

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes for Meeting held on April 25, 2023
- VI. COMMITTEE REPORTS
 - A. Academic & Student Affairs (L. Gharthey, Chair)
 1. Approval of Amendment to the Academic Calendar to include Juneteenth as a Federal Holiday (Res. #2023-27)
 - B. Board Policy (I. Guzman, Chair)
 1. Approval of Reaffirmation of Equal Employment Policy (Res. #2023-28)
 2. Approval of Revised Mandated Training Policy (Res. #2023-29)
 - C. Finance & Facilities (S. Appel, Chair)
 1. Approval of Audit for Fiscal Year 2021-2022 (Res. #2023-30)
 2. Approval of 2023-2024 Tuition Fee Schedule and Refund Policy (Res. #2023-31)
 3. Approval of Operating Budget for Fiscal Year 2023-2024 Budget (Res. #2023-32)
 - D. Personnel and Community Relations (A. Flesland)
 1. Approval to terminate employment of Employee # Axxxx9387 (Res. #2023-33)
- VII. Report of the Chairperson
- VIII. Report of the President
- IX. Other Business
- X. Date of Next Meeting – **July 25, 2023**

XI. Adjournment

VI.

Academic & Student Affairs

1. Approval of Amendment to the Academic Calendar to include Juneteenth as a Federal Holiday (Res. #2023-27)

Instruction and Learning has prepared a revised Academic Calendar for 2022-2023. As required in the contract with Dutchess United Educators, D.U.E. leadership was consulted during the preparations of the calendar. D.U.E and the College agree to amend the Academic Calendar to include Juneteenth as a holiday, and the College will be closed on the federally observed date.

Board Policy

1. Approval of Reaffirmation of Equal Employment Policy (Res. #2023-28)

Upon a review of the policy related to Equal Employment, the Board Policy Committee is recommending that this policy be reaffirmed.

2. Approval of Revised Mandated Training Policy (Res. #2023-29)

The Board Policy Committee has reviewed the current policy on Mandated Training and is recommending it be updated to reflect revisions recommended by committee members.

Finance & Facilities

1. Acceptance of Audit for Fiscal Year 2021-2022 (Res. #2023-30)

The firm of Bonadio & Co. LLP has completed the College's audit for fiscal year 2021-2022 and found it to be in order. In keeping with good business practices, it is recommended that the Board officially accepts the 2021-2022 audit.

2. Approval of 2023-2024 Tuition Fee Schedule and Refund Policy (Res. #2023-31)

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

3. Approval of Operating Budget for Fiscal Year 2023-2024 (Res. #2023-32)

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

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
April 25, 2023

Trustees Present: Mr. Stephen Caswell, Mr. Frank Castella, Ms. Darrah Cloud, Ms. Angela Flesland (Co-Chair), Mr. Ibis Guzman, Ms. Linda Pratt, Dr. Peter Grant Jordan, President

Absent: Ms. Sheila Appel, Ms. Lisa Gharthey, Michael Francis Dupree

- I. The meeting was called to order at 7:01 p.m. by Co-Chair Flesland.
- II. Roll Call by Ms. Ponticello, quorum present.
- III. Approval of Agenda: Upon motion made by Ms. Pratt, 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 April 25, 2023: Upon motion made by Mr. Castella, seconded by Mr. Guzman, voted on and duly carried, the minutes were approved as distributed.

VI. COMMITTEE REPORTS

A. Academic & Student Affairs (D. Cloud)

Ms. Cloud provided the Board with a summary of items discussed at the last Academic & Student Affairs Committee meeting held on April 11, 2023.

B. Board Policy (I. Guzman, Chair)

Mr. Guzman provided the Board with a summary of items discussed at the last Board Policy Committee meeting held on April 12, 2023.

