

**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, October 21, 2024 at 4 p.m. in the Stetson Board Room – Payne Hall 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
- Facilities and Campus Safety
- Governance/Personnel
- Nominating Committee

Affiliations

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

6. President’s Report
 - a. KPI: MVCC provides accessible educational opportunities
7. Vice President’s Reports: Student Services Spotlight presented by Vice President Karey Pine
8. Discussion Item: Affordable Housing presented by Brian McKee, President and CEO of the House of the Good Shepard
9. Consent Agenda
 - a. Minutes of September 16, 2024 Board of Trustees Meeting
 - b. Treasurer’s Report
 - c. New Policy: Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives
 - d. New Policy: Transportation and Use of Vehicles
 - e. Policy Revision: 2014. Anti-Discrimination and Anti-Harassment (Synonymous with Non-Discrimination and Non-Harassment)
 - f. Policy Revision: 5001. Information Security
 - g. Program Deactivation and Discontinuation: Machinist Technology Certificate
 - h. Program Revision Proposal: Air Conditioning Technology: Refrigeration A.O.S. Degree and Heating and Air Conditioning Certificate
 - i. Amend Staffing Plan: Shane McGovern, Director of the Center for Accelerated Pathways
 - j. Amend Staffing Plan: Brandon Horender, Coordinator Center for Accelerated Pathways
 - k. Anne Nolan, Director of Compliance
 - l. Amend Staffing Plan: Courtney Metacarpa, Development and Events Assistant
 - m. Amend Staffing Plan: Sharon Rogge, Coordinator of Research and Analysis
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 4:03 p.m. by Chair Waters on Monday, September 16, 2024.

Members Present

Frank Dubeck, Jr.
Wendy Waters
Anthony (Tony) Colón
David Mathis
Camille Kahler
Anna D'Ambrosio
William S. Calli, Jr.
Student Trustee Alex Dunckel

Members Excused

Elaine Falvo
Dana Jerrard

2. Chair's Report

Chair Waters welcomed everyone to the September board meeting and expressed gratitude to Jill Heintz for her assistance in light of Gloria's absence due to illness.

A motion to pull Item 9f from the Consent Agenda for discussion was made by Trustee Frank Dubeck and seconded by Trustee Tony Colón. Unanimously approved.

Discussion: Chair Waters asked the Board to consider Consent Agenda Item 9f resolving that Karey Pine be appointed as the Vice President for Student Affairs.

A motion to approve Item 9f of the Consent Agenda and accept Karey Pine's appointment as Vice President for Student Affairs was made by Trustee Frank Dubeck and seconded by David Mathis. Unanimously approved.

Karey Pine introduced herself and the Board welcomed her to her new position.

Chair Waters continued to report a few highlights from across the College since the last board meeting as follows: the first cohort of students completed their internship with the New York Power Authority last month. The cohort consisted of twelve (12) P-Tech students from Oneida-Herkimer-Madison BOCES and MVCC who took part in this paid learning and working experience focused on college attainment and the development of skills that translate directly into competitive careers in New York State's growing clean energy industry.

Chair Waters also announced that the marketing team has compiled videos showcasing the success stories of recent graduates, which will help highlight post-graduate outcomes as a focus for Community College 3.0 and the Board of Trustees. The video of MVCC Alumnus, Aman

Awais, Systems Engineer with Plug Power, was shown to the Board.

Additionally, the upcoming year's Board committee composition was distributed and feedback was encouraged if Trustees had any questions or changes. Chair Waters concluded her report by recognizing Trustee Frank Dubeck for his dedication and leadership during his term as Board Chair.

3. Treasurer's Report

Vice President Squires explained that the monthly financial statements are not yet available due to the ongoing closing of the books in preparation for the annual audit. The auditors will be conducting their fieldwork on campus during the last week of October and into the first week of November. A meeting of the Board Audit and Finance committee will be organized to review the priorities and scope of work with the auditors ahead of their fieldwork. He then went to discuss the financial status of the fall semester, noting a slight increase over last year and a slight improvement over budget. Further, the Money and Compliance workgroup has taken on the task of performing a comprehensive review of the College's deregistration process to potentially improve it. Vice President Squires went on to remind the Board that ASC will hold its first board meeting of the semester tomorrow, Tuesday, September 17. He concluded his report by recognizing Anne Nolan for her work in updating the Transportation and Use of College Vehicles policy that appears as a discussion item later on the agenda. The revisions to this policy were a result of Anne's participation in GKG's Strategic Risk Management School, an eight-month school that takes a deep dive into risk management.

