

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Public Comment
- VI. Consideration of Minutes for Meeting held on August 22, 2023
- VII. COMMITTEE REPORTS
 - A. Academic & Student Affairs (L. Gharthey, Chair)
 1. Approval of the Reaffirmation of the Granting Stipends for Management Confidential Employees Policy (Res #2024-01)
 2. Approval of the Reaffirmation of the Travel Policy (Res # 2024-02)
 3. Approval of the Reaffirmation of the Use of College Facilities by Third Parties for Free Speech (Res # 2024-03)
 4. Approval of the Revised policy on the Disposal of Surplus Equipment (Res # 2024-04)
 - B. Board Policy (I. Guzman, Chair)
 1. Approval of Capital Projects:
 - i. FF&E and Technology Replacement and Upgrades (Res # 2024-05)
 - ii. Campus Site Repairs and Upgrades – Phase 3 (Res # 2024-06)
 - iii. CBI Replacement of Rooftop Units (Res # 2024-07)
 - iv. Sports Field Improvements (Res # 2024-08)
 - v. ADA Upgrades (Res # 2024-09)
 - vi. Hudson Hall Interior Reconfiguration – phase 1 (Res # 2024-10)
 - vii. DCC Fishkill Modifications (Res # 2024-11)
 2. Approval of RFP for Lean Six Sigma (Res #2024-12)
 - C. Finance & Facilities (S. Caswell, Chair)
 1. Approval of Capital Projects:
 - i. FF&E and Technology Replacement and Upgrades (Res # 2024-05)
 - ii. Campus Site Repairs and Upgrades – Phase 3 (Res # 2024-06)
 - iii. CBI Replacement of Rooftop Units (Res # 2024-07)
 - iv. Sports Field Improvements (Res # 2024-08)
 - v. ADA Upgrades (Res # 2024-09)
 - vi. Hudson Hall Interior Reconfiguration – phase 1 (Res # 2024-10)
 - vii. DCC Fishkill Modifications (Res # 2024-11)
 2. Approval of RFP for Lean Six Sigma (Res #2024-12)
 - D. Personnel and Community Relations (A. Flesland)
 1. Approval of New Titles (Res # 2024-13)
 2. Approval of Management Confidential Salary and Benefit Increases (Res # 2024-14)

- VIII. Report of the Student Trustee
- IX. Report of the Chairperson
- X. Report of the President
- XI. Other Business
- XII. Date of Next Meeting – **October 24, 2023**
- XIII. Adjournment

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
August 22, 2023

Trustees Present: Mr. Michael Francis Dupree, Chair; Mr. Frank Castella, Mr. Stephen Caswell, Ms. Darrah Cloud, Ms. Angela Flesland, Mr. Ibis Guzman, Ms. Evelyn Panichi, Ms. Linda Pratt, Ms. Maya Chinkan and Dr. Peter Grant Jordan President

Absent: Ms. Lisa Ghartey

I. The meeting was called to order at 7:00 p.m. by Chairperson Dupree.

II. Ms. Panichi led the Pledge of Allegiance.

III. Roll Call by Ms. Ponticello, quorum present.

IV. Approval of Agenda:

Upon motion made by Ms. Flesland, seconded by Ms. Cloud, 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 August 22, 2023:

Upon motion made by Ms. Flesland seconded by Mr. Guzman, 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 (D. Cloud)

Ms. Cloud provided the Board with a summary of items discussed at the last Academic and Student Affairs Committee held on August 15, 2023.

B. Board Policy (I. Guzman, Chair)

Mr. Guzman provided the Board with a summary of items discussed at the last Board Policy Committee meeting held on August 9, 2023:

1. Approval of the Reaffirmation of the Antibullying Policy
(Res #2023-42)

I. Guzman offered the following resolution and moved 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, the Policy Committee has determined that the Antibullying Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Antibullying Policy is hereby reaffirmed and is to remain in effect, 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 L. Pratt

Motion Carried Unanimously

2. Approval of the Reaffirmation of Workplace Violence Prevention Policy
(Res # 2023-43)

I. Guzman offered the following resolution and moved 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, the Policy Committee has determined that the Social Media Policy should be reaffirmed and remain in effect, now therefore, be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Social Media Policy is hereby reaffirmed and is to remain in effect, 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 A. Flesland

Motion Carried Unanimously

3. Approval of the Revised Academic Integrity Policy (Res # 2023-44)

I. Guzman offered the following resolution and moved 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, the Policy Committee has determined that the Mandatory Reporting and Prevention of Child Sexual Abuse Policy should be reaffirmed and remain in effect, now therefore, be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Mandatory Prevention of Child Sexual Abuse Policy is hereby reaffirmed and is to remain in effect, 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 A. Flesland

Motion Carried Unanimously

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 14, 2023.

1. Approval of the RFP for Auditing Services (Res # 2023-45)

S. Caswell offered the following resolution and moved its adoption:

WHEREAS, a request for proposals was duly advertised and requested for independent auditing services, and

WHEREAS, three (3) requests for proposals were received as a result of this solicitation for independent auditing services, RFP-DCC- 09-2023, requested on or prior to August 1, 2023, and

WHEREAS, vendors submitted proposals for the College, the DCC Foundation, and the DCC Association as shown on the tabulation sheet attached to this resolution, and

WHEREAS, the request for proposal received from Bonadio & Co. LLP, meets the required specifications, and

WHEREAS, funds for the independent audit services will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it

RESOLVED, that a one-year contract for independent audit services for the College, in accordance with the specifications, be awarded to Bonadio & Co. LLP for Fiscal Year 2023-2024, in the amount of \$50,000.00, and

BE IT FURTHER RESOLVED, the contract will have the option of four (4) one-year renewals

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Seconded by I. Guzman

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 July 6, 2023.

1. Approval of Professional Staff Title (Res # 2023-40)

A. Flesland offered the following resolution and moved its adoption:

NOW BE IT RESOLVED, that in recognition of the outstanding job done by President Peter Jordan during his first year at Dutchess Community College, the Board hereby approves a one-time payment of \$50,000.

BE IT FURTHER RESOLVED, that this one-time payment, is to be paid and deferred as determined by President Jordan.

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Seconded by D. Cloud

Motion to table agenda item by A. Flesland

Seconded by L. Pratt

Motion Carried Unanimously

VIII. Report of the Student Trustee

Ms. Chinkan announced that fall classes would begin next week and a brief

discussion was had about the upcoming date for Falcon Fest.

IX. Report of the Chairperson

Chairman Dupree highlighted college-wide activities for the month of August 2023.

Chairman Dupree noted that the Board will need to reorganize at its next meeting, since its officers serve on year terms. He appointed a Candidate Search Committee and asked that any trustee interested in serving as Chair, Vice-chair or Secretary contact Trustee Guzman:

Trustee Ibis Guzman (Chair)
Trustee Frank Castella
Trustee Lisa Gharney

X. Report of the President

President Jordan introduced Dr. Laura Murphy who will serve as the new President for Dutchess United Educators (DUE).

President Jordan congratulated Trustee Pratt on the opening of her new gallery exhibit.

President Jordan thanked faculty, staff and the students for assisting in passing the 2023-2024 Fiscal Year Budget.

XI. Other Business

There was none.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on September 19, 2023 at 6:30 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Cloud, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Joia Ponticello
Executive Assistant

VI.

Board Policy

1. Reaffirmation of the Granting Stipends for Management Confidential Employees Policy (Res #. 2024-01)

Upon a review of the policy related to Granting Stipends for Management Confidential Employees, the Board Policy Committee is recommending that this policy be reaffirmed.

2. Reaffirmation of the Travel Policy (Res. # 2024-02)

Upon a review of the Travel Policy, the Board Policy Committee is recommending that this policy be reaffirmed.

3. Reaffirmation of the policy related to the Use of College Facilities by Third Parties (Res. # 2024-03)

Upon a review of the policy related to the Use of College Facilities by Third Parties, the Board Policy Committee is recommending that this policy be reaffirmed.

4. Approval of the Revised Disposal of Surplus Equipment Policy (Res. # 2023-04)

Upon a review of the policy related to the Disposal of Surplus Equipment, the Board Policy Committee is recommending that the policy be revised to include the procedure for disposing of equipment under \$1,000.

Finance and Facilities

1. Approval of the Capital Project for FF&E and Technology Replace and Upgrades (Res # 2024-05)

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.

2. Approval of the Capital Project for Campus Site Repairs and Upgrades – Phase 3 (Res # 2024-06)

The third phase of the Campus Site repairs and upgrades will complete the repairs to the stairs, walkways, and sidewalks, site repairs at the president's residence and will focus on creating the vehicular drop off and pick up zone in Lot E and address the pedestrian crossings on Creek Road. The project will also provide installation of bollards and gas tank enclosures at various locations around campus, consistent with the findings in the College's 2019 Campus Security Assessment.

The total estimated cost of the project is \$2,200,000. The sponsor share of the project, \$1,100,000, will be bonded/funded by Dutchess County.

3. Approval of the Capital Project CBI Replacement of Rooftop Units (Res #. 2024-07)

This project will replace the existing air handling units on CBI's roof. The project will consist of planning, design and construction. The units will be replaced with high-performance, energy-efficient replacements that will reduce the College's maintenance and operating costs. The project will also include upgrading and/or replacement of the building automation and controls equipment with the planning and design phase developing a master set of campus design standards to ensure uniformity across campus that will be incorporated into other buildings during subsequent renovation projects.

The total estimated cost of the project is \$2,000,000. The sponsor share of the project, \$1,000,000, will be bonded/funded by Dutchess County.

4. Approval of the Capital Project for Sports Field Improvements (Res #. 2024-08)

This project will plan, design and construct a multi-purpose sports field including drainage, a new turf field and all necessary related components (i.e. lighting, network, storage, team spaces, etc).

The total estimated cost of the project is \$2,000,000. The sponsor share of the project, \$1,000,000, will be bonded/funded by Dutchess County.

5. Approval of the Capital Project for ADA Upgrades (Res #. 2024-09)

This project will bring select spaces on campus into compliance with current New York State requirements for accessibility. This will include renovations (design, construction management, and construction) of several bathrooms and select interior spaces.

The total estimated cost of the project is \$1,465,000. The sponsor share of the project, \$732,500, will be bonded/funded by Dutchess County.

6. Approval of the Capital Project for Hudson Hall Interior Reconfiguration – Phase 1 (Res #. 2024-10)

This project will include professional services (planning, studies, design, construction management, etc.), construction services, mechanicals and furnishings, fixtures, and equipment as needed to renovate and reconfigure Hudson Hall to accommodate additional spaces for functions currently located in the Dutchess/Drumlin complex. This will allow for the complete renovation of Dutchess and Drumlin Halls. This approach represents the most expeditious use of resources: allowing mission-critical functions to remain in operation so that renovations can take place unimpeded. The first phase of the project will also include a market analysis of food service at DCC in order to facilitate the relocation of campus dining services.

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.

7. Approval of the DCC Fishkill Modifications (Res #. 2024-11)

The College will relocate select programming from the Poughkeepsie campus to the Fishkill campus to create a critical mass of engineering and technical programs that collectively meet the needs of local employers. The project will include the reconfiguration of existing classrooms and offices as well as the relocation costs for select equipment.

