

DUTCHESS COMMUNITY COLLEGE
Minutes
Board of Trustees Meeting
January 15, 2019

Trustees Present: Mr. Daniel P. Kuffner, Chair; Ms. Sheila Appel, Ms. Betsy Brown, Ms. Angela Flesland, Ms. Lisa Gharthey, Ms. Barbara Hugo, Mr. Timmian Massie, Mr. A. Gregg Pulver, and Mr. Erich Behrendt, Student Trustee
Dr. Pamela R. Edington, President

Absent: Mr. Michael Francis Dupree,

- I. The meeting was called to order at 7:55 p.m. by Chairperson Kuffner.
- II. Roll Call by Ms. Beasimer, quorum present.
- III. Approval of Agenda: Upon motion made by Mr. Massie, seconded by Ms. Flesland, voted on and duly carried, the agenda was approved as distributed.

IV. Public Comment

Professor Mark Condon, President of Dutchess United Educators (DUE), addressed the Board regarding a non-agenda item. He informed the Board that there is concern among the faculty that there will not be any promotions this year due to budget constraints. He read a prepared statement in favor of granting promotions.

- V. Consideration of Minutes of Meeting held on November 27, 2018: Upon motion made by Ms. Flesland, seconded by Mr. Pulver, voted on and duly carried, the minutes were approved as distributed.

VI. Educational Presentation

Mr. Tony Alfieri, Principal, Tony Alfieri Architect PLLC, gave an update on *Our Next 10*, the Academic and Facilities Master Plan being developed for the College.

There are several steps to be undertaken during the project process. We are currently in the context phase, which includes evaluating existing and anticipated contexts, as well as clarifying opportunities and constraints. The next steps include the strategy phase that will establish planning principles and develop model strategic goals. The last stage is the final plan that will help the College to move forward and meet the goals it sets.

Mr. Alfieri provided information regarding the following:

- Enrollment projections
- Space requirements
- Change in student enrollment by program, indicating a shift towards career and technical fields
- Wage levels in the Hudson Valley for middle-skill occupations

The Context and Alignment Team (CAT) will meet with stakeholders in various categories to get their input. The categories that have been identified include: health care, disability services, child care, not-for-profit and social services agencies, hospitality and tourism, arts and cultural, technology, construction, manufacturing, utility companies, entrepreneurship, small businesses, union representatives, regional economic leaders, and regional politicians.

Five key themes have emerged:

- Do what you do, but better
- Extend geographical boundaries
- Enhance learning environments
- Find a market not served
- Find additional partners

The consultants met with a large group of faculty and staff to help identify what we do well and what we can do better, as well as offer innovative ideas.

Mr. Alfieri said that, currently, there are no regional providers offering a low-cost baccalaureate education to place-bound students. This gives the College an opportunity to collaborate with four-year institutions to create a seamless pipeline for our students to continue their education.

Mr. Alfieri briefly reviewed the work that has been accomplished to date and what the next steps will be. He informed Board members that two open forums are scheduled for Thursday, January 24, 2019. The first will be held from 12:30 to 2:00 p.m. and the second will take place from 5:30 to 7:00 p.m. An operational security review is scheduled at the end of January, and an information technology review will be conducted in February.

VII. COMMITTEE REPORTS

Chairperson Kuffner 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. Finance and Facilities

1. Approval of Bid for Generator for CBI Building

RESOLUTION NO. 2019-22

Mr. Massie offered the following resolution and moved its adoption:

WHEREAS, the Campus Infrastructure Phase 2 (Electrical) Project #C08184 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, bids were duly advertised and requested for the Center for Business and Industry (CBI) Generator which is a component of the Campus Infrastructure Phase 2 project, and

WHEREAS, bids were received as a result of the solicitation and were publicly opened and read aloud at 3:00 pm, on January 4, 2019, 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, and

WHEREAS, the funds are available in Capital Project C08184 Campus Infrastructure Phase 2 (Electrical), now, therefore, be it

RESOLVED, that the bid received for the Center for Business and Industry (CBI) Generator in accordance with the specifications, be awarded to Hudson Valley Electrical Construction & Maintenance, Inc., Milton, NY, in the amount of \$256,333.