4. Student Trustee Report

Chair Waters welcomed the new Student Trustee to the Board. Student Trustee Alex Dunkel introduced himself, sharing details about his background and role as an RA in the dorms and his progress in his radiology program. He presented updates from Student Congress, including successful events, issues addressed, and his efforts to connect with student leaders.

5. Committee and Affiliation Reports

Foundation

Executive Director Deanna Ferro-Aurience reported on the MV Gives campaign in support of our planned dental hygiene clinic. Gifts can be made online between now and Friday, September 20. The Institutional Advancement office is working on our second annual Community Convening event coming up on October 2. The Community Convening will focus on Embracing AI to Promote Human Flourishing with an interactive workshop on generative AI for local community leaders presented by Todd McLees of HumanSkills.AI.

She continued her report by reviewing upcoming events that include the following:

- Wilcox Presidential & Exceptional Scholarship Brunch, October 14 at 11am
- MVCC Hall of Fame Reception & Ceremony, November 7 at 5:30pm
- Board Holiday Gathering, December 3 at 6pm

Executive Director Ferro-Aurience concluded her report with a Foundation financial update stating that the Foundation has approximately \$9.9 Million in the Strategic Financial Services portfolio. Upcoming Foundation meetings include:

- Audit, Finance & Investment Committee – October 3
- Foundation Executive Committee – October 16
- Nominating & Governance Committee – October 30
- MVCC Foundation Board – October 31

ACCT/NYCCT

Trustee Tony Colon announced that today kicks off Hispanic Heritage Month and highlighted the importance of celebrating and the need for further research and support systems to ensure the success of underrepresented students in higher education. MVCC continues to be at the forefront of these practices and with the Boards support, he will strive to foster this dialogue at the local, state, and national level. To continue this effort, Trustee Colón went on to announce his candidacy for the Northeast Regional Director position at the upcoming ACCT Leadership Congress in October. He has served in this capacity to fill a mid-term vacancy and will now be running for his first full term.

Trustee Frank Dubeck sits on the ACCT Audit and Finance Committee. Each year, committee members need to have the endorsement of their local Boards and a letter of support to continue their service. Trustee Dubeck is interested in continuing his service on the Audit and Finance Committee and asked the Board for their support.

A motion to endorse Trustee Frank Dubeck's seat on the ACCT Audit and Finance Committee was made by Trustee William S. Calli and seconded by David Mathis. Unanimously approved.

Board Chair Waters will prepare a letter of support to communicate confirming the Board's endorsement of Trustee Dubeck's continued seat on the ACCT Audit and Finance Committee.

Chair Waters continued to highlight NYCCT's advocacy efforts, including meetings with elected officials and the Head of the NYS Department of Budget. Next week, NYCCT will be meeting with the NYS Executive Office.

Chair Waters went on to discuss Consent Agenda Item 9e and read the resolution to the Board for the record. All thirty community college Boards have been asked to adopt a similar resolution and it is upon the recommendation of Board Chair Waters that the MVCC Board of Trustees adopt the same. Further questions and discussion will be heard during the discussion item later on the agenda. Furthering advocacy efforts, Alen and his team's marketing efforts, including a video promotion the NYCCT's budget request, were commended.

SUNY/NYCCAP

President VanWagoner noted that the Chancellor will attend the upcoming NYCCT Annual Conference, followed by a SUNY Presidents' Meeting at the end of October.

Chair Waters expressed concerns about the potential loss of a key advocate for community colleges within the Chancellor's Office. She went on to discuss importance of presenting a unified message from the Presidents and Boards of Trustees.

6. **President's Report**

President VanWagoner will be attending the Governor's announcement of a \$200 million dollar investment in the advanced manufacturing partnership through ON-RAMP. MVCC is very well positioned to co-lead the regional effort for this ON-RAMP initiative. President VanWagoner shared the disappointment of the news that the Rome YMCA Project will not proceed which would have been a huge asset to MVCC's Rome Campus.

