career Coach Widget Builder will provide access to search and browse careers, obtain relevant labor market information and see the related education and training required and offered by the College.

Personnel and Community Relations

1. Resolution to Terminate the Employment of Employee # Axxxx1803
(Res. #2023-15)

Article IX of the Agreement between Dutchess County and the Civil Service Employees Association, Inc., the President of Dutchess Community College (“Charging Party”) preferred charges of misconduct against Employee # Axxxx1803 (“Employee”). A hearing Officer was appointed and a hearing was held on October 3, 2022. The Findings and Recommendation in the Hearing Officers report conclude that the Employee is guilty of the charges of misconduct and that the penalty of dismissal from service is the appropriate sanction.

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
January 24, 2023

Trustees Present: Mr. Michael Francis Dupree, Chair, Ms. Aminah Augustin-Muhammad, Mr. Frank Castella, Mr. Stephen Caswell, Ms. Darrah Cloud, Ms. Angela Flesland, Mr. Ibis Guzman, Ms. Linda Pratt, Dr. Peter Grant Jordan, President

Absent: None

- I. The meeting was called to order at 7:00 p.m. by Chairperson Dupree.
- II. Roll Call by Ms. Ponticello, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Flesland, seconded by Mr. Guzman, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

There were no requests to address the Board.

- V. Consideration of Minutes of Meeting held on January 24, 2023: Upon motion made by Ms. Flesland, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

VI. COMMITTEE REPORTS

1. Approval of Memorandum of Agreement with Dutchess United Educators:

RESOLUTION # 2023-10

A. 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 adding the title of "Nursing Program Clinical and Assessment Coordinator" to the existing bargaining unit, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the attached MOA and Group B salary schedule for all full-time unit members with this title which shall be made part of the official minutes of this meeting.

* * * * *

Seconded by F. Castella

Motion Carried Unanimously

VII. Report of the Student Trustee

- A. Student Trustee Augustin-Muhammad provided the Board with an update on; the First Day of Classes, confirmed trips for spring semester, upcoming campus activities, and the date for the first executive hall meeting.
- B. Student Trustee Augustin-Muhammad closed her report by reviewing her current tasks for the Spring Semester.

VIII. Report of the Chairperson

- A. Chairman Dupree spoke on successful college-wide highlights for January 2023.

IX. Report of the President

- A. President Jordan congratulated Student Trustee Augustin-Muhammad on her upcoming confirmation to graduate in the spring.
- B. President Jordan spoke to the Board about the upcoming visit to DCC by the new SUNY Chancellor, John B. King in February.
- C. President Jordan introducing the new Vice President for Instruction & Learning, Raymond Houston who spoke to the Board about his experience and background.
- D. President Jordan concluded his report by speaking to the Board about the successful ConvoCon event and introduced Scott Schnackenberg.
- E. S. Schnackenberg gave an update on spring enrollment numbers.

X. Other Business

There was no other business to report on.

XI. Date of Next Meeting

The next meeting of the Board of Trustees will be held on February 28, 2023 at 7:00 p.m.

XII. Adjournment

There being no further business to discuss, a motion was made by Ms. Cloud, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Joia Ponticello
Executive Assistant
Date Submitted: February 28, 2023

RESOLUTION NO. 2023-11

Board of Trustees, Dutchess Community College
February 28, 2023

_____ offers the following resolution and moves its adoption:

WHEREAS the PSO met on January 26, 2023 and voted unanimously on a resolution to make PSO remarks a regular item on Board of Trustees' Academic and Student Affairs Committee Meeting Agenda, and

WHEREAS continued open communication will help support the vision, mission and values of the college, now, therefore be it

RESOLVED that the Board hereby adopts this resolution inviting the PSO Chair or designee to address the Board's Academic and Student Affairs committee, at least once per semester, in effort to better communication.