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Seconded by Ms. Appel

Resolution adopted unanimously

2. Approval of RFP for Real-time Closed-Captioning Services

Mr. Massie offered the following resolution and moved its adoption:

WHEREAS, a request for proposals was duly advertised and requested for REMOTE CAPTION SERVICES VERBATIM and/or MEANING for MEANING, and

WHEREAS, six (6) requests for proposals were received as a result of this solicitation for, REMOTE CAPTION SERVICES VERBATIM and/or MEANING for MEANING, RFP-DCC-13-2018, requested on or prior to August 30, 2018, and

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

WHEREAS, the request for proposal received from Archive Reporting & Captioning, meets the required specifications, and

WHEREAS, funds for the REMOTE CAPTION SERVICES VERBATIM and/or MEANING for MEANING 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 REMOTE CAPTION SERVICES VERBATIM and/or MEANING for MEANING for the College, in accordance with the specifications, be awarded to Archive Reporting & Captioning, Newtown Square, PA, and

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

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Seconded by Ms. Appel

Resolution adopted unanimously

B. Personnel and Community Relations

1. Approval of Early Retirement

RESOLUTION # 2019-24

Ms. Brown offered the following resolution and moved its adoption:
WHEREAS, Juan Garcia-Nunez, an Associate Professor in the Department of Performing, Visual Arts and Communications, has requested early retirement, and

WHEREAS, Associate Professor Garcia-Nunez meets the eligibility requirements for early retirement as specified in Section 5.17 of the College’s 2016-2020 contract with Dutchess United Educators, and
WHEREAS, funds to pay for the benefits earned are available in the personnel budget, now, therefore, be it

RESOLVED, that, based upon the recommendation of the President of the College, the early retirement of Associate Professor Garcia-Nunez is hereby approved to be effective August 20, 2019, and, be it

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

FURTHER RESOLVED, that, in recognition of his dedicated service to Dutchess Community College, Associate Professor Garcia-Nunez be granted emeritus status upon his retirement, and be it

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Associate Professor Garcia-Nunez for his valuable contributions to the College’s educational program during his tenure and wishes him the very best in his retirement and future endeavors.

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Seconded by Ms. Appel

Resolution adopted unanimously

2. Approval of Retirement

RESOLUTION NO. 2019-25

Ms. Brown offered the following resolution and moved its adoption:
BE IT RESOLVED, that, based upon the recommendation of the President of the College, the retirement of Ginny Stoeffel, Associate Vice President and Dean of Community Services and Special Programs, is hereby granted, effective January 31, 2019, and, be it

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

FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Stoeffel 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 Mr. Massie

Resolution adopted unanimously

Members of the Board commended Ms. Stoeffel for her contributions to the College and the community.

VIII. Report of the Student Trustee

Student Trustee Behrendt reported that two students have been appointed to serve on the Diversity Council. He informed Board members that the Student Government Association (SGA) is interested in creating a Student Diversity Council that would act as liaison between the SGA and the Chief Diversity Officer.

IX. Report of the Chairperson

- A. On behalf of the Board, Chairman Kuffner thanked Mr. Garcia-Nunez and Ms. Stoeffel for their years of service to the College and wished them well in their retirement.
- B. Mr. Kuffner reported that the recent reception recognizing Chairman Emeritus LeGrand for his many years of service as a Trustee of the College was a very nice event and was well attended.
- C. Chairman Kuffner reminded Board members that the President's Breakfast will be held on January 24, 2019 at 7:30 a.m. He encouraged everyone to attend.
- D. Mr. Kuffner announced that he, President Edington, and other staff members will be representing the College at the upcoming Martin Luther King Breakfast.
- E. Chairman Kuffner informed Board members that he and President Edington will be meeting with the Chair of the Dutchess County Legislature on January 25 to discuss the County's support of the College.

X. Report of the President

- A. President Edington informed Board members that the County audit of the College is in process. This topic will be discussed at the meeting with the Chair of the Legislature since it provides the College with an opportunity to help the County better understand the educational environment.
- B. Dr. Edington gave an update on the airport project. After a delay of seven months due to funding issues, the design phase is underway. The location and footprint of the facility have been approved by the Department of Public Works (DPW) and the College, so the exterior site work can now be designed. The DPW is talking to Central Hudson about bringing natural gas to the airport and the new facility.

Key upcoming dates for this project include:

May 2019 – project bid date

July 9, 2019 – awarding of contracts by the DCC Board of Trustees
August 1, 2019 – notice to proceed
September 2019 – construction starts
July 2020 – construction complete
August – November 2020 – FAA review/certification

It is anticipated that classes will begin in late fall 2020.

