

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK**

The meeting of the Board of Trustees of Mohawk Valley Community College will be held on Monday, January 22, 2024 at 4 p.m. in the Stetson Boardroom, Payne Hall Room 300, Mohawk Valley Community College, Utica, New York.

1. Call to Order
2. Chair's Report
3. Treasurer's Report
4. Student Trustee's Report
5. Committees and Affiliations Reports

Committees

- Academic and Student Success
- Audit and Finance
- Governance/Personnel
- Facilities and Campus Safety
- Nominating Committee

Affiliations

- Auxiliary Services Corporation
- Dormitory Corporation
- Foundation
- Association of Community College Trustees
- New York Community College Trustees
- SUNY

6. President's Report
 - a. KPI: *MVCC is committed to student success*
 - b. Senate Report – Senate Chair, Professor Christine Miller
7. Vice President Report: Administrative Services Spotlight: MVCC Financial Measurements vs. the System presented by Vice President Tom Squires
8. Discussion Items:
 - Conflict of Interest and Whistleblower Board Policy Revisions
 - Protected Speech presented by Vice President Esmilda Abreu
9. Consent Agenda
 - a. Minutes of December 18, 2023 Board of Trustees Meeting
 - b. Treasurer's Report
 - c. Program Deactivation and Discontinuation: Allied Health Certificate
 - d. Program Revision Proposal: Theater A.A. to Theater Arts A.S.
 - e. Microcredential Proposal: School of Art Pathways
 - f. MD Sakibul Noyon, Programmer
 - g. Amend Staffing Plan: Michelle Luvisi, Registration Specialist
10. Adjournment

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK**

1. Call to Order

The meeting of the Mohawk Valley Community College Board of Trustees held in the Stetson Boardroom, Payne Hall, Room 300, Utica, New York was called to order at 4:02 p.m. by Chair Dubeck on Monday, December 18, 2023.

Members Present

Frank Dubeck, Jr.
Wendy Waters
Anthony (Tony) Colón
William S. Calli, Jr.
Elaine Falvo
Camille Kahler
Dana Jerrard
David Mathis
Anna D'Ambrosio

Members Excused

Student Trustee, Justin Kobler

**2. Public Hearing on Proposed Resolution to adopt Videoconferencing Policy in
Extenuating Circumstances**

A motion to open the Public Hearing regarding the resolution of the adoption of videoconferencing in extraordinary circumstances was made by Trustee David Mathis and seconded by Trustee Tony Colón. Motion passed unanimously.

The Public Hearing was opened at 4:04 p.m.

Board Secretary Gloria Karol led the Public Hearing by reading the public notice. The floor was then opened to the public for comment. Hearing no further comment from the public, a motion to close the Public Hearing was made by Trustee Elaine Falvo and seconded by Vice Chair Wendy Waters. Motion passed unanimously.

The Public Hearing closed at 4:15 p.m.

A motion to adopt the amendments to the Board of Trustees Rules of Order Policy to allow for the use of videoconferencing for Board meetings and subcommittee meetings in extraordinary circumstances was made by Trustee David Mathis and seconded by Trustee Anna D'Ambrosio. Motion passed unanimously.

3. Chair's Report

Chair Dubeck welcomed everyone to the December Board meeting. He then went on to report on a number of awards and accolades as follows: New York State Commissioner of Labor Roberta Reardon presented MCCC with a proclamation to recognize the work that the College does on registered apprenticeship in the Mohawk Valley and New York State; the Future Engineer's Club led by Professor Shahida Dar launched a new series called "Connect with an

Engineer.” Each session will feature different engineers from the industry affording students the opportunity to gain experience, question, and connect with practicing experts in the field and share information about internship opportunities. The series kicked off on November 21 with Dr. Erika Cruz, Research Computer Scientist at AFRL and Wendy Carpenter, Intern Project Team Lead at Griffiss Institute; 17 students were inducted into Spire, the national honor society that recognizes the unique achievements of adult learners and other nontraditional students. Among the 17 inductees, MVCC students Jacqueline Barnes, Monica Jackson, Kelsey Vanderwood, and Laura Malagese were awarded the Spire Honor Society Scholarship; MVCC’s Kidz N’ Coaches mentoring club delivered joy to local families with their annual holiday party that featured gifts for local children, as well as activities and food; faculty and staff participated in “Operation Giving Tree” assisting 24 families by providing Christmas wish list gifts to over 65 children.

