

**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 Alumni College Center, Room 116, Mohawk Valley Community College, Utica, New York was called to order at 4:04 p.m. by Chair Kahler on Monday, March 16, 2020.

Members Present

Camille Kahler
Tony Colón
William S. Calli, Jr.
Frank Dubeck, Jr.
David Mathis
Elaine Falvo
Wendy Waters
Jonas America

Members Excused

John Stetson

2. Chair's Report

Chair Kahler began by congratulating the Men's Basketball Team. She further went on to commend the Crisis Team for all of the work they are doing in light of the Coronavirus situation. Chair Kahler asked the Board if they would like to open future board meetings with the Pledge of Allegiance. Hearing no comment, the meetings will proceed without the Pledge of Allegiance. She noted the microphones will not be used moving forward due to the FCC discontinuing the use of certain wireless broadband system frequencies. Replacement of the microphones would prove to be cost prohibitive. Chair Kahler then went on to recognize College staff and students who received awards and honors since the last meeting as follows: the MVCC STEP was awarded \$1,500,000 for a new five-year cycle; Phi Theta Kappa inducted more than 30 students at their Spring 2020 ceremony held on February 3; the Women's Basketball team ranked 4th in the NJCAA Division III Women's Basketball Regional Championship; the Men's Basketball team won the NJCAA Division III Regional Championship over defending national champion HCCC and took 2nd overall in the NJCAA Division III Men's Basketball Championship; Men's Basketball Coach Matt St. Croix was named NJCAA Region III Coach of the Year and sophomore Jordanny Cueva-Marte was named Region III Player of the Year; Athletic Director Gary Broadhurst has been named Chair of the NJCAA Hall of Fame Selection Committee; Assistant Professor Tom Townsley recently published "Tangent of Ardency" a book of poetry and prose; and MVCC Alumnus Thomas M. Iacovissi was sworn in as the Rome City Fire Chief on March 3. Chair Kahler then asked Vice President Squires for the Treasurer's Report.

3. Treasurer's Report

Vice President Squires reported that the Fall 2019 semester is looking fairly stable at \$122,000 under budget. Spring tuition is under budget by 4% with additional revenue to still be collected later in the semester. Chargeback revenue is still ahead of budget by \$96,000 and that number should continue to grow as billing for the spring semester begins this month.

It was noted that State Aid is running behind budget this year. Upon further investigation, it was discovered that an old estimate provided to SUNY last February was the estimate the state used to base the 98% state aid floor calculation on for MVCC. Even though the state is paying the College less than they should for the year, it is expected that the difference will be received when to the College files the SUNY Annual Financial Report for 2019-2020 next fall. Overall expenditures are 9.2% under budget. There are no expenditure areas of concern as of the end of February, with 10 out of 10 categories running under budget. The first distribution of student financial aid refund checks for the spring semester is schedule for Friday, March 20 with an estimated \$724,000 to be paid out in approximately 850 checks. Due to the evolving COVID-19 situation, financial aid refund checks will be mailed to all students. The second distribution of student refunds is scheduled for April 9 and anticipated to be handled the same way by direct mail. The College continues to receive rebates from prescription drug plan, Maxor. A rebate check for \$26,930 was forwarded to the College at the end of February bringing total Maxor rebates to \$836,725. Additional rebates are anticipated for before the end of the current fiscal year.

4. Committee Reports

Dormitory Corporation

Dormitory Corporation (DC) Chair Mathis reported that the DC met prior to the Board meeting to review and approve the audit. A dorm update on COVID-19 concluded the meeting.

MVCC Foundation

Vice President DuRoss reported that the Foundation has \$3.8 million in portfolios. With the market being volatile due to Coronavirus concerns, the Foundation lost approximately \$741,700. The Week of Giving campaign concluded on February 14 raising a total of \$26,025 and receiving 232 gifts. The Foundation received a 100% participation from the Board of Trustees as well as the Foundation Board. He further went on to report that websites are currently in development for all three Tea Leaf ventures and should be complete by April. Vice President DuRoss concluded his report by advising that the upcoming Foundation meetings for the month of April will be moved to a virtual platform.

ACCT

Trustee Mathis reported that the Governance Leadership Institute scheduled for April 15 through 17 in Tucson, Arizona has been cancelled. The next meeting of ACCT will be the fall Leadership Congress scheduled for September 30 through October 3 in Chicago.

SUNY

President VanWagoner reported that the SUNY Presidents have been holding daily 5:00 p.m. calls surrounding the evolving COVID-19 situation. Earlier this afternoon, Community College Presidents held a separate call with Senior Vice Chancellor Duncan-Poitier to discuss the budget. The Vice Chancellor asked each president to contact their respective legislative representatives regarding the funding floor. The Assembly will pass a bare bones budget as two members have been impacted by COVID-19 and the assembly will be suspending further action.