The total estimated cost of the project is \$973,000. The sponsor share of the project, \$486,500, will be bonded/funded by Dutchess County.

8. Approval of RFP for Lean Six Sigma (Res# 2024-12)

The Department of Workforce Education & Development has been asked to provide Lean Six Sigma (LSS) trainings that lead to Yellow and Green belt certification. To address this workforce, need, DCC released a Request for Proposals to find a highly qualified and high quality training provider.

The proposal submitted by The John D. Hromi Center for Quality and Applied Statistics at the Rochester Institute of Technology (RIT) was the strongest. RIT is a vendor that we have done business with for over 10 years, and who has been highly regarded amongst local employers. We want to enter into a one-year contract for LSS services with the option of 3 (1) year extensions,

We intend to only offer LSS training to employers when the cost of training is covered by either grant funds or paid for directly by the corporation requesting training.

Personnel and Community Relations

1. Approval of Professional Staff Titles (Res # 2024-13)

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 Office of the Chancellor of the State University of New York. Based upon the recommendation of the President it is recommended that the Board of Trustees classify and create the titles within this resolution according to current conditions of College. Once approved, these titles will be forwarded to SUNY.

2. Approval of Management Confidential Salary and Benefit Increases (Res # 2024-14)

Salaries and benefit increases for management/confidential employees have now been determined for the 2023-2024 fiscal year and require Board approval.

RESOLUTION NO. 2024 -01 Board of Trustees, Dutchess Community College
September 19, 2023

_____ 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, the Policy Committee has determined that the policy on Granting Stipends for Management Confidential Employees should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned policy on Granting Stipends for Management Confidential Employees is hereby reaffirmed and is to remain in effect, 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 _____

Policy on Granting Stipends for Management/Confidential Employees

Should it become necessary for a management/confidential employee to assume the responsibilities of his/her manager for an extended period of time, identified as six months or longer, the President of the College may recommend to the Board of Trustees that this individual be granted a stipend for the period of time these additional responsibilities are performed.

The President of the College, in conjunction with the individual and his/her manager (when appropriate), shall determine the responsibilities to be assumed, the period of time to be covered, and the amount of the stipend to be requested.

The President will submit her/his recommendation to the Board of Trustees for its approval at a regularly scheduled Board meeting.

Attachment to Board of Trustees Resolution #2019-12, dated October 23, 2018

RESOLUTION NO. 2024 -02

Board of Trustees, Dutchess Community College
September 19, 2023

_____ 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, the Policy Committee has determined that the Travel Policy should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned Travel Policy is hereby reaffirmed and is to remain in effect, 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 _____

Travel Policy

Travel expenses for faculty, professional staff, and members of the Board of Trustees that are related to trips for the purposes of conducting college business and/or for conferences and travel related to professional development shall be reimbursed by the College subject to the following guidelines:

- Prior written approval (using designated forms provided by the College, along with appropriate documentation) is required for all travel on college time and/or to be reimbursed. For staff, approval is needed from the Department Head, the appropriate Division's Vice-President and Dean, and the President of the College. The Chair of the Board will approve travel requests for members of the Board of Trustees.
- Sufficient funds must be available to cover all of the costs related to the proposed trip.
- Only appropriate expenditures, as defined by the College and outlined in the College's travel procedures, will be reimbursed. Supporting documentation must be provided at the time reimbursement is requested.
- If requested and approved, a travel advance may be provided by the College up to 80% of the expected travel costs.

Approved by Board of Trustees Resolution #2010-09, dated December 8, 2009, and reaffirmed by Resolution #2017-13, dated October 25, 2016

RESOLUTION NO. 2024 -03

Board of Trustees, Dutchess Community College
September 19, 2023

_____ 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, the Policy Committee has determined that the policy on the Use of Facilities by Third Parties for Free Speech should be reaffirmed and remain in effect, now, therefore be it

RESOLVED, that, based upon the recommendations of the Policy Committee, the aforementioned policy on the Use of Facilities by Third Parties for Free Speech is hereby reaffirmed and is to remain in effect, 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 _____

DESIGNATED PUBLIC FORUM
FOR
USE OF FACILITIES BY THIRD PARTIES 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 by third parties (not sponsored by the College or a recognized student organization) 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 public forum space for use by third parties outside of the Campus Community 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/or a student organization, who want to use the College's designated public forum for free speech purposes. This policy does not apply to students, speakers officially sponsored by recognized student groups, faculty or staff.

Definitions:

Blackout Days: The College has "blackout" 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 third party shall be allowed to use the designated 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 Public Forum: The College identifies the following as its designate 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 public forum.

The College designates this outdoor space for its 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 public forum to address concerns for the health, safety and welfare of the campus community.

Third Party/Applicant: A person(s) who wants to use the designated public forum for free speech purposes and who is not a student, faculty or staff member at the College, and the person(s) is not officially sponsored by either the College and/or a recognized student group to speak at the College.

Policy:

- A. The College is providing a designated public forum for use by third parties for their free speech purposes.

- B. Reservation and Recordkeeping of the Use of Space:
 - 1. Third parties who seek to use the designated public forum must:
 - a. Complete a designated public forum use application; and
 - b. File the application with the College Scheduling Office at least three (3) business days before the date the applicant wants to use the designated 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 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 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 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 public forum and College campus any brochures, pamphlets, leaflets or other handouts or goods that the third-party speaker 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 public forum; and
 - 2. Not use megaphone equipment or other equipment for amplification.

- E. The College reserves the right to terminate any use of the designated public forum in the event either the speaker or a member(s) of an audience engage 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 public forum should be sent to or hand delivered to:

Dutchess Community College
The 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.

RESOLUTION NO. 2024-04

Board of Trustees, Dutchess Community College
September 19, 2023

_____ 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 Disposal of Surplus Equipment needs to be revised to include the procedures for disposal of equipment under the cost of \$1,000.00, 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 Disposal of Surplus Equipment, 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.

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Seconded by _____

Policy on the Disposal of Surplus Equipment

When it is determined that excess equipment stored by the College is obsolete and surplus to the needs of the College, administration may dispose of such equipment as long as such disposal is in accordance with law and/or regulation.

Any individual asset deemed to be excess and having an estimated market value exceeding \$1,000 must be declared surplus by the Board of Trustees and approved for disposal by Board resolution.

Approved by the Board of Trustees, Resolution #2018-43, dated January 23, 2018

Dutchess Community College Removal/Disposal of Equipment Request

Date : [Click here to enter text.](#)

Requester: [Click here to enter text.](#) Phone: [Click here to enter text.](#)

Asset Tag Number : [Click here to enter text.](#)

Item Description: [Click here to enter text.](#)

Item Location: Building [Click here to enter text.](#) Room [Click here to enter text.](#)

Condition of Asset (check all that apply):

- Works Fine
- Can Be Repaired
- Can Not Be Repaired
- Has Value and Will Be Used In The Future
- Has Value but Is Not Usable by
Department/College (can be sold or donated)
- Has No Value (can be thrown out)

To be completed by Campus Facilities:

Work Order Number: [Click here to enter text.](#)

Disposition: [Click or tap here to enter text.](#)

Board Resolution Number: [Click here to enter text.](#)

_____ 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 2024-2025 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: _____
 2024 County Capital Program
 2024-2025 State Budget Appropriation

Project Schedule:
 Project/Design Start 4/1/24 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 Campus Site Repairs and Upgrades – Phase 3 with a total estimated cost of \$2,200,000 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 2024-2025 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 (\$1,100,000) 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
Campus Site Repairs and Upgrades – Phase 3	2,200,000.00	1,100,000.00	1,100,000.00

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: Campus Site Repairs and Upgrades - Phase 3

Funding Year: 2024 County Capital Program
2024-2025 State Budget Appropriation

Project Schedule:
 Project/Design Start _____ Is project Dependent on another project?
 Construction Start May 2024 Yes Site Repairs & Upgrades Ph 1 & 2
 Beneficial Occupancy December 2024 No

Estimated Useful Life: 15 years

Description: The third phase of the Campus Site repairs and upgrades will complete the repairs to the stairs, walkways, and sidewalks, site repairs at the president's residence and will focus on creating the vehicular drop off and pick up zone in Lot E and address the pedestrian crossings on Creek Road. The project will also provide installation of bollards and gas tank enclosures at various locations around campus, consistent with the findings in the College's 2019 Campus Security Assessment.

Justification: To complete the replacement and upgrades of stairs, sidewalks and walkways around campus that are in need of repair or replacement as the concrete/ asphalt is deteriorating and the railings on the stairs are rotting. Patching these areas is no longer a viable option as the deterioration of these areas are a critical maintenance concern as they pose potential dangerous situations. Various locations around campus are in need of gas tank enclosures to limit access to restricted areas and ensure safety. Additionally, given the quantity of students that are dropped off at campus and the increased use of ride-share services (e.g., Lyft, Uber) there is a need to create a designated place where students can exit standing vehicles safely. Currently, there are traffic conflicts between parked buses, passenger drop off and students walking east-west to campus. Also, the points at which pedestrians currently cross Creek Road (two crosswalks) create confusion for both motorists and pedestrians and would benefit from being coordinated.

Impact: The overall atmosphere will be a safer more inviting campus that is easy to navigate.

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 checked="" type="checkbox"/> County
Construction	<u>2,200,000.00</u>	<u>1,100,000.00</u>	<u>1,100,000.00</u>	<input type="checkbox"/> Capital Chargeback
Equipment	_____	_____	_____	<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: Potential reduction in operating costs associated with deferred maintenance and repair of facilities due to the aging infrastructure.

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for CBI Replacement of Rooftop Units with a total estimated cost of \$3,309,000 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 2024-2025 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 (\$1,654,500) 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
CBI Replacement of Rooftop Units	3,309,000.00	1,654,500.00	1,654,500.00

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: CBI Replacement of Rooftop Units

Funding Year: _____
 2024 County Capital Program
 2024-2025 State Budget Appropriation

Project Schedule:
 Project/Design Start May 2024 Is project Dependent on another project?
 Construction Start June 2024 Yes
 Beneficial Occupancy December 2024 No

Estimated Useful Life: 15 Years

Description: This project will replace the existing air handling units on CBI's roof. The project will consist of planning, design and construction. The units will be replaced with high-performance, energy-efficient replacements that will reduce the College's maintenance and operating costs. The project will also include upgrading and/or replacement of the building automation and controls equipment with the planning and design phase developing a master set of campus design standards to ensure uniformity across campus that will be incorporated into other buildings during subsequent renovation projects.

Justification: The Center for Business and Industry (CBI) is served by five rooftop air handling units that date from the building's original construction in 1988 and have exceeded their useful lives. All five units are in very poor condition and require urgent replacement. Over the years, rainwater has infiltrated their enclosures and rusted through the bottoms. There are now leaks across the second-floor classrooms, with water spilling down into the corridors and media studios on the first floor.

Impact: A more energy efficient air handler will provide better comfort in CBI and reduce the domino affect of maintenance and work orders due to the aging infrastructure.

