

Meeting, Board of Trustees  
Dutchess Community College  
March 22, 2022  
Bowne Hall, Room 122

## 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 February 22, 2022
- VII. Educational Presentation – Update on Campus Security Plan  
Nilda Hofmann, Chief of Campus Safety and Security
- VIII. COMMITTEE REPORTS
  - A. Finance and Facilities (S. Appel, Chair)
    1. Approval of RFP for Architectural and Engineering Services for Campus Repairs and Upgrades (Res. #2022-26)
  - B. Personnel and Community Relations (A. Flesland, Chair)
    1. Approval of Professional Titles (Res. #2022-27)
    2. Professional Staff Appointments (Res. #2022-28)
    3. Salary Correction (Res. #2022-29)
  - C. Board Policy Committee (I. Guzman, Chair)
    1. Approval of Revision to Reimbursement for Job Applicants Policy (Res. #2022-30)
- IX. Report of the Student Trustee
- X. Report of the Chairperson
- XI. Report of the President
- XII. Other Business
- XIII. Date of Next Meeting – **April 26, 2022**
- XIV. Adjournment

VIII. COMMITTEE REPORTSA. Finance and Facilities (S. Appel, Chair)1. Approval of RFP for Architectural and Engineering Services for Campus Repairs and Upgrades (Res. #2022-26)

The Campus Site Repairs and Upgrades Capital Project, which was approved for capital funding by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College and the Dutchess County Legislature, includes planning and designing for needed repairs to campus walkways, exterior stairs and sidewalks, the elevated deck walkway between Hudson and Drumlin Halls, a vehicular drop off and pick up zone in Lot E and the pedestrian crossings leading from Lot E across Creek Road. It is recommended that the contract for this work be awarded to **Rhinebeck Architecture, in an amount not to exceed \$219,400.**

B. Personnel and Community Relations (A. Flesland, Chair)1. Approval of Professional Titles (Res. #2022-27)

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). In order to meet the requirements of the Title III Grant that was awarded to the College, the following titles need to be created:

- **Prior Learning Assessment Coordinator**
- **Title III Program Coordinator**
- **Workforce Pathways Coordinator**

2. Professional Staff Appointments (Res. #2022-28)

**Diana Kiernan** is recommended for appointment as Acting Director of Mental and Physical Health Services for the period March 28, 2022 through August 31, 2022, at an annual salary of \$79,728 prorated for the period of time worked. Ms. Kiernan, who received her B.S. from SUNY Oneonta and M.A. in Mental Health Counseling from Marist College, has been employed as a Student Resource Navigator at the College since December 2020.

**Angela Rios** is being recommended for appointment as Associate Dean of Academic Affairs for the period March 28, 2022 through August 31, 2022, at an annual salary of \$110,908, prorated for the period of time worked. Dr. Rios, who has been serving as Acting Associate Dean of Academic Affairs since December 2019, received her B.A. from Hartford University, M.S. from Central Connecticut State University, and Ed.D. from St. John Fisher College.

**Colleen Trogisch** is recommended for appointment as Associate Dean of Academic Affairs for the period April 4, 2022 through August 31, 2022, at an annual salary of \$137,363, prorated for the period of time worked. Ms. Trogisch, who is currently the Dean of Student Services, will replace Susan Rogers who was recently appointed Chief of Staff and Vice President for Institutional Effectiveness. She received her A.A. from Dutchess Community College, B.A. from the University of California, and M.A. from Marist College.

3. Salary Correction (Res. #2022-29)

At the February 22, 2022 Board of Trustees meeting, **Benjamin Jones** was appointed as Acting Director of Math & Science Center, for the period of February 7, 2022 through August 31, 2022, at an annual salary of \$53,544, prorated for the period time worked. The correct salary for that position is \$56,554.

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

1. Approval of Revision to Reimbursement for Job Applicants Policy (Res. #2022-30)

The Board Policy Committee reviewed the current policy on Reimbursement for Job Applicants 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 rewritten. The Policy Committee is recommending approval of the policy as amended.

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

WHEREAS, the Campus Site Repairs and Upgrades Capital Project was approved by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College and the Dutchess County Legislature, and

WHEREAS, Request for Proposals for Architectural and Engineering Services for the Campus Site Repairs and Upgrades were requested on RFP-DCC-03-2022, and

WHEREAS, there were eleven (11) proposals received as shown on the tabulation sheet attached to this resolution, and

WHEREAS, the College has reviewed each proposal, and interviewed the top two firms that met the project specifications, and

WHEREAS, the proposal received from Rhinebeck Architecture best meets the required specifications, and

WHEREAS, the funds are available in the Capital Project for the Campus Site Repairs and Upgrades, now, therefore, be it

RESOLVED, that the contract for Architectural and Engineering Services for the Campus Site Repairs and Upgrades, be awarded to Rhinebeck Architecture, Rhinebeck, NY in an amount not to exceed \$219,400.