1. Reaffirmation of Procurement Policy

RESOLUTION # 2023-20

I. Guzman 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, the Policy Committee has determined that the Procurement Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Procurement Policy is hereby reaffirmed and is to remain in effect, 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 F. Castella

Motion Carried Unanimously

2. Reaffirmation of Emergency Management Policy

RESOLUTION # 2023-21

I. Guzman 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, the Policy Committee has determined that the Emergency Management Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Emergency Management Policy is hereby reaffirmed and is to remain in effect, 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 F. Castella

Motion Carried Unanimously

3. Approval of Library Collection Development Policy

RESOLUTION # 2023-22

I. Guzman offers the following resolution and moves its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees has formed a committee to review Board and College administrative policies and related resolutions, and

WHEREAS, it is the responsibility of the Board of Trustees and Administration to ensure the Library plays an essential role in supporting the academic development of students of Dutchess Community College, and providing members of the college community with a space dedicated to reading, research, studying and other intellectual pursuits, it has been determined that a policy on the Library Collection Development is needed, and

WHEREAS, the ad hoc committee has reviewed the proposed policy on the Library Collection Development and finds it to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations of the Policy Review Committee, and review by the Board of Trustees, the attached policy on the Library Collection Development, which 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 F. Castella

Motion Carried Unanimously

4. Approval of Granting of Degrees Posthumously

RESOLUTION # 2023-23

I. Guzman offers the following resolution and moves its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees Policy Committee reviews the College's policies on a regular basis, and

WHEREAS, to comply with regulations, a policy on Granting Degrees Posthumously has been written, and

WHEREAS, the College's Professional Staff organization (PSO) has

reviewed said policy to ensure it meets all requirements, and

WHEREAS, the Policy Committee finds said policy to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations the Policy Committee, and review by the Board of Trustees, the attached policy on the Granting of Degrees Posthumously, which 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 F. Castella

Motion Carried Unanimously

C. Finance & Facilities (S. Caswell)

Mr. Caswell provided the Board with a summary of items discussed at the last Finance & Facilities Committee meeting on April 10, 2023.

1. Approval of Campus Site Repairs and Upgrades Phase 1 and Phase 2

RESOLUTION # 2023-24

S. Caswell offers the following resolution and moves its adoption:

WHEREAS, bids were duly advertised and requested for Mechatronics/HVAC Lab Renovations, and

WHEREAS, two (2) bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 P.M., March 10, 2023, and

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

WHEREAS one (1) bid did not meet the specifications, and

WHEREAS, funds for Mechatronics/HVAC Lab Renovations, will be made available through capital project funds, now, therefore, be it

RESOLVED, that the bid received for Mechatronics/HVAC Lab

Renovations, in accordance with the specifications, be awarded to PVS Construction LLC, Poughkeepsie, NY, in the amount of \$287,700.00.

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Seconded by L. Pratt

Motion Carried Unanimously

D. Personnel & Community Relations (A. Flesland, Chair)

Ms. Flesland provided the Board with a summary of items discussed at the last Personnel & Community Relations Committee meeting held on April 12, 2023.

1. Approval of Early Retirement/Emeritus Status

RESOLUTION # 2023-25

F. Castella offers the following resolution and moves its adoption:

WHEREAS, the eligibility requirements for early retirement is specified in Section 5.17 of the College's 2020-2025 contract with Dutchess United Educators, and

WHEREAS, funds to pay for the benefits earned are available in the personnel budget, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, the early retirement of the below faculty members is hereby approved to be effective August 18, 2023:

David Freeman, Assistant Professor, Architectural Technology
Mark Roland, Professor, Math and Computer Science

BE IT FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that in recognition of their service to Dutchess Community College, each will be granted with emeritus status upon their retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation for their valuable contributions to the College's educational program during their tenure and wish the very best in their retirement and future endeavors.

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Seconded by I. Guzman

Motion Carried Unanimously

2. Approval of Retirement/Emeritus Status

RESOLUTION # 2023-26

F. Castella offers the following resolution and moves its adoption:

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the retirement of the below faculty members is hereby approved effective August 18, 2023

Joseph Cosentino, Chair of the Department of Performing, Visual and Communications, Professor of Theatre and Speech

Jacqueline Goffe-McNish, Professor, English

Maryanne Johnson, Assistant Professor, Math and Computer Science

BE IT FURTHER RESOLVED, that, in recognition of their dedicated service to Dutchess Community College, each will be granted emeritus status upon their retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to each of them for their valuable contributions to the College's educational program during their tenure, and wishes them the very best in their retirement.