* * * * *

Seconded by _____

RESOLUTION NO. 2023-12

Board of Trustees, Dutchess Community College
February 28, 2023

_____ offers the following resolution and moves its adoption:

WHEREAS, bids were duly advertised and requested for an Aviation Maintenance Technician Training Lear Jet Aircraft or equivalent, and

WHEREAS, one (1) bid was received as a result of the solicitation and was publicly opened and read aloud at 2:30 P.M., February 2, 2023, and

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

WHEREAS, funds for Aviation Maintenance Technician Training Lear Jet Aircraft will be made available through grant funding, now, therefore, be it

RESOLVED, that the bid received for Aviation Maintenance Technician Training Lear Jet Aircraft, in accordance with the specifications, be awarded to Langley Aviation LLC, Miami, FL, in the amount of \$105,000.00.

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Seconded by _____

RESOLUTION NO. 2023-13

Board of Trustees, Dutchess Community College
February 28, 2023

_____ offers the following resolution and moves its adoption:

WHEREAS, various Computers and Computer Labs on campus are in need of upgrades and replacements, and

WHEREAS, funds for the Computer Upgrades and Replacements are available through the College's Fund Balance, and

WHEREAS, appropriate bids will be created and posted to comply with the College's procurement policy, now, therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes the purchase of computers through the College Fund Balance in an amount not to exceed \$250,000.

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Seconded by _____

RESOLUTION NO. 2023-14

Board of Trustees, Dutchess Community College
February 28, 2023

_____ offers the following resolution and moves its adoption:

WHEREAS, the College seeks to enter into agreements with Economic Modeling, LLC (Lightcast) to provide an Economic Impact Study, a Program Demand Gap Analysis, and a Subscription for Career Coach and Career Coach Widget Builder, and

WHEREAS, Lightcast has been determined to be a sole source provider of the aforementioned services, and

WHEREAS, funding is available from the SUNY Revitalization Funds, now, therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes the College to enter into the agreements with Economic Modeling, LLC in an amount not to exceed \$80,410 as a sole source provider.

* * * * *

Seconded by _____

_____ offered the following resolution and moved its adoption:

WHEREAS, in accordance with Article IX of the Agreement between Dutchess County and the Civil Service Employees Association, Inc., the President of Dutchess Community College (“Charging Party”) preferred charges of misconduct against Employee # AXXXX1803 (“Employee”) dated July 19, 2022; and

WHEREAS, the Board of Trustees (“Board”) appointed the Hearing Officer, Ira Lobel, to render an advisory opinion after conducting a disciplinary hearing on the charges; and

WHEREAS, by letter dated September 15, 2022, the Employee was notified that a disciplinary hearing pursuant to Section 75 of the Civil Service Law would be held on October 3, 2022; and

WHEREAS, the Employee informed the Charging Party that she would not appear at the disciplinary hearing; and

WHEREAS, the hearing was held on October 3, 2022, at which time the Hearing Officer heard testimony and received evidence presented by the Charging Party; and

WHEREAS, the Charging Party and the Employee submitted legal briefs to the Hearing Officer in support of their respective positions; and

WHEREAS, the burden of proving misconduct is on the Charging Party; and

WHEREAS, the Board has reviewed the record in this matter, including the transcript of the hearing, the exhibits introduced into evidence at the hearing, the respective legal briefs submitted by the Charging Party and Employee, and the Report and Recommendation of the Hearing Officer;

NOW THEREFORE, BE IT RESOLVED, that the Board hereby adopts the Findings and Recommendation in the Report and Recommendation of the Hearing Officer, including the determination that the Employee is guilty of the charges of misconduct and specifications one, two, three, four, and five, and determines that the Hearing Officer’s recommendation of the finding of guilt was based upon the substantial evidence in the record; and

BE IT FURTHER RESOLVED, that the Board concludes that the penalty of dismissal from service, effective immediately, is the appropriate sanction and adopts the Hearing Officer's penalty recommendation for the reasons set forth within his Report and Recommendation; and

BE IT FURTHER RESOLVED, that the Board hereby directs the President of Dutchess Community College or his designee to take whatever steps are necessary to inform the Employee of this determination, and to file the necessary documents with the Dutchess County Department of Civil Service.

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Seconded by _____