

MUCKROCK NEWS  
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DUTCHESS COMMUNITY COLLEGE  
FOIL OFFICE  
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February 28, 2025

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following New York Freedom of Information Law request, copied below, and originally submitted on Feb. 24, 2025. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

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<https://www.muckrock.com/respond/1945109/>

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KRMVJFEH

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E-mail (Preferred): 181901-79195046@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS  
For mailed responses, please address (see note):  
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263 Huntington Ave  
Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

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On Feb. 21, 2025:

Subject: New York Freedom of Information Law Request: Evergreen Solutions

To Whom It May Concern:

Pursuant to the New York Freedom of Information Law, I hereby request the following records:

Greetings,

I hope this email finds you well. We at Evergreen Solutions, LLC, are conducting a compensation study on behalf of our client and I am writing to make a formal open records request. We are requesting an electronic copy of your staff and faculty database as well as relevant documents such as job descriptions, collective bargaining agreements, and pay plans. Attached is a survey template to assist with the data collection; however, we will accept data in the manner most convenient for you.

Staff Census Information requested:

Job Titles  
Classification Title  
Pay Grades  
Pay Ranges (Minimum and Maximum)  
Actual Salaries  
Full-Time Equivalent (FTE) Status  
Staff Handbook

I also kindly request answers to the following questions related to the compensation study:

How are salaries adjusted for your organization (e.g., COLA, Longevity, performance, etc.)?

What is your current turnover rate?

What is your current average tenure for an employee?

Date your current compensation plan was implemented.

Date of the last salary adjustment?

How frequently are job descriptions updated?

For the faculty database, I am requesting the following information:

Faculty Census:

Rank (if applicable)

Classification Title (if faculty holds other positions other than teaching such as Dean, Chair, Coordinators, etc)

Highest Degree Held

Pay Grade

Pay Ranges (Min& Max)

Current Step (if on a step plan)

Contract Length (in days and/or months)

Annual Base Salary with no additives

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Annual Salary with any additives

Discipline (Not to be confused with department, the distinct/specific subject the faculty member teaches;

Ex: Microbiology)

Department

CIP Code (if available - by individual incumbent)

Additionally, copies of the following documents, if available:

Copy of all faculty pay plans

Employee Benefit Information (Holidays Off, Health Insurance, Etc)

Salary Adjustment Policy (Longevity, performance, COLA, etc)

Any Collective Bargaining Agreements

Current Turnover Rate

Current Average Tenure

Date that your current pay plan was implemented

Date of your last salary adjustment to pay plan

How frequently are your job descriptions updated

Do you have a planned salary adjustment to your compensation structures for the next fiscal year? If so, by what amount?

Please list/attach and supplements/additives that faculty are compensated for duties outside of instruction

Faculty Handbooks

Adjunct Rates/Pay Plan

Overload Rates

Rates for compensation for faculty leadership- Deans, Coordinators, Department Chairs

Do you compensate faculty differently based on area of discipline? If yes, please provide details.

Do you have any form of additional compensation for Large Class Size? If yes, please provide details.

Do you have an education incentive at your institution? If yes, please provide details.

I understand that public records requests may involve administrative processes and associated fees, as allowed by law. Please inform me of any fees and the estimated timeframe for fulfilling this request. If any portion of this request is denied, please provide a written explanation for the denial, citing the specific legal grounds for the refusal.

Please consider this email as a formal request for public records under the applicable open records laws. If there are any questions or additional details needed to process this request, please do not hesitate to contact me.

I look forward to your prompt attention to this matter and the timely provision of the requested information. Your cooperation in ensuring transparency and access to public records is greatly appreciated.

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on information you receive?: Yes

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such

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redactions are clearly labeled on information you receive? Yes

Evergreen Solutions

Very Respectfully,

Alisia Rios, MSIOP

Data Analyst - She/Her

Evergreen Solutions, LLC

2528 Barrington Circle Unit 201

Tallahassee, FL 32308

Office: (850) 383-0111

Cell: (850) 661-0341

Email: [alisia@consultevergreen.com](mailto:alisia@consultevergreen.com)

Partnering with public-sector clients to effect positive change

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

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Alisia Rios

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