

Meeting, Board of Trustees  
Dutchess Community College  
August 16, 2022

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Public Comment
- VI. Consideration of Minutes of Meeting Held on July 13, 2022
- VII. COMMITTEE REPORTS
  - A. Finance and Facilities (S. Appel, Chair)
    1. Approval of Bid for Bowne Hall Roof Renovations (Res. #2022-54)
    2. Approval of Lease with the Family Partnership Center (Res. #2022-55)
  - B. Personnel and Community Relations (A. Flesland, Chair)
    1. Extension of Salaries for Fiscal Year 2022-2023 (Res. #2022-56)
    2. Approval of Professional Staff Titles (Res. #2022-57)
- VIII. Report of the Student Trustee
- IX. Report of the Chairperson
- X. Report of the President
- XI. Other Business
- XII. Date of Next Meeting – **September 27, 2022**
- XIII. Adjournment

VII. COMMITTEE REPORTSA. Finance and Facilities1. Approval of Bid for Bowne Hall Roof Renovations (Res. #2022-54)

The roof on Bowne Hall is in disrepair and has developed leaks. Originally, the bid documents were for the roofs on both Bowne Hall and the Physical Plant building. Since bids related to the Physical Plant roof were very high, that portion will be re-bid. The low bidders were unwilling to accept a contract unless both buildings were included. Therefore, it is recommended that the contract for the roof renovations to Bowne Hall be awarded to the next lowest bidder **Barrett Roofing in the amount of \$127,800.**

2. Approval of Lease with the Family Partnership Center (Res. #2022-55)

The College currently leases space at the Family Partnership Center for off-campus instruction. The current lease expires on August 31, 2022. The College wishes to continue offering classes in the City of Poughkeepsie and has negotiated a new three-year lease for the period September 1, 2022 through August 31, 2025.

B. Personnel and Community Relations (A. Flesland, Chair)1. Extension of Salaries for Fiscal Year 2022-2023 (Res. #2022-56)

The current Collective Bargaining Agreement between Dutchess Community College and Dutchess United Educators expired on August 31, 2020. Because a successor agreement has not yet been negotiated, this action authorizes salaries to continue beyond September 1, 2022 for all professional staff, including management/confidential employees.

2. Approval of Professional Staff Titles (Res. #2022-57)

Section 35 of the New York State Civil Service law requires that the initial determination of titles in the Professional Service be made by the College Board of Trustees. Titles are then submitted to the State University of New York (SUNY). Based upon a review of the College's organizational structure, planned realignment, related professional titles, and job descriptions, it is recommended that the Board approve the following job titles:

Assistant Dean for Student Engagement & Development  
Associate Dean for Enrollment & Student Success/Enrollment  
Management & Admissions  
Associate Dean for Enrollment & Student Success/Onboarding &  
Advisement

Associate Dean for Enrollment & Student Success/Social & Emotional Support  
Associate Dean for Instruction & Learning/Curriculum, Assessment & Compliance  
Associate Dean for Instruction & Learning/Learning Commons  
Associate Dean for Instruction & Learning/Pre-collegiate Programs  
Associate Director of Marketing & Communications  
Director of Off-campus Centers  
Director of Student Accounts  
Director of Workforce Education & Development

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

WHEREAS, the Roof Renovations/Replacement for Bowne Hall and the Physical Plant building were approved as a capital project by the Board of Trustees of Dutchess Community College, the Dutchess County Legislature, and the Board of Trustees of the State University of New York, and

WHEREAS, bids were duly advertised and requested for the Roof Renovations/Replacements, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:30 pm, on June 8, 2022, and

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

WHEREAS, the bids received for the Physical Plant portion of the project were very high for the type and size of the roof, and

WHEREAS, the overall low bidders for the project would not accept the award for the Bowne Hall Roof portion only, and

WHEREAS, the funds are available from the Roof Replacements Capital Project, now, therefore, be it

RESOLVED, that the bid received for the Bowne Hall Roof Renovations, in accordance with the specifications, be awarded to Barrett Inc., Danbury, CT, in the amount of \$127,800.00.

