

**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 Board Room, Payne Hall, Mohawk Valley Community College, Utica, New York was called to order at 4:03 p.m. by Chair Kahler on Monday, December 17, 2018.

Members Present

William S. Calli, Jr.
Tony Colón
Frank Dubeck, Jr.
Elaine Falvo
Camille Kahler
Kupr Kuprian
David Mathis

Members Excused

John Stetson

2. Chair's Report

Chair Kahler began by pointing out the Foundation Pledge cards for any Trustees who would like to participate in the campaign before the end of the year. She stated the Board had 100% participation last year and is hopeful the trend will continue. She went on to share Franca Armstrong and Walt Constantini were the recipients of the 2018 Good Scout Award from the Boy Scouts of America Leatherstocking Council. Chair Kahler reported the Board had a successful retreat on December 5 where they engaged in a deeper conversation about how students learn based on the October discussion item: *The Future of Higher Education in the U.S.: Issues Facing Colleges and Their Impacts on Campus*. Trustees also heard an update on the Guided Pathways work from Lew Kahler and Stephanie Reynolds. She stated she and the Board are impressed with the level of engagement across the College. Chair Kahler went on to thank Frank DuRoss and the Foundation staff for organizing the holiday gathering for the Trustees, the Foundation Board, and Alumni Board at last week's Comets game. She went on to remind the Board of Commencement on Thursday. She also reported on the pre-Board meeting workshop on Diversity, Equity, and Inclusion efforts at the College. And finally, she wished everyone a happy and healthy holiday season.

3. Treasurer's Report

Vice President Squires explained the regular financial statements will return to the Board agenda in January. He reported fall 2018 tuition revenue is lower by approximately \$604,000 out of \$9.2 million budgeted for the fall semester. The reduced tuition collection is a result of lower than estimated enrollment for the fall semester, which is just over 4% below last year at this time. Original budget estimates for fall were 1% lower than last year, and 2.3% lower overall for the entire 2018-19 year. Fall chargeback revenue collected to date is close to the budgeted amount of \$1.6 million. The budget preparation process for 2019-20 will be commencing soon, with budget materials being sent to budget managers before the holiday break. Cabinet will review preliminary budget scenarios when they meet tomorrow. A revised budget calendar has budget requests being returned from department heads earlier

than in previous budget cycles.

Vice President Squires provided an update on Time Clock Plus, an initiative led by the Payroll Office and in collaboration with Human Resources and the Information Technology Department that has been in process for the past 6 months to modernize the employee timekeeping system, eliminating paper time sheets. The first employee group to begin using the new system will be Administrators, followed by UPSEU employees, the Professional Association members, and finally the part-time hourly staff members. It is scheduled to go live in early spring.

The college's 2017-18 Annual Financial Report has been submitted to SUNY and is now in review. Vice President Squires also provided an update on scheduling for the spring 2019 semester. The first deadline before student schedules are cancelled for non-payment will be January 11th. Students will then have until January 18th to re-schedule and pay. And finally, he said D'Arcangelo will provide an audit report to the Board at the January Audit and Finance Committee meeting.

4. Committee Reports

Facilities and Campus Safety Committee

Committee Chair, Tony Colón said that while the committee has not convened since their November meeting, the follow-up conversation continues with regard to the November 10 crisis event on the Utica campus.

Auxiliary Services Corporation

Vice President Squires provided an update on the last Auxiliary Services Corporation (ASC) meeting that was held earlier in the month. The previously mentioned (ASC) job descriptions were adopted. A new handbook was also adopted pending the final legal review by the Oneida County Attorney's office. The RFP for food service has been released and a mandatory pre-bid meeting is scheduled for tomorrow afternoon. Four providers have responded confirming their attendance. Vice President Squires also reported Drew Franczak met with members of ASC and the College to review expectations of the bookstore and to discuss the contract which expires in summer 2021. And finally, he said ASC plans to update their strategic plan during the spring 2019 semester.

MVCC Foundation

President VanWagoner provided an update on the last MVCC Foundation meeting where D'Arcangelo provided an update on the audit process. The Board of Directors discussed and approved the MOU with the College now appears on today's consent agenda. The Foundation Board also approved the 2019 slate of officers.

Association of Community College Trustees

David Mathis reminded the Board of the National Legislative Summit that is scheduled for February 10-13 in Washington, D.C. He also reported the ACCT Education Committee is currently discussing Open Educational Resources and their overall impact in higher education. President VanWagoner said a recent SUNY report indicates MVCC has the second highest utilization rate, with SUNY Stony Brook being ranked first within SUNY.