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	<u>330,000.00</u>	<u>165,000.00</u>	<u>165,000.00</u>	<input checked="" type="checkbox"/> County
Construction	<u>2,979,000.00</u>	<u>1,489,500.00</u>	<u>1,489,500.00</u>	<input type="checkbox"/> Capital Chargeback
Equipment	_____	_____	_____	<input type="checkbox"/> Other _____
Other	_____	_____	_____	
Total	<u>3,309,000.00</u>	<u>1,654,500.00</u>	<u>1,654,500.00</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: Reduction in both utility costs and overall maintenance. The new units will be more efficient and require less upkeep and maintenance. Additionally, a reduction in work orders due to leaking rooftop units.

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for Sports Field Improvements with a total estimated cost of \$2,000,000 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 2024-2025 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 (\$1,000,000) 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
Sports Field Improvements	2,000,000.00	1,000,000.00	1,000,000.00

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: Sports Field Improvements

Funding Year: 2024 County Capital Program
2024-2025 State Budget Appropriation

Project Schedule:
 Project/Design Start April 2024 Is project Dependent on another project?
 Construction Start June 2024 Yes
 Beneficial Occupancy October 2024 No

Estimated Useful Life: 20 years

Description: Plan, design and construct a multi-purpose sports field including drainage, a new turf field and all necessary related components (i.e. lighting, network, storage, team spaces, etc).

Justification: The existing baseball and softball fields retain water and do not have adequate drainage infrastructure. In addition, the college does not have a soccer field. This forces the College to rent off-campus fields. Installing a multi-purpose field would provide the most benefit to the students and community for a variety of field sports. In a 2018 SUNY study on The Impact of New or Renovated Collegiate Recreation Centers on Recruitment and Retention the study highlights how recreational facilities benefit students health and wellness, contribute to recruitment and retention decisions and overall improves the student experience. As stated in the study: "recreation facilities and recreational/cocurricular programs are important factors and certainly contribute to first-year students deciding on which institution to attend for their collegiate experience".

Impact: Increased moral among current student athletes. Increase in recruitment and retention. Increase in community relations and collaborations. Expand summer camps to college sponsored camps as well as community supported camps.

Project Scope: (% for each component)

 New/Addition Property Acquisition Rehabilitation Demolition
25 Critical Maintenance 25 Infrastructure 50 Improvements

Project Budget:	Total Budget	State Share	Sponsor Share	Sponsor Funding Source(s):
Design	<u>200,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<input checked="" type="checkbox"/> County
Construction	<u>1,800,000.00</u>	<u>900,000.00</u>	<u>900,000.00</u>	<input type="checkbox"/> Capital Chargeback
Equipment	_____	_____	_____	<input type="checkbox"/> Other _____
Other	_____	_____	_____	
Total	<u>2,000,000.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</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: Shift in funding to support the maintenance needs of a turf field as well as the elimination of rental fees for DCC athletics to use community fields. Additionally, some expenses will be offset from potential revenue generation from summer camps and external sporting events.

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for ADA Upgrades with a total estimated cost of \$1,465,000 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 2024-2025 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 (\$732,500) 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
ADA Upgrades	1,465,000.00	732,500.00	732,500.00

and, be it

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

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Seconded by _____

Capital Project Request Details

BOT Resolution #: _____ Date of BOT Approval: _____
 Project Name: ADA Upgrades

Funding Year: 2024 County Capital Program
2024-2025 State Budget Appropriation

Project Schedule:
 Project/Design Start May 2024 Is project Dependent on another project?
 Construction Start July 2024 Yes
 Beneficial Occupancy December 2024 No

Estimated Useful Life: 15 years

Description: This project will bring select spaces on campus into compliance with current New York State requirements for accessibility. This will include renovations (design, construction management, and construction) of several bathrooms and select interior spaces.

Justification: There are several buildings that require ADA upgrades. While accessibility upgrades will be incorporated into larger building renovation projects, there are buildings that are generally in good condition that are not anticipated to have major facility upgrades. The College will address accessibility improvements within these facilities including areas such as Bowne Hall Bathrooms, Bowne Hall West Entry accessible ramp, Falcon Hall Bathroom and the SSB Counseling Center Office Space. For example, the bathrooms on the 2nd floor of Bowne Hall do not comply with current accessibility guidelines and need to be enlarged to support the current fixture counts and there are no ADA complaint bathrooms in Falcon Hall and there are no restrooms on the second floor of the building.

Impact: A campus environment that provides accessibility to all who are enrolled, work or visit DCC.

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	<u>147,000.00</u>	<u>73,500.00</u>	<u>73,500.00</u>	<input checked="" type="checkbox"/> County
Construction	<u>1,318,000.00</u>	<u>659,000.00</u>	<u>659,000.00</u>	<input type="checkbox"/> Capital Chargeback
Equipment	_____	_____	_____	<input type="checkbox"/> Other _____
Other	_____	_____	_____	
Total	<u>1,465,000.00</u>	<u>732,500.00</u>	<u>732,500.00</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: Minimal operating cost to maintain. Secondary impact is a potential reduction in insurance claims which have a long term affect on insurance premiums.

_____ 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 1 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 2024-2025 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 1	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.

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Seconded by _____

Capital Project Request Details

BOT Resolution #: _____ Date of BOT Approval: _____

Project Name: Hudson Hall Interior Reconfigurations - Phase 1

Funding Year: 2024 County Capital Program
2024-2025 State Budget Appropriation

Project Schedule:

Project/Design Start April 2024 Is project Dependent on another project?
 Construction Start June 2024 Yes Hudson Hall Renovation - Design
 Beneficial Occupancy December 2025 No

Estimated Useful Life: 10 Years

Description:

The main focus of the project will be the building's mechanical infrastructure, most importantly a boiler replacement. The remaining funding will include professional services (planning, studies, design, construction management, etc.), construction services, and furnishings, fixtures, and equipment as needed to renovate and reconfigure Hudson Hall to accommodate additional spaces for functions currently located in the Dutchess/Drumlin complex. This will allow for the complete renovation of Dutchess and Drumlin Halls. This approach represents the most expeditious use of resources: allowing mission-critical functions to remain in operation so that renovations can take place unimpeded. The first phase of the project will also include a market analysis of food service at DCC in order to facilitate the relocation of campus dining services.

Justification:

The building mechanicals, specifically the boilers are original to the building which was constructed in 1979. Although they are well maintained, they have surpassed their useful life and parts such as the boiler tubes are no longer able to be replaced, this would make them inoperable when they fail. The boilers are a critical component of the project as not only do they serve Hudson Hall they also are a central hub that supports adjacent facilities. Interior renovations of Hudson Hall is required for swing space to accommodate the occupants of Dutchess and Drumlin Halls. The master plan calls for Dutchess and Drumlin Halls to serve as the focus of several initiatives such as a new Learning Commons that will serve as a nexus of student engagement and activity.

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
25 Critical Maintenance Infrastructure Improvements

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

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:

While the majority of this project is shifting occupant from one building to another, there is a potential for operational savings due to the renovations and elimination of some deferred maintenance.

_____ offers the following resolution and moves its adoption:

WHEREAS, Dutchess Community College has submitted a new funding request for a capital project for DCC Fishkill Modifications with a total estimated cost of \$973,000 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 2024-2025 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 (\$486,500) 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
DCC Fishkill Modifications	973,000.00	486,500.00	486,500.00

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: DCC Fishkill Modifications

Funding Year: 2024 County Capital Program
2024-2025 State Budget Appropriation

Project Schedule:
 Project/Design Start April 2024 Is project Dependent on another project?
 Construction Start June 2024 Yes
 Beneficial Occupancy December 2024 No

Estimated Useful Life: 15 years

Description: The College will relocate select programming from the Poughkeepsie campus to the Fishkill campus to create a critical mass of engineering and technical programs that collectively meet the needs of local employers. The project will include the reconfiguration of existing classrooms and offices as well as the relocation costs for select equipment.

Justification: With the opening of the new Center for Mechatronics at the Fishkill campus, there is a value in collocating associated programming such as Engineering and Electrical Technologies at that facility as well. It may also be appropriate to relocate Architecture and Construction Management instruction to that location, to accommodate the needs within those programs for adequate studio and student project space. Another key driver of this project is the desirability of vacating programming from Taconic Hall, so that building might eventually be redeveloped. Given its age and conditions, it will be necessary to fully vacate Taconic to conduct a gut renovation, stripping the building down to its structure and rebuilding its envelope and engineering systems.

Impact: Better collaboration between similar programs.

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	<u>97,000.00</u>	<u>48,650.00</u>	<u>48,650.00</u>	<input checked="" type="checkbox"/> County
Construction	<u>876,000.00</u>	<u>437,850.00</u>	<u>437,850.00</u>	<input type="checkbox"/> Capital Chargeback
Equipment	_____	_____	_____	<input type="checkbox"/> Other _____
Other	_____	_____	_____	
Total	<u>973,000.00</u>	<u>486,500.00</u>	<u>486,500.00</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: No impact. Location does not impact operating cost. Minimal savings could be realized due to good operating condition of DCC Fishkill site.

_____ offers the following resolution and moves its adoption:

WHEREAS, the Department of Workforce Education & Development wishes to offer Lean Six Sigma (LSS) Yellow and Green Belt Training to local employers, and

WHEREAS, a request for proposals was duly advertised and requested for Department of Workforce Education & Development Customized Lean Six Sigma Training on a multi-year basis, and

WHEREAS, requests for proposals were received as a result of this solicitation and were publicly opened at 3:00 p.m., on August 17, 2023, and

WHEREAS, The John D. Hromi Center for Quality and Applied Statistics at the Rochester Institute of Technology proposal was determined to satisfactorily meet all of the requirements of the RFP, and

WHEREAS, the College has used this vendor in the past and has been very satisfied with the services it provides and

WHEREAS, the feedback received from employers has been positive, and

WHEREAS, the cost of training is covered either by grant funds or paid for directly by the corporation, now, therefore, be it

RESOLVED, that the request for proposals received for WED Customized Lean Six Sigma Training, in accordance with the specifications, be awarded to The John D. Hromi Center for Quality and Applied Statistics at the Rochester Institute of Technology, Rochester, New York, for a period of (1) one year, with the option to extend the contract for (3) three additional (1) one-year periods.

* * * * *

Seconded by _____

DUTCHESS COMMUNITY COLLEGE
POUGHKEEPSIE, NY

RFP-DCC-11-2023							
Customized Lean Six Sigma Training			OPENING DATE:	17-Aug-23			
BIDDERS NAME	Min Students	Classroom Hours	Training Costs	Supplies	Other (Define)	Total	Cost per Additional student
RIT - Rochester, NY							
Yellow Belt in Person							
Classroom	12	24	\$ 10,500.00	\$ 360.00	\$ 2,000.00	\$ 13,700.00	\$ 30.00
Yellow Belt Online	12		\$ 10,500.00			\$ 10,500.00	
Green Belt Hybrid	12	48	\$ 35,000.00	\$ 600.00	\$ 6,500.00	\$ 42,100.00	\$ 50.00
Green Belt - Virtual	12		\$ 35,000.00			\$ 35,000.00	
Juran/ Attain Partners							
Yellow Belt Online	1	12	\$ 495.00	\$ -		\$ 6,015.00	
Yellow Belt in Person	12	32	\$ 13,975.00			\$ 13,975.00	\$ 495.00
Green Belt Online	10	26	\$ 16,000.00	\$ 5,580.00		\$ 8,450.00	\$ 695.00
Green Belt Hybrid	10	26 online and 32 in person	\$ 1,040.00			\$ 10,400.00	\$ 695.00
Green Belt in Person	10	64	\$ 2,600.00			\$ 20,800.00	\$ 695.00
Green Belt Coaching		1	\$ 250.00		8 hrs 1:1 Coaching	\$ 2,000.00	\$ 2,000.00
RFP OPENED BY: _____ RFP TABULATION RECORDED BY: _____							
COMMENTS:							
Other expenses include instructor's travel expenses such as car rental, airfare, mileage, tolls, meals and lodging.							

