

Meeting, Board of Trustees
Dutchess Community College
January 26, 2021

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting Held on December 8, 2020
- VI. COMMITTEE REPORTS
 - A. Finance and Facilities (T. Massie, Chair)
 1. Approval of Bids
 - a. Ground Power Units for the Aviation Maintenance Program (Res. #2021-19)
 - b. Flight Simulator for the Aviation Program (Res. #2021-20)
 - B. Personnel and Community Relations (B. Brown, Chair)
 1. Professional Staff Appointment (Res. #2021-21)
 - C. Ad Hoc Policy Committee
 1. Reaffirmation of Board Policies (Res. #2021-22)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
 - A. Approval of Two-year Strategic Plan (Res. #2021-23)
- IX. Report of the Acting President
- X. Items for Future Agendas
- XI. Date of Next Meeting – **February 23, 2021**
- XII. Adjournment

VI. COMMITTEE REPORTSA. Finance and Facilities1. Approval of Bidsa. Ground Power Units for the Aviation Maintenance Program (Res. #2021-19)

Aviation ground power units supply the necessary power to operate aircraft electrical systems on the ground, which is essential for training purposes and to meet the FAA CFR 147 curriculum requirements. Although 3 bids were received, only one vendor met specifications. It is recommended that the contract for two units be awarded to **Batesfield GPU**, in the amount of **\$30,139.28**. The funding for this purchase will be provided by the Upstate Revitalization Initiative (URI) grant award from Empire State Development (ESD).

b. Flight Simulator for the Aviation Program (Res. #2021-20)

The flight simulator is needed for training purposes for our Aviation Program. It will be used to teach the Airframe & Power Plant students proper starting procedures for aircraft before they perform this on an actual plane. Mechanics will be able to learn about problems that pilots encounter in flight. Additionally, the simulator will reduce the cost of flight training for DCC students since the simulator training is less expensive than flying aircraft. It is recommended that the contract be awarded to **Redbird Flight Simulators**, in the amount of **\$97,184.00**. The funding for this purchase will be provided through the Upstate Revitalization Initiative (URI) grant award from Empire State Development (ESD).

B. Personnel and Community Relations1. Professional Staff Appointment (Res. #2021-21)

Karina Gutierrez-Huincho is recommended for appointment as HSE Coordinator for the period January 11, 2021 through August 31, 2021, at an annual salary of \$53,574, prorated for the period of time worked. Ms. Gutierrez-Huincho, who has been serving as the Interim HSE Coordinator since September, received her B.A. from San Marcos University and Master's Degree in Teaching Spanish as a Foreign Language from Valencian International University. Prior to taking the interim position, she held the position of HSE Academic Instructor at the College for 5 years.

C. Board Policy Ad Hoc Committee

1. Reaffirmation of Board Policies (Res. #2021-22)

Upon review of the policies related to the Personal Use of College Property, President's Advisory Council, and Code of Ethics, the Board Policy Committee is recommending that these policies be reaffirmed.

VIII. Report of the Chairperson

A. Approval of Two-year Strategic Plan (Res. #2021-23)

Middle States requires that a Strategic Plan be in place in order for a college to be reaccredited. The College's current plan, which was for the period 2016-2020, was reviewed and it was determined that we should extend the goals included in the plan and prioritize the objectives that address the most pressing needs of the College at this point in time. A two-year extension of the plan has been developed based upon these prioritized objectives. It is recommended that the Board approve the 2020-2022 Strategic Plan as proposed.

_____ offers the following resolution and moves its adoption:

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

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

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

WHEREAS, funds for Aviation Ground Power Units will be made available through grant funding, now, therefore, be it

RESOLVED, that the bid received for two (2) Aviation Ground Power Units, in accordance with the specifications, be awarded to Batesfield GPU, Wellston, OK, in the amount of \$30,139.28.