- C. President Edington announced that Chancellor Kristina Johnson will be visiting the campus on January 23, 2019. At that time, we will have the opportunity to introduce her to DCC alumni Dr. Karen Trovata and Dana Jones, both of whom are good representatives of a community college education.
- D. Dr. Edington spoke about the upcoming President's Breakfast. She will be asking Trustees and DCC Foundation Board members who are attending the event to host a table, which will help to cultivate relationships with attendees. The Annual Report, which focuses on alumni this year, will be distributed at the breakfast.
- E. President Edington announced that the College will be a sponsor of the Special Olympics, which will be held in the Hudson Valley from June 14 through 16, 2019 and again the following summer. Two sporting events will be held on campus: Olympic Weight Lifting and Volleyball. We will be housing 250 of the participants and their coaches in the residence hall. Since the group will pay for their own food, as well as take care of cleaning the facility, there is no cost to the College or the Association.
- F. President Edington reported that she has been appointed as Chair of the Hudson Valley Regional Community College Economic Development Council. The Council, which had not been meeting, has been resurrected. In addition to DCC, Rockland, Orange, Ulster, Sullivan and Westchester Community Colleges are part of the Council. We will need a Trustee, a faculty member, and a student to serve on the Council. A meeting has not yet been scheduled.
- G. Dr. Edington informed Board members that she has accepted an invitation to serve on the Board of Directors of Hudson Valley Hospice.
- H. President Edington distributed copies of "Provide Funding That Matters to the SUNY Community Colleges." This document advocates for stable funding for community colleges rather than using the current FTE funding method.
- I. Dr. Edington invited Board members to attend an event that is being held by the DCC Foundation to thank our supporters. It is scheduled for February 8, 2019, at the Grandview.

XI. Items for Future Agendas

Trustee Flemland requested that a discussion regarding the residence hall be added to either the Workshop or Board agenda.

XII. Date of Next Meeting

The next meeting of the Board of Trustees will be held on February 26, 2019 at 7:00 p.m.

XIII. Adjournment

There being no further business to discuss, a motion was made by Ms. Brown, seconded by Mr. Massie, voted on, and duly carried, to adjourn the meeting. The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Linda M. Beasimer
Executive Assistant

lmb

**DUTCHESS COMMUNITY COLLEGE
POUGHKEEPSIE, NY**

RFB-DCC-04-2019					
ITEM: Center for Business & Industry (CBI) Generator	Generator	OPENING DATE: January 4, 2019	TIME: 3:00 PM		
BIDDER'S NAME	BASE BID	TOTAL BASE BID WITH \$30,000 ALLOWANCE	COMMENTS		
J & J Sass Electric, Inc. Kingston, NY	\$241,500.00	\$270,500.00			
Hudson Valley Electrical Construction & Maintenance, Inc. - Milton, NY	\$226,333.00	\$256,333.00			
Veith Electric Poughkeepsie, NY	\$253,000.00	\$283,000.00			
Black, Electric Poughkeepsie, NY	\$283,000.00	\$313,000.00			
The NY - Conn Corporation Danbury, CT	\$240,404.00	\$270,404.00			
BID OPENED BY: <i>Tina</i>	BID TABULATION RECORDED BY: <i>Chris De</i>				
COMMENTS:					

DUTCHESS COMMUNITY COLLEGE
 POUGHKEEPSIE, NY 12601

RFP-DCC-13-2018		OPENING DATE: 8-30-18	TIME: 3:00 PM
Remote Caption Service Providers			
VENDOR NAME	REMOTE CART COSTS/HR	15 Minute Increments Hereafter	REMOTE C-PRINT COSTS/HR
Landmark Media Solutions d/b/a Archive Reporting & Captioning Newtown Square, PA	**\$83	**\$20	\$65
Vitac			30 Minute Increments Hereafter
Greenwood Village, CO	\$80	\$20	\$20/per 15 min.
Caption Advantage			
Syracuse, NY	\$105	\$26.25	N/A
Ai Media Inc.			
Youngstown, OH	\$79	\$19.75	\$18.50/per 15 min.
Verbit			
Palo Alto, CA	\$90	N/A	N/A
ACS			
	\$98	\$24.50	\$30 per 30 min.
RFP OPENED BY: _____ RFP RECORDED BY: _____			
COMMENTS: **After discussion with the company, price will be reduced to \$80/hr. and \$20 per 15 minute increments			