_____ offers the following resolution and moves its adoption:

WHEREAS, it has been determined that, to meet the needs of the College, the following new titles need to be created:

Title
AVP for Enrollment and Student Success
Computer Information Security Officer (CISO)
Director of Development
Director of Diversity and Compliance (CDO) and Title IX Coordinator
Nursing Program Administrator
Coordinator of Annual Giving & Communications
Professional Tutor (Full Time)
PTECH Liaison
Coordinator of HVAC Programming
AVP for Institutional Advancement
Assistant Director of Admissions
Director of Campus Safety and Project Management*

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, approval is hereby given to create the aforementioned titles above.

* * * * *

Seconded by _____

DUTCHESS COMMUNITY COLLEGE

JOB DESCRIPTION

Position/Title: Associate Vice President for Enrollment and Student Success

Department: Enrollment and Student Success

Appointment: Full-time

Reports To: Vice President for Enrollment and Student Success

GENERAL FUNCTIONS

Reporting to the Vice President for Enrollment and Student Success, the Associate Vice President supports the design and implementation of strategic initiatives directly related to student enrollment and success. The Associate Vice President provides data driven strategic vision and support for recruitment, admissions, financial aid, registration, student engagement, student wellbeing and other new and continuing student enrollment priorities. The Associate Vice-President is a member of the President's Cabinet.

DUTIES AND RESPONSIBILITIES

1. The Associate Vice-President works collaboratively and cross-functionally within the division (Academic, Career and Transfer Center, Financial Aid, Admissions, Registrar, Student Engagement, Student Activities, Residence Hall, Athletics, Mental and Physical Health, Veterans, International Students) to provide critical counsel on enrollment and student success issues and initiatives.
2. Partners with the VP and the offices of Instruction and Learning, Communications and Marketing, and Institutional Research to develop, execute, evaluate, and continuously improve on a comprehensive communication/marketing plan for the institution that employs traditional and social media to reach intended audiences.
3. In concert with the VP and other leadership, supports the implementation of a strategic enrollment plan with measurable goals and objectives.
4. Proactively advises on barriers to enrollment and student success and suggests solutions and initiatives for improvement.
5. Evaluates and recommends technology to support enrollment and student success initiatives.
6. Reviews and revises operational policies, practices, systems and facilities to ensure they support access and success across all student groups and cohorts.
7. Conducts cost/benefit analyses of enrollment and student success initiatives.
8. Suggests and evaluates student engagement and well-being programs to help create a positive environment for students.
9. Monitors concurrent enrollment and devises strategies for converting students to DCC upon their graduation from high school.
10. Stays abreast of national, state, and SUNY trends and best practices in enrollment and student success and recommends changes based on that knowledge.
11. Performs other duties as assigned.

QUALIFICATIONS

- Ability to analyze data, recognize patterns, and present informed recommendations to support decision making in a clear and concise manner. Research and statistical analysis experience a plus.
- Superior project management, organizational, critical-thinking and problem-solving skills.
- Knowledge of FERPA, Title IX and other regulatory guidelines that are applicable to this area.
- Demonstrated knowledge of student support systems in a challenging academic environment.
- Demonstrated ability to be a collaborative leader with a calming presence and an adaptable approach.

- Demonstrated ability to work with diverse communities.
- Excellent written and oral communication skills, and strong interpersonal communication skills.
- Ability to perform with a high degree of diplomacy, confidentiality, and professionalism.

EDUCATION/EXPERIENCE

- Master's degree in a related field preferred, but a minimum of 7 years of experience in an enrollment or student Success office may substitute for a degree.

CLASSIFICATION/SALARY

Salary Range: \$125,000 - \$135,000

Management Confidential

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment, violations.

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APPLICATION INSTRUCTIONS

Visit sunydutchess.edu/employment to submit an application, resume and cover letter.

The target date for applications is:

The start date is no later than:

For additional information, nominations or confidential inquiries, contact:

Dutchess Community College

Job Description: Computer Information Security Officer

Job Title:	Computer Information Security Officer		
Department/Group:	Finance and Administration		
Location:	Information Technology	Travel Required:	No
Level/Salary Range:	\$95,000 to \$105,000 <i>commensurate with education</i>	Position Type:	Full-time

Job Description

Under the direction of the Associate Vice President of Information Technology/Chief Information Officer, the Computer Information Security Officer (CISO) is responsible for the development and delivery of a comprehensive information security and privacy program. This program is college-wide and includes all formats of information communication for all authorized users. Protecting information and infrastructure from internal or external threats and ensuring the compliance of all statutory and regulatory requirements regarding information access, security and privacy is of the utmost concern.

ROLE AND RESPONSIBILITIES

The CISO is responsible for the development and implementation of information security policies, standards and procedures to ensure the College is compliant with industry standards for information and cybersecurity. Performs ongoing security risk assessments. Develops procedures for auditing and incident prevention and response. Serves as the official campus contact for information security and privacy along with law enforcement entities, external auditors and agencies. Maintains breach insurance coverage policy and supporting information security policy. Development and delivery of an education and training program on security and privacy matters for the College. Maintains security devices such as routers, firewalls and other networking hardware/software.

The CISO provides oversight and directions of DCC's IT operations including:

1. Direct and approve the design of security systems and IT Controls;
2. Develop and recommend policies and procedures to handle security incidents and coordinate investigative activities;
3. Ensure that disaster recovery and business continuity plans are in place and tested;
4. Develop and implement security policies, controls and cyber incident response planning;
5. Review investigations after breaches or incidents, including impact analysis and recommendations for avoiding similar vulnerabilities;
6. Maintain a current understanding of the IT threat landscape for the industry;
7. Ensure compliance with changing laws and applicable regulations and translate that knowledge to identification of risks and implementation of actionable plans;
8. Schedule periodic security audits;
9. Oversee identity and access management and policies;
10. Implement cyber security policies and procedures including communication and compliance;
11. Manage all teams, employees, contractors and third-party vendors involved in IT security;
12. Provide training and mentoring to security team members;
13. Develop and implement a training plan for students, faculty, staff and community, including security awareness training;
14. Monitor and update the cyber security strategy to leverage new technology and threat information;
15. Brief the executive team on status and risks, including taking the role of champion for the overall strategy and necessary budget;
16. Communicate best practices and risk management strategies to campus community; and
17. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of common information security management frameworks, such as ISO/IEC 27001, and NIST
- Excellent written and verbal communication skills and high level of personal integrity
- Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams
- Experience with contract and vendor negotiations and management including managed services
- Specific experience in Agile (scaled) software development or other best in class development practices
- Experience with Cloud computing/Elastic computing across virtualized environments

Dutchess Community College

Job Description: Computer Information Security Officer

- Strong understanding of a wide variety of cybersecurity attacks, threats, threat analysis, ethical hacking and system auditing coupled with experience with incident management
- Experience with adherence to and influencing global cybersecurity regulations. Strong knowledge of network infrastructure, routing, switching, servers, clients, and mobile computing
- Able to align and connect business strategies with technology solutions that will mitigate risk
- Proven ability to interface and develop relationships with governmental agencies who can assist with threat assessments and worldwide security issues.
- Ability to communicate complex technical challenges in a non-technical and simplified manner to business audience

MINIMUM QUALIFICATIONS

- Bachelor's degree in Computer Science, Engineering or related discipline from a regionally accredited college or university required.
- Minimum five (5) to eight (8) years of experience in information security, information technology or related field.
- Certifications such as CCNA, CCIE, CISSP, CISM, GIAC, MCSE, CCSP or equivalent, CEH are preferred.
- Knowledge of networking protocols and communications.
- Advanced technical or business degree, preferred.

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

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DUTCHESS COMMUNITY COLLEGE

JOB DESCRIPTION

Position/Title: Director of Development

Department: DCC Foundation

Appointment: 12-Month, NTE, Full-time

Reports To: Executive Director of the DCC Foundation

GENERAL FUNCTIONS

Reporting to the Executive Director of the Foundation, this position oversees all activities related to grant preparation and reporting grant applications, the annual giving program, direct mail solicitations, internet fundraising, donor communications, special events, and fundraising operations. This position will focus on Foundations, Corporations and donor relations.

DUTIES AND RESPONSIBILITIES

1. Attend all Foundation board and committee meetings as appropriate. Participate in planning and organizing agendas of the Special Events and Alumni Affairs committees.
2. Provide direct supervision and guidance to the Assistant Director of Grants, Alumni Relations, and Operations, the Coordinator of Annual Giving and Communications, and the Coordinator of Special Events.
3. Assist with overseeing the daily operations of the Foundation including supervision of department employees, students, and volunteers. Act as a backup for time and attendance approvals.
4. Assist with department policy recommendations and interpretation.
5. Along with the Executive Director, implement and coordinate training for department employees and outside constituencies.
6. Identify opportunities for donor cultivation and engagement.
7. Develop metrics and systems to monitor outcomes across all areas of donor giving and relations programming with a particular focus on donor retention, satisfaction and engagement.
8. Work collaboratively with Foundation colleagues to design and implement cultivation, solicitation, and stewardship strategies, including events.
9. Write and prepare gift proposals, assemble supporting documentation, and oversee the execution of pledge and gift agreements.
10. Oversee the development and continuous improvement of the Foundation's dashboard and other reports, which provide key measures of fundraising effectiveness and productivity.
11. Manage, cultivate, solicit and steward a portfolio of foundation, corporate and individual supporters for all fundraising including special events.
12. Oversee portfolios to ensure that prospects are being moved through the solicitation cycle in a personalized yet timely manner, with a focus on retention and increased support.
13. Develop and implement a "Business Partners Program" to attract ongoing support from select members of the business and corporate community.
14. Oversee the development of funding proposals to foundations and other outside agencies working closely with Foundation employees and the College's grant writer when appropriate.
15. Cultivate relationships with existing and potential donors, as well as individuals and organizations that have special relationships with the College.
16. Oversee the development of all donor communications.
17. Oversee all annual fund solicitations via direct mail, email, social media, and website.
18. Work with the Executive Director to implement the strategic plan as set out by the Foundation Board of Directors.

19. Work with SUNY committees as appropriate.
20. Participate in departmental, divisional, and institutional assessment activities as required.
21. Assume other responsibilities and special projects as assigned.