Expanding upon the President's Friday Focus around our partnership with SUNY Poly, Trustee Mathis expressed an interest to have a Board presence at one of the next joint MVCC/SUNY Poly partnership meetings. President VanWagoner will discuss this with President Soboyejo.

He then went on to ask Senate Chair Christine Miller for her Senate Report.

College Senate

Senate Chair Christine Miller shared her takeaways from a recent one-day FCCC campus governance leaders meeting in Albany. Working on a project based on the idea of 'strategic doing' which involves identifying what strong and engaged governance looks like. The goal is to develop a governance training that can be tailored to each institution, initially geared towards faculty and staff, but eventually extending to other groups. The training will be interactive and available both virtually and in person. Dove tails with things that came up in the Wellness Check and further fosters our efforts to strengthen shared governance and engage our institution. The group will come together again at the October Plenary to continue progress on this project.

President VanWagoner continued his report by reviewing this month Key Performance Indicator (KPI) of MVCC has adequate resources to fulfill its mission. He went on to discuss the college's financial situation, noting the significant deficit year the college faced in FY21 and highlighting how the college moved through that period and bolstered itself to be in its best financial position. President VanWagoner commended the work of his Cabinet and the engagement and leadership of the Board of Trustees that helped get us to this position. President VanWagoner expressed optimism about the college's financial outlook for FY24.

7. **Vice President Reports and Spotlight:**

The Board had no questions on the written reports from the Vice Presidents. Vice President Tom Squires presented and shared his takeaways from the economic impact study conducted by Lightcast, which focused on data from 2022-2023 to determine the economic value of the SUNY Community colleges individually and collectively. The study analyzed the economic impact of operations spending, construction spending, student spending, and alumni impact along with the return of investment from the perspectives of the student, taxpayer, and social perspective.

8. **Discussion Items:**

Consent Agenda Item 9e: Supervisory Authority of the Board of Trustees over the President of Mohawk Valley Community College Resolution

Chair Water provided background into need and creation of the resolution. A motion to move Item 9e as an action item was made by William S. Calli and seconded by David Mathis. Unanimously approved.

Discussion continued. Trustee Kahler recommended the resolution be amended as follows: The subject of the Resolution should read Authority of the Board of Trustees over the President of Mohawk Valley Community College

The last paragraph to be amended as follows:

NOW, THEREFORE BE IT RESOLVED, that the MVCC presidential selection, performance appraisal, performance evaluation or performance review, and terms and conditions of their employment contract can only be influenced by, altered, or amended via negotiations between the president and the Board of Trustees at MVCC.

A motion to accept Consent Agenda Item 9e as amended above was made by William S. Calli and seconded by David Mathis. Unanimously approved.

First Reading of Board Policies: Elimination of Single Use Plastics and Preferences for Durable and Reusable Alternatives; Transportation and Use of College Vehicles; Anti-Discrimination and Anti-Harassment (Synonymous with Non-Discrimination and Non-Harassment); Information Security

A first reading of the above policies were presented to the Board. The Board had no further questions or discussion around the proposed policies. The policies will move to the Consent Agenda at the next Board meeting.

9. Consent Agenda

Attachment a. Minutes of August 19, 2024 Board of Trustees Meeting

Attachment b. Treasurer's Report

Attachment c. Policy Revision: 3015.Title IX Grievance

Attachment d. Naming of Dental Hygiene Radiology Lab in the Plumley Complex on the Rome Campus: The Henry Schein Cares Radiology Lab

Attachment e. Supervisory Authority of the Board of Trustees over the President of Mohawk Valley Community College

Attachment f. Karey Pine, Vice President of Student Affairs

Attachment g. Brandy Gray, Coordinator of Research and Analysis

Attachment h. Michael Mihevc, Assistant Vice President of Learning and Academic Affairs

Attachment i. Amend Staffing Plan: Sheila Flihan, Assistant Vice President of Learning and Academic Affairs

Attachment j. Daniel Cretaro, Instructor for the School of Humanities

Motion to approve Consent Agenda Items 9a-9d and 9g-9j was made by Trustee Frank Dubeck and seconded by Trustee William S. Calli. Unanimously approved.

10. Adjournment

Motion was made by Trustee Frank Dubeck and seconded by Trustee William S. Calli to adjourn the meeting at 5:28 p.m. Unanimously approved.

