

Meeting, Board of Trustees
Dutchess Community College
March 23, 2021

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment
- V. Consideration of Minutes of Meeting Held on February 23, 2021
- VI. COMMITTEE REPORTS
 - A. Finance and Facilities (T. Massie, Chair)
 1. Approval of Bid for Aviation Maintenance Technician Training Equipment (Res. #2021-30)
 - B. Personnel and Community Relations (B. Brown, Chair)
 1. Professional Staff Appointments (Res. #2021-31)
- VII. Report of the Student Trustee
- VIII. Report of the Chairperson
 - A. Approval of Revisions to Bylaws (Res. #2021-32)
- IX. Report of the Acting President
- X. Items for Future Agendas
- XI. Date of Next Meeting – **April 27, 2021**
- XII. Adjournment

VI. COMMITTEE REPORTSA. Finance and Facilities (T. Massie, Chair)1. Approval of Bid for Aviation Maintenance Technician Training Equipment
(Res. #2021-30)

Part 147 of the FAA's Civilian Flights Rules (CFR) governs the curriculum and projects that are taught at all Aviation Maintenance Technician schools. Curriculum subjects must be in aircraft systems and aircraft components that operate the systems. Hands-on projects and instructional aids are also required in order to meet regulations. The purchase of this teardown equipment is essential to the teaching and training of the students in the program. Grant funds are available for the purchase of this equipment.
Avotek, Weyers - \$79,500

B. Personnel and Community Relations (B. Brown, Chair)1. Professional Staff Appointments (Res. #2021-31)

Maria Boada is recommended for appointment to the position of Dean of Academic Affairs for the period March 29, 2021 through August 31, 2021, at an annual salary of \$134,000, prorated for the period of time worked. Ms. Boada, who has been serving as the Acting Dean of Academic Affairs since January 2020, received her B.S. from the Universidad de Oriente, M.S. from Case Western Reserve University, and is pursuing her Ed.D. at Manhattanville College. She was previously the Associate Dean of Academic Affairs at Dutchess Community College for two years. Prior to coming to Dutchess, she was the Assistant Dean of Academic Affairs at Westchester Community College.

Rocco Carbonaro is recommended for a tenure-track, 12-month appointment to the position of Airframe and Power Plant Mechanical Lecturer, effective May 1, 2021, at an annual salary of \$72,904.80, prorated for the period of time worked. Mr. Carbonaro received his A.S. in Occupational Studies and FAA Airframe and Powerplant License from the Academic of Aeronautics (now Vaughn College). He has served as a technical support representative for Dassault Falcon Jet, as a Quality Assurance Inspector for Cessna Aircraft Company, and as a Quality Assurance Manager/Chief Inspector for the Associated Aircraft Group.

Thomas Jones is recommended for re-appointment as a temporary, full-time Instructor of Criminal Justice in the Department of Behavioral Science for the 2021-2022 academic year at an annual salary of \$56,554. Mr. Jones has served one year as a TFT instructor and nine and one-half years as an Adjunct Instructor at Dutchess Community College. He received his B.A. and M.A. from SUNY Albany.

Jane Sheeley is recommended for appointment as a TRIO Student Success Coach for the period March 29, 2021 through August 31, 2021 at an annual salary of \$53,316, prorated for the period of time worked. Ms. Sheeley received her A.S. from Ulster Community College, B.S. from SUNY New Paltz, and M.S. from the New York Institute of Technology. She has been serving as a part-time TRIO Student Success Coach/Counselor at the College since April 2017. This position is grant-funded.

VIII. Report of the Chairperson

A. Approval of Revisions to Bylaws (Res. #2021-32)

A review of the current Board of Trustees Bylaws was conducted and changes were recommended for consideration by the members of the Board. Trustees reviewed and discussed the proposed changes at the February Board Workshop and, since no additional changes were suggested, it is recommended that the Board approve the Bylaws as amended.

RESOLUTION NO. 2021-30

Board of Trustees, Dutchess Community College
March 23, 2021

_____ offers the following resolution and moves its adoption:

WHEREAS, bids were duly advertised and requested for Aviation Maintenance Technician Training Equipment, and

WHEREAS, one bid was received as a result of the solicitation and was publicly opened and read aloud at 2:15 P.M., January 22, 2021, and

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

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

RESOLVED, that the bid received for Aviation Maintenance Technician Training Equipment, in accordance with the specifications, be awarded to Avotek, Weyers Cave, VA, in the amount of \$79,500.00.

