

## AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Election of Officers
- VI. Public Comment
- VII. Consideration of Minutes for Meeting held on August 27, 2024
- VIII. COMMITTEE REPORTS
  1. Academic & Student Affairs (L. Gharthey, Chair)
    2. Board Policy (I. Guzman, Chair)
      1. Approval of the Use of Fund Balance Policy (Res #. 2025-01)
      2. Approval of the Policy on Racial and Other Forms of Discrimination (Res #. 2025-02)
      3. Approval of the Involuntary Withdrawal Policy (Res #. 2025-03)
      4. Approval of the Use of Facilities for Free Speech Policy (Res # 2025-04)
    3. Finance & Facilities (S. Caswell, Chair)
      1. Approval of the Bid for the Early Childhood Feasibility Study Award (Res #. 2025-05)
      2. Approval of 2025 Capital Projects
        - i. FF&E and Technology Replacement and Upgrades (Res #. 2025-06)
        - ii. Hudson Hall Interior Reconfiguration – Phase 2 (Res #. 2025-07)
        - iii. President’s Residence Repairs (Res #. 2025-08)
      3. Approval of the Contract with Ad Astra Information Systems – Smart Scheduling and Planning Systems (Res # 2025-10)
    4. Personnel and Community Relations (A. Flesland)
      1. Approval for Dutchess Community College to Appoint and Evaluate their President (Res #: 2025-10)
- IX. Report of the Student Trustee
- X. Report of the Chairperson
- XI. Report of the President
- XII. Other Business
- XIII. Date of Next Meeting – **October 22, 2024**

XIV. Adjournment

## VIII.

**Board Policy**1. Approval of the Use of Fund Balance Policy (Res # 2025-01)

The College is committed to the importance of prudent fiscal management and maintaining a responsible approach to managing its annual operating fund balance to support the college's mission, goals, and strategic priorities. This policy outlines principles and guidelines for managing reserves, investments, and strategic use of the fund balance to ensure financial stability, growth, and long-term sustainability.

2. Approval of the Policy on Racial and Other Forms of Discrimination (Res # 2025-02)

The College recommends adopting a Racial and Other Forms of Discrimination policy which will demonstrate the College's commitment to the principles of equal opportunity and employment and will outline how Dutchess Community College does not engage in unlawful discrimination.

3. Approval of the Involuntary Withdrawal Policy (Res # 2025-03)

This policy provides parameters surrounding involuntary leaves of absence for students. This policy is intended to comply with updated SUNY procedures to support students and campus safety in alignment with the latest U.S. Department of Education's Office for Civil Rights (OCR) and U.S. Department of Justice (DOJ) standards.

4. Approval of the Revised Use of Facilities for Free Speech (Res # 2025-04)

As an institution of higher education, the College respects and fully supports the rights granted to individuals under the First Amendment to the United States Constitution regarding free speech. As a public entity, the College will provide a designated limited public forum space for the exercise of free speech rights.

**Finance and Facilities**1. Approval of the Bid for the Early Childhood Feasibility Study Award (Res # 2025-05)

Proposals for an Early Childhood Expansion Study were solicited on RFP-DCC-17-2024.

The purpose of the feasibility study is to investigate the potential for enhancing and increasing the capacity of early childhood and school-age programs to serve the needs of Dutchess Community College's community of students, faculty, staff, and residents in the DCC service area. The feasibility study would enable Dutchess Community College to devise child care solutions that attract and retain talented and diverse student parents, faculty, staff, as well as support the employment initiatives of County residents.

There were Six (6) proposals received. The proposals were reviewed by a committee consisting of Adam Rathbun, Vice President for Finance and Administration, Susan Rogers, Chief of Staff and Vice President for Institutional Effectiveness, Raymond Houston, Vice President for Instruction and Learning, Robert Cirillo, Associate Vice President of Administration for Facilities, Adriana Mayson Greco, Assistant Dean of Student Engagement and Development, Sandra Kraich, Director of DCCA Day Care, Jennifer Santosuosso, Assistant Professor Early Childhood, Michael Hall, Professor and Department Chair Behavioral Sciences, and Diana Pollard, Associate Vice President for Institutional Advancement and Executive Director of the DCC Foundation. The committee ranked the proposals based on their demonstrated understanding of the work, qualifications of firm and key personnel, similar work experience and fee proposal. Three firms that best met the project specifications were interviewed, Ashley McGraw Architects, Viraline Architecture and Peter Gisolfi Associates.

The committee recommends awarding the Early Childhood Expansion Study to Ashley McGraw Architects. They had the most comprehensive proposal with extensive experience and similar early childhood development projects with several being SUNY-based projects. They had the greatest understanding of the project scope and they understand the need to support the partnership between the Daycare functions and the Early Childhood Academic programming.

## 2. Approval of the Capital Project for FF&E Technology Replacement and Upgrades (Res. #2025-06)

This project provides funding for the acquisition of technology equipment, laboratory equipment, furniture campus wide (including office furniture, desks, tables and chairs) and plant operations equipment (including trucks, mowers, and other operations equipment).

The total estimated cost of the project is \$400,000. The sponsor share of the project, \$200,000, will be funded through Capital Chargeback Funds.