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Seconded by D. Cloud

Motion Carried Unanimously

VII. Report of the Student Trustee

There was no Student Trustee report at this meeting

VIII. Report of the Co-chairperson

- A. Co-chair Flesland spoke on successful college-wide highlights for the month of April 2023.
- B. Co-chair Flesland thanked Dr. Susan Rogers, Scott Schnackenburg and Michael Hall for their hard work over the past two years working on the Middle States Self-study report.

IX. Report of the President

- A. President Jordan began his report by congratulating Scott Schnackenburg on his recent appointment as Vice President for Enrollment and Student Success.
- B. President Jordan thanked Dr. Susan Rogers, Schott Schnackenburg, Michael Hall and the entire DCC Community who assisted in hosting the Middle States Visiting Team for their support, participation and outcome.

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 May 23, 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 7:28 p.m.

Respectfully submitted,

Joia Ponticello
Executive Assistant
Date Submitted: May 23, 2023

RESOLUTION NO. 2023-27

Board of Trustees, Dutchess Community College
May 23, 2023

_____ offers the following resolution and moves its adoption:

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the attached amendment to the Five-year Academic Calendar for 2022-2023 through 2025-2026, to include Juneteenth as a Federal Holiday which shall be made part of the official minutes of this meeting, is hereby approved.

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Seconded by _____

SUMMER 2023 CALENDAR

1st 6-Week Session

5/24, Wednesday	Classes Begin
5/29, Monday	No credit classes, College closed, Memorial Day
5/31, Wednesday	Deadline for withdrawal with 25% refund, Census Date
6/19, Monday	No credit classes, Juneteenth observation, College Closed Open
6/21, Wednesday	Deadline for withdrawal without academic penalty
7/3, Monday	Last day of classes in 1 st 6-week session
7/5, Wednesday	Grades due by 2pm for all 1 st 6-week classes

2nd 6-Week Session

7/10, Monday	Classes Begin
7/13, Thursday	Deadline for withdrawal with 25% refund, Census Date
8/2, Wednesday	Deadline for withdrawal without academic penalty
8/15, Tuesday	Last day of classes in 2 nd 6-week session
8/17, Thursday	Grades due by noon for all 2 nd 6-week classes

Full-Term (12-Week) Session (1)

5/24, Wednesday	Classes Begin
5/29, Monday	No credit classes, College closed, Memorial Day
6/8, Thursday	Deadline for withdrawal with 25% refund, Census Date
6/19, Monday	No credit classes, Juneteenth observation, College Closed Open
7/4, Tuesday	No credit classes, College closed, Independence Day Holiday
7/5, Wednesday	No credit classes
7/6, Thursday	No credit classes
7/25, Tuesday	Deadline for withdrawal without academic penalty
8/15, Tuesday	Last day of classes in 12-week session
8/17, Thursday	Grades due by noon for all Full-term classes

8/17, Thursday All outstanding summer grades due to Registrar by noon

Full Term - 44 meeting days:

5/24, 5/25, 5/30, 5/31, 6/1, 6/5, 6/6, 6/7, 6/8, 6/12, 6/13, 6/14, 6/15, 6/20, 6/21, 6/22, 6/26, 6/27, 6/28, 6/29, 7/3, 7/10, 7/11, 7/12, 7/13, 7/17, 7/18, 7/19, 7/20, 7/24, 7/25, 7/26, 7/27, 7/31, 8/1, 8/2, 8/3, 8/7, 8/8, 8/9, 8/10, 8/14, 8/15

1st 6-Week - 21 meeting days:

5/24, 5/25, 5/30, 5/31, 6/1, 6/5, 6/6, 6/7, 6/8, 6/12, 6/13, 6/14, 6/15, 6/20, 6/21, 6/22, 6/26, 6/27, 6/28, 6/29, 7/3

2nd 6-Week - 22 meeting days:

7/10, 7/11, 7/12, 7/13, 7/17, 7/18, 7/19, 7/20, 7/24, 7/25, 7/26, 7/27, 7/31, 8/1, 8/2, 8/3, 8/7, 8/8, 8/9, 8/10, 8/14, 8/15

RESOLUTION NO. 2023-28

Board of Trustees, Dutchess Community College
May 23, 2023

_____ 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, the Policy Committee has determined that the Equal Employment Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Equal Employment Policy is hereby reaffirmed and is to remain in effect, 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 _____

Equal Opportunity Policy: Access, Employment, and Fair Treatment

Dutchess Community College (College) as part of The State University of New York, in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a policy to provide an educational and working environment free from unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action.