Chair Dubeck concluded his report by wishing everyone and their families a happy holiday season and a happy New Year.

Chair Dubeck then asked Vice President Squires for the Treasurer’s Report.

4. Treasurer’s Report

Vice President Squires reviewed the revenue and expenditure reports. He then went on to report that revenue is up about 10 percent due to increased enrollment in CCED classes and Fast Track classes. Expenses fall in line with revenue with higher expenses in the areas of increased revenue. He concluded his report by updating the Board that the AMVA contract has been settled and all retro payments have been made. The UPSEU contracts have also been settled with no retro payments being made this year.

5. Student Trustee Report

There was no Student Trustee Report.

6. Committee and Affiliation Reports

Facilities Campus Safety Committee

Committee Chair Dana Jerrard reported that the Facilities Campus Safety Committee met on December 8. The committee received an update from both Facilities and Public Safety; the timeline of lockdown was discussed; and an update on the Science and Technology building renovation was provided.

Auxiliary Services Corporation (ASC)

Vice President Squires reported that ASC met on November 21. The American Dining contract and meal plan structure was discussed as well as an update on the Academic Advantage book bundle.

Dormitory Corporation (DC)

DC Chair David Mathis reported that the DC Board of Directors met ahead of the Board of Trustees meeting. The DC Board reviewed and passed the Dormitory Corporation Employee Handbook.

Foundation

Executive Director Deanna Ferro-Aurience reported that the Faculty/Staff Campaign concluded last week raising over \$33,601 with a participation rate of 52%, 15 new donors, and 61 employees increasing their pledges. The Year-End campaign is underway and includes mailings, emails and social media focusing on the 12-Days of Giving theme. She then went on to review the MVCC Foundation KPI report that was shared with the Board which included a breakdown of Foundation funds and scholarships. She further went on to report that the Foundation currently has approximately \$8,552,064 in combined portfolios. She concluded that the Foundation Alumni of Merit Luncheon will be held on January 19.

ACCT/NYCCT

Trustee Tony Colón reported that ACCT is planning for the upcoming National Legislative Summit scheduled for February 4-7 in Washington, DC.

Vice Chair Wendy Waters reported on NYCCT and the shared disappointment among NYCCT around advocacy efforts. She then went on to provide an update on recent NYCCT/NYCCAP advocacy calls with legislative representatives. NYCCT and NYCCAP are working great together and continue their united message to move advocacy efforts forward.

SUNY/NYCCAP

There was no SUNY/NYCCAP report.

7. President's Report

President VanWagoner began by recognizing Norma Chrisman for all her work to launch the MVCC Giving Tree to benefit our C3 students and their families during the holiday season.

He then asked Senate Chair Christine Miller for the Senate report.

College Senate

Senate Chair Christine Miller began by providing an update on the process and preliminary findings of the College Senate Taskforce on Committees and Councils. A special meeting of the College Senate is scheduled for January 16 to review and vote on the taskforce's recommendations.

The Board commented that they are happy to see the taskforce engaged Student Congress officers and students as part of the taskforce's review process to seek the student perspective and needs on the governance structure.

President VanWagoner continued with his report and reviewed the KPI data point *MVCC is committed to student success through career pathways* noting the two indicators as provided in the Board's prep materials: 1. Percentage of graduates employed in their field of study; and 2. Average graduate earnings post-graduation.

8. Vice President Report: Academic Affairs Spotlight: Dean of Athletics, Dominic DiMaggio

The Board had no questions on the written reports from the Vice Presidents. Dean of Athletics, Dominic DiMaggio, presented an Athletics Program Overview to the Board. Dean DiMaggio highlighted the duties and functions of Athletic Coaches and their dual responsibilities that extend beyond coaching; MVCC's athlete demographics and student success rate; Athletic future priorities; and ways the School of Athletics is looking to improve facilities and recruitment.