3. Approval of the Capital Project for Hudson Hall interior Reconfiguration – Phase 2 (Res. #2025-07)

Hudson Hall will become the new learning commons, a one-stop active learning center and a hub for engaged learning. The renewed space will provide a hub for students to access resources and equipment, provide spaces for collaboration, access to academic support services and study spaces. The college is currently underway with a feasibility study to map out the space requirements that each area will require. The renovations will primarily consist of the functional realignment of spaces and interior finishes. The project will renovate and reconfigure Hudson Hall to accommodate spaces such as the learning commons, the potential relocation of the campus IT services, student service offices, faculty offices and classrooms. This will allow for the renovation of the Center for Business and Industry (CBI) and a later renovation of Dutchess and Drumlin Halls.

The total estimated cost of the project is \$3,666,000. The sponsor share of the project, \$1,833,000, will be bonded/funded by Dutchess County.

4. Approval of the Capital Project for the President's Residence Repairs (Res. #2025-08)

The project will provide for the design and construction of the necessary repairs to the President's residence to include but not limited to the mechanical systems, site work and the garage. The existing mechanical systems in the residence are at or near the end of their useful life and the garage is structurally compromised and needs to be repaired or replaced.

The total estimated cost of the project is \$150,000. The sponsor share of the project, \$75,000, will be bonded/funded by Dutchess County.

5. Approval of the Contract with Ad Astra Information System – Smart Scheduling and Planning Systems (Res #. 2025-09)

The College is recommending adding on an additional service to the current contract with Ad Astra. These services will provide better analytics

for our enrollment team, scheduling optimization for both courses and events (this would replace 25Live, our current event scheduling platform), track retention and completion data, and provide detailed reports and analysis.

### **Personnel and Community Relations**

#### **1. Approval for Dutchess Community College to Appoint and Evaluate their President (Res # 2025-09)**

This resolution will oppose the SUNY Chancellor and to the SUNY Board of Trustees changes to the presidential search process.

NYCCT is asking community colleges to pass this resolution which would reinforce and remind trustees that NYS education law gives the board of trustees at each individual college the sole authority to appoint and evaluate their president.

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
August 27, 2024

Trustees Present: Mr. Michael Francis Dupree, Chair, Ms. Darrah Cloud, Mr. Stephen Caswell, Mr. Bobby Biersack, Student Trustee, Ms. Angela Flesland, Ms. Lisa Ghartey, Ms. Linda Pratt and Dr. Peter Grant Jordan, President

Absent: Mr. Frank Castella, Ms. Evelyn Panichi, Mr. Ibis Guzman

- I. The meeting was called to order at 6:30 p.m. by Chairperson Dupree.
- II. Pledge of Allegiance by Ms. L. Pratt.
- III. Roll Call by Ms. Ponticello, quorum present.
- IV. Approval of Agenda: Upon motion made by D. Cloud, seconded by A. Flesland, voted on and duly carried, the agenda was approved as distributed.

V. Public Comment

There were no requests to address the Board.

VI. Consideration of Minutes of Meeting held on July 23, 2024 :

Upon motion made by A. Flesland, seconded by L. Pratt, voted on and duly carried, the minutes were approved as distributed.

VII. COMMITTEE REPORTS

Chairperson Dupree noted for the minutes that all of the resolutions that are presented to the Board for approval are reviewed and discussed at committee meetings prior to the Board meeting.

A. Academic and Student Affairs Committee (L. Ghartey, Chair)

Ms. Ghartey provided the Board with a summary of items discussed at the last Academic and Student Affairs Committee held on August 14, 2024.

B. Board Policy (L. Pratt)

Ms. Pratt provided the Board with a summary of items discussed at the last Board Policy Committee meeting held on August 14, 2024:

C. Finance & Facilities (S. Caswell, Chair)

Mr. Caswell provided the Board with a summary of items discussed at the last Finance & Facilities Committee meeting on August 12, 2024.

1. Approval of the Bid for Background Checks (Res # 2024-60)

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

WHEREAS, a request for proposals was duly advertised and requested for PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES; and

WHEREAS, Seven (7) proposals were received as a result of this solicitation for PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES, RFP-DCC-03-2024, requested on or prior to November 30, 2023; and

WHEREAS, vendors submitted request for proposal prices as shown on the tabulation sheet attached to this resolution; and

WHEREAS, the request for proposal received from First Choice Background Screening, meets the required specifications; and

WHEREAS, funds for the PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it

RESOLVED, that a three (3) year contract for PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES, in accordance with the specifications, be awarded to First Choice Background Screening, Davie, FL.

BE IT FURTHER RESOLVED, the contract will have the option of two (2) one-year renewals

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Seconded by: **A. Flesland**

**Motion Carried Unanimously**



2. Approval of the Bid for Electrical Fire Alarm Maintenance (Res # 2024-61)

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

WHEREAS, a request for proposals were duly advertised and requested for the Testing and Maintenance of Electric Fire Alarm Systems on a multi-year basis, and

WHEREAS, proposals were received as a result of the solicitation and were publicly opened and read aloud at 3:00 PM, June 18, 2024, and

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

WHEREAS, the amount of this bid is reasonable, and

WHEREAS, funds for the Testing and Maintenance of Electric Fire Alarm Systems Contract are available in the Operating budget for the year 2024-2025, now, therefore, be it

RESOLVED, that the proposal received for the Testing and Maintenance of Electric Fire Alarm Systems, in accordance with the specifications, be awarded to Nortek Protection Systems, Wappingers Falls, NY, for a multiple year contract in the amount of \$47,850. This contract is for three years, with the option to extend for two additional one-year terms.

