

## Board of Trustees Meeting – May 28, 2024

### Summary of Actions

The following resolutions were passed by the Board of Trustees at its May 28, 2024 meeting:

A. Board Policy (I. Guzman, Chair)

1. Approval of the policy on Board Policy Development (Res #. 2024-42)
2. Approval of the Charge for the Exploration and Integration of Artificial Intelligence (AI) at Dutchess Community College (Res #. 2024-43)

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

1. Approval of the Operating Budget for Fiscal Year 2024-2025 (Res #. 2024-44)
2. Approval of the 2024-2025 Tuition Fee Schedule and Refund Policy (Res # 2024-45)
3. Approval of the Bid for Tree Removal, Pruning, and Stump Grinding (Res # 2024-46)
4. Approval of the Bid for the Hudson Hall Feasibility Study (Res # 2024-47)
5. Approval of the Bid for the Hudson Hall Mechanical Upgrade Design (Res # 2024-48)
6. Approval of the Bid for the Hudson Walkway Reconstruction (Res# 2024-49)
7. Approval of the Bid for the Physical Plant Roof (Res # 2024-50)

C. Personnel and Community Relations (A. Flesland)

1. Approval of Regular Retirement for Nancy Moskowitz (Res. #2024-51)
2. Approval of Regular Retirement for Colleen Trogisch (Res # 2024-52)
3. Approval of the Settlement Agreement with Employee # A00001915 (Res # 2024-53)

The date of the next regularly scheduled Board of Trustees meeting is **July 23, 2024**.

**I. Guzman** offers the following resolution and moves its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees Policy Committee reviews the College's policies on a regular basis, and

WHEREAS, to comply with regulations, a policy on Board Policy Development has been written, and

WHEREAS, the Policy Committee finds said policy to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations the Policy Committee, and review by the Board of Trustees, the attached policy on Board Policy Development which shall be made part of the official minutes of this meeting, is hereby approved, and be it

FURTHER RESOLVED, that this policy shall be effective immediately, and be it

FURTHER RESOLVED, that the Board reconsider this policy again within five years or earlier should it be determined revisions are needed prior to the scheduled review date.

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Seconded by **A. Flesland**

**Motion Carried Unanimously**

**I. Guzman** offers the following resolution and moves its adoption:

WHEREAS, in keeping with good governance practices, the Board of Trustees Policy Committee reviews the College's policies on a regular basis, and

WHEREAS, to comply with regulations, a Charge for the Exploration and Integration of Artificial Intelligence (AI) at Dutchess Community College has been written, and

WHEREAS, the Policy Committee finds said charge to be appropriate to the needs of the College, now, therefore, be it

RESOLVED, that, based upon the recommendations the Policy Committee, and review by the Board of Trustees, the attached Charge for the Exploration and Integration of Artificial Intelligence (AI) at Dutchess Community College which shall be made part of the official minutes of this meeting, is hereby approved, and be it

FURTHER RESOLVED, that this charge shall be effective immediately, and be it

FURTHER RESOLVED, that the Board reconsider this charge 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**

RESOLUTION NO. 2024-44

Board of Trustees, Dutchess Community College  
May 28, 2024

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

WHEREAS, the Annual Operating Budget Request of Dutchess Community College for the period September 1, 2024 through August 31, 2025 has been developed in accordance with guidelines furnished by the State University of New York, and

WHEREAS, the requirement for operating expenditures has been determined to be \$66,701,755 now, therefore, be it

RESOLVED, that the Operating Budget for Dutchess Community College for the fiscal year September 1, 2024 through August 31, 2025, in the amount of \$66,701,755 with anticipated funding from the County of Dutchess by appropriation from fiscal year 2025 of \$17,466,129, is hereby approved.

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Seconded by: **L. Pratt**

**Motion Carried Unanimously**

RESOLUTION NO. 2024-45

Board of Trustees, Dutchess Community College  
May 28, 2024

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

WHEREAS, a Tuition and Fee Schedule and Refund Policy are prepared each year following the guidelines of the State University of New York, and

WHEREAS, the Board of Trustees reviews the Tuition and Fee Schedule and the Refund Policy as part of the annual budget process, and

WHEREAS, it is necessary for the Board of Trustees to approve these fees each year, now, therefore, be it

RESOLVED, that the Tuition and Fee Schedule and the Refund Policy for fiscal year 2024-2025, which are attached and shall be made part of the official minutes of this meeting, are hereby approved.

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Seconded by **A. Flesland**

**Motion Carried Unanimously**

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

WHEREAS, Tree Trimming and Pruning has been determined to be advantageous to maintain a safe environment, and

WHEREAS, bids for Tree Removal, Pruning, and Stump Grinding were duly advertised and requested for the Tree Removal, Pruning, and Stump Grinding , and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 2:00 pm, on March 14, 2024, and

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

WHEREAS, the low bid received meets the required specifications, now, therefore, be it

RESOLVED, that the bid received for the Tree Removal, Pruning, and Stump Grinding, in accordance with the specifications, be awarded to Alpine Tree Services Inc. Hopewell Junction NY, and be it

FURTHER RESOLVED that the annual expenditure shall not exceed Sixteen thousand seven hundred and sixty dollars (\$16,760) for labor, equipment with an operator, and materials as needed, and be it

FURTHER RESOLVED that this contract is for three (3) years with the provision for two (2) one-year extensions.

