

Board of Trustees Meeting – September 24, 2024

Summary of Actions

The following resolutions were passed by the Board of Trustees at its September 24, 2024 meeting:

A. Board Policy (I. Guzman, Chair)

1. Approval of the Use of Fund Balance Policy (Res #. 2025-01)
2. Approval of the Policy on Racial and Other Forms of Discrimination (Res #. 2025-02)
3. Approval of the Involuntary Withdrawal Policy (Res #. 2025-03)
4. Approval of the Use of Facilities for Free Speech Policy (Res # 2025-04)

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

1. Approval of the Bid for the Early Childhood Feasibility Study Award (Res #. 2025-05)
2. Approval of 2025 Capital Projects
 - i. FF&E and Technology Replacement and Upgrades (Res #. 2025-06)
 - ii. Hudson Hall Interior Reconfiguration – Phase 2 (Res #. 2025-07)
 - iii. President’s Residence Repairs (Res #. 2025-08)
3. Approval of the Contract with Ad Astra Information Systems – Smart Scheduling and Planning Systems (Res # 2025-09)

C. Personnel and Community Relations (A. Flesland, Chair)

1. Approval for Dutchess Community College to Appoint and Evaluate their President (Res #: 2025-10)

The date of the next regularly scheduled Board of Trustees meeting is **October 22, 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 the Use of Fund Balance has been written, and

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

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

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

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

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Seconded by **L. Pratt**

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 policy on Racial and Other Forms of Discrimination has been written, and

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

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

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

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

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Seconded by **M. Dupree**

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, an Involuntary Withdrawal policy has been written, and

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

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

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

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

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Seconded by **L. Pratt**

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 Board and College administrative policies on a regular basis, and

WHEREAS, based upon this review and input from the members of the Board of Trustees, the Policy Committee has determined that the policy on the Use of Facilities for Free Speech needs to be revised, now, therefore, be it

RESOLVED, that, based upon the recommendation of the Policy Committee and review by the Board of Trustees, the revised policy on the Use of Facilities for Free Speech, which is attached and shall be made part of the official minutes of this meeting, is hereby approved, and be it

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

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

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Seconded by **L. Pratt**

Motion Carried

Board of Trustees Meeting
September 24, 2024
Resolution # 2025- 04

Vote	Trustee Name
Yes	Mr. Frank Castella
Yes	Mr. Stephen Caswell
No	Mr. Bobby Biersack
Yes	Ms. Darrah Cloud
Yes	Mr. Michael Dupree
Yes	Ms. Angela Flesland
X	Ms. Lisa Gharthey
Yes	Mr. Ibis Guzman
X	Ms. Evelyn Panichi
Yes	Ms. Linda Pratt

Present: 8

Absent: 2

Vacant: 0

Total: 7 1
Yes No



Joia Ponticello
Executive Assistant to the Board of Trustees
September 24, 2024

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

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

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

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

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

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

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

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Seconded by **M. Dupree**

Motion Carried Unanimously

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

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

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

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

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

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

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

and, be it

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

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Seconded by **I. Guzman**

Motion Carried Unanimously

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

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

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

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

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

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

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

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

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

and, be it

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

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Seconded by **B. Biersack**

Motion Carried Unanimously

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

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

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

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

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

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

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

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

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

and, be it

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

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Seconded by **M. Dupree**

Motion Carried Unanimously

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

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

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

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

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

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

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Seconded by **B. Biersack**

Motion Carried Unanimously

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

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

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

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

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

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

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Seconded by **M. Dupree**

Motion Carried Unanimously