9. Discussion Item: Campus Lockdown Review

Building off the Facilities Campus Safety Committee meeting, the Board was walked through the timeline of the Campus Lockdown events and communications. The Board discussed lessons learned and what the College can do better in the future as well as build upon post incident communications to the College community, students, and local news outlets.

10. Consent Agenda

<i>Attachment a.</i>	Minutes of November 20, 2023 Board of Trustees Meeting
<i>Attachment b.</i>	Treasurer's Report
<i>Attachment c.</i>	Amend Staffing Plan: Kelly McFerren, Technical Assistant - Registrars
<i>Attachment d.</i>	Hillary Forbes, Instructor – Human Services
<i>Attachment e.</i>	Kelly Reilly, Instructor – Health Information Technology
<i>Attachment f.</i>	Kayla Cowan, Instructor – Life Sciences/Biology
<i>Attachment g.</i>	Collective Bargaining Memorandum of Agreement – United Public Services Employees Union (UPSEU) – White Collar Unit

Motion to accept Consent Agenda Items 10a-10g was made by Trustee Elaine Falvo and seconded by Vice Chair Wendy Waters. Unanimously approved.

Motion for an executive session with no further action to discuss contracts was made by Trustee William S. Calli and seconded by Trustee Tony Colón. Unanimously approved.

The Board of Trustees entered into executive session at 5:42 p.m.
The meeting reconvened at 5:48 p.m.

11. Adjournment

Motion was made by Trustee Camille Kahler and seconded by Trustee Tony Colón to adjourn the meeting at 5:49 p.m. Unanimously approved.

ATTACHMENT 9b

Warrants –December 2023

Warrant #	Date	Amount	
2024-19	12/06/2023	\$ 902,737.75	Payroll
2024-20	12/08/2023	\$ 960,626.31	General Expense
2024-21	12/20/2023	\$ 850,714.47	Payroll
2024-22	12/22/2023	\$ 1,015,825.09	General Expense

Note – Details may not equal Warrant due to either cancelled check adjustments or rounding.

Total		\$ 3,729,903.62	
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**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA, NEW YORK**

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall VanWagoner, Ph.D.
President

SUBJECT: Budget Amendment
2023-24 Operating Budget

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the following Budget Amendment #3 to the 2023-24 Operating Budget be and hereby is approved:

BUDGET AMENDMENT NO. 3
2023-24 OPERATING BUDGET

From: \$69,228,776 To: \$69,803,776 Increase: \$575,000

CHANGES TO APPROPRIATION ACCOUNTS

<u>Grants (100% Offset)</u>	<u>From</u>	<u>To</u>	<u>Difference</u>
Personal Services 60000	\$2,601,304	\$2,924,671	+ \$323,367
Equipment 72000	\$104,659	\$84,659	- \$20,000
Contractual 74000	\$11,776,622	\$11,955,783	+ \$179,161
Fringe Benefits 78000	\$779,896	\$872,368	+ <u>\$92,472</u>

TOTAL INCREASE IN GRANT APPROPRIATIONS \$575,000
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CHANGES TO REVENUE ACCOUNTS

Grant Revenues (100% Offset)	\$15,262,481	\$15,837,481	+ \$575,000 =====
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BACKGROUND

To include the following continuation grant approved:

2024 MEP Advanced Institute for Manufacturing (Year 4) NYSTAR	\$575,000
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To amend appropriations approved under the NYS Cybersecurity Manufacturing Initiatives and Mohawk Valley Upward Bound Grant, with no change in funding.