Access and Fair Treatment

It is the policy of Dutchess Community College that no discrimination against, or harassment of, individuals will occur on any of the campuses or in the programs or activities of the College. All judgments about and actions toward students and employees will be based on their qualifications, abilities, and performance. Attitudes, practices, and preferences of individuals that are essentially personal in nature, such as private expression or sexual orientation, are unrelated to performance and provide no basis for judgment. All College departments and employees are expected to take appropriate action to implement this policy of fair treatment.

Employment

It is the policy of the College to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program for the College as a whole and for each constituent unit of the College. This policy:

1. Applies to all persons without regard to race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.
2. Applies equally to all job classifications and titles in the College and to all types of appointments under College authority, whether full-time or part-time;
3. Governs all College policies, practices, and actions including, but not necessarily limited to, recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training, and employee benefits of whatever nature;
4. Applies equally to all College organizational units; and
5. Expects each contractor, supplier, union, visitor, public agency or cooperative agent to support this policy by complying with applicable state and federal equal employment opportunity laws and regulations.

Approved by Board of Trustees Resolution #2016-64, dated August 9, 2016; attached addendum approved by Board of Trustees Resolution #2019-13, dated October 23, 2018

Addendum to DCC Equal Opportunity Policy: Access, Employment, and Fair Treatment

SUNY Sexual Harassment Response and Prevention Policy Statement

Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment is prohibited and will not be tolerated at SUNY. The University has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

Sexual harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, and all employees and students are entitled to work and learn in a campus environment that prevents sexual harassment. All employees and students have a legal right to a workplace and a campus free from sexual harassment and employees and students can enforce this right by filing a complaint internally with the University, or with a government agency, or in court under federal or state anti-discrimination laws, as detailed in the University's Discrimination and Sexual Harassment Complaint Procedure.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academia opportunity;
- Conditioning an employment related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against or poking another person's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion, or other job benefits or detriments, or an educational benefit or detriment;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures/noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment or otherwise interfering with the individual's ability to perform his or her employment or academic duties;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Such behavior can constitute sexual harassment regardless of the sex, gender, sexual orientation, self-identified or perceived sex, gender expression, status of being transgender, or gender identity of any of the persons involved. Sexual harassment is considered a form of employee and student misconduct which may lead to disciplinary action. Further, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Employees and students who believe they have been subjected to sexual harassment may use the University's Discrimination and Sexual Harassment Complaint Procedure for more details on how to have their allegations reviewed, including a link to a complaint form.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is unlawful, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about or provides information regarding unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Adverse action includes being discharged, disciplined, discriminated against, or otherwise subject to adverse action because the individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures,

SUNY campuses and System Administration shall take the necessary steps to ensure that this Sexual Harassment Response and Prevention Policy Statement is distributed, implemented, and enforced in accordance with their respective policies.

(Approved by Board of Trustees Resolution #2019-13, dated October 23, 2018)

RESOLUTION NO. 2023-29

Board of Trustees, Dutchess Community College
May 23, 2023

_____ 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 Policy on Mandated Training 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 policy on Mandated Training, 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 _____

RESOLUTION NO. 2023-30

Board of Trustees, Dutchess Community College
May 23, 2023

_____ 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, 2022 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 and recommends that the Board of Trustees accept the audit for fiscal year 2021-2022, 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 2021-2022.

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Mandated Employee Training Policy

Employee training is mandated by Federal, State, or County law, rules, regulations or directives, as well as by State University of New York and Dutchess Community College Board of Trustees policies, in order to provide an environment in which faculty, staff, and students are treated with respect and dignity.