QUALIFICATIONS

- Strong verbal and written communication skills, financial, and organizational proficiency.
- Outstanding interpersonal skills along with the ability to engage and relate to a wide variety of people.
- Demonstrated increased fundraising responsibility.
- High degree of personal and professional integrity, respect for privacy and confidentiality, a sense of ethics, and a commitment to educating students and the role of the community college.
- Ability to multitask and work under strict deadlines

EDUCATION/EXPERIENCE

- Bachelor's Degree in non-profit management, communications or a related field accepted; Master's Degree preferred.
- Minimum of five years' experience in a fundraising office, particularly in special events (or comparable professional experience).

SALARY RANGE

\$90,000 to \$100,000, commensurate with education and experience

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment, violations.

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DUTCHESS COMMUNITY COLLEGE

JOB DESCRIPTION

Position/Title:	Director of Diversity and Compliance
Department:	Institutional Effectiveness
Appointment:	Full-time
Reports To:	Chief of Staff and Vice President for Institutional Effectiveness

GENERAL FUNCTIONS

Dutchess Community College is committed to preventing harassment and discrimination while fostering a culture to support diversity, equity, inclusion and social justice. The Director of Diversity and Compliance is the college's Chief Diversity Officer (CDO) and Title IX Coordinator. As a member of the college's senior leadership team they report to the office of the president. They work collaboratively to foster, promote and enhance inclusion and a sense of belonging across the campus community. The CDO works with the president, cabinet and college's diversity council to explore, recommend, and/or implement diversity, equity, inclusion and social justice (DEISJ) best practices. They also coordinate the college's non-discrimination compliance activities in accordance with federal, state and SUNY laws, regulations and/or policies related to Title IX, sexual misconduct, affirmative action, equal employment opportunity, ADA Section 504, and non-discrimination. The incumbent will also serve as a member of the system-wide network of CDOs that support SUNY's overall DEI goals.

DUTIES AND RESPONSIBILITIES

1. Advance DEISJ initiatives and meet (bi-weekly or monthly) with the President to assess campus climate and progress on inclusion initiatives.
2. Develop a strategic plan that advances the college's DEI and non-discrimination values.
3. Ensure that the College is meeting its diversity and inclusion commitments and that activities designed within the overall plan are achieving their intended outcomes.
4. Work with relevant campus departments and cabinet members to modify policies and practices that create barriers to access, retention and success for students from underrepresented groups, including neuro-diverse individuals.
5. Advance practices that mitigate barriers to talent acquisition and employee retention to increase diversity among administrative, faculty and support staff.
6. Recommend and implement mentoring/succession planning and affinity group models, tailored to the needs of under-represented groups of faculty and staff.
7. Introduce or expand cultural competency and empathy programming as a central aspect of the College's orientation program for new employees, and as a regular program for all continuing employees.
8. Manage the College's annual mandatory and recommended compliance trainings to ensure full and timely completion.
9. Work with the office of institutional research to conduct regular college-wide climate surveys and assessment that inform the ongoing work to enhance cross-cultural awareness and the sense of belonging among employees and students.
10. Oversee coordination of special events and initiatives including days of service, cultural celebrations, 'safe space' and 'ally' trainings
11. Establish partnerships within the greater area/regional community to share and benefit from shared resources.
12. Spearhead the development of new workshops and seminars on Diversity, Equity and Inclusion Education to increase student, faculty and staff awareness values, ethics and diverse perspectives.
13. Work with grants development to identify and coordinate applications for relevant grant opportunities.
14. Serve as an ombudsperson receiving and listening to student and employee complaints; counsel and advocate for students and employees on compliance matters, including disciplinary actions, sexual harassment complaints, and implementation of grievance resolutions related to Title IX and protected statuses; coordinate legal matters with the College's legal counsel as directed.
15. Lead college efforts related to Title IX and other non-discrimination training, compliance, and reporting to SUNY and the Office of Civil Rights (OCR).

16. Collaborate with student affairs, human resources, and campus safety to coordinate all campus efforts, including record maintenance and retention, regarding all Title IX cases or claims—from in-take to resolution.
17. Participate in regular SUNY-wide and other Title IX, DEISJ, and other non-discrimination compliance training to maintain knowledge currency.
18. Develop and ensure accuracy of print and online guides and information related to diversity and compliance.
19. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a relevant field from an accredited four-year college or university.
- At least four years (full-time equivalent) of recent progressively responsible experience in a similar role.
- A combination of education and equivalent experience will be considered.
- Demonstrated understanding of and sensitivity to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

PREFERRED QUALIFICATIONS

- Master's degree in a relevant field from an accredited university.
- Related experience in a higher education environment.
- Knowledge of current Title IX regulations.

KNOWLEDGE AND SKILLS

- The position requires professional knowledge of: Director, Diversity, Compliance, and Title IX Coordinator.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of student, community, and employee populations.
- Theories, principles, practices, and procedures associated with diversity and compliance or related public service.
- Equal Employment Opportunity (EEO) and governing laws and procedures, U.S. Code.
- Title VII and Title IX requirements and Americans with Disabilities Act (ADA) requirements.
- Principles and practices in public agency higher education recruitment and employment.
- Labor relations in higher education or public service.
- Pertinent federal and state laws and regulations.
- Mission of the community college.

SALARY RANGE AND CLASSIFICATION

\$90,000 to \$100,000, commensurate with education and experience
Management Confidential

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment, violations.

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APPLICATION INSTRUCTIONS

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The start date is no later than:

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DUTCHESS COMMUNITY COLLEGE

JOB DESCRIPTION

Position/Title: Nursing Program Administrator/Director of Nursing

Department: Department of Nursing

Appointment: Full-time, 12-Month, Non-Teaching Educator (NTE)

Reports To: Vice President for Instruction and Learning

GENERAL FUNCTIONS

The Nursing Program Administrator provides effective leadership for the Department of Nursing at Dutchess Community College. The incumbent is responsible for the supervision, operation, and evaluation of the Nursing A.A.S. program, as well as the clinical and administrative operations of the department. The Nursing Program Administrator/Director of Nursing is expected to be experienced and knowledgeable as a Nursing educator. Knowledge of curriculum development, test construction, course and program assessment and accreditation, prior teaching experience, and possession of strong clinical skills are necessary to maintain the high standards and success rates through faculty mentoring, faculty development, faculty supervision, and all aspects of program administration.

DUTIES AND RESPONSIBILITIES

1. Supervise all full-time and part-time faculty that are members of the Department of Nursing.
2. Supervise the Clinical and Assessment Coordinator.
3. Supervise administrative personnel in the Department of Nursing, including laboratory assistants.
4. Ensure compliance to all ACEN licensure requirements.
5. Ensure proper maintenance of all departmental laboratory and simulation spaces.
6. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Master's degree in Nursing or Nursing Education.
- A license to practice as a Registered Professional Nurse in New York State.
- 3-5 years of experience in an academic setting.
- Experience teaching students nursing theory at the LPN preparation level or beyond.
- Experience in supervising clinical faculty.
- Experience in curriculum development and test construction.
- Experience with course and program assessment and accreditation.

PREFERRED QUALIFICATIONS

Preference will be given to candidates with:

- DNP, PhD, or EdD in Nursing or Nursing Education.
- Experience working with or teaching community college students.
- An understanding and appreciation of the role of the community college in higher education.
- Familiarity with and using instructional technology in classroom, online, and/or simulation environments.
- A willingness to adopt new and emerging technologies.
- A commitment to diversity and an understanding of how diversity impacts learning and instruction.

SALARY RANGE AND CLASSIFICATION

\$97,000 to \$104,000, commensurate with education and experience

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

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APPLICATION INSTRUCTIONS

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The target date for applications is:

The start date is no later than:

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Dutchess Community College

Job Description: Coordinator of Annual Giving and Communications

Job Title:	Coordinator of Annual Giving and Communications		
Department/Group:	Institutional Effectiveness		
Location:	DCC Foundation	Travel Required:	Yes
Reports to:	Director of Development		
Level/Salary Range:	\$70,000-\$80,000 <i>commensurate with education</i>	Position Type:	Full-time

Job Description

ROLE AND RESPONSIBILITIES

This position oversees the day-to-day annual giving and communications for the DCC Foundation and oversees several activities related to the department including internal and external communications, appeals, and messaging. Reports to the Director of Development.

The role includes but is not limited to:

1. Management and implementation of annual giving solicitations from conception to execution including all internal and external appeals.
2. Work with the Director of Development to establish long-term fundraising goals and objectives.
3. Craft and implement annual fund campaign strategies including direct mail, e-mail, phone, social media, and digital marketing techniques to expand donor base and increase overall giving.
4. Collaborate with the Marketing and Communications Department and other departments on campus, to identify and develop external content and motivational messaging, news, and stories for inclusion in appeals, social media, website, invitations, and other mediums as needed.
5. Design and implement an annual giving plan that connects with all internal and external constituents.
6. Ensure proper donor acknowledgment, recognition, and stewardship to promote donor retention and increased levels of giving.
7. Increase leadership annual giving donors through special stewardship initiatives that may include individualized donor interactions and recognition.
8. Promote DIY fundraising initiatives to increase the annual giving donor pool.
9. Collaborate with the Director of Development in the ongoing evaluation of the annual giving base for the identification of major gift prospects.
10. Manage donors up to the Major Gift Officer when they are ready to move to a major gift level
11. Partner with the Director of Development and Executive Director to create and implement custom stewardship plans for select annual giving donors. Determine short- and long-term strategies for keeping donors engaged and informed. Record these plans and actions in Raiser's Edge and generate regular reports to demonstrate progress.
12. Creatively and authentically seek ways to welcome and engage all donors, especially those whose participation in philanthropy has not historically been centered on education.
13. Work with the Director of Development to create metrics and systems to monitor outcomes across all areas of annual giving programming with a particular focus on donor retention, renewal rate and drop off rate.
14. Work closely with Foundation team members and the College's marketing and communications office in the preparation of external communications to donors, colleagues and alumni.
15. Write and/or proofread all Foundation publications and marketing materials which include appeals, e-newsletters, speeches, brochures, impact statements, web pages, special event materials, and other items as needed.
16. Write donor acknowledgment letters to coordinate with appeals and other giving.
17. Create and regularly maintain all giving pages.
18. Maintain a Foundation communication calendar which includes e-newsletters, annual appeals, webpages, and annual reports.
19. Work with the Assistant Director of Grants, Alumni Relations, and Operations on updating and maintaining data files as they relate to annual fund appeals.
20. Work with external consultants as determined to enhance the annual giving program.
21. Create and/or analyze various reports and mailing lists as required for the annual fund.
22. Review records and reports to ensure the integrity of the Raiser's Edge information.
23. Attend all Foundation board and committee meetings as appropriate.

Dutchess Community College

Job Description: Coordinator of Annual Giving and Communications

24. Assist at all DCC Foundation events.
25. Participate in departmental, divisional, and institutional assessment activities as required.
26. Assume other responsibilities and special projects as assigned.

