

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

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

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

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

V. Public Comment

There were no requests to address the Board.

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

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

VII. COMMITTEE REPORTS

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

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

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

B. Board Policy (L. Pratt)

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

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

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

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

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

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

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

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

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

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

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

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

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Seconded by: **A. Flesland**

Motion Carried Unanimously

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

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

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

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

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

WHEREAS, the amount of this bid is reasonable, and

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

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

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Seconded by: **L. Pratt**

Motion Carried Unanimously

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

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

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

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

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

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

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

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Seconded by: **L. Pratt** **Motion Carried Unanimously**

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

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

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

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

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

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

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

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

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Seconded by: **D. Cloud** **Motion Carried Unanimously**

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

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

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

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

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

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

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

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Seconded by **A. Flesland**

Motion Carried Unanimously

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

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

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

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

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

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

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

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Seconded by **B. Biersack** **Motion Carried Unanimously**

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

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

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

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

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

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

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

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

D. Personnel & Community Relations (A. Flesland, Chair)

Ms. Flesland provided the Board with a summary of items discussed at the last Personnel & Community Relations Committee meeting held on August 8, 2024.

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

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

WHEREAS, salaries for management/confidential employees have

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

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

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Seconded by **D. Cloud**

Motion Carried Unanimously

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

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

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

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

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

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

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Seconded by **B. Biersack**

Motion Carried Unanimously

VIII. Report of the Student Trustee

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

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

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

IX. Report of the Chairperson

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

X. Report of the President

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

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

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

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

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

Scott Schnackenberg introduced Dianna Cruz, Director of Advising

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

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

XI. Other Business

None

XII. Date of Next Meeting

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

Adjournment

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

Respectfully submitted,

A handwritten signature in black ink that reads "Joia Ponticello". The signature is written in a cursive, flowing style.

Joia Ponticello
Executive Assistant