\* \* \* \* \*

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

|                             | <u>C &amp; S<br/>Engineers Inc.<br/>Syracuse, NY</u> | <u>M.G.<br/>McLaren<br/>Engineering<br/>Woodcliff<br/>Lake, NY</u> | <u>Cameron<br/>Engineering<br/>Woodbury,<br/>NY</u> | <u>M &amp; J<br/>Engineering<br/>Clifton<br/>Park, NY</u> | <u>Rhinebeck<br/>Architecture<br/>Rhinebeck,<br/>NY</u> | <u>Sei Design<br/>Group<br/>Albany, NY</u> | <u>Lothrop<br/>Associates<br/>White<br/>Plains, NY</u> | <u>LiRo<br/>Engineers Inc.<br/>Syosset, NY</u> | <u>Lan<br/>Associates<br/>Midland<br/>Park, NJ</u> | <u>N.K.<br/>Bhandari<br/>Syracuse,<br/>NY</u> | <u>Sorrell<br/>Engineering<br/>Beacon, NY</u> |
|-----------------------------|--|--|---|---|---|--|--|--|--|---|---|
| <b>PROPOSED LUMP SUM</b>    | \$301,500  | \$161,735  | \$351,761   | \$272,800   | \$219,400   | \$207,240                                  | \$274,900  | \$358,170                                      | \$229,775  | \$382,500                                     | \$159,802                                     |
| <b>ITEMIZED BREAKDOWN</b>   |  |  |   |   |   |  |  |  |  |   |   |
| Schematic Design Phase      | \$43,000   | \$25,740   | \$44,930  | \$66,000  | \$18,000  | \$34,448                                   | \$44,000   | \$38,470                                       | \$28,000   | \$88,245                                      | \$12,000                                      |
| Design Development Phase    | \$53,750   | \$28,660   | \$74,011  | \$65,220  | \$50,000  | \$34,448                                   | \$64,000   | \$65,080                                       | \$24,000   | \$28,545                                      | \$24,000                                      |
| Construction Document Phase | \$43,000   | \$22,645   | \$104,267   | \$56,980  | \$92,000  | \$62,084                                   | \$95,000   | \$28,900                                       | \$24,000   | \$70,411                                      | \$10,000                                      |
| Bidding Phase               | \$10,750   | \$7,035  | \$14,533  | \$13,000  | \$5,000   | \$8,612                                    | \$11,900   | \$12,650                                       | \$12,000   | \$5,709                                       | \$2,000                                       |
| Construction Support        | \$64,500   | \$43,545   | \$59,105  | \$55,160  | \$27,000  | \$35,000                                   | \$45,000   | \$156,630                                      | \$119,775  | \$57,090                                      | \$24,000                                      |
| Survey                      | \$86,500   | \$34,110   | \$54,915**  | \$16,440  | \$27,400  |  | \$15,000   | \$56,440                                       |  | \$132,500**                                   | \$87,802                                      |
|                             |  |  |   |   |   |  |  |  |  |   |   |
|                             |  |  |   |   |   |  |  |  |  |   |   |
|                             |  |  |   |   |   |  |  |  |  |   |   |
| RFP OPENED BY:              | RFP TABULATION RECORDED BY:                          |  |   |   |   |  |  |  |  |   |   |
| COMMENTS:                   |  |  |   |   |   |  |  |  |  |   |   |

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

WHEREAS, the College has been awarded a Title III Grant, and

WHEREAS, in order to meet the requirements of the grant, new titles in the professional service need to be created, 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, and

WHEREAS, these positions will be grant-funded, now, therefore, be it

RESOLVED, that, approval is hereby given to create the following titles in the professional service:

Prior Learning Assessment Coordinator  
Title III Program Coordinator  
Workforce Pathways Coordinator

\* \* \* \* \*

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

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

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

Diana Kiernan, Acting Director of Mental and Physical Health Services, for the period March 28, 2022 through August 31, 2022, at an annual salary of \$79,728, prorated for the period of time worked.

Angela Rios, Associate Dean of Academic Affairs, for the period March 28, 2022 through August 31, 2022, at an annual salary of \$110,908, prorated for the period of time worked

Colleen Trogisch, Associate Dean of Academic Affairs, for the period April 4, 2022 through August 31, 2022, at an annual salary of \$137,363, prorated for the period of time worked

\* \* \* \* \*

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

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

WHEREAS, by Resolution #2022-22, dated February 22, 2022, the Board of Trustees appointed Benjamin Jones as the Acting Director of the Math & Science Center, for the period of February 7, 2022 through August 31, 2022, at an annual salary of \$53,544, prorated for the period time worked, and

WHEREAS, the salary listed in the resolution was incorrect, now, therefore, be it

RESOLVED, that Mr. Jones' annual salary in this position is hereby approved to be \$56,554, 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 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 Reimbursement for Job Applicants 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 Reimbursement for Job Applicants, 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.

\* \* \* \* \*

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

## Policy on Reimbursement for Job Applicants

Electronic methods shall be used for first interviews.

Reimbursement for those individuals invited to campus for a second and/or subsequent interview(s) shall be as follows:

- A. For persons who live within a one-hundred-mile radius of the College, only mileage will be reimbursed.
- B. All persons who live beyond a one-hundred-mile radius of the College shall have their travel reimbursed at the current College rate if by car, or expended monies if verified by receipt. Meals are reimbursed at the approved College rate and lodging is reimbursed at monies expended if at a College-approved hotel and verified by receipt.

Exceptions to this policy may be made at the discretion of the President of the College.

Attachment to Board of Trustees Resolution #2022-30, dated March 22, 2022