New York Community College Trustees

David Mathis said NYCCT Chair, Donna Mihalik is interested in strengthening the relationship between NYCCT and the New York Community College Association of Presidents (NYCCAP). President VanWagoner added Finger Lakes Community College President, Robert Nye is taking the lead on setting up the phone call. He also said the SUNY one-page advocacy paper should be ready soon for use in conversations with legislators.

5. Student Trustee Report

Student Trustee, Kupr Kuprian provided a post-event update on the PTK “Calm Before the Exams” event he reported on last month. He also introduced PTK President, Trent Kasmarcik who was in attendance. He reminded the Board the Vice President of Utica vacancy will be up for election once the spring semester gets underway. He said MVCC hosted the SUNY Student Assembly Executive meeting earlier in the month where Taryn Rackmeyer was elected the SUNY-wide Campus Engagement Coordinator. The meeting also resulted in a renewed commitment to collaborate with SUNY Poly and Herkimer College on student government processes. And finally, he said finals conclude on Tuesday.

6. President’s Report

President VanWagoner wished the Board happy holidays, referencing the gifts at their seats. In reference to the *Community Challenges* document the Board discussed about a year ago, President VanWagoner shared the *MVCC Works* video that Executive Director of Marketing and Communications, Alen Smajic and his team put together.

President VanWagoner then asked for the College Senate report.

College Senate Report

College Senate Chair Alex Haines-Stephan reported Guided Pathways is moving along nicely. He reported the College is working on a Consensual Relationships policy as required by SUNY. He also mentioned the Assembly, Picketing, and Demonstration Board Policy that was discussed at the last Senate meeting, resulted in some minor changes to the procedure. He said the next College Senate meeting is scheduled for February 5.

(President’s Report)

President VanWagoner went on to share the Honor’s Program student presentations are scheduled for later this week and he encouraged all to attend. He concluded his report by thanking Jill Heintz for agreeing to serve as the Interim Executive Director of Human Resources, and also the Vice Presidents for providing the necessary support during interim period.

7. Consent Agenda

<i>Attachment a</i>	Minutes of the November 19, 2018 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer’s Report
<i>Attachment c</i>	Board Policy: Assembly, Picketing, and Demonstration Policy
<i>Attachment d</i>	Insurance Broker Services
<i>Attachment e</i>	Memorandum of Understanding with the MVCC Foundation
<i>Attachment f</i>	Amend Staffing Plan: Paul S. Arvantides, Business Consultant of the Small Business Development Center (SBDC)

<i>Attachment g</i>	Amend Staffing Plan: Shelby Sweet, Business Consultant of the Small Business Development Center (SBDC)
<i>Attachment h</i>	Amend Staffing Plan: David J. Lerman, Senior Business Consultant of the Small Business Development Center (SBDC)
<i>Attachment i</i>	Amend Staffing Plan: Roxanne K. Mutchler, Small Business Development Center (SBDC) Regional Center Director
<i>Attachment j</i>	Amend Staffing Plan: Judy Wolf, Government Contracting Coordinator of the Small Business Development Center
<i>Attachment k</i>	Amend Staffing Plan: Matthew Fikes, Data Analytics and Visualization Specialist
<i>Attachment l</i>	Christina DiSano, Assistant to the Office of Human Resources
<i>Attachment m</i>	Jill Heintz, Interim Executive Director of Human Resources
<i>Attachment n</i>	Ross Wittenberg, Accounting/Business Instructor
<i>Attachment o</i>	Katey Cordary, Psychology Instructor
<i>Attachment p</i>	2019-20 Academic Calendar

Chair Kahler asked for a motion on items 7a-p of the consent agenda. Motion was made by Elaine Falvo and seconded by Tony Colón to approve items 7a-p.

Unanimously approved.

8. Discussion Item

Trustees reviewed the Strategic Planning Process and proposed timeline. They also reviewed the list of community engagement interviews that were completed during the last strategic planning process. President VanWagoner asked for any additions by the next Board of Trustees meeting.

Chair Kahler asked for an executive session to discuss personnel matters with no further action. Motion was made by William S. Calli, Jr. and seconded by Tony Colón to enter into executive session at 5:15 p.m. Unanimously approved.

The meeting reconvened at 5:49 p.m.

9. Adjournment

Motion was made by David Mathis and seconded by Tony Colón to adjourn the meeting at 5:50 p.m. Unanimously approved.