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Seconded by: **L. Pratt**

**Motion Carried Unanimously**

3. Approval of the Bid for Elevator Maintenance (Res # 2024-62)

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

WHEREAS, bids were duly advertised and requested for ELEVATOR FULL MAINTENANCE & SERVICE on a multi-year basis, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 PM., June 6, 2024, and

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

WHEREAS, funds for ELEVATOR MAINTENANCE & SERVICE will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it

RESOLVED, that the bid received for ELEVATOR MAINTENANCE & SERVICE be awarded to Ferens Elevator Company., the vendor submitting the lowest aggregate price bid in accordance with the specifications for a multi-year contract in the amounts specified on the attached summary sheet for labor and monthly maintenance. This contract is for three years with the provision for two (2), one-year extensions.

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Seconded by: **L. Pratt**

**Motion Carried Unanimously**

4. Approval of the Bid for Water Based Fire Alarms (Res # 2024-63)

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

WHEREAS, bids were duly advertised and requested for the Water-Based Fire Alarm Testing, Service, and Maintenance Contract, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 PM, June 20, 2024, and

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

WHEREAS, the low bid received from Arco Protection Systems, in the amount of \$12,450.00, meets the required specifications, and

WHEREAS, funds for the Water-Based Fire Alarm Testing, Service, and Maintenance Contract are available in the Operating budget for the year 2024-2025, now, therefore, be it

RESOLVED, that the bid received for the Water-Based Fire Alarm Testing, Service, and Maintenance Contract, in accordance with the specifications, be awarded to Arco Protection Systems, Poughkeepsie, NY. This contract is for one year, with the option to extend two additional one-year terms

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Seconded by: **D. Cloud**

**Motion Carried Unanimously**

5. Approval of the T-Mobile Frequency Sale (Res #2024-64)

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

WHEREAS, Dutchess Community College entered into a 30-year lease agreement with Sprint (now T-Mobile) to lease Educational Broadband Services (EBS) channels under the call signs WLX207 and WHR978, and

WHEREAS, T-Mobile contacted the College to purchase call signs WLX207 and WHR978, and

WHEREAS, after negotiating the sale price for the purchase agreement, the College agreed to an offer of \$4,000,000 from T-Mobile for the two call signs, and

WHEREAS, the sale proceeds would be considered unrestricted operating revenue and added to the College’s fund balance, now therefore, be it

RESOLVED, that the Board of Trustees hereby approves and authorizes the College to enter into a purchase agreement with T-Mobile for the sale of the College’s call signs, WLX207 and WHR978, in the amount of \$4,000,000.

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Seconded by **A. Flesland**                      **Motion Carried Unanimously**

6. Approval of the Revised 2025-2029 Capital Plan (Res #2024-65)

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

WHEREAS, the County of Dutchess (County) and the State University of New York (SUNY) require the submission of a project list and estimated costs of capital construction and improvement projects for a five-year period, and

WHEREAS, Dutchess Community College (DCC) met with the County’s Capital Planning Committee on August 13, 2024 to discuss open and new projects, and

WHEREAS, DCC and the County agreed to revise the capital plan to better align with the needs of both entities, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the revised capital plan as outlined on the attached document, which is to be made part of the minutes of this meeting, as Dutchess

Community College's five-year Capital Projects Plan for the period of 2025-2029.

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Seconded by **B. Biersack**

**Motion Carried Unanimously**

7. Approval of the Use of Fund Balance to address Gramm-Leach-Bliley Act (GLBA) Plan (Res #2024-66)

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

WHEREAS, Dutchess Community College participates in the federal financial aid program under Title IV of the Higher Education Act of 1956, and

WHEREAS, the Federal Student Aid Enterprise Cybersecurity Group reviewed DCC's most recent compliance audit, and

WHEREAS, the Federal Student Aid Enterprise Cybersecurity Group identified Gramm-Leach-Bliley Act (GLBA) findings that are not in compliance with required elements of GLBA, and

WHEREAS, DCC has identified measures to satisfy the requirements under GBLA and come into compliance with safeguarding sensitive data under Title IV programs, now, therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes the use of College Fund Balance to fund initiatives to address GBLA finding in an amount not to exceed \$200,000.

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Seconded by **A Flesland**

**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 August 8, 2024.

1. Approval of Management Confidential Salary Increases (Res # 2024-67)

**A. Flesland** offers the following resolution and moves its adoption:

WHEREAS, salaries for management/confidential employees have

also been determined for 2024-2025, now, therefore, be it

RESOLVED, that for the 2024-2025 fiscal year, the salaries listed in the attached are approved effective September 1, 2024, and the President is hereby authorized to prepare contracts up to the amounts specified in the attached document which will be made part of the official minutes of this meeting.

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Seconded by **D. Cloud**

**Motion Carried Unanimously**

2. Approval of the Contract Extension for President, Dr. Peter Jordan (Res # 2024-68)

**A. Flesland** offers the following resolution and moves its adoption:

WHEREAS, the employment contract for President, Dr. Peter Grant Jordan, expired on August 2, 2024, and

WHEREAS, the Board of Trustees has recommended to extend Dr. Jordan’s employment contract for four (4) additional months, from August 3, 2024 through November 30, 2024, and

WHEREAS, Dr. Jordan is eligible for a 4% increase in salary for 2024-2025, now, therefore, be it

RESOLVED that the Board of Trustees of Dutchess Community College hereby approve to extend Dr. Peter Grant Jordan’s employment contract for an additional four (4) months through November 30, 2024 with an increase in salary of 4%.