Dutchess Community College will provide training for **all** employees as mandated by the Board of Trustees and Federal, State, or County laws, rules, regulations, or directives, and/or policies of the State University of New York. All ~~full-time~~ employees are required to complete this training in a manner determined by the College as part of their inherent job responsibilities.

All full-time educators will complete three (3) hours of mandated federal/state training as part of their professional responsibilities. If additional training is required, the College will pay at the individual's prevailing non-teaching assignment rate.

With the approval of their supervisor, non-teaching educators who start and complete training outside of their regularly scheduled hours will receive compensation at the individual's prevailing non-job related assignment rate.

Part-Time Educators participating in mandated federal/state training will be paid at the non-teaching rate for Part-Time Teaching Educators and the hourly rate for Non-Teaching Educators. Whenever possible, Part-Time Educators will be offered the option to complete the training remotely.

Approved by Board of Trustees Resolution #2014-05, dated September 24, 2013

RESOLUTION NO. 2023-31

Board of Trustees, Dutchess Community College
May 23, 2023

_____ 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 2023-2024, which are attached and shall be made part of the official minutes of this meeting, are hereby approved.

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Seconded by _____

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 st week	75%	25%
During 2 nd week	50%	0%
During 3 rd week	25%	0%
After 3 rd 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.

DUTCHESS COMMUNITY COLLEGE
Tuition and Fee Schedule
2023-2024

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:		\$2,400
	(per semester)	
Part – Time:		\$200
	(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:		\$4,800
	(per semester)	
Part – Time:		\$400
	(per credit hour)	

Tuition Non-New York State Residents:

Full – Time:		\$4,800
	(per semester)	
Part – Time:		\$400
	(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		\$67
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MANDATORY FEES

Description	Charge	Per	Service Rendered
College Fee	7.50	Full-time	Participation in Student Activities and Athletics (Fall and Spring Semester Only)
	7.50	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 Pilot Course	15,975**	Semester	Flight School
Instrumental Rating	12,735**		
Commercial Pilot-Inter.	9,765**		
Commercial Pilot-Adv	14,805**		
Uniforms	100**		
Written Exam Fees	1,200**		

Aviation Maintenance Technician

DUTCHESS COMMUNITY COLLEGE
Tuition and Fee Schedule
2023-2024

Description	Charge	Per	Service Rendered
Lab Fees Tool Kit	864/11,232 2,150	Course/Year 1 st Semester	Supplies and Equipment
Helicopter Fees	8,500 – 35,500**	Semester	Lab Fees
Background Check Fee***	65.75	One-time Fee	Allied Health, Nursing, Paramedic, Medical Lab Technology/Phlebotomy Students
Ceramic Materials Fee	40.00	Applicable Course	Materials & Equipment
CLEP Exam***	93.00 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
Drug Testing	30.00	Annually	Allied Health, Nursing, Paramedic, Medical Lab Technology/Phlebotomy Students
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	7.00	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 Fees			
Lost Book Fee	50.00	Per Infraction	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
2023-2024

Description	Charge	Per	Service Rendered
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
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	
SUNY International Student Health Insurance Plan	SUNY State-wide Rate	Year	

DUTCHESS COMMUNITY COLLEGE
Tuition and Fee Schedule
2023-2024

Description	Charge	Per	Service Rendered
SUNY Learning Network Fee	25.00	Per Course	Access SUNY Learning Network
TEAS Exam***	87.00	Per Exam	Test of Essential Academic Skills for Nursing
Traffic Fines	15.00, 25.00, 50.00	Per Infraction	Traffic Violation
Transcript Fee	8.00*	Per Copy	Copy of Transcript
Trip Fee	90.00 375.00	Per Trip	Study Abroad Fees THE 280/281
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. Additional charges may apply.**

*****Payment made directly to vendor by student. Fees may be subject to change as costs are set by the vendor.**

Additional costs related to housing and meals for Conklin Hall are established by the Dutchess Community College Association Board of Directors.