QUALIFICATIONS

- Bachelor's Degree preferably in non-profit management, marketing, communications, literature, or a related field.
- Preference of five years of experience in a fundraising office, working with the annual fund.
- The ability to work well independently on several projects concurrently, and possess excellent multitasking, communication, organizational, and creative thinking skills.
- Project Management, prioritizing skills, problem-solving skills, and attention to detail are imperative.
- Software proficiency in Microsoft Word, Excel, and PowerPoint, is required; knowledge and experience in the Raisers Edge database program are preferred.
- Strong verbal and written communication required, as well as interpersonal, and organizational proficiency.
- Demonstrated high energy level and flexibility, pleasant personality coupled with sound judgment; flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations.
- Ability to keep current with trends in annual giving strategy in support of the Foundation and personal professional development by participating in conferences, workshops and other training opportunities.
- Ability to bring energy, creativity and community relations expertise that will make a substantial impact on the Foundation events while enhancing the image and positive relationships of the Foundation.
- Express a genuine interest in the welfare of DCC students, congruent values with the College's vision, a strong commitment to the fundraising goals of the Foundation.
- Entrepreneurial skills, the ability to multi-task, and a proven ability to meet goals are core requirements to ensure professional execution of all communications.
- Must be a team player and self-motivated, and have the ability to work with a diverse group of individuals - ranging from DCCF and DCC executive leadership team, corporate leaders, faculty, staff, students and volunteers.

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

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DUTCHESS COMMUNITY COLLEGE JOB DESCRIPTION

Position Title: Professional Tutor (Full Time)
Appointment: Full-Time, 12-month NTE, Group B
Department: Learning Commons/Various
Division: Instruction and Learning
Reports To: Various (dependent upon discipline)

Job Description:

The Learning Commons provides academic support to students that promotes deep engagement with learning materials and fosters an appreciation for curiosity, discovery, exploration, and growth.

Professional tutors provide tutorial support to individuals and small groups on all campus locations in person, and may also provide remote tutoring. Tutors clarify and reinforce course content, assignments, and materials for courses. In some academic areas, such as nursing, tutors provide guidance with competency areas in open lab environments. They will be responsible for ensuring the students receive guidance during the semester regarding all academic support available to provide any needed intervention. Tutors will advocate for student educational achievement to the highest attainable standard, support student goals, and uphold the college's educational mission. Tutors discuss with the students their behaviors and habits that contribute to student success, including goal setting, learning strategies, time management, organization, self-direction, and self-efficacy. All Professional Tutors must demonstrate exceptional interpersonal, organizational, and communication skills.

Duties and Responsibilities:

Professional Tutors will:

- Communicate frequently with faculty on content assignment expectations.
- Work collaboratively with faculty.
- Participate in the programming activities of the department to which they are assigned.
- Assist with the completion of data specific to Perkins reporting for the Academic, Career, and Transfer Center.
- Become knowledgeable about and adhere to institutional policies, procedures, and requirements.
- Participate in and assist with facilitating workshops.
- Continue professional development through offered workshops and trainings to remain current with relevant tutoring practices.
- Recognize and respect students' diverse backgrounds and possess strong interpersonal communication skills.
- Manage technology needed to support tutoring programs, including but not limited to: Banner, Kronos, Tutor Trac, Bookings, Starfish, and DocuCare.
- Maintain consistent tutoring practices and build relationships with students.
- Utilize Starfish to assist with student management, including providing student outreach.
- Participate in prospective student and first-year programs, including orientations and recruitment initiatives.

- Hiring, training, and supervision of PT professional tutors and/or peer tutors (and all the paperwork and responsibilities that goes with supervision)
- Compiling usage statistics for the department and/or I & L
- Create flyers, presentations, and other documents to promote resources and programming to students.
- Additional duties as assigned by the supervisor of the area to which they are assigned.

Discipline Specific Duties and Responsibilities:

Due to the nature of some academic disciplines, such as nursing, some Professional Tutors will have discipline-specific duties and responsibilities in addition to those listed above. Those duties and responsibilities will be listed here as appropriate.

Requirements:

- Bachelor's degree in a related discipline
- At least 2 years of related experience in a college setting, especially in the discipline for delivery of academic support services.
- Discipline-specific knowledge required.
- Ability to teach learning strategies to students.
- Ability to lead small group tutoring sessions.
- Excellent written and oral communication skills.
- Concern for student needs in a demanding academic context.
- Flexibility, patience, and professional integrity.
- Knowledge, experience, and ability to work effectively with a diverse faculty, staff, and student body.
- Where applicable, handle lab equipment with care, switch off equipment and tidy up lab after tutoring session.
- Use suggested textbook for reference in class content (skills).
- High comfort level with standard office information technology on a Windows OS, including Microsoft Word, Excel, and email, as well as strong ability to learn new institution-specific software for tutoring, timekeeping, or related responsibilities.

Preferred Qualifications:

- Master's or Doctorate degree in a related discipline
- Experience working with students in a community college environment.
- Experience working with ESL (English as Second Language) students is highly desirable.
- Supervisory experience preferred.

Discipline-Specific Qualifications:

Due to the nature of some academic disciplines, such as nursing, some Professional Tutors will have discipline-specific qualifications in addition to or instead of those listed above.

Salary Range:

The hiring salary range for this position is \$48,986-\$61,530 and is commensurate with education, experience, subject-matter, and discipline.

DRAFT

Dutchess Community College

Job Description: P-TECH Liaison

Job Title:	P-TECH Liaison		
Department/Group:	Admissions & Enrollment		
Location:	Instruction and Learning	Travel Required:	Yes
Level/Salary Range:	Group 1 / Step 4 \$61,869	Position Type:	Full-time – 4-year Grant Funded

Job Description

ROLE AND RESPONSIBILITIES

The P-Tech Liaison is a full-time position primarily responsible for supporting the P-Tech program(s) and participating students. This position is responsible for overseeing Dutchess Community College’s (DCC) involvement in the P-Tech program(s) through relationship building, providing college resources like workforce opportunities and student mentorship, and advising to ensure successful academic progress. The individual hired for this position is expected to work with Dutchess County BOCES, guidance counselors, DCC faculty and staff, and industry professionals from the Council of Industry. In partnership with DCC faculty, the P-Tech liaison is expected to assist in the development and creation of P-Tech programs by working with key stakeholders to ensure the P-Tech curriculum is aligned with college and course requirements. This position is expected to work with several departments at DCC in order to ensure proper implementation of the P-Tech program(s) and effective student supports embedded within the program(s). This role will also work hands on with students participating in P-Tech. The P-Tech Liaison will provide academic and career advisement to students in individual and group settings throughout the students’ 4-year experience. This role will also coordinate tutoring access to the students, so that they are easily linked with tutoring services, like the Writing Center and Math and Science Center. This position reports to the Director of Secondary and Post-Secondary School Partnerships and Initiatives and the Associate Dean of Instruction and Learning: Pre-Collegiate Programs.

The role includes but is not limited to:

1. Assist Dutchess County BOCES (and other partners) with the recruitment of students for the P-Tech program(s)
2. Support students in their transition to the P-Tech program(s) and college level expectations.
3. In collaboration with faculty, Dutchess County BOCES, and the Council of Industry, map the skills needed for the academic and workplace curricula to ensure that the program(s) meets college expectations and students are career ready upon completion of the program.
4. In supporting faculty, facilitate the review of necessary workplace skills on an annual basis with the Council of Industry to ensure standards are met within designed curriculum.
5. Work with various departments on campus (the ACT Center, Workforce Education, academic departments, tutoring centers/Learning Commons, etc.) to holistically support student academic progress and completion.
6. Work with Scheduling to ensure block scheduling of P-Tech classes for students.
7. Provide group presentations to students about career development and readiness.
8. Partner with school district guidance counselors to ensure academic success of P-Tech students from the high school and college viewpoints.
9. Reinforce a culture of learning within the P-Tech program(s).
10. With faculty members, facilitate student mentorship for P-Tech students.
11. Coordinate with P-Tech partners (like Dutchess County BOCES) on the college’s behalf.
12. Alongside faculty and P-Tech partners, determine which courses will be taught by college faculty and which will be taught by BOCES/high school instructors.
13. Perform other related duties as assigned.

Dutchess Community College

Job Description: P-TECH Liaison

QUALIFICATIONS

Knowledge of:

- high school and community college missions, programs and practices
- community and school partnership models
- P-Tech programming and models
- school and community issues and dynamics
- curriculum development and instructional design

Ability to:

- identify and evaluate the effective of the program(s) with recommendations of improvement
- coordinate activities of P-Tech partners
- develop and promote P-Tech programs
- recruit students for P-Tech opportunities
- work with several stakeholders with competing priorities
- represent programs to a variety of audiences
- plan, manage and organize multiple projects
- identify and analyze problems/issues and recommend strategies and solutions
- support students through the academic and career development

EDUCATION

- Bachelor's Degree required
- Master's Degree preferred

EXPERIENCE

- Demonstrated knowledge of how to develop and maintain reciprocal educational partnerships preferred.
- Experience working with postsecondary partners to develop articulation agreements.
- A minimum of three years of experience in post-secondary and/or secondary education preferred.
- Experience working with diverse students with various educational needs.
- Academic and/or career advisement experience.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent verbal and written communication skills.
- Proven ability to multitask and prioritize duties/tasks.
- Understanding of college curriculum.
- Knowledge of the community and the ability to further develop partnerships and relationships with key stakeholders.
- Understanding of high schools including their operations, needs and organizational structure.
- Ability to balance institutional policies with the individual needs of students.
- Proven skills as a team player.
- Ability to work a flexible schedule including evening and some weekend hours.
- Ability to work effectively through the committee process to accomplish goals.
- Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity and human rights.

POSITION DETAILS

This position is a four-year grant funded position with the opportunity to become permanent based on further development of P-tech programs.

Dutchess Community College

Job Description: P-TECH Liaison

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment violations.

Dutchess Community College is an AA/EOE employer. As part of the State University of New York (SUNY), in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a policy to provide an educational and employment environment free from unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

APPLICATION INSTRUCTIONS

Visit sunydutchess.edu/employment to submit an application, resume and cover letter.

The target date for applications is:

The start date is no later than:

For additional information, nominations or confidential inquiries, contact:

Dutchess Community College

Job Description: Coordinator of HVAC Programming

Job Title:	Coordinator of HVAC Programming		
Department/Group:	Instruction and Learning		
Location:	Department of Physical Sciences, Engineering and Technology	Travel Required:	
Level/Salary Range:	\$0 - \$0 <i>commensurate with education</i>	Position Type:	12-month, NTE, Full-time

Job Description

ROLE AND RESPONSIBILITIES

The incumbent will coordinate the College's Heating, Ventilation, and Air Conditioning (HVAC) programming including oversight of the HVAC Lab at DCC@Fishkill (Center of Excellence for Industry & Innovation) and equipment used in HVAC programming. Position requires close and collegial collaboration with credit and credit-free faculty, the coordinator of Mechatronics Programming, the Director of Off-Campus Centers, as well as supervision of HVAC lab staff. The selected individual should expect to have responsibilities that span DCC locations, although the primary workstation will be at DCC@Fishkill.