5. Student Trustee Report

Student Trustee Jonas America reported that Student Government has changed its name to Student Congress to show more collaboration with the shared governance system. He concluded his report by announcing Student Congress will meet later this month through a virtual platform to discuss COVID-19 measures.

6. President's Report

The President's report will be moved to conclude the meeting following the Consent Agenda and discussion items.

Consent Agenda

<i>Attachment a</i>	Minutes of January 27, 2020 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Emeritus, Paul Katchmar
<i>Attachment d</i>	Sabbatical Leave – Richard Kelly
<i>Attachment e</i>	Sabbatical Leave – Anna Radlowski
<i>Attachment f</i>	Association of Mohawk Valley Administrators (AMVA) - Continuing Appointment Michael Pedo Director of Financial Aid
<i>Attachment g</i>	Professional Association (PA) – Career Appointment Katelyn DiCastro Accessibility Resources Transitional Support Specialist Marek Koscinski Technical Assistant Engineering Technology and Trades Linda Loudon Staff Accountant Kalynn Reidman Admissions Specialist Thomas Zenon Veteran Education Coordinator
<i>Attachment h</i>	Professional Association (PA) – Continuing Appointment Angie Christian Assistant Professor – Surgical Technology Allied Health Shannon Crocker Assistant Professor – Biology Michael Higgins Assistant Professor – Advanced Manufacturing, Mechatronics, Electrical Services Technician Todd Marshall Assistant Professor – ESL Frank Noti Assistant Professor – Education Nathan Roscup Assistant Professor – Mechanical Engineering Technology Amit Sharma Assistant Professor – Physics
<i>Attachment i</i>	Michael Kuczynski, Instructor School of STEM Transfer
<i>Attachment j</i>	Alyssa Devine, Instructor School of STEM Transfer
<i>Attachment k</i>	Gina Hayduk, Government Contracting Coordinator
<i>Attachment l</i>	Jennifer Schuler, Technical Assistant School of Business and Hospitality
<i>Attachment m</i>	Amend Staffing Plan: Matthew Malloy, Coordinator of Workforce Development

<i>Attachment n</i>	Amend Staffing Plan: Kyle Hawkins, Coordinator of Workforce Development
<i>Attachment o</i>	Amend Staffing Plan: Patricia Washington, Coordinator of Re-entry
<i>Attachment p</i>	Mary Jane Parry, Interim Executive Director of Information Technology

Motion was made by William S. Calli, Jr. and seconded by Frank Dubeck to approve items 7a-p.

Unanimously approved.

7. Discussion Item

Equity Statement

Under a directive from SUNY for college's to adopt an equity statement, the Diversity Council drafted a statement that has been vetted through the college governance system and now comes before the Board for approval to adopt into policy. The Diversity Council initially began work on developing equity definitions in 2018. These definitions were brought to Student Congress and the Student Diversity Club to solicit feedback and further shape the equity statement. The Equity Statement before the Board has been passed by Student Government and College Senate.

A motion to suspend the first reading and adopt the Equity Statement into policy was made by David Mathis and seconded by Tony Colón. Unanimously approved.

Revisions to Board Policy By-Laws

The Governance/Personnel Committee met on January 27 to review Board Policy Section I. By-Laws. The revisions to the by-laws have been provided to the Board as a first reading and will be moved to the consent agenda in April to adopt into policy.

President's Report

President VanWagoner provided an update on the College's response to the developing Coronavirus situation. As SUNY, local, and State guidelines continue to develop, the College is taking measures to reduce population density on campus and move as much academic programming to alternative learning platforms. Vice President Kahler reported that the College currently has 171 active courses on campus. A Zoom meeting was held earlier today with faculty to discuss plans to migrate content online. All academic programming will transition to an online platform except for a few trade programs. Welding, carpentry, and machining have been pushed out to start May 15. Blackboard resources and one-on-one Zoom times have been scheduled to provide continual technical and IT support during this time. The College expects to be 100% online by March 23. President VanWagoner continued that the College will be limiting events on campus: all events with 50 or more people will be postponed or cancelled and any event less than 50 people will be reviewed by Cabinet. With the Center for Disease Control forecasting that all large events will be cancelled through May 10, the College will begin to explore alternate measures for graduation. The College will continue to closely monitor the situation as it unfolds.

College Senate

Senate Chair Alex Haines-Stephen reported faculty is fully on-board and will get academic content online by March 23. He concluded his report by noting that the College Senate unanimously endorsed the Equity Statement the Board received for approval.

President VanWagoner asked for an executive session to discuss real estate, contracts, and negotiations with no further action. Motion was made by William S. Calli, Jr. and seconded by Frank Dubeck to enter into executive session at 5:54 p.m. Unanimously approved.

The meeting reconvened at 6:15 p.m.

8. Adjournment

Motion was made by David Mathis and seconded by Frank Dubeck to adjourn the meeting at 6:16 p.m. Unanimously approved.