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Seconded by **B. Biersack**

**Motion Carried Unanimously**

VIII. Report of the Student Trustee

Trustee Biersack reported on working with SGA and administration to better advertise for events on campus.

Trustee Biersack reported on voting in former student trustee, Maya Chinkan to office for SGA.

Trustee Biersack reported on the approach of Falcon Fest on campus.

IX. Report of the Chairperson

Chair Dupree spoke on college accolades for the month of August 2024.

X. Report of the President

Dr. Jordan invited members of PELT to report on new staff at DCC:

Adam Rathbun introduced Deepa Dubal, Chief Information Officer and Roberto Cirillo, Associate Vice President for Facilities

Dr. Raymond Houston introduced Fred Herbst, Associate Dean for Instruction and Learning, Pre-Collegiate Programs

Dr. Susan Rogers introduced Gina D'Angelo-Mullen, Director of Marketing & Communications

Diana Pollard introduced Anna Parra, Director of Development for the DCC Foundation

Scott Schnackenberg introduced Dianna Cruz, Director of Advising

Scott Schnackenberg also provided the Board with an enrollment update for Fall 2024, and an update on mechatronics enrollment.

Dr. Jordan closed his report by thanking the college community, faculty and staff that helped to support our WIG this year.

XI. Other Business

None

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on September 24, 2024 at 6:30 p.m.

Adjournment

There being no further business to discuss, a motion was made by Mr. Biersack, seconded by Ms. Flesland, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:10pm p.m.

Respectfully submitted,

Joia Ponticello  
Executive Assistant

RESOLUTION NO. 2025-01

Board of Trustees, Dutchess Community College  
September 24, 2024

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\_\_\_\_\_ 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 the Use of Fund Balance has been written, 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 Use of Fund Balance, 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.

\* \* \* \* \*

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



## **Policy Title: Annual Operating Fund Balance Management**

### **Statement:**

The College is committed to the importance of prudent fiscal management and maintaining a responsible approach to managing its annual operating fund balance to support the college's mission, goals, and strategic priorities. This policy outlines principles and guidelines for managing reserves, investments, and strategic use of the fund balance to ensure financial stability, growth, and long-term sustainability.

### **Principles:**

- A. *Fund Balance Reserves*—the College shall maintain a reserve of the annual operating fund balance that is 15% of the overall annual operating budget to cover unforeseen expenses, cash flow needs, and emergencies. This level of reserves is determined based on the GASB (Governmental Accounting Standards Board) and industry standards, best practices, and the recommendation of the State University of New York (SUNY).
  - a. If the College has a need to access monies in the fund balance which would cause the fund balance to drop below 15% of the operating budget, then the proposal to the Board of Trustees for consideration and approval must include a fiscally-feasible plan and timeline for rebuilding the fund balance to a state of financial security.
- B. *Investment Strategy*—the Board will develop an investment strategy for the college's operating annual fund balance to maximize returns while minimizing risk. Investments will be made following the college's investment policy, taking into consideration liquidity needs, risk tolerance, and market conditions.
- C. *Strategic Use of Excess Fund Balance*—the Board will approve strategic uses of any balance over the projected annual operating fund balance reserves to support the college's mission, goals, and strategic priorities. These uses may include funding capital projects, supporting academic programs, enhancing student services, and investing in faculty and staff development. The College President will make the necessary proposals to the Board for consideration and approval.
- D. *Financial Sustainability*—the Board will monitor the college's financial performance and fund balance levels regularly to ensure financial sustainability and long-term viability. Decisions regarding the use of the fund balance will be made in alignment with the college's strategic plan and budget priorities.

### **Guidelines:**

- A. *Implementation and Monitoring*—the President is responsible for implementing and monitoring this policy, in collaboration with the college's finance and administration team. The President will provide regular updates and reports to the Board on the management of the annual operating fund balance and any strategic uses of the fund balance.
- B. *Review and Evaluation*—this policy will be reviewed by the Board of Trustees to assess its effectiveness, relevance, and alignment with the college's financial goals. Any necessary revisions or updates will be made based on feedback and input from stakeholders, financial advisors, and industry experts.

RESOLUTION NO. 2025-02

Board of Trustees, Dutchess Community College  
September 24, 2024

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\_\_\_\_\_ 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 Racial and Other Forms of Discrimination has been written, 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 Racial and Other Forms of Discrimination, 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 \_\_\_\_\_

**Dutchess Community College**  
**Policy on Racial and Other Forms of Discrimination**

**I. Statement on Nondiscrimination**

Dutchess Community College is committed to the principle of equal opportunity in education and employment and does not engage in unlawful discrimination based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence or dating violence victim status, or criminal conviction in the execution of its educational programs, activities, employment, daily operations or admission policies, in accordance with all applicable federal, state and local laws. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Employees, students, applicants and other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against, based upon a protected characteristic. The College will not tolerate any form of harassment, and it is therefore the responsibility and obligation of all members of the College community to report and or to assist others in reporting incidents of racial or other forms of harassment, and to cooperate and assist in investigations related to such incidents.

Dutchess Community College (DCC) has established an Affirmative Action Officer (AAO) to oversee the investigation of claims of violations of the College's policy against discrimination and unlawful harassment. Claims of discrimination based on sex and/or sexual harassment are to be investigated and addressed in accordance with the Policy on Sex Discrimination and Sexual Harassment (Title IX).