MOHAWK VALLEY COMMUNITY COLLEGE
December 2023 Revenue Report

MONTHLY BUDGET COMPARISONS Source	2023-24				0			
	Budgeted Revenue December	Recognized Revenue Dec 31 ,2023	Amount Of Variance	% Variance	YTD Cumulative Budget	YTD Received at Dec 31 ,2023	Amount Of Variance	% Variance
Tuition - Fall 2023	0	31,630	31,630	#DIV/0!	7,595,269	8,319,584	724,315	9.5%
Tuition - Spring 2024	0	0	0	0.0%	0	0	0	0.0%
Tuition - Summer 2024	0	0	0	0.0%	0	0	0	0.0%
Sponsor Contribution	0	0	0	0.0%	0	0	0	0.0%
Chargeback Revenue	0	2,943	2,943	100.0%	1,850,000	1,411,260	-438,740	-23.7% 1
Out-of-State Tuition	0	-4,931	-4,931	#DIV/0!	136,793	282,799	146,006	106.7% 2
State Aid	0	0	0	0.0%	3,158,765	3,169,970	11,205	0.4%
Federal Aid	0	0	0	0.0%	0	795,145	795,145	0.0%
COVID Funding	0	0	0	0.0%	0	0	0	0.0%
Non Credit Programs	35,946	110,037	74,092	206.1%	428,670	1,019,256	590,586	137.8% 3
Other - Offsets to Expense	130,054	102,418	-27,636	-21.2%	1,560,645	1,697,643	136,998	8.8%
Total Revenue from Operations	165,999	242,097	76,098	45.8%	14,730,142	16,695,657	1,965,515	13.34%
Grants		14,116				6,693,517		
Federal Workstudy		6,472				27,152		
Total		262,685				23,416,326		

Variance Explanations (for categories greater than 10% & \$20,000 over or under budget)

(1) Chargeback revenue is lower than budget due to a lower charge back rate calculated by SUNY. The charge back rate is calculated as part of the SUNY Budget process for 23-24. This process is completed after our budget is completed and approved. The charge back rate decreased

(2) Out of state tuition is higher than budget due to higher enrollment in that category.

(3) Increased enrollment in CCED classes and additional classes due to Fast Track. There are fully funded classes by a variety of funding sources.

MOHAWK VALLEY COMMUNITY COLLEGE
December 2023 Expenditure Report

<u>Area of Expense</u>	<u>Month of December 2023</u>				<u>YTD Cumulative at December, 2023</u>				
	<u>2022-23 Last Year Actual Expense December</u>	<u>Expense as of 31-Dec-23</u>	<u>Amount of Variance</u>	<u>% Variance</u>	<u>YTD 2022-23 Last Year Actual</u>	<u>YTD Expended at 31-Dec-23</u>	<u>Amount of Variance</u>	<u>% Variance</u>	
Instruction	1,462,004	1,825,063	363,059	24.8%	6,010,892	6,492,184	481,292	8.0%	
Learning Resources	100,741	113,844	13,103	13.0%	426,431	449,672	23,241	5.5%	
Student Affairs	293,124	317,019	23,895	8.2%	1,218,059	1,231,404	13,345	1.1%	
Administration	664,019	456,037	-207,982	-31.3%	2,099,815	1,886,576	-213,239	-10.2%	1
Facilities and Operations	322,722	323,328	606	0.2%	1,194,511	1,217,586	23,075	1.9%	
Public Safety	99,811	77,444	-22,367	-22.4%	323,888	284,872	-39,016	-12.0%	
Rome Campus Admin	17,213	22,516	5,303	30.8%	90,350	104,013	13,663	15.1%	
Non Credit Programs	113,180	158,994	45,814	40.5%	362,977	647,715	284,738	78.4%	2
Institutional	72,466	67,999	-4,467	-6.2%	286,330	317,598	31,268	10.9%	3
Fringe Benefits	833,819	376,810	-457,009	-54.8%	2,593,500	2,750,264	156,764	6.0%	4
Total Operating Expenditures	3,979,099	3,739,053	-240,046	-6.0%	14,606,753	15,381,884	775,131	5.3%	
Grants		917,353				2,924,712			
Federal Workstudy		8,363				23,422			
Total		4,664,770				18,330,018			
SUMMARY BY CATEGORY:									
Personal Services	2,225,390	2,308,904	83,514	3.8%	8,400,597	8,636,373	235,776	2.8%	
Equipment	60,145	-	-60,145	0.0%	102,100	5,300	-96,800	-94.8%	
Contractual	859,744	1,053,340	193,596	22.5%	3,510,555	3,989,947	479,392	13.7%	
Fringe Benefits	833,819	376,810	-457,009	-54.8%	2,593,500	2,750,264	156,764	6.0%	
Total Operating Expenditures	3,979,098	3,739,053	-240,045	-6.0%	14,606,752	15,381,884	775,132	5.3%	
Grants		917,353				2,924,712			
Federal Workstudy		8,363				23,422			
Total	1	4,664,770				18,330,018			