* * * * *

Seconded by _____

DUTCHESS COMMUNITY COLLEGE		
POUGHKEEPSIE, NY 12601		
RFB-DCC-06-2021		
Aviation Maintenance Technician Training Equipment		
OPENING DATE: January 22, 2021 TIME: 2:15 PM		
		Avotek
		Weyers Cave, Va
Part Description	Quantity	Price
T6A Teardown Engine E45	1	\$28,680.00
Pratt & Whitney PT6A-20 TurboProp Engine CD MM11-I	1	\$1,200.00
Avotek Nose Gear Assembly AL35	1	\$3,345.00
The Avotek Cockpit Instrumentation System AS76-pfd	1	\$28,680.00
Digital Engine Instrument System E60	1	\$17,595.00
TOTAL		<u>\$79,500.00</u>
BID OPENED BY: _____ BID TABULATION RECORDED BY: _____		
COMMENTS:		

RESOLUTION NO. 2021-31

Board of Trustees, Dutchess Community College
March 23, 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 appointments to the professional staff of Dutchess Community College are hereby approved:

Maria Boada, Dean of Academic Affairs, for the period March 29, 2021 through August 31, 2021, at an annual salary of \$134,000, prorated for the period of time worked

Rocco Carbonaro, Airframe and Power Plant Mechanical Lecturer (tenure-track), effective May 1, 2021, at an annual salary of \$72,904.80, prorated for the period of time worked

Thomas Jones, temporary, full-time Instructor of Criminal Justice, Department of Behavioral Sciences for the 2021-2022 academic year, at an annual salary of \$56,554

Jane Sheeley, TRIO Student Success Coach, for the period March 29, 2021 through August 31, 2021, at an annual salary of \$53,316, prorated for the period of time worked

* * * * *

Seconded by _____

_____ offers the following resolution and moves its adoption:

WHEREAS, the Board of Trustees believes it is good governance practice to periodically review its Bylaws, and

WHEREAS, a complete review of the current Bylaws was conducted, and

WHEREAS, based upon this review, several revisions to the Bylaws were recommended, and

WHEREAS, the members of the Board reviewed the proposed changes to the Bylaws at the February 23, 2021 Workshop meeting and concurred with the recommended amendments, now, therefore, be it

RESOLVED, that the amended Board of Trustees Bylaws, a copy of which is attached to this resolution and shall be made a part of the official minutes of this meeting, are hereby approved and shall be effective immediately.

* * * * *

Seconded by _____

DUTCHESS COMMUNITY COLLEGE
Board of Trustees Bylaws

1. Regular meetings shall be held monthly, except for the months of June and November, at a date, time and place to be announced by the Chairperson.
2. Public notice of the time and place of the Board meetings shall be given to the news media and conspicuously posted in designated public locations, including on the College's website, in accordance with the provisions of the New York State Open Meetings Law.
3. A majority of the members of the Board of Trustees shall constitute a quorum. A smaller number may call the roll, record the names of the absentees, and adjourn.
4. The annual reorganization meeting of the Board of Trustees shall be held in September of each year. Prior to the annual reorganization meeting, the Chairperson of the Board shall appoint a Nominating Committee, which shall be comprised of three Trustees; he/she shall appoint one of these members to serve as the Chair of the Committee. Committee members shall serve a term of one year.
5. The officers shall be: Chairperson, Vice Chairperson, and Secretary. These officers shall perform such duties as are common to their offices or as may be assigned to them from time to time by the Board of Trustees.
6. The Chairperson, Vice Chairperson, and Secretary of the Board of Trustees shall be elected by the Board of Trustees at the annual reorganization meeting for a term of one year or until their successors are elected and installed. A majority vote of the members of the Board of Trustees shall be necessary for election. No Trustee may serve in the same office for a period of more than three consecutive years. A Trustee may serve in different offices consecutively, as long as he or she does not serve in one position for more than three years. Any Trustee who has served in one office for three years may be elected to the same office again as long as he or she has vacated said office for a period of one year, whether serving in a different office or not for that year.
7. The Chairperson, Vice Chairperson, and Secretary shall serve as the Executive Committee. When necessary, the Executive Committee shall act on behalf of the Board between meetings of the Board or when a quorum is not present at a regular meeting. Such acts of the Executive Committee shall not be binding upon the Board or be considered final acts until confirmed by the Board at a subsequent meeting with a quorum present.

In matters of an emergency nature, the Chairperson may poll the members of the Board; any action taken on such a poll must be affirmed at the next public meeting of the Board.