Reports of violations and/or inquiries regarding the application of this policy, as well as laws, regulations and policies prohibiting discrimination may be directed to:

Director of Diversity & Compliance  
Bowne Hall, Room 220  
Dutchess Community College  
53 Pendell Road, Poughkeepsie, NY 12601  
845-431-8673  
[ChiefDiversityOfficer@sunydutchess.edu](mailto:ChiefDiversityOfficer@sunydutchess.edu)  
[TitleIX@sunydutchess.edu](mailto:TitleIX@sunydutchess.edu)

Alternatively, reports or inquiries may be directed to:

The Chief of Staff/Vice President for Institutional Effectiveness  
Bowne Hall, Room 209a  
Dutchess Community College  
53 Pendell Road, Poughkeepsie, NY 12601  
845-431-8985

[TitleVI@sunydutchess.edu](mailto:TitleVI@sunydutchess.edu)

Or to:

The Office of the Vice President for Enrollment and Student Success  
SSB, Room 304A  
Dutchess Community College  
53 Pendell Road, Poughkeepsie, NY 12601  
845-431-8680

Inquiries or complaints regarding the College's procedures and compliance with applicable federal antidiscrimination laws, statutes, and regulations may also be directed to:

United States Department of Education's Office for Civil Rights  
32 Old Slip 26th Floor  
New York, NY 10005-2500  
Tel (646)428-3800;  
Email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline: 800-421-3481 TDD 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov) Web: <http://www.ed.gov/ocr>

### **III. Reporting Unlawful Discrimination or Harassment**

Individuals (including students, employees, and visitors) who believe they have experienced unlawful discrimination or harassment on the College's campus, or in any of its programs or activities should make a report to the AAO in accordance with the Discrimination Grievance Procedures set forth in the Professional Staff Handbook.

The AAO will then respond to report of unlawful discrimination or harassment as provided in the Discrimination Grievance Procedures.

The AAO is also responsible for providing appropriate support measures and ensuring that unlawful discrimination or harassment is redressed and does not occur.

### **VI. Prohibition on Retaliation**

Retaliation against anyone who, in good faith, reports or participates in an investigation of an act of unlawful discrimination or harassment of any type is strictly prohibited. Anyone responsible for retaliation, including the accused party or someone affiliated with the accused party, will be subject to disciplinary action by the College.

RESOLUTION NO. 2025-03

Board of Trustees, Dutchess Community College  
September 24, 2024

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\_\_\_\_\_ 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, an Involuntary Withdrawal policy has been written, 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 Involuntary Withdrawal policy , 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.

\* \* \* \* \*

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

**Dutchess Community College**  
**Involuntary Leave of Absence Policy for Students**

This policy provides parameters surrounding involuntary leaves of absence for students. This policy is intended to comply with updated SUNY procedures to support students and campus safety in alignment with the latest U.S. Department of Education's Office for Civil Rights (OCR) and U.S. Department of Justice (DOJ) standards.

Requiring a student to take a leave of absence is rare and only happens when current medical knowledge and/or the best available objective evidence indicates to the President's designee(s) at Dutchess Community College (DCC) that there is a significant risk to the student's health or safety, or the health or safety of others in the Campus community, or the student's behavior severely disrupts the College environment, where no reasonable accommodations can adequately reduce that risk or disruption.

Consistent with the College's Statement on Non-Discrimination ([BOT Policy 2.5.17](#)), DCC prohibits unlawful discrimination on the basis of any type of disability or any other characteristic protected by applicable Federal and/or State law in the administration of DCC's programs and activities. A student is defined to be any individual who has been accepted or is registered for **any** course through the college on a full or part-time basis. This includes those taking online courses, non-credit courses, or those participating in a College-sponsored program.

DCC offers a range of resources, support services, and accommodations to address the physical and mental health needs of students. However, on rare occasions, a student's needs may require a level of care that exceeds the care that the institution can appropriately provide. Where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to their own safety, or the health and safety of others in the Campus community, or where a student's behavior severely disrupts the College environment and ***the student does not take a voluntary leave of absence***, the President's designee(s) has the authority to place a student on an involuntary leave of absence, after appropriate procedural due process has occurred. This determination should not be based on mere speculation, stereotypes, or generalizations.

It is intended that all processes and procedures associated with this policy will be developed through the expertise of the pertinent college offices and implemented at the start of the Spring 2025 semester.

RESOLUTION NO. 2025-04

Board of Trustees, Dutchess Community College  
September 24, 2024

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\_\_\_\_\_ 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 the Use of Facilities for Free Speech 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 the Use of Facilities for Free Speech, 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 \_\_\_\_\_

# **DESIGNATED LIMITED PUBLIC FORUM FOR USE OF FACILITIES FOR FREE SPEECH**

**Summary:**

The following constitutes Dutchess Community College's "time, place and manner" policy on the use of Dutchess Community College ("the College") facilities for free speech purposes as adopted by the Board of Trustees.

**Reasons for this Policy:**

As an institution of higher education, the College respects and fully supports the rights granted to individuals under the First Amendment to the United States Constitution regarding free speech.

As a public entity, the College will provide a designated limited public forum space for their exercise of free speech rights.

**Policy Application:**

This policy shall apply to all third parties, who are not sponsored by the College and to student organizations, faculty, or staff who want to use the College's designated limited public forum for free speech purposes.

