**ATTACHMENT 7a**

**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 on the Utica Campus in Payne Hall Room 300 and via Zoom was called to order at 4:08 p.m. by Vice Chair Dubeck on Monday, November 15, 2021.

**Members Present Members Excused**

William S. Calli, Jr. Tony Colón

Camille Kahler Anna D’Ambrosio

Frank Dubeck, Jr. David Mathis

Elaine Falvo

Dana Jerrard

Wendy Waters

Fabiha Khan

President VanWagoner asked for a moment of silence in memory of Airframe & Powerplant Professor Thomas Jennings who passed away earlier today.

1. **Chair’s Report**

Vice Chair Dubeck announced that the meeting will be audio and video recorded. He then went on to thank everyone for attending the 75th Anniversary and Stetson Boardroom dedications held earlier in the afternoon. Vice Chair Dubeck concluded the Chair Report by recognizing MVCC’s continued commitment to student success and the greater community through recent activities such as partnering with Sothern New Hampshire University to provide seamless transferring to online bachelor’s degrees where students will be able to transfer up to 90 credits from MVCC; the Nursing program has earned continuing accreditation through the Accreditation Commission for Education in Nursing; Carpentry and Masonry students, including some Job Corps Scholars, rebuilt a portion of a sidewalk outside of the Thea Bowman House in Utica as part of their coursework; in October, 63 MVCC students were inducted into the Lambda Beta Chapter of Phi Theta Kappa, the international honor society for two-year colleges; Kidz n’ Coaches delivered 90 pumpkins for local children in time for Halloween; MVCC Student Trustee Fabiha Khan was featured on the SUNY blog where she shared her insights and experience with mental health; MVCC alumnus Hermin Garic became the first Utica native to win the Boilermaker 15K Wheelchair Race; MVCC alumna Savannah Boucher and All-American track standout runner for the Hawks became the first American woman to win the Boilermaker Road Race 15K since 1989. Vice Chair Dubeck asked Vice President Squires for the Treasurer’s Report.

1. **Treasurer’s Report**

Vice President Squires explained his report does not include the usual Revenue, Expenditure, and Fund Balance reports as the College continues to close the books on the last budget year.

He reported that the first distribution of financial aid refund checks occurred on Friday, October 15. The second and final distribution of refund checks for the fall semester happened Friday, November 5. A total of 1,370 students received refund checks totaling $2,023,555. Vice President Squires concluded by reporting the College received the estimate of the invoice for Workers’ Compensation Insurance coverage from Oneida County which came in under budget and will result in significant savings.

1. **Student Trustee Report**

Student Trustee Fabiha Khan reported that all submissions through the Student Trustee Idea Box have been addressed and/or resolved. In an effort to create more awareness and engagement in Student Congress, Student Trustee Khan has established in person office hours on the Rome campus and will be participating in the Rome campus student events. Student Congress will be holding elections at their next meeting for the following available positions: President, VP Utica, VP Rome, and Student Trustee.

1. **Committee and Affiliation Reports**

Academic and Student Success

The Academic and Student Success committee met on October 28. Committee Chair Camille Kahler reported that the committee recommended Board Policy Section VI. Academic Affairs as reviewed with no changes. The committee also recommended the following: three program deactivations for Private Pilot AAS, Professional Pilot AAS, and Professional Pilot Certificate; program revision to the Culinary Arts AOS; and new program proposal for Baking and Pastry Arts AOS. The committee concluded by revisiting the College’s pre-college programs and building relationships with area school districts.

Auxiliary Services Corporation (ASC)

Vice President Squires reported that the ASC Board met on October 28. Financial reports were reviewed and the meeting concluded by going into executive session to discuss open positions. The next meeting of the ASC Board will be held November 18.

Foundation

Vice President DuRoss reported that the Foundation has approximately $8,453,613 in portfolios. He then went on to provide an update on current fundraising efforts that include the Annual Fund campaign, 75th Anniversary fundraiser mailing, and the Faculty Staff campaign. Vice President DuRoss concluded that the Foundation Board meeting will meet again on December 16.

NYCCT/ACCT

There was no NYCCT/ACCT report.

NYCCAP/SUNY

President VanWagoner reviewed the goals of NYCCAP’s advocacy efforts along with the request of 100% flat dollar funding floor and establishment of funding to convert clock hours to FTEs for workforce development training programs.