The role includes but is not limited to:

1. Teach credit and non-credit courses in HVAC programming.
2. Obtain, maintain, and manage relevant industry certifications.
3. Implement program development strategies.
4. Provide oversight and maintenance of the labs and all equipment for HVAC programming.
5. Work with I&L, faculty, the Coordinator of Mechatronics Programming, and the Scheduling Office to build schedules for HVAC programming.
6. Assess learning outcomes for students participating in HVAC programming.
7. Build networks in the HVAC industry, recruit students, and establish partnerships.
8. Foster positive relationships with existing partners.
9. Work with college offices to manage complex financial operations and physical plant pertaining to HVAC programming.
10. Participate in the College's governance committees and related activities.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Mechanical Engineering, Electrical Engineering, or related discipline.
- Teaching experience.
- A minimum of five years of related industry experience.
- Ability to work independently, problem solve, and innovate within the context of an academic organizational structure.
- Strong communication, organizational and interpersonal skills, and a collaborative approach to working with students and colleagues.
- Demonstrated experience with project management, procurement practices, and internal controls for inventory management.

PREFERRED QUALIFICATIONS

- Master's Degree in Mechanical Engineering, Electrical Engineering, or related discipline.
- A minimum of three years of supervisory experience.

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title

Dutchess Community College

Job Description: Coordinator of HVAC Programming

IX, sexual violence and sexual harassment violations.

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APPLICATION INSTRUCTIONS

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The target date for applications is:

The start date is no later than:

For additional information, nominations or confidential inquiries, contact:

DUTCHESS COMMUNITY COLLEGE

JOB DESCRIPTION

Position/Title: Associate Vice President for Institutional Advancement

Department: DCC Foundation

Appointment: Full-time

Reports To: College President and DCC Foundation Board of Director

GENERAL FUNCTIONS

The major responsibility of this position is to raise funds through the Dutchess Community College Foundation in order to provide enhanced excellence in education for the College. The AVP for Institutional Advancement is the primary interface between the College and its supporters. He/she is a member of the College's institutional effectiveness team and reports to the College President and the Board of Directors of the Foundation, thus assuring close cooperation and coordination between the College and the Foundation.

DUTIES AND RESPONSIBILITIES

1. Serves as the chief development officer of the College, helping to cultivate a culture of philanthropy by continually communicating the College's need for philanthropic support.
2. Directs all activities of the DCC Foundation.
3. Serves on the President's Executive Leadership Team and Cabinet.
4. Serves on the Executive Committee for the DCC Foundation.
5. Provides direct supervision to the Director of Development for Foundations, Corporate Giving and Donor Relations, the Gift Officer, and the Foundation's Executive Assistant as well as overall management of the Foundation staff.
6. Provides strategic direction and leadership for the resource development activities of the College and the Foundation.
7. Maintains ongoing coordination and communication between the DCC Foundation and College administration.
8. Oversees the planning and implementation of any focused fundraising campaigns in close collaboration with the President, Board members, consultants, and volunteers.
9. Oversees the development and execution of ongoing planned giving and major gifts programs to raise funds for the Foundation.
10. Responsible for working with consultants and outside experts as needed in regard to campaigns, planned giving, major giving initiatives and in additional ways as required.
11. Cultivates relationships with potential donors of significant gifts and implements appropriate recognition programs.
12. Maintains ongoing contact with a portfolio of approximately 50 of the top donors and prospects and ensures that all are appropriately cultivated, solicited and stewarded.
13. Serves as the Prospect Manager for all donors and prospects assigned to the College President.
14. Develops both annual campaign goals and long-range strategic plans for the Foundation in collaboration with the College and Foundation Boards.
15. Collaborates closely with all staff to foster and support positive donor relations and synergy among all current, past and prospective donors, as well as corporate and foundation supporters.
16. Develops appropriate communication systems for various constituencies to promote the DCC Foundation and its achievements in order to meet the Foundation's financial objectives.
17. Assists the DCCF Board and Committees to select, recruit and retain the best possible Foundation volunteers.
18. Works closely with the College's marketing and public relations department to enhance the image of the Foundation and College in both the community and within the SUNY system.
19. Oversees collaborations with other College departments in regard to raising or managing funds raised through the Foundation.
20. Works closely with the College's business office to account for all funds raised.

21. Ensures that a dashboard is maintained to track overall fundraising revenue and expenses and other key metrics.
22. Oversees the Foundation's administrative office to assure that Foundation and College needs are served efficiently and synergistically.
23. Ensures that Foundation's organizational and administrative matters are attended to in a timely manner.
24. Participates in departmental, divisional, and institutional committees and assessment activities as required.
25. Manages special projects and other duties as assigned by the Foundation Board and/or College President.
26. Perform other related duties as assigned.

QUALIFICATIONS

- BA/BS in a related field (*master's preferred*), plus a minimum of 5 years of development experience.
- The successful candidate will have a full understanding of the community college mission and the ability to articulate its value and role.
- Must demonstrate a proven track record in fundraising.
- Must possess excellent communication skills.
- Must show a commitment to process leadership, teamwork, and consensus decision-making.
- Also necessary is an entrepreneurial spirit, proficiency in organizing and planning, and excellent managerial skills.

SALARY RANGE AND CLASSIFICATION

\$130,000 to \$140,000, commensurate with education and experience

Management Confidential

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment, violations.

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APPLICATION INSTRUCTIONS

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The target date for applications is:

The start date is no later than:

For additional information, nominations or confidential inquiries, contact:

Dutchess Community College

Job Description:

Assistant Director of Admissions/Admissions Event Coordinator

Job Title:	Assistant Director of Admissions/Admissions Event Coordinator		
Department/Group:	Admissions & Enrollment		
Location:	Admissions	Travel Required:	Yes
Level/Salary Range:	Group 1 / Level 24	Position Type:	Full-time

Job Description

ROLE AND RESPONSIBILITIES

The Assistant Director maintains open lines of communication with local high schools, community groups, business, professional organizations and College faculty and staff, etc., in order to provide necessary information regarding Dutchess Community College (DCC) and its programs to the community we serve.

Assistant Directors provide all necessary services to communicate, evaluate, advise and accept students to College programs. They are assigned planning and coordination responsibilities for major office functions. For example, Assistant Directors may be assigned to major office functions such as diversity, equity, inclusion and opportunity cohort recruitment, as well as events planning and execution. The role includes but is not limited to:

1. Representative for DCC at college fairs, high school visits, and in a variety of other on- and off- campus recruitment and community events.
2. Maintain a broad knowledge base about all facets of DCC to effectively communicate the benefits and features of our academic programs, facilities (main campus and off-site locations), support services, athletics, student life, housing opportunities, and basic financial aid information.
3. Serve as a public speaker, a panelist at area high school and community programs, and to talk one-on-one with prospective students and families about DCC admissions, the community college experience, and the student experience.
4. Assist the Director of Admissions in all major admissions events.

POSITION SPECIFIC RESPONSIBILITIES INCLUDE

1. Establish and create a wide range of programs and initiatives in coordination with the Director or Admissions and members of the admissions team that serve the recruitment goals of college.
2. Serve as coordinator for all admissions campus events including open houses, accepted student days, program-specific events, group tours, DCC@Fishkill, and DCC@HVR Airport.
 - Lead logistics for events including interacting with faculty, facilities, scheduling, marketing and other student service departments.
3. Develop and design recruitment programs for special populations including:
 - Students with disabilities
 - Middle school students
 - Early Admission program
 - BOCES students
 - International students
4. Streamline and improve internal office procedures with the Director to maximize student onboarding, improve inter-office communication and staff efficiency.
5. Continually review and improve existing programs and materials including application, tours, information sessions, instant admissions programs, and other special projects.
6. Coordinate recruitment and admissions review for Conklin Scholars program.
7. Other duties as assigned.

Dutchess Community College

Job Description:

Assistant Director of Admissions/Admissions Event Coordinator

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment violations.

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APPLICATION INSTRUCTIONS

Visit sunydutchess.edu/employment to submit an application, resume and cover letter.

The target date for applications is:

The start date is no later than:

For additional information, nominations or confidential inquiries, contact:

Dutchess Community College

Job Description: Director of Campus Safety and Project Management

Job Title:	Director of Campus Safety and Project Management		
Department/Group:	Administration: Facilities / Campus Safety and Security		
Location:	Security	Travel Required:	Yes
Level/Salary Range:	\$75,000 - \$85,000 <i>commensurate with education</i>	Position Type:	Full-time

Job Description

ROLE AND RESPONSIBILITIES

This position reports to the Associate Vice President of Administration for Facilities. He/she is responsible for planning, organizing, conducting, directing, and enforcing large scale safety programs. The work is carried out in accordance with existing governmental regulations and by developing and implementing procedures, guidelines, and policies. He/she is responsible for coordinating and managing design and construction projects including building renovations, utility upgrades including information technology projects, site upgrades, and new construction. May act as the backup for the AVP for Campus Facilities.

The role includes but is not limited to:

1. Develop, update, and maintain comprehensive safety policies, plans, and programs, including personnel safety training and inspection programs to ensure compliance with applicable federal, state, and local standards including but not limited to OSHA, PESH, and NYSDEC;
2. Coordinate with other departments, agencies, and outside consultants to direct the implementation of environmental, health and safety programs. Departments include but are not limited to Human Resources, Campus Safety & Security, and Campus Facilities;
3. Perform site inspections to investigate injuries or unsafe working conditions, review incident reports and investigate certain injury/illness claims to recommend corrective action to minimize future loss;
4. Serve as technical advisor to higher level administrators;
5. Work with campus departments, contractors, consultants, engineers and architects in planning and completing construction projects including but not limited to campus building renovations and modifications and utility upgrades;
6. Collaborate with team members for bid document preparation and review, development of capital budget projects involving the construction, renovation, and repair of College buildings and other facilities, participation in on-site project meetings, and resolution of construction issues;
7. Act as a liaison between the College and outside contractors, architects, and the State University Construction Fund;
8. Assigned as having *Stop Work Authority* in order to manage construction projects which includes performing periodic job site inspections, coordinating trades, reviewing claims and requisitions, and ensuring that both construction quality and budgets are met;
9. Work closely with Physical Plant Staff regarding changes to mechanical, electrical, plumbing, and life safety systems; and
10. Performs other duties as assigned.

DESIRED QUALIFICATIONS

Education: Bachelor's degree in Architecture, Mechanical, Electrical Engineering, Environmental Studies preferred or satisfactory combination of education and experience demonstrating ability to do the job.

Experience: Minimum of five years of experience in Safety, Construction, Physical Plant Maintenance and management or in a related field such as architecture, engineering, environmental engineering, hazardous material response required.