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

DUTCHESS COMMUNITY COLLEGE  
POUGHKEEPSIE, NY

RFB-DCC-15-2022	ROOF RENOVATIONS @ BOWNE HALL & PHYSICAL PLANT				DUE JUNE 8, 2022 2:30 PM
	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	
	Titan Roofing Inc. Springfield, MA	VAD Contracting Inc. Brooklyn, NY	Barrett Inc. Danbury CT	Amor-Tite Construction Corp. Port Chester, NY	
<b>BASE BID- Physical Plant:</b>	\$156,000.00	\$160,000.00	\$135,600.00	\$140,000.00	
<b>BASE BID- Bowne Hall:</b>	\$127,000.00	\$39,000.00	\$112,800.00	\$103,000.00	
<b>TOTAL BASE BID:</b>	\$283,000.00	\$199,000.00	\$248,400.00	\$243,000.00	
<b>**Allowance of \$15,000.00**</b>					
<b>TOTAL BASE BID WITH ALLOWANCE</b>	\$298,000.00	\$214,000.00	\$263,400.00	\$258,000.00	
<b>ALTERNATE #1: Physical Plant: Add gutters and downspouts on west edge of roof as noted on the drawings</b>	\$22,500.00	\$18,000.00	\$8,790.00	\$30,000.00	
within the above Base Bid, the undersigned agrees to provide the following work in accordance with the Specifications and the Drawings					
<b><u>REPLACEMENT OF DETERIORATED ROOF DECK</u></b>	\$150.00 per square ft	\$19.00 per square ft	\$20.00 per square ft	\$15.00 per square ft	
<b>TOTAL</b>					
RFB OPENED BY: _____	RFP RECORDED BY: _____				
COMMENTS:					

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

WHEREAS, Dutchess Community College currently leases space in the City of Poughkeepsie for Off-Campus Instructional space at the Family Partnership Center, located at 29 North Hamilton Street, Poughkeepsie, New York, and

WHEREAS, the Lease Agreement between Dutchess Community College and Family Services will expire on August 31, 2022, and

WHEREAS, the College wishes to continue leasing the premises for off-campus instruction, and

WHEREAS, the College has negotiated entering into a lease renewal for a three-year term for the period September 1, 2022 through August 31, 2025 at the following annual rates:

Lease Year	Rent	Cleaning Costs	Total Cost
Year 1	\$150,427.06	\$25,753.92	\$176,180.98
Year 2	\$154,917.42	\$26,268.96	\$181,186.38
Year 3	\$159,562.62	\$26,794.32	\$186,356.94

Now, therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes the President of the College to enter into a Lease Agreement with Family Services, Inc. for 7,742 square feet of space for off-campus instruction at the negotiated rates described above.

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

RESOLUTION NO. 2022-56

Board of Trustees, Dutchess Community College  
August 16, 2022

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

WHEREAS, contract negotiations with Dutchess United Educators have not been concluded, now, therefore, be it

RESOLVED, that salaries for 2022-2023 for professional staff members represented by Dutchess United Educators be continued at their present annual rate pending completion of contract negotiations and/or further action by the Board of Trustees, if any, and be it

FURTHER RESOLVED, that salaries for 2022-2023 for management/confidential employees be continued at their present annual rate.

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

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

WHEREAS, a review of the College's organizational structure, planned realignment, related professional titles, and job descriptions was conducted, and

WHEREAS, based upon this review, it has been determined that new titles need to be created to align with assigned job responsibilities, and

WHEREAS, Section 35 of the Civil Service Law requires that title determination of positions in the professional service be made by the Board of Trustees, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, approval is hereby given to create the following titles in the professional service:

- Assistant Dean for Student Engagement & Development
- Associate Dean for Enrollment & Student Success/Enrollment Management & Admissions
- Associate Dean for Enrollment & Student Success/Onboarding & Advisement
- Associate Dean for Enrollment & Student Success/Social & Emotional Support
- Associate Dean for Instruction & Learning/Curriculum, Assessment & Compliance
- Associate Dean for Instruction & Learning/Learning Commons
- Associate Dean for Instruction & Learning/Pre-collegiate Programs
- Associate Director of Marketing & Communications
- Director of Off-campus Centers
- Director of Student Accounts
- Director of Workforce Education & Development

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