**Definitions:**

**Blackout Days:** The College has "blacked out" certain days on its calendar wherein the use of the campus and its facilities, including outdoor spaces, are reserved exclusively for Campus activities that are related to its primary educational mission. During these blackout periods, no party shall be allowed to use the designated limited public forum for free speech purposes. The College defines the blackout periods to include the following:

- A. During the weekend prior to the commencement of fall and spring semesters;
- B. During reading periods and examination periods for each academic semester and the summer sessions;
- C. During graduation related activities and events, and;
- D. During major fall or spring campus wide events.

**Designated Limited Public Forum:** The College identifies the following as its designated limited public forum: The area known as the Edgar Petrovitz Pine Grove patio between Bowne and Dutchess Halls on the Poughkeepsie campus. Attached hereto is a map outlining the designated limited public forum.



The College designates this outdoor space for its limited public forum as this space is near to a highly trafficked pedestrian walkway on the College's main campus used by students, faculty, staff and visitors. The use of this space also is not likely to interfere with classroom instruction or residence hall activities.

The President shall have the authority to change, either permanently or temporarily, the designated limited public forum to address concerns for the health, safety and welfare of the campus community.

**Applicant:** A person(s) who wants to use the designated limited public forum for free speech purposes.

**Policy:**

- A. The College is providing a designated limited public forum for the use of free speech purposes.
- B. Reservation and Recordkeeping of the Use of Space:
  - 1. Parties who seek to use the designated limited public forum must:
    - a. Complete a designated limited public forum use application; and
    - b. File the application with the College Scheduling Office at least five (5) business days before the date the applicant wants to use the designated limited public forum (applications received after 3 p.m. on a given business day shall be considered as having been received on the morning of the next business day). The applicant assumes responsibility for the proper delivery of the application to the College Scheduling Office in a timely manner.
  - 2. The College shall review the application and respond to the applicant within three business days or no later than the business day prior to the date the applicant wants to use the designated limited public forum:
    - a. If the application is completed fully and signed by the applicant and the date and time is available for use, the College shall inform the applicant of its approval to use the designated limited public forum on the date and time so requested.
    - b. If the application is not complete and/or it is not signed, the College shall return the application to the applicant for completion.
    - c. If the space is already reserved for the date and time requested, or if the date and time requested is during a defined "blackout period", the College shall inform the applicant and the applicant may apply for another available date and time for the use of the space.

C. The College shall not:

1. Inquire as to the nature or content of the free speech;
2. Charge the applicant an application fee to reserve the designated limited public forum;
3. Charge the applicant party for the use of the space, or;
4. Impose insurance requirements on the applicant.

D. The applicant shall:

1. Be responsible for picking up from the designated limited public forum and College campus any brochures, pamphlets, leaflets or other handouts or goods that the speaker(s) brought with him/her to disseminate during his/her speech, and properly disposing of the same in public garbage receptacles or taking them with him/her. Failure to comply with this provision may result in future denial of use of the designated limited public forum; and
2. Not use megaphone equipment, amplified music, or other equipment for amplification. Failure to comply with this provision may result in future denial of use of the designated limited public forum.
3. Cease expressive activities and vacate the designated limited public forum at the expiration of the time identified in the application and approved by the College.

E. The College reserves the right to terminate any use of the designated limited public forum in the event either the speaker or a member(s) of an audience engages in conduct that violates the Rules for the Maintenance of Public Order, adopted in accordance with Education Law Section 6430 and 8 NYCRR 535, in order to secure the orderly operation of the campus for the safety of the entire campus community.

F. The College shall not be liable for any damages incurred or sustained by the applicant resulting from any cancellation of the applicant's use.

Completed applications to use the designated limited public forum should be sent to or hand delivered to:

Dutchess Community College  
College Scheduling Office  
Bowne Hall  
53 Pendell Road  
Poughkeepsie, NY 12601

All applications must be reviewed and approved by the Vice President and Dean of Administration.

Reaffirmed by Board of Trustees, Resolution # 2024-03, dated September 19, 2023

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

WHEREAS, Request for Proposals for Professional Services for the Early Childhood Expansion Study were requested on RFP-DCC-17-2024, and

WHEREAS, there were six (6) proposals received as shown on the tabulation sheet attached to this resolution, and

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

WHEREAS, the proposal received from Ashley McGraw Architects, PC best meets the required specifications, and

WHEREAS, the funds are available through the Early Childhood Expansion Grant and the DCC Foundation, now, therefore, be it

RESOLVED, that the contract for Professional Services for the Early Childhood Expansion Study, be awarded to Ashley McGraw Architects, D.P.C., Syracuse NY in an amount not to exceed \$100,000.

\* \* \* \* \*

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

RFP-DCC-17-2024 PROFESSIONAL SERVICES FOR EARLY CHILDHOOD EXPANSION STUDY						
OPENING: JULY 15, 2024 @ 3:00pm						
	VENDOR	VENDOR	VENDOR	VENDOR	VENDOR	VENDOR
	Liscum, McCormack, VanVoorth's Poughkeepsie, NY	Ashley McGraw Architects D.P.C. Syracuse, NY	Mass Design Group Poughkeepsie, NY	Circular Brooklyn, NY	Vraline Architecture NYC, NY	Peter Gisolfi Associates Hastings-on-Hudson, NY
<b>PROPOSED FEE:</b>	\$ 21,300.00	\$ 100,000.00	\$ 365,040.00	\$ 63,350.00	\$ 75,180.00	\$ 54,000.00

OPENED BY: \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_

RECORDED BY: \_\_\_\_\_

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for FF&E and Technology Replacements and Upgrades with a total estimated cost of \$400,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2025-2026 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$200,000) would be funded through Capital Chargeback Funds, now, therefore, be it