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Seconded by **L. Pratt**

**Motion Carried Unanimously**

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

WHEREAS, the Hudson Hall Feasibility Study Capital Project was approved by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College and the Dutchess County Legislature, and

WHEREAS, Request for Proposals for Professional Services for Hudson Hall Feasibility Study were requested on RFP-DCC-06-2024, and

WHEREAS, there were seven (7) proposals received as shown on the tabulation sheet attached to this resolution, and

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

WHEREAS, the proposal received from KG&D Architects, PC best meets the required specifications, and

WHEREAS, the funds are available in the Capital Projects for the Hudson Hall Feasibility Study, now, therefore, be it

RESOLVED, that the contract for Professional Services for the Hudson Hall Feasibility Study, be awarded to KG&D Architects, PC, Mount Kisco, NY in an amount not to exceed \$158,000.

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Seconded by **A. Flesland**

**Motion Carried Unanimously**

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

WHEREAS, the Water Heater Replacement, the Plumbing and Utility Repairs and Hudson Hall Renovations Capital Projects were approved by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College and the Dutchess County Legislature, and

WHEREAS, Request for Proposals for Engineering Services for Hudson Hall Mechanical Upgrades were requested on RFP-DCC-10-2024, and

WHEREAS, there were ten (10) proposals received as shown on the tabulation sheet attached to this resolution, and

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

WHEREAS, the proposal received from Barton & Loguidice best meets the required specifications, and

WHEREAS, the funds are available in these Capital Projects for the Hudson Hall Mechanicals Upgrades, now, therefore, be it

RESOLVED, that the contract for Engineering Services for the Design of Hudson Hall Mechanical Upgrades, be awarded to Barton & Loguidice, Albany, NY in an amount not to exceed \$214,800.

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Seconded by **I. Guzman**

**Motion Carried Unanimously**



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

WHEREAS, the Campus Site Repairs and Upgrades Capital Projects were approved as capital projects by the Board of Trustees of the State University of New York, the Board of Trustees of Dutchess Community College and the Dutchess County Legislature, and

WHEREAS, bid RFB-DCC-09-2024, was duly advertised and requested for the Hudson Hall Walkway, part of the Campus Site Repairs and Upgrades project, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 pm, on April 30, 2024, and

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

WHEREAS, the low bid received was disqualified as they did not meet the required project specifications, and

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

RESOLVED, that the bid received for the Hudson Hall Walkway, Base Bid in accordance with the specifications, be awarded to Con-Tech Construction Technology, Carmel, NY in the amount of \$728,870.00.

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Seconded by **L. Pratt**

**Motion Carried Unanimously**

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

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

WHEREAS, bid RFB-DCC-07-2024, was duly advertised and requested for the Roof Renovations at Physical Plant, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 pm, on May 2, 2024, and

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

WHEREAS, the low bid received was disqualified as there were discrepancies on their bid form, and

WHEREAS, the funds are available in the Roof Renovations/Replacements Capital Project, now, therefore, be it

RESOLVED, that the bid received for the Roof Renovations at Physical Plant, Base Bid and Alternate #1 in accordance with the specifications, be awarded to Nuvista Designs General Contractors LLC, Blauvelt, NY in the amount of \$65,000.

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Seconded by **F. Castella**

**Motion Carried Unanimously**

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the retirement of Nancy Moskowitz, Assistant Professor of Nursing, in the Department of Nursing, is hereby granted, effective August 21, 2024, and be it

FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that, in recognition of her dedicated service to Dutchess Community College, Professor Moskowitz be granted emeritus status upon her retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Professor Moskowitz for her valuable contributions to the College's educational program during her tenure and wishes her the very best in her retirement and future endeavors.

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Seconded by **F. Castella**

**Motion Carried Unanimously**

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College, the retirement of Colleen Trogisch, Associate Dean, Instruction and Learning in the Department of Instruction and Learning, is hereby granted, effective August 31, 2024, and be it

FURTHER RESOLVED, that approval is granted to pay the appropriate benefits earned, and be it

FURTHER RESOLVED, that, in recognition of her dedicated service to Dutchess Community College, Ms. Trogisch be granted emeritus status upon her retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Trogisch for her valuable contributions to the College's educational program during her tenure and wishes her the very best in her retirement and future endeavors.

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Seconded by **F. Castella**

**Motion Carried Unanimously**

RESOLUTION NO. 2024-53

Board of Trustees, Dutchess Community College  
May 28, 2024

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

BE IT RESOLVED, that, based upon the recommendation of the President of the College and the College's legal counsel, the Board of Trustees hereby approves entering into a Settlement Agreement with Employee #A00001915 in the amount of \$50,000.00.

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Seconded by **L. Pratt**

**Motion Carried Unanimously**