

**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 Tuesday, January 22, 2019.

**Members Present**

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

**Members Excused**

Elaine Falvo  
John Stetson

**2. Chair's Report**

Chair Kahler welcomed everyone back for the new semester and offered New Year's wishes to those in attendance. She complimented the facilities staff for their snow removal efforts and went on to ask Vice President Squires for the Treasurer's Report.

**3. Treasurer's Report**

Vice President Squires shared the audit has been completed and went on to introduce Tricia Lucas and Courtney Pearsall from D'Arcangelo & Company. Ms. Lucas distributed and reviewed copies of the audit and summary document with the Board. She reported the audit resulted in a clean opinion for the College and did note one significant deficiency in the calculation of Title IV refunds. She went on to say the deficiency was promptly recalculated by the College resulting in a minimal error and the best possible outcome in such an instance. Ms. Lucas also pointed out new standard, GASB 75 was in effect this year. Trustee Calli made a motion to accept and approve the audit. The motion was seconded by Frank Dubeck and unanimously approved. President VanWagoner and Vice President Squires both thanked Ms. Lucas, Ms. Pearsall, Controller, Brian Molinaro and his team, the Financial Aid and Registrar's offices, Human Resources, and all involved in helping with the audit.

Vice President Squires went on to review the regular financial statements, which have returned to the Board agenda as a result of the audit being complete. As stated last month, the fall semester tuition revenue is running below (budget) estimates, approximately 6% lower than budgeted. Chargeback revenue is approximately 3% higher than originally budgeted. Overall, year-to-date revenue is 4.3% under budget estimates, which is not unusual at this point in the year. Expenses are running about 8% below budget compared to only 3% under budget last year at this time. Vice President Squires went on to say he is cautiously optimistic about the financial position at this point in the academic year, especially with the positive spring enrollment outlook.

Vice President Squires provided an update on the SUNY report that was submitted late in the

fall, stating it has been accepted and finalized, and will now be forwarded to the State Controller's Office. Vice President Squires said the College received its second and final (County) sponsor payment on January 11. He reminded the Board the County's fiscal cycle is different than the College's and is based on the calendar year. He concluded his remarks by sharing the two deadlines for spring semester payments are January 11 and 18.

#### **4. Committee Reports**

##### Audit and Finance

Trustee Calli reported on Committee Chair, Elaine Falvo's behalf. Mr. Calli reported the committee received an overview of the audit results at their committee meeting that preceded the Board meeting. The Committee also received a progress update from President VanWagoner on Social Enterprise efforts.

##### Governance/Personnel

Trustee Calli reported on Committee Chair, David Mathis' behalf. Mr. Calli said the Governance/Personnel committee received a Human Resources update and discussed potential student success policies.

##### Facilities and Campus Safety

Committee Chair Colón said the committee has not convened this month, but went on to provide a brief report of activities at the College. He said Campus Safety hosted the Utica Police department who facilitated an active shooter drill last week in the Academic Building. He said they are also planning another Table Top exercise for the spring. He provided an update on the installation of new (intruder) lock sets in the Academic Building and Payne Hall. He reported the Information Technology (IT) department has completed the zone dialing update to the phone system. The College is planning to purchase an Alertus software tool that has the ability to take over all network computers on both campuses in an emergency event, in addition to broadcasting notifications campus-wide.

##### New York Community College Trustees & New York Community College

##### Association of Presidents

President VanWagoner reported he and Trustees Mathis and Kahler are traveling to Onondaga Community College later this week to meet with NYCCT Chair, Donna Mihalik and other NYCCT and NYCCAP leaders. The meeting is intended to not only strengthen the relationship between the two organizations, but to also discuss collective legislative efforts.

#### **5. Student Trustee Report**

Student Trustee, Kupr Kuprian provided an update on filling the vacancy for the Vice President of Utica position. Student Congress plans to have elections in early February with a new Vice President in place by February 11. He also provided a Phi Theta Kappa (PTK) executive leadership update, stating two from their executive team graduated in December. The PTK New York State Regional Convention is scheduled to take place in March at Onondaga Community College, and the International Convention is scheduled for early April in Florida. Student Trustee Kuprian said the SUNY Student Assembly (SA) spring conference is also scheduled for early April in Saratoga Springs. MVCC Student Government members are being encouraged to attend. He concluded his report by sharing MVCC student, Taryn Rackmyer has moved from the role of SUNY SA representative to the

position of Director of Campus Engagement.

## 6. President's Report

President VanWagoner began his report by reiterating Vice President Squires' remarks thanking those involved in facilitating a successful audit. He went on to recognize Associate Professor Aaron Fried for his efforts in planning and facilitating the College-wide Guided pathways Curricular Mapping event last week. President VanWagoner went on to report, the spring semester was kicked off with the College's first ever (spring) New Student Convocation. He also highlighted Alen and his team for their work on the new marketing campaign that will roll out over the next week or so. He indicated the billboard on Burrstone Road will be one of the first to be changed. He also reported preliminary feedback on the Respiratory Care program accreditation documents has been positive with very few recommendations. And finally, he shared the Men's Basketball team is currently ranked third in the country.

President VanWagoner then asked for the College Senate report.

## College Senate Report

College Senate Chair Alex Haines-Stephan reported the Senate has not met since their December meeting. The next College Senate meeting is scheduled for February 5.

## 7. Consent Agenda

<i>Attachment a</i>	Minutes of the December 17, 2018 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	BOT Policy Revision: Anti-Discrimination and Anti-Harassment
<i>Attachment d</i>	Emeritus, William Hysell
<i>Attachment e</i>	Excluded Administrative Staff Appointments
<i>Attachment f</i>	Amend Staffing Plan: Norma Chrisman, Manager of Educational Technologies
<i>Attachment g</i>	David J. Lerman, Senior Business Consultant of the Small Business Development Center (SBDC)
<i>Attachment h</i>	Judy Wolf, Government Contracting Coordinator of the Small Business Development Center (SBDC)
<i>Attachment i</i>	Amend Staffing Plan: Salina Billins, Gear Up Coordinator
<i>Attachment j</i>	Amend Staffing Plan: Jessica Kaczor, Recruitment and Employment Specialist
<i>Attachment k</i>	Kate Polivka, Technical Assistant, Department of Physical Sciences, Engineering & Applied Technologies (PSAT)
<i>Attachment l</i>	Lorin Williams, Psychology Instructor
<i>Attachment m</i>	Jeffrey Zalewski, Completion Coach
<i>Attachment n</i>	Program Announcement: Health Sciences

Chair Kahler asked for a motion on items 7a-n of the consent agenda.

President VanWagoner commented item 7c is an exception to the policy approval process explaining the revision is a result of regulatory requirements for Title VI compliance. He also pointed out item 7d, the Emeritus nomination for Professor Bill Hysell. Professor Hysell

is nominated for Emeritus status after a 37 year career at MVCC – a well-deserved accolade!

Motion was made by David Mathis and seconded by Tony Colón to approve items 7a-n.

Unanimously approved.

#### **8. Discussion Item**

Executive Director of Information Technology, Paul Katchmar provided an overview of the College's Technology Plan.

Chair Kahler reminded the Board there is no scheduled February meeting. However, Jill will provide some dates in February and early March for a morning budget meeting and conversation.

#### **9. Adjournment**

Motion was made by Frank Dubeck and seconded by Tony Colón to adjourn the meeting at 5:15 p.m. Unanimously approved.