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share (Capital Chargeback)
FF&E and Technology Replacements and Upgrades	400,000.00	200,000.00	200,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

\* \* \* \* \*

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

Capital Project Request Details

BOT Resolution #: \_\_\_\_\_ Date of BOT Approval: \_\_\_\_\_

Project Name: FF&E Technology Replacements and Upgrades

Funding Year: 2025 County Capital Program  
2025-2026 State Budget Appropriation

Project Schedule:  
 Project/Design Start 4/1/25 Is project Dependent on another project?  
 Construction Start \_\_\_\_\_ Yes   
 Beneficial Occupancy 12/31/25 No

Estimated Useful Life: 5-10 years

Description: This project provides funding for the acquisition of technology equipment, laboratory equipment, furniture campus wide (including office furniture, desks, tables and chairs) and plant operations equipment (including trucks, mowers, and other operations equipment).

Justification: To ensure the campus is up-to-date with the campus technology, laboratory facilities, and to maintain and replace classroom and office furniture and plant operations equipment.

Impact: Faculty, staff and students will not only feel safer in an environment that has up-do-date equipment and technology, the academic environment will be enhanced with the latest trends and offerings to ensure students are getting a high quality education that can translate into real world experiences.

Project Scope: (% for each component)

\_\_\_\_ New/Addition      \_\_\_\_ Property Acquisition      \_\_\_\_ Rehabilitation      \_\_\_\_ Demolition  
 \_\_\_\_ Critical Maintenance      \_\_\_\_ Infrastructure      100 Improvements

Project Budget:	Total Budget	State Share	Sponsor Share	Sponsor Funding Source(s):
Design	_____	_____	_____	<input type="checkbox"/> County
Construction	_____	_____	_____	<input checked="" type="checkbox"/> Capital Chargeback
Equipment	<u>400,000.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<input type="checkbox"/> Other _____
Other	_____	_____	_____	
Total	_____	_____	_____	

Project Classification:  
 Health/Safety     ADA/Other Compliance     Energy     New Program/Program Improvements

Facility Use:  
 Academic     Administrative     Operations     Institutional Effectiveness     Student Life/Services

Impacts to operating budget: Investment in new technology and equipment will reduce repair and maintenance costs in the overall operating budget.

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Hudson Hall Interior Reconfigurations – Phase 2 with a total estimated cost of \$3,666,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2025-2026 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$1,833,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a "Type II" Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

Project Name	Estimated Total Cost	State's Share (Appropriation)	Sponsor's Share
Hudson Hall Interior Reconfigurations – Phase 2	3,666,000.00	1,833,000.00	1,833,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

\* \* \* \* \*

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



Capital Project Request Details

BOT Resolution #: \_\_\_\_\_ Date of BOT Approval: \_\_\_\_\_

Project Name: Hudson Hall Interior Reconfigurations - Phase 2

Funding Year: 2025 County Capital Program  
2025-2026 State Budget Appropriation

Project Schedule:  
 Project/Design Start \_\_\_\_\_ Is project Dependent on another project?  
 Construction Start July 2025 Yes  Hudson Hall Renovation - Phase 1  
 Beneficial Occupancy August 2026 No

Estimated Useful Life: 15 Years

Description:   
 The renovations will primarily consist of the functional realignment of spaces and interior finishes. The project will renovate and reconfigure Hudson Hall to accommodate spaces such as the learning commons, the potential relocation of the campus IT services, student service offices, faculty offices and classrooms. This will allow for the renovation of the Center for Business and Industry (CBI) and a later renovation of Dutchess and Drumlin Halls.

Justification:   
 Hudson Hall will become the new learning commons, a one-stop active learning center and a hub for engaged learning. The renewed space will provide a hub for students to access resources and equipment, provide spaces for collaboration, access to academic support services and study spaces. The college is currently underway with a feasibility study to map out the space requirements that each area will require.

Impact:   
 This is the first step in a 10 year master plan. This project will pave the way for a long term campus transformation to align the physical campuses with future operations.

Project Scope: (% for each component)  
 \_\_\_\_\_ New/Addition      \_\_\_\_\_ Property Acquisition 75      Rehabilitation      \_\_\_\_\_ Demolition  
 \_\_\_\_\_ Critical Maintenance      \_\_\_\_\_ Infrastructure 25      Improvements

Project Budget:	Total Budget	State Share	Sponsor Share	Sponsor Funding Source(s):
Design	_____	_____	_____	<input checked="" type="checkbox"/> County
Construction	<u>3,666,000.00</u>	<u>1,833,000.00</u>	<u>1,833,000.00</u>	<input type="checkbox"/> Capital Chargeback
Equipment	_____	_____	_____	<input type="checkbox"/> Other _____
Other	_____	_____	_____	
<b>Total</b>	<u>3,666,000.00</u>	<u>1,833,000.00</u>	<u>1,833,000.00</u>	

Project Classification:  
 Health/Safety     ADA/Other Compliance     Energy     New Program/Program Improvements

Facility Use:  
 Academic     Administrative     Operations     Institutional Effectiveness     Student Life/Services

Impacts to operating budget:

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

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for the President’s Residence Repairs with a total estimated cost of \$150,000 to the SUNY Office for Capital Facilities, and

WHEREAS, upon approval by the SUNY Board of Trustees, the project will be submitted for inclusion in the State Budget as a new capital appropriation in the 2025-2026 budget cycle, and