Variance Explanations (for categories greater than 10% & \$20,000 over or under last year's actual)

- (1) Administrative Services the majority of expenditure are running under budget due to the seasonal fluctuations
- (2) Non credit programs have seen an increase in enrollment. And additional classes through Fast Track. Revenue has also increased.
- (3) Institutional Expenses have also seen an increase in enrollment therefore expenses have increased from last year.
- (4) health Insurance had increased from last year.

Note: Generally, the majority of expenditure categories are running under-budget at this point in the year mainly based on seasonal fluctuations in expenditure payments.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph. D.
President

SUBJECT: Program Deactivation and Discontinuation
Individual Studies: Allied Health Certificate

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the submission of the program deactivation and discontinuation, effective fall 2024, for the Individual Studies: Allied Health Certificate program to the State University of New York.

BACKGROUND

The Individual Studies: Allied Health certificate is not associated with any school or department and has had no enrollment for over 9 years but is still on the college inventory of programs. This deactivation would remove the program from our SUNY and state inventory of programs.

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York**

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Program Revision Proposal
Theater A.A. to Theater Arts A.S.

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the submission of the Program Revision Proposal to change the Theater A.A. degree to Theater Arts A.S. in the School of Art to the State University of New York.

BACKGROUND

Currently, the Theater program is an Associate of Arts which requires many general education courses that do not directly apply to the major itself. Many of the classes in the Theater curriculum are electives which means that the program does not align with our current practices within Guided Pathways. Transitioning to a Theater Arts as Associate of Science degree will allow for clarification of the path through the removal of electives.

Program Changes to Theater AA program to Theater Arts AS program

Currently, the Theater program is an Associate of Arts which requires many general education courses that do not directly apply to the major itself. Many of the classes in the Theater curriculum are electives which means that the program does not align with our current practices within Guided Pathways. The elective classes have a difficult time running due to low enrollment which then necessitates class cancellations and the use of independent studies for students to achieve completion. At times, non-theater classes are the only option, and Theater majors are not getting the focus in the curriculum that they desire.

Transitioning to a Theater Arts as Associate of Science degree will allow for clarification of the path through the removal of electives. The program will still maintain its status as a transfer degree yet allow students to have a focus in their major. The HU191 Acting 1 and HU192 Acting 2 courses will change delimiter to TH191 Acting 1 and TH192 Acting 2 for clarity among students and simplification of the schedule for the School of Art. TH191 Acting 1, after achieving Gen Ed status, will become a requirement for our Video Production students in their third semester. TH202 History of Theater has been developed to provide a course necessary for SUNY Transfer Pathways. TH201 Writing for Performance was rewritten to include elements of cinema so that Video Production can take the class, as well as Theater majors. This will help provide an overlap between the two degrees to encourage collaboration amongst our students. TH203 Script Analysis was developed to add emphasis on the critical nature of examining texts to find meaningful engagement with the literature. MD161 Visual Communication was included in the first semester as this is a class that all students in the School of Art take which would allow for the Theater majors to begin interacting with other School of Art students. In addition, MD161 Visual Communication would be appropriate as the class covers topics that are necessary in the field of set design, technical theater, and stagecraft. TH191 Acting 1, TH202 History of Theater, and TH201 Writing for Performance will be applying for General Education status under Area 11 The Arts.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Microcredential Proposal: School of Art Pathways

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the submission of twelve (12) new microcredential pathways in the School of Art to the State University of New York.

BACKGROUND

The utilization of micro-credentials would allow School of Art students the opportunity to take additional course work that may be advantageous to them whether they transfer or go directly into the workforce. With many of our students coming in with dual-enrollment courses, AP credits, or articulation agreement classes, a micro-credential or series of micro-credentials would give them the ability to pursue additional education.