ATTACHMENT 9b

Warrants – September 2024

Warrant #	Date	Amount	
2025-01	9/11/2024	\$ 814,846.86	Payroll
2025-02	9/13/2024	\$ 1,921,852.46	General Expense
2025-03	9/25/2024	\$ 858,150.70	Payroll
2025-04	9/27/2024	\$ 683,755.14	General Expense

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

Total	\$ 4,278,605.16
-------	-----------------

October 2024

Monthly financial statements are not available at this time as all accounts must remain open for review and verification by the College’s independent auditors. The audit review includes direct and independent confirmation and reconciliation of cash balances with banks, vendor payables, amounts received and/or due the College from third parties, and comments from legal counsel. Because the College’s financial records must remain open until audit fieldwork and verification of records is complete to allow for possible audit adjustments, and as this process is not expected to be completed until later this semester, publication of monthly financial statements will be delayed until that time.

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

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: New Board Policy: Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the new Board Policy Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives as attached.

BACKGROUND

This new Board Policy is being forwarded by the Governance Personnel Committee for approval. The policy was first presented to the Board at the September 16, 2024 meeting as a first reading.

Mohawk Valley Community College
Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives Policy

Policy Name:	Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives Policy
Issued:	October 21, 2024
Revision Date:	
Responsible Office:	Vice President of Administrative Services

Purpose

Mohawk Valley Community College (MVCC) is committed to setting practical and attainable requirements for itself and its affiliated organizations to eliminate the purchase and use of plastic items typically designed for single use.

This policy applies to MVCC and its College-affiliated organizations, including but not limited to Auxiliary Services Corporations, and is enforced both on campus and at any college-sponsored or college-affiliated activities.

MVCC will eliminate the use of disposable products wherever practical and, where elimination is not feasible, will replace single-use plastic products with BPI-certified compostable alternatives. Additionally, MVCC will establish effective measurement and verification processes and continually review advancements in replacement products as defined in this policy, aiming for a significant reduction in its single-use plastic footprint.

When evaluating the ability to eliminate single-use plastics and single-use products in general, the College reduction program components should be prioritized as follows:

1. Implement operational and behavioral changes to eliminate the use of disposable products.
2. Select disposable products that do not contain plastic to replace single-use plastic products.
3. Select disposable products that are BPI Certified compostable to replace single-use plastics. BPI Certified compostable products are considered single-use plastics until the College has established a composting program and is ensuring BPI Certified compostable products are being composted and managed in accordance with manufacturer and composting facility instructions.
4. Assure single-use plastics that may be recycled are being recycled at an appropriate Material Recovery Facility. Recycling these products may require additional recycling programs beyond those currently in place.
5. Where plastic products are unavoidable, those made from recycled plastic are to be given preference.
6. Where an alternative to single-use plastics is not yet available, an appropriate Material Recovery Facility is not available, or replacement is not practical, exceptions to this policy may be available:
 - a. Accessibility needs allow for an exception to all parts of the policy;
 - b. Other exceptions to this policy will be extremely limited and are noted in the Requirements, in Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives

Procedures - Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives. Exceptions should be reviewed at least annually for continued applicability.

c. Additional exceptions may be necessary to support emergency operations, such as public health emergencies or extreme supply chain disruptions. This exception should only be used in the short term; MVCC must return to following Procedure XXXX - Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives promptly when the emergency has ended;

d. Where alternatives are not available, and the purpose is for the health, safety, and wellbeing of the College community, or for health, scientific, culinary, and other educational purposes.

The term single-use plastics encompasses a wide range of plastic materials, specific product types, and typical usage for each product. The definitions listed in the accompanying procedures define the types of plastic and identify categories and the usage of products in each of those categories.

MVCC and affiliated organizations Vice Presidents, Department Heads, and Administrators are responsible for ensuring their respective departments comply with this policy. They will conduct departmental reviews as outlined in this policy to maintain compliance.

Revision History

Date	Revision Description	Revisions Made by:
8.15.24	Creation of policy and procedures	Anne Nolan, Director of Compliance
9.16.24 10.21.24	Policy appeared as a first reading before the Board of Trustees Adopted by the Board of Trustees	

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

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: New Board Policy: Transportation and Use of Vehicles

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the new Board Policy Transportation