WHEREAS, the State funds would cover the state share of 50% of this project, and

WHEREAS, the sponsor share of this capital project (\$75,000) would be bonded in accordance with SUNY funding policy and procedures for capital projects, and

WHEREAS, the project involves either (1) maintenance or repair involving no substantial changes in an existing structure or facility or (2) the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, now, therefore, be it

RESOLVED, It is hereby determined, pursuant to the provisions of the State Environmental Quality Review Act, 8 NYECL Section 0101 et seq., and its implementing regulations, Part 617 of 6 NYCRR, that this project is a “Type II” Action within the meaning of Section 617.5(c)(1) & (2) of 6 NYCRR, and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required, and be it further

RESOLVED, that the following capital project is hereby authorized and approved in the amount indicated below:

Project Name	Estimated Total Cost	State’s Share (Appropriation)	Sponsor’s Share
President’s Residence Repairs	150,000.00	75,000.00	75,000.00

and, be it

FURTHER RESOLVED, that this resolution be forwarded to the Dutchess County Legislature for its consideration.

\* \* \* \* \*

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

Capital Project Request Details

BOT Resolution #: \_\_\_\_\_ Date of BOT Approval: \_\_\_\_\_

Project Name: President's Residence Repairs

Funding Year: 2025 County Capital Program  
2025-2026 State Budget Appropriation

Project Schedule:  
 Project/Design Start April 2025 Is project Dependent on another project?  
 Construction Start June 2025 Yes   
 Beneficial Occupancy December 2025 No

Estimated Useful Life: 15 Years

Description: The project will provide for the design and construction of the necessary repairs to the President's residence to include but not limited to the mechanical systems, site work and the garage.

Justification: The existing mechanical systems in the residence are at or near the end of their useful life and the garage is structurally compromised and needs to be repaired or replaced.

Impact:

Project Scope: (% for each component)  
 \_\_\_\_\_ New/Addition    \_\_\_\_\_ Property Acquisition    \_\_\_\_\_ Rehabilitation    \_\_\_\_\_ Demolition  
100 Critical Maintenance    \_\_\_\_\_ Infrastructure    \_\_\_\_\_ Improvements

Project Budget:	Total Budget	State Share	Sponsor Share	Sponsor Funding Source(s):
Design	_____	_____	_____	<input checked="" type="checkbox"/> County
Construction	<u>150,000.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	<input type="checkbox"/> Capital Chargeback
Equipment	_____	_____	_____	<input type="checkbox"/> Other _____
Other	_____	_____	_____	
<b>Total</b>	<u>150,000.00</u>	<u>75,000.00</u>	<u>75,000.00</u>	

Project Classification:  
 Health/Safety     ADA/Other Compliance     Energy     New Program/Program Improvements  
 Facility Use:  
 Academic     Administrative     Operations     Institutional Effectiveness     Student Life/Services

Impacts to operating budget:

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

WHEREAS, the Ad Astra Smart Scheduling and Planning Systems are specialized software solutions designed to optimize course scheduling, room utilization, and long-term academic planning. The system provides advanced data analytics, integration with existing campus systems, and tailored solutions that meet the specific scheduling and planning needs of higher education institutions, and

WHEREAS, after conducting a thorough review of available scheduling and planning systems, the College has determined that Ad Astra Information Systems is the sole provider capable of delivering the following unique features and functionalities,

<b>Products and Services</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Essential Scheduling Subscription	\$ 35,275.00	\$36,333.25	\$37,423.25	\$38,545.94	\$39,702.32
DFW Analysis Subscription	4,150.00	4,274.50	4,402.74	4,534.82	4,670.86
Early Momentum/Degree Velocity™ Subscription	6,225.00	6,411.75	6,604.10	6,802.23	7,006.29
Essential Scheduling Implementation	22,500.00				
DFW & Early Momentum/Degree Velocity™ Implementation	2,500.00				
<b>Total</b>	<b>\$ 70,650.00</b>	<b>\$47,019.50</b>	<b>\$48,430.09</b>	<b>\$49,882.99</b>	<b>\$51,379.48</b>
<b>Total Contract Value</b>	<b>\$267,362.05</b>				

WHEREAS, these unique features are essential to the College’s operation and are not available from any other source, now, therefore, be it

RESOLVED, that the Board of Trustees authorizes the President to enter into a five-year agreement with Ad Astra Information Systems – Smart Scheduling and Planning Systems for a total contract value of \$267,362.05.

\* \* \* \* \*

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

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

WHEREAS, New York State Education Law Section 6306, specifies that Dutchess Community College shall be governed by a Board of Trustees; with five members appointed by the local legislative body or board, four by the governor, and one elected from the student body; and

WHEREAS, the Dutchess Community College Board of Trustees appoints Presidents of the college, subject to approval by SUNY's trustees; and

WHEREAS, the Dutchess Community College Board of Trustees may enter into contracts or agreements deemed necessary or appropriate for the effective operation of the college, including, but not limited to, the employment contract with the President; and

WHEREAS, the responsibility and the authority to conduct the annual performance evaluation of Dutchess Community College president and to amend the terms of his/her/their contract rests solely with the Dutchess Community College Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, that the Dutchess Community College President's performance appraisal, evaluation and periodic review, and terms and conditions of the employment contract will only be influenced by, altered, or amended via negotiations between the President and the Board of Trustees at Dutchess Community College.

\* \* \* \* \*

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