8. The President shall be the Chief Executive Officer of the College and shall have all the powers and duties prescribed by law, and shall have a seat at all meetings of the Board of Trustees and at all called committee meetings and the right to be heard, but not to vote.
9. Special meetings may be held at the call of the Chairperson or at the call of three Trustees, provided that written notice of the special meeting, by either mail or digital transmission, shall be given to each member of the Board of Trustees at least three days prior to such meeting unless circumstances dictate a shorter period of time is necessary.
10. The Chairperson, or in his/her absence, the Vice Chairperson, shall preside at all meetings of the Board. In case the Chairperson and Vice Chairperson are not in attendance at the time appointed for any meeting of the Board of Trustees, the Secretary shall call the roll, and, on the appearance of a quorum, shall call the Board of Trustees to order when a Chairperson pro tempore shall be appointed by the Board of Trustees for that meeting or until the appearance of the Chairperson or Vice Chairperson.
11. The President shall cause to be prepared, and the Executive Assistant to the Board shall submit to the members of the Board, an agenda for each meeting. No items shall be considered at any meeting that are not on the associated agenda except:
 - a. On the recommendation of the Chairperson,
 - b. On the recommendation of the Chairperson of the appropriate committee with the agreement of the presiding officer;
 - c. By unanimous consent.
12. Unless circumstances dictate a shorter period of time is necessary, the agenda, resolutions, and resolution summary to be introduced at each upcoming Board meeting shall be sent to the Trustees one week in advance of the meeting either by mail or digital transmission.
13. The presiding officer shall decide all questions of order, subject to an appeal to the Board of Trustees.
14. The order of business at regular meetings shall be as follows:
 - a. Roll call
 - b. Approval of Agenda
 - c. Public Comment*
 - d. Consideration of minutes of previous meeting
 - e. Educational presentation
 - f. Committee Reports
 - g. Report of the Chairperson
 - h. Report of the Student Trustee
 - i. Report of the President
 - j. Other Business
 - k. Adjournment

*The public comment period shall be limited to 3 minutes per speaker with a maximum of 10 speakers; each speaker must identify himself/herself by name and title or affiliation, if any. This time is not for debate, but rather to receive comments for consideration by the Board of Trustees. The Board will not respond to comments.

15. All resolutions shall be presented in writing. Copies of proposed resolutions will be made available to the public on the College's website.
16. A workshop meeting of the Board of Trustees shall be held prior to the-regularly scheduled meeting of the Board of Trustees at the discretion of the Chairperson. Public notice of a workshop meeting shall be given, consistent with the Open Meetings Law. These meetings shall be open to the public, but with no participation from the public.
17. The Chairperson, in consultation with the members of the Board, shall appoint the members of all standing and special committees, and designate a chairperson for each committee. The Chairperson shall be an ex-officio member of all committees and may participate in committee meetings, but shall not be allowed to cast a vote.
18. The Standing Committees of the Board of Trustees shall be:
 - a. Academic and Student Affairs: The charge of this committee is to review and assess educational policies, proposed additions or deletions of academic programs and matters related to student services.
 - b. Finance and Facilities: The charge of this committee is to review and assess all items related to the College's budget, the annual Audit Report, proposed capital projects, and disposal of surplus equipment, as well as purchases as outlined in the College's Procurement Policy.
 - c. Personnel and Community Relations: The charge of this committee is to review and assess all personnel changes, including hiring of professional staff, retirements, tenure, promotions, salaries, etc., as well as to monitor collective bargaining agreements. This committee is also responsible for the evaluation of the President of the College.
 - d. Board Policy Committee: The charge of this committee is to review the College's policies and procedures to ensure they are consistent with the College's mission, provide effective governance, and are up-to-date.

Members of committees may request a fiscal impact analysis for any proposed resolution being presented for review/approval.

19. Standing Committees shall meet with and present to the Board of Trustees and the College President during the workshop sessions. Additional meetings of the standing committees may be held at the call of the Chairperson of the committee or the Chairperson of the Board of Trustees.

20. Trustees must attend a minimum of seven regular meetings each year, with no more than three consecutive absences unless special consideration is requested to the full Board for relevant circumstances such as personal or family illness, and granted by a majority vote. Trustees who do not attend the minimum number of meetings will be questioned by the Personnel and Community Relations Committee to determine an intent to continue to serve and the agency responsible for his/her appointment may be contacted to request his/her removal.
21. All Trustees must sign an annual Conflict of Interest Statement to ensure each has no vested or financial interest in decisions customarily brought before the Board.
22. The Board will conduct a bi-annual Self-Evaluation.
23. Retiring Trustees who have served more than five years and who leave in good standing will automatically be granted emeritus status.
24. These Bylaws may be amended by a majority vote of the members of the Board of Trustees at a regular or any special meeting. Each proposed amendment shall be submitted in writing to each Trustee for review at least one month prior to such meeting and be presented for approval at the next regularly scheduled or special Board meeting.
25. The Board shall be governed in its procedure by parliamentary rules and usage as set forth in Robert's Rules of Order Revised, except as otherwise noted.
26. The Board shall make and establish, and from time to time alter and amend such policies and regulations not inconsistent with law, for the governance of the College, as the Board may deem advisable.

Passed: January 7, 1959

Amended: April 29, 1963
November 29, 1971
January 31, 1972
March 26, 1977
July 12, 1988
October 24, 1995
October 26, 1999
January 25, 2005
March 23, 2021