1. **President’s Report**

President VanWagoner began by congratulating the following who were recognized at the Genesis Celebration of Education held earlier this month: Trustee William S. Calli for receiving the Distinguished Service Award; Dr. Dina Radeljas and Zach Lewis, Outstanding Educator Awards; and the MVCC/BOCES PROPEL Program, Outstanding Program Award. He then went on to recognize the MV Hawks Athletic teams who concluded the competitive season: the women’s soccer team took third place at nationals; the men’s soccer team lost in the regional championship; women’s tennis were regional champions and tied for sixth at nationals; men’s cross country finished eighth at regionals with five runners attending nationals; women’s cross country ranked second in the region and eleventh at nationals; and women’s volleyball team finished fifth in the mountain valley conference.

**College Senate**

Senate Chair Christine Miller reported that Senate met on November 2. The Heart of the Hawk and Pride of the Hawk were awarded to Erica Brindisi and Yue Riesbeck. President VanWagoner spoke on COVID issues, related policy, and protocols. Vice President Reynolds reported on the revised medical leave of absence policy and Chief Equity and Inclusion Officer Todd Marshall provided an update on the MVCC Equity Framework and ATD Equity Assessment work.

Assistant Professor Amanda Miller provided an update on the Faculty Council of Community Colleges (FCCC) Fall Plenary that she attended as the MVCC representative earlier in the month. The following resolutions were passed at the FCCC Plenary and were endorsed at the November College Senate meeting: System-Wide preferred name, pronoun, and gender identity policy; SUNY General Education Timeline; and Executive Budget. One resolution of note was provided as information only to the November Senate: Chancellor and Executive Leadership Team Searches Resolution.

**Vice President Reports: Vice President Squires Things We Do to Keep the College Community Safe**

The Board had no questions on the written reports from the Vice Presidents. Vice President Squires presented to the Board on initiatives within the Administrative Services division that contribute to keeping the College community safe. The Information Technology department has implemented college wide security measures that include an upgrade to MS365, Single Sign on, and security vetting software. Additional Alertus beacons have been added to the Rome Campus to cover all areas of the campus in the event of an emergency. The Department of Public Safety has increased foot and vehicle patrols around campus, holds standing meetings with Dormitory Corporation and Judicial Affairs to talk through concerns, monitor camera coverage of campus, and participates in tabletop discussion exercises each year. Much of the administrative services area is involved with all things COVID related from room set ups for social distancing and sanitizing campus to staffing weekly testing of unvaccinated students and employees.

**Discussion Items: Board Policy Revisions Section II. Personnel 2014, 2015, 2030 and Section VI. Academic Affairs**

Board Policy Section II. 2014, 2015, 2030 and Section IV. Academic Affairs were brought before the Board as a first reading for discussion. These policies were reviewed within committee with no changes being proposed. With no further discussion, these policy revisions will be moved to the Consent Agenda for adoption at the December meeting.

**Consent Agenda**

*Attachment a* Minutes of October 18, 2021 Board of Trustees Meeting

*Attachment b* Treasurer’s Report

*Attachment c* Program Deactivation and Discontinuation: Private Pilot A.A.S.

degree, Professional Pilot A.A.S. degree, Professional Pilot Certificate

*Attachment d* Program Revision Proposal: Culinary Arts Management A.O.S. degree

*Attachment e* Program Proposal: Baking and Pastry Art A.O.S. degree

*Attachment f* Association of Mohawk Valley Administrators (AMVA) –

Continuing Appointment

Sarah Lam Director of Community & Workforce Development

*Attachment g* Amend Staffing Plan-Civil Service Title: Customer Relations Supervisor

*Attachment h* Amend Staffing Plan: Todd Kubica, Director College Pipeline Programs

*Attachment i* James Dixon, Youthbuild Case Manager

*Attachment j* Joseph Kinney, Technical Assistant – Life and Physical Sciences

*Attachment k* Amend Staffing Plan: Bedour Soliman, Programmer

*Attachment l* Cymil Hamilton, STEP Coordinator

*Attachment m* Amend Staffing Plan: Anne Nolan, Director of Compliance

*Attachment n* Amend Staffing Plan: Marie Miknavich, Dean of Institutional

Research and Organizational Performance

Motion was made by Elaine Falvo and seconded by William S. Calli to approve items 7a-7n.

Unanimously approved.

President VanWagoner asked for an executive session to discuss personnel with no further action. Motion was made by Elaine Falvo and seconded by Frank Dubeck to enter into executive session at 5:15 p.m. Unanimously approved.

The meeting reconvened at 5:44 p.m.

**8. Adjournment**

Motion was made by Elaine Falvo and seconded by Dana Jerrard to adjourn the meeting at 5:45 p.m. Unanimously approved.