Fine Arts: Drawing and Design

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in branding, social media management, video, and motion graphics. Opportunities for crossover include photography, graphic design, fine arts, and illustration where the skills acquired in the Media Management microcredential would make those individuals more marketable.

- FA101 General Drawing (3 credits)
- FA103 Figure Drawing 1 (3 credits)
- FA105 Foundation Design (3 credits)
- FA108 Three-Dimensional Design (3 credits)

Fine Arts: Painting and Printmaking

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in acrylic and oil painting, reduction printing, and screen-printing. Opportunities for crossover include graphic design, marketing, and photography where the skills acquired in the Painting and Printmaking microcredential would make those individuals more marketable.

- FA209 Painting 1 (3 credits)
- FA218 Painting 2 (3 credits)
- FA211 Printmaking: Relief (3 credits)

Graphic Design: Layout

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in graphic design principles and introductory use of Adobe InDesign, Illustrator and Photoshop. Opportunities for crossover include illustration, marketing, photography, and digital animation where the skills acquired in the Layout microcredential would make those individuals more marketable.

- GD198 Graphic Design 1: Fundamentals (3 credits)
- GD199 Graphic Dsgn 2: Adv Des Studio (3 credits)
- GD145 Digital Applications 1 (3 credits)
- GD146 Digital Applications 2 (3 credits)

Graphic Design: Publication

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in advanced graphic design principles, website design, and printing. Opportunities for crossover include illustration, marketing, photography, and digital animation where the skills acquired in the Publication microcredential would make those individuals more marketable.

- GD297 Graphic Design 3: Design System (3 credits)
- GD298 Graph Des 4: Soc Media & Web (3 credits)
- GD299 Graphic Design Portfolio Wkshp (3 credits)

Illustration: Digital and Drawing

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in perspective, proportion, software use, and basic illustration techniques. Opportunities for crossover include graphic design, marketing, and digital animation where the skills acquired in the Digital and Drawing microcredential would make those individuals more marketable.

- FA101 General Drawing (3 credits)
- IL106 Sequential Art 1: Fig Illustr (3 credits)
- FA103 Figure Drawing 1 (3 credits)
- FA104 Figure Drawing 2 (3 credits)
- FA210 Digital Painting (3 credits)

Illustration: Concepts

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in book illustration, editorial illustration, and sequential art. Opportunities for crossover include graphic design, marketing, and digital animation where the skills acquired in the Concepts microcredential would make those individuals more marketable.

- IL201 Conceptual Illustration (3 credits)
- IL208 Sequential Art 2: Book Illustration (3 credits)
- IL209 Sequential Art 3: Grphc Novel (3 credits)

Digital Media and Marketing: Content Design

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in camera use, basic graphic design principles, and software use in Adobe Photoshop, Illustrator, Lightroom and Premiere. Opportunities for crossover include photography, graphic design, fine arts, and illustration where the skills acquired in the Content Design microcredential would make those individuals more marketable.

- GD145 Digital Applications 1 (3 credits)
- GD146 Digital Applications 2 (3 credits)
- PT106 Multimedia Photography (3 credits)
- PT207 Digi Photo 1: Camera & Editing (3 credits)

Digital Media and Marketing: Media Management

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in branding, social media management, video, and motion graphics. Opportunities for crossover include photography, graphic design, fine arts, and illustration where the skills

acquired in the Media Management microcredential would make those individuals more marketable.

- PT103 Video and Narrative (3 credits)
- MD151 Fundamentals of Media (3 credits)
- MD254 Media Planning (3 credits)
- CG214 Motion Graphics (3 credits)

Photography: Darkroom and Digital

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in camera use, darkroom procedures, printing, and software use in Adobe Lightroom and Photoshop. Opportunities for crossover include video production, graphic design, marketing where the skills acquired in the Darkroom and Digital microcredential would make those individuals more marketable.

- PT101 Traditional B & W Photography (3 credits)
- PT207 Digi Photo 1: Camera & Editing (3 credits)
- PT208 Digital Photo 2: Compositing (3 credits)

Photography: Studio and Portfolio

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in studio procedures, lighting, printing, and portfolio preparation. Opportunities for crossover include video production, graphic design, marketing where the skills acquired in the Studio and Portfolio microcredential would make those individuals more marketable.