RESOLUTION NO. 2023-32

Board of Trustees, Dutchess Community College
May 23, 2023

_____ offers the following resolution and moves its adoption:

WHEREAS, the Annual Operating Budget Request of Dutchess Community College for the period September 1, 2023 through August 31, 2024 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 \$65,443,844 now, therefore, be it

RESOLVED, that the Operating Budget for Dutchess Community College for the fiscal year September 1, 2023 through August 31, 2024, in the amount of \$65,443,844 with anticipated funding from the County of Dutchess by appropriation from fiscal year 2024 of \$17,459,414, is hereby approved.

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Dutchess Community College FY23/24 Budget Overview

	2022/2023 Budget	2023/2024 Proposed Budget		
		Budget	\$ Increase/ Decrease	% Increase Decrease
<u>ASSUMPTIONS</u>				
FT Tuition Increase/semester Enrollment (compared to FY22/23 Projections)	\$150/\$7	\$100 -4.8%		
FT Tuition / Semester	\$2,300	\$2,400	\$100	4.35%
PT Tuition/ Credit	\$192	\$200	\$8	4.34%
Sponsor Increase	\$0	\$671,516	671,516	4.00%
State Aid Increase	\$0	\$0	0	0.00%
<u>REVENUE</u>				
STUDENT REVENUE				
Fall Tuition	\$8,024,212	\$7,661,600	(362,612)	-4.52%
Winter Tuition	229,824	254,200	24,376	10.61%
Spring Tuition	6,572,536	6,610,200	37,664	0.57%
Summer Tuition	1,734,912	1,721,200	(13,712)	-0.79%
College in High School	500,000	850,000	350,000	70.00%
Technology Fees	1,232,777	1,167,257	(65,520)	-5.31%
LOCAL SHARE				
Sponsor's Contribution	16,787,898	17,459,414	671,516	4.00%
Chargeback Revenue	3,183,158	4,841,788	1,658,630	52.11%
Out of State/ Non-Resident Tuition	620,000	670,800	50,800	8.19%
STATE AID - OPERATING and RENTAL				
Operating	16,336,119	16,336,119	0	0.00%
Rental	370,749	413,531	42,782	11.54%
OFFSET REVENUE				
Other Fees	1,217,304	1,182,669	(34,635)	-2.85%
Course Fees	1,115,448	879,776	(235,672)	-21.13%
HERRF Lost Revenue	886,000	0	(886,000)	-100.00%
Other Revenue - Credit Free	500,000	500,000	0	0.00%
TOTAL OPERATING REVENUE	\$59,310,937	\$60,548,554	1,237,617	2.09%
<u>EXPENDITURES</u>				
PERSONNEL SERVICE	\$34,385,778	\$39,069,975	\$4,684,197	13.62%
BENEFITS	15,658,686	16,243,929	\$585,243	3.74%
EQUIPMENT	100,000	100,000	\$0	0.00%
CONTRACTUAL COSTS	9,468,651	10,029,940	\$561,289	5.93%
TOTAL EXPENDITURES	\$59,613,115	\$65,443,844	\$5,830,729	9.78%
APPROPRIATED FUND BALANCE	(\$302,178)	(\$4,895,290)	(\$4,593,112)	1520.00%

9/1/22 Fund Balance	\$17,922,117	
BoT Approved Fund Balance Use (computers)	(250,000)	
Use of Fund Balance for Prior Year Expenses	(1,848,298)	
Average Salary Savings (5 yr trend)	1,511,000	
FY23/24 Appropriated Fund Balance Use	(4,895,290)	
Estimated Balance @ 8/31/24	<u>\$12,439,529</u>	Target (15%): \$9,816,577
Net Change in Fund Balance	(\$5,482,588)	

_____ 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 #Axxxx9387 (“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 4, 2022; and

WHEREAS, the Employee requested and was granted two adjournments of the disciplinary hearing; and

WHEREAS, the disciplinary hearing was held on November 29, 2022, at which time the Hearing Officer heard testimony and received other evidence from the Charging Party and from the Employee; 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 Recommendations of the Hearing Officer;

NOW THEREFORE, BE IT RESOLVED, that the Board hereby adopts the Findings and Recommendation in the Report and Recommendations of the Hearing Officer, including the determination that the Employee is guilty of the charges of misconduct and specifications 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 Recommendations; 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 _____