Dutchess Community College

Job Description: Director of Campus Safety and Project Management

PROFESSIONAL QUALIFICATIONS / CERTIFICATIONS

- OSHA 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER)
- OSHA/PESH HAZCOM w/ GHS
- 10-hour or 30-hour OSHA Construction
- First Aid, CPR, AED, and Opioid Overdose Prevention
- FEMA/NIMS Incident Command System
- Board of Certified Safety Professional (BCSP) Certification such as CHST (Construction Health & Safety Technician), ASP (Associate Safety Professional), CSP (Certified Safety Professional)

KNOWLEDGE, SKILLS & ABILITIES

1. Thorough knowledge of Federal, State, and OSHA regulations and other applicable governmental safety laws, regulations and requirements; knowledge of safety issues, practices, and procedures; knowledge of Business English, and math for developing safety records and statistics; knowledge of various software packages for word processing and database management; ability to instruct others both verbally and in writing; ability to conduct inspections and investigate reports; good judgment; physical condition commensurate with the demands of the position.
2. Fundamental knowledge of various aspects of Campus planning such as building trades, facility design, construction practices, procedures, and management, contract documents, code compliance, specification writing, cost estimating, energy management, and campus safety.
3. OSHA Training certification
4. Ability to establish and maintain effective working relationships with College personnel, vendors, contractors, and consultants.
5. Ability to plan, supervise and bring projects to completion on time and within budget.

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment violations.

Dutchess Community College is an AA/EOE employer. As part of the State University of New York (SUNY), in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a policy to provide an educational and employment environment free from unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

APPLICATION INSTRUCTIONS

Visit sunydutchess.edu/employment to submit an application, resume and cover letter.

The target date for applications is:

The start date is no later than:

For additional information, nominations or confidential inquiries, contact:

Dutchess Community College

Job Description: Instructional Media Services Assistant

Job Title:	Instructional Media Services Assistant		
Department/Group:	Finance and Administration		
Location:	Information Technology	Travel Required:	Yes
Level/Salary Range:	\$69,051	Position Type:	Full-time, CSEA

Job Description

ROLE AND RESPONSIBILITIES

This is a responsible position assisting the Director or department head in almost all aspects of running the operations of an instructional media / audio-visual / telecommunications department. This includes the college Help Desk as a central point of contact for the college community for technology related and computing issues, and support to users of technology enhanced smart rooms. The incumbent will be responsible for a wide variety of support, technical and administrative duties, relieving the department head of those duties that could reasonably be performed by a subordinate. This class is distinguished from that of the specialized technical equipment staff by the expanded scope of the responsibilities of this position to perform the more administrative and support duties. The work is performed under the general supervision of the department head, with leeway allowed for the use of independent judgment and discretion in the performance of routine department activities. An employee in this class may fill in for the department head in his/her absence.

TYPICAL WORK ACTIVITIES

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Develop, update, and maintain comprehensive safety policies, plans, and programs, including personnel safety training and inspection programs to ensure compliance with applicable federal, state, and local standards including but not limited to OSHA, PESH, and NYSDEC;

1. Consults with, and recommends to, administrators, faculty, staff and students on the availability and proper use of the instructional media, audio-visual and telecommunications equipment that is most appropriate to meet the user's needs;
2. Coordinates workflow of the department, reviews work requests, recommends or establishes priorities as necessary, and follows through to ensure all requests are accommodated; resolves regular questions about department operations and scheduling conflicts;
3. Provides assistance to the clerical support staff and coordinates the work of the technical staff;
4. Oversees the staff and coordinates the workflow of the entire department in the absence of the department head; completes a variety of administrative tasks as assigned by the department head;
5. Assists in the development and refinement of a work order ticketing system for Help Desk inquiries and referrals; tracks, analyzes and modifies Help Desk procedures accordingly;
6. Answers incoming calls and emails from college clientele regarding campus computer operations including software issues, printing problems and network questions; assists in the development of a knowledgebase containing trouble shooting and problem-solving procedures for user reference and self-help;
7. Provides training in the use of technology enhanced smart rooms for new users; assists users calling from smart rooms to resolve operational problems; Work closely with Physical Plant Staff regarding changes to Mechanical, Electrical, Plumbing, and Life Safety Systems;
8. Prepares and revises a variety of departmental reports, manuals, Power Point presentations, web page edits and updates, correspondence and promotional copy;
9. Maintains inventory, orders and makes recommendations on purchase of all office and a variety of instructional media supplies; assists the department head in the preparation for and review of bids and in the preparation of the department budget;
10. Maintains media catalog files and schedules the use of instructional technology equipment, related materials and media software;
11. Produces scripts for television promotional announcements, schedules their broadcast and ensures they are properly run; oversees the college's electronic bulletin board for accuracy and timeliness of announcements;

Dutchess Community College

Job Description: Instructional Media Services Assistant

12. Provides conferencing services including satellite, web and audio conferences for on and off campus clients;
13. Trains and assists student aides and interns on a variety of special projects or assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of the terminology, practical application, operation and maintenance of instructional media, audio-visual and telecommunications equipment and its practical application; good knowledge of office terminology, procedures and equipment; good knowledge of business English and basic mathematics; good knowledge of cataloging, care and storage of tapes, discs, films and other instructional media supplies; ability to learn and apply technology for smart rooms and computer applications; ability to coordinate and supervise services provided by the instructional media department; ability to maintain satisfactory working relationships with others, including co-workers, subordinates, professionals, students and the public; ability to understand and carryout complex oral and written instructions; ability to communicate effectively, both orally and in writing; clerical, mechanical and administrative aptitude; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, AND:

- EITHER: (A) Completion of an acceptable formal educational program designed to prepare students for a career in instructional media or audio-visual technology, AND two (2) years of full-time work experience providing technical instructional media services or in the operation of television production and broadcasting equipment;
- OR: (B) Four (4) years of full time work experience as described in (A) above;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

TR5305

ADOPTED: 06/02/86

REVISED: 11/09/89

06/02/86

11/09/89

01/31/91

07/01/91

07/03/06

DUTCHESS COMMUNITY COLLEGE

JOB DESCRIPTION

Position/Title: Human Resources Coordinator

Department: Finance and Administration

Appointment: Full-time/Management Confidential/Exempt

Reports to: Associate Vice President for Human Resources

GENERAL FUNCTIONS

This position is a professional administrative position in the Office of Human Resources at Dutchess Community College. The human resources coordinator supports the functional needs of the department and has diverse responsibilities. Reporting to the AVP for Human Resources, this position will provide HR customer service and support in a wide range of areas to facilitate the smooth and effective delivery of HR services for the entire institution and affiliated offices.

The human resources coordinator addresses routine inquiries related to employment, compensation, benefits, and employee relations. The position primarily supports faculty and professional staff HR functions while providing some back up to other areas as needed. The coordinator assists other members of the HR team with a wide variety of reports, outreach, recruitment, and special projects requiring a high degree of initiative, judgment, discretion, problem solving, and data analysis.

The position also handles the college's professional staff retiree benefits program, COBRA, credit free employment and is the department banner maintenance expert. The human resources coordinator is a key member within the HR department. Successful performance results in enabling the entire HR team to drive the organizational goals of attracting and retaining a great and diverse talent pool and improved student outcomes. The position requires a proactive individual with excellent interpersonal skills and knowledge of Federal and State labor laws.

RESPONSIBILITIES

- Respond to and assist employees and external constituents with HR related questions and employee requests.
- Liaise with other departments or functions (Payroll Services, Business Office, Academic Affairs etc.).
- Maintain confidentiality and security of employee and departmental records, files, and information including personal data, employee privacy, and matters relating to employee discipline.
- Support the recruitment / hiring process by coordinating and conducting orientation of new hires, generating Board resolutions, and issue employment contracts etc.

- Enter and maintain all employee information in the College's database for the professional service and credit free faculty and staff.
- Enter and maintain all benefits and retirement information for professional service and credit free faculty and staff.
- Act as a liaison between employees and insurance providers and vendors.
- Assist the AVP in labor relations and negotiation matters such as data preparation, Labor Management meeting agendas, agreement language development, and contract proposals.
- Support other HR department staff in carrying out various human resource programs and procedures for all employees;
- Attend all HR staff meetings.
- Produce and submit reports on general HR activity and employee census information.
- Assist in the development and implementation of diversity and inclusion initiatives and events.
- Assist in ad-hoc HR projects, like collection of employee feedback, audits, mailings, and surveys.
- Assist with providing and organizing research for policies, strategic planning, labor relations, training, and other human resources issues.
- Serve as back-up for adjunct hiring processing.
- Participate in departmental, divisional, and institutional assessment activities.
- Perform other duties and support other functions as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal and State labor laws as well as human resources processes and best practices
- Ability to maintain strict confidentiality and discretion
- Strong verbal and written communication skills, as well as strong math skills
- Ability to work within deadlines and to manage competing priorities in a positive manner.
- Strong interpersonal skills with the ability to work well with a diverse population
- Professional and welcoming customer service skills with the ability to tolerate interruptions
- Good organizational and time management skills

QUALIFICATIONS

- Bachelor's degree in Human Resources Management or related discipline required
- Two or more years of human resource experience required. Experience in a Higher Education Human Resources setting is preferred.
- High level of proficiency with Microsoft Excel, Word, Outlook, PowerPoint, and Publisher required.
- Experience with HR databases and HRIS systems.

CLASSIFICATION/SALARY

Salary Range: \$45,000 - \$60,000

Management Confidential

ADDITIONAL INFORMATION

The performance of this work is primarily in-person and on-site. Flexible hours required; some travel will be necessary.

Employment will require a criminal background screening. It will also require references answer questions about known Title IX, sexual violence and sexual harassment, violations.

Dutchess Community College is an AA/EOE employer. As part of the State University of New York (SUNY), in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a policy to provide an educational and employment environment free from unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Application instructions

Visit sunydutchess.edu/employment to submit an application, resume and cover letter.

The target date for applications is:

The start date is no later than:

For additional information, nominations or confidential inquiries, contact:

REV 9/2023

RESOLUTION NO. 2024-14

Board of Trustees, Dutchess Community College
September 19, 2023

_____ offers the following resolution and moves its adoption:

WHEREAS, salaries for management/confidential employees have also been determined for 2023-2024, now, therefore, be it

RESOLVED, that for the 2023-2024 fiscal year, the salaries listed in the attached are approved effective September 1, 2023, 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.

* * * * *

Seconded by _____

Management Confidential
FY23/24 Increases
(included in FY23/24 budget - no fiscal impact)

<u>Employee ID #</u>	<u>Title</u>	<u>23/24 Salary</u>
A00000492	Assoc VP of Administration	161,268
A00000496	Executive Assistant to the President	93,516
A00000534	Executive Assistant	86,919
A00078934	Human Resources Coordinator	63,975
A00293141	Associate Dean - Learning Commons	115,344
A00350281	Vice President Instruction and Learning	166,400
A00000556	Associate for Capital Finance and Administration	94,276
A00345688	Dir of Comm & Pub Relations	111,280
A00109166	Executive Assistant	92,581
A00003721	Associate Dean I&L - Pre-Collegiate Programs and Title III	115,344
A00001960	Executive Director of the Foundation	130,000
A00346128	Executive Assistant to the Board	85,280
A00345817	VP for Finance and Administration	166,400
A00000557	Assoc VP of Administration	149,147
A00303846	Chief of Staff & VP Institutional Effectiveness	166,400
A00292310	VP of Enrollment Management	166,400
A00056161	Asst Dir of Human Resources	92,679
A00001882	Acting Assoc Dean Info Technologies	124,275
A00012679	Associate Dean Curriculum & Development	153,058
		2,334,541

Part Time

		<u>23/24 Hrly Rate</u>
A00001926	Personnel Specialist	45.93