

DUTCHESS COMMUNITY COLLEGE  
Minutes  
Board of Trustees Meeting  
October 22, 2024

Trustees Present: Ms. Angela Flesland, Chair; Mr. Frank Castella, Mr. Stephen Caswell, Ms. Darrah Cloud, Ms. Lisa Ghartey, Mr. Ibis Guzman, Ms. Linda Pratt, Mr. Bobby Biersack and Dr. Peter Grant Jordan  
President

Absent: Mr. Michael Dupree, Ms. Evelyn Panichi

I. The meeting was called to order at 7:32 p.m. by Chairperson Flesland.

II. Mr. Castella led the Pledge of Allegiance.

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

IV. Approval of Agenda:

Upon motion made by Mr. Castella, seconded by Mr. Guzman, voted on and duly carried, the agenda was approved as distributed.

V. Public Comment

There were no requests to address the Board.

VII. Consideration of Minutes of Meeting held on September 24, 2024:

Upon motion made by Mr. Castella seconded by Mr. Biersack, voted on and duly carried, the minutes were approved as distributed.

VIII. COMMITTEE REPORTS

Chairperson Flesland 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 October 9, 2024.

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 October 9, 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 October 14, 2024.

1. Approval of the contract with Fred. A. Cook, Jr. Inc for Sewer Maintenance (Res #2025-11)

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

WHEREAS, bids were duly advertised and requested for SEWER LINE CLEANING MAINTENANCE/SERVICE AGREEMENT 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 P.M. on September 26, 2024, and

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

WHEREAS, funds for SEWER LINE CLEANING MAINTENANCE/SERVICE AGREEMENT 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 SEWER LINE CLEANING MAINTENANCE/ SERVICE AGREEMENT be awarded to Fred A Cook, Montrose, N.Y., the low bidder, in the amount of \$11,450.00, in accordance with the specifications for a multi-year contract in the amounts specified on the attached summary sheet for labor and equipment with operator for work outside the scope of the contract. This contract is for one year with the provision for two (2), one-year extensions.

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Seconded by: **L. Pratt**

**Motion Carried Unanimously**

2. Approval to enter into a contract with Swim Digital Group for Consulting Services (Res # 2025-12)

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

WHEREAS, the College seeks to enter into an agreement with Swim Digital Group to provide consulting services to support leadership development for change readiness and management workshops, and

WHEREAS, Swim Digital has been determined to be a sole source provider of the aforementioned services, and

WHEREAS, funds are available through strategic use of fund balance, now therefore, be it

RESOLVED, that the Board of Trustees hereby authorizes the College to enter into the agreement with Swim Digital Group in an amount not to exceed \$47,720 as a sole source provider.

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Seconded by **L. Pratt**

**Motion Carried Unanimously**

3. Approval to enter into a contract with Guardian for Dental Health Insurance Service (Res # 2025-13)

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

WHEREAS, a request for proposals was duly advertised and requested for DENTAL HEALTH INSURANCE SERVICES, and

WHEREAS, four (4) proposals were received as a result of this solicitation for, DENTAL HEALTH INSURANCE SERVICES, RFP-DCC-18-2024, requested on or prior to September 9, 2024 and

WHEREAS, the proposal received from Guardian Life Insurance Company of America, best meets the required specifications, and

WHEREAS, funds for the DENTAL HEALTH INSURANCE 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 DENTAL HEALTH INSURANCE SERVICES, in accordance with the specifications, be awarded to Guardian Life Insurance Company of America, Dewitt, NY, for an estimated annual cost of \$268,426.00, and

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

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Seconded by **F. Castella**

**Motion Carried Unanimously**

4. Approval of the contract with Mid-Hudson Interpreter Services for Sign Language Services (Res # 2025-14)

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

WHEREAS, a request for proposals was duly advertised and requested for CERTIFIED SIGN LANGUAGE INTERPRETER SERVICES; and

WHEREAS, FIVE (5) proposals were received as a result of this solicitation for CERTIFIED SIGN LANGUAGE INTERPRETER SERVICES, RFP-DCC-19-2024, requested on or prior to August 21, 2024; and

WHEREAS American Sign Language is the sole means of accessing and participating in lecture and campus activities, and both MHIS and SLR have provided contracted services over the past several years; and

WHEREAS neither agency being able to provide a service at one time or another. As a result, a third option is recommended for Virtual Remote Interpreting (VRI) as a last resort; and

WHEREAS, the request for proposals received from MID-HUDSON INTERPRETER SERVICES, SIGN LANGUAGE RESOURCES INC, AND INTERPRETEK meet the required specifications; and

WHEREAS, funds for the CERTIFIED SIGN LANGUAGE INTERPRETER SERVICES will be made available in the operational budgets associated with the terms of the contract, now, therefore, be it

RESOLVED, that a ONE (1) year contract for CERTIFIED SIGN LANGUAGE INTERPRETER SERVICES, in accordance with the specifications, be awarded to:

- 1) MID-HUDSON INTERPRETER SERVICES, POUGHKEEPSIE, NY
- 2) SIGN LANGUAGE RESOURCES INC, NEWBURGH, NY
- 3) INTERPRETEK, ROCHESTER, NY

WITH MID-HUDSON INTERPRETER SERVICES HAVING THE FIRST RIGHT OF REFUSAL, for Fiscal Year 2025

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

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Seconded by: **L. Pratt**

**Motion Carried Unanimously**

D. Personnel & Community Relations (F. Castella)

Mr. Castella provided the Board with a summary of items discussed at the last Personnel & Community Relations Committee meeting held on October 10, 2024.

IX. Report of the Student Trustee

Mr. Biersack reported on the “Design a Sign Event,” upcoming events taking place on campus and upcoming trips to NYC.

X. Report of the Chairperson

Chair Flesland thanked members of the Board and DCC’s student leaders for attending the Board and Student Leaders dinner.

Chair Flesland spoke on college accolades for the month of October 2024.

XI. Report of the President.

President Jordan thanked Assembly member Didi Barrett for visiting DCC’s residence hall and continuing to identify funds for the college and supporting our housing insecure student population.

President Jordan gave an “unsung heroes” shout-out to the DCC IT staff during cyber security month.

XII. Other Business

There was none.

XIII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on December 10, 2024 at 6:30 p.m.

XIV. Adjournment

There being no further business to discuss, a motion was made by Mr. Biersack, seconded by Mr. Guzman, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joia Ponticello", written in a cursive style.

Joia Ponticello  
Executive Assistant