- PT104 Studio Techniques (3 credits)
- PT204 Photography Seminar (3 credits)
- PT210 Portrait and Fashion Photo (3 credits)
- PT211 Digital Photo 3: Printing 3 (3 credits)

Video Production: Capture and Post-Production

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in camera use, video-editing, and software use with Adobe Lightroom and Premiere. Opportunities for crossover include photography, graphic design, marketing where the skills acquired in the Capture and Editing microcredential would make those individuals more marketable.

- VP101 Intro to Video Production (3 credits)
- VP102 Cinematography (3 credits)
- PT106 Multimedia Photography (3 credits)
- PT207 Digi Photo 1: Camera & Editing (3 credits)

Video Production: Effects and Narrative

The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in

advanced video capture and editing, narrative storytelling, visual effects, and film-making. Opportunities for crossover include photography, graphic design, marketing where the skills acquired in the Effects and Post-Production microcredential would make those individuals more marketable.

- VP201 Visual Effects in Video (3 credits)
- PT103 Video and Narrative (3 credits)
- VP202 Video Production Seminar (3 credits)

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of MD Sakibul Noyon
Programmer
Position Number 0803

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the appointment of MD Sakibul Noyon to the position of Programmer in the Department of Information Technology be ratified. This probationary appointment began January 15, 2024 at a prorated salary based upon an annual salary of \$45,752 for a twelve-month professional obligation.

BACKGROUND

This position is vacant due to the resignation of Bedour Soliman. MD Sakibul Noyon will provide assistance with daily programming tasks, writing reports, and troubleshooting. Duties are performed under the general direction of the Manager IT Administrative Computing Services and the Executive Director of Information Technology.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on MD Sakibul Noyon
RESIDENCE: Utica, New York

EDUCATION

088/2023 Associate in Science, Computer Science
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

12/2023 – Present Technical Assistant (Part Time)
01/2022 – 08/2023 Student Assistant (Part Time)
Mohawk Valley Community College
Utica and Rome, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Amend Staffing Plan and Appointment of Michelle Luvisi
Registration Specialist
Position Number 0760

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the title, Assistant Registrar, Position Number 0760
- Create the title, Registration Specialist, Position Number 0760

AND BE IT FURTHER RESOLVED that:

The appointment of Michelle Luvisi to the position of Registration Specialist in the Department of Records and Registration be ratified. This probationary appointment began January 01, 2024 at a prorated salary based upon an annual salary of \$53,735 for a twelve-month professional obligation.

BACKGROUND

The position of Registration Specialist was created in 2018 and changed to Assistant Registrar in 2021. Registration Specialist is being reinstated as a result of the resignation of Matthew Krush to better fit the needs of the College. Michelle Luvisi will assist the Director of Records and Registration by serving as a liaison with the Office of the Vice President of Learning and Academic Affairs for processes affecting catalog changes, registration and transfer credit. Michelle will interface with Academic Associate Deans to develop and maintain course equivalencies for transfer credit and work with the Dean of Athletics and Recreation to monitor athlete enrollment. Michelle will serve as a liaison among Admissions, advisement, and the Office of Records and Registration to facilitate the processing of transfer credits.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2024

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Michelle Luvisi
RESIDENCE: Rome, New York

EDUCATION

05/2012 Bachelor of Science, Apparel and Textiles
SUNY Oneonta
Oneonta, New York

05/2010 Associate of Applied Science, Fashion Merchandising Management
Genessee Community College
Batavia, New York

EXPERIENCE

01/2022 – Present College Services Associate

02/2019 – 12/2021 Accommodations Specialist (Part Time)

01/2018 – 02/2019 Library Clerk (Part Time)
Mohawk Valley Community College
Utica and Rome, New York

10/2016 – 02/2018 Visual Display Lead
Macy's Sangertown Square
New Hartford, New York

04/2015 – 10/2016 Visual Display Assistant and Sales Specialist
Macy's Greece Ridge Mall
Greece, New York

08/2012 – 04/2015 Sales Specialist
Macy's Eastview Mall
Victor, New York