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Seconded by _____

DUTCHESS COMMUNITY COLLEGE			
POUGHKEEPSIE, NY 12601			
RFB-DCC-05-2021			
ITEM: TWO (2)- AIRCRAFT GROUND POWER UNITS			
OPENING DATE: January 8, 2021		TIME: 3:00 PM	
BIDDERS NAME		**HOLZBERG COMMUNICATIONS**	BATESFIELD GPU
		Totowa, NJ	Wellston, OK
			**TRONAIR, INC **
			Swanton, OH
BASE BID		\$30,989.98	\$28,641.28
EXTENDED WARRANTY		\$500.00	\$1,498.00
TOTAL		\$31,489.98	<u>\$30,139.28</u>
			\$29,860.60
BID OPENED BY: _____ BID TABULATION RECORDED BY: _____			
COMMENTS:****Holzberg Communications and TronAir Inc did not meet bid specifications****			

_____ offers the following resolution and moves its adoption:

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

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

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

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

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

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Seconded by _____

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

RESOLUTION NO. 2021-21

Board of Trustees, Dutchess Community College
January 26, 2021

_____ offers the following resolution and moves its adoption:

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

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

* * * * *

Seconded by _____

_____ offers the following resolution and moves its adoption:

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

WHEREAS, the College's current policies related to Personal Use of College Property, President's Advisory Council, and Code of Ethics were reviewed as part of this ongoing process and were determined to still be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations of the ad hoc Policy Review Committee, the current policies related to Personal Use of College Property, President's Advisory Council, and Code of Ethics are hereby reaffirmed and shall remain in effect, and be it

FURTHER RESOLVED, that the Board reconsider these policies again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

* * * * *

Seconded by _____

_____ offers the following resolution and moves its adoption:

WHEREAS, in order to meet the Middle States Commission on Higher Education's standard regarding Planning, Resources, and Institutional Improvement, the College is required to have a long-range Strategic Plan, and

WHEREAS, in January 2016, the Board of Trustees approved the College's Five-year Strategic Plan for the period 2016-2020, and

WHEREAS, in 2018, the College began the process of developing an Academic and Facilities Master Plan that would form the basis for a 10-year Strategic Plan, and

WHEREAS, although significant progress was made on developing a 10-year plan, the significant decline in our enrollment, financial exigencies, and issues arising from COVID, have made it necessary to refocus our efforts, and

WHEREAS, based upon these changes, a review of the College's current Five-year Strategic Plan was conducted to determine the progress that has been made, what goals are still pertinent, and what our new priorities should be, and

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

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

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

* * * * *

Seconded by _____

STRATEGIC PLAN

2021-2022 EXTENSION
& ENHANCED KEY GOALS



DUTCHESS
COMMUNITY COLLEGE

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

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

Enhanced Key Goals

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

1

Goal: Increase student success

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

EXTENSION PRIORITY #1

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

EXTENSION PRIORITY #2

Optimize all student-learning environments with appropriate technologies.

2

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

Enhance administrative effectiveness.

EXTENSION PRIORITY #3

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

EXTENSION PRIORITY #4

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

3

Goal: Contribute to the vitality of the region through community

Align College with regional economic development.

EXTENSION PRIORITY #5

Leverage College representation of all major regional economic development bodies.

EXTENSION PRIORITY #6

Explicitly link program planning and implementation to community identified needs.

2016-2020

FIVE-YEAR STRATEGIC PLAN



DUTCHESS
COMMUNITY COLLEGE



OUR COMMUNITY. OUR COLLEGE. OUR FUTURE.

VISION

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

MISSION

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



GOAL

Increase student success

INITIATIVE 1

Focus on effective educational practice to ensure students' academic success

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

INITIATIVE 2

Enhance student support services

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

INITIATIVE 3

Enhance access for an increasingly diverse student body

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

GOAL

Promote collaborative campus culture

INITIATIVE 1

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

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

INITIATIVE 2

Recruit and retain great faculty and staff

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

GOAL

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

INITIATIVE 1

Design and implement a strategic planning process

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

INITIATIVE 2

Focus on assessment of student learning

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

INITIATIVE 3

Enhance administrative effectiveness

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

INITIATIVE 4

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

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

GOAL

Contribute to the vitality of the region through community engagement

INITIATIVE 1

Align college with regional economic development

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

INITIATIVE 2

Expand community partnerships

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

GOAL

Embrace diversity as part of our institutional identity

INITIATIVE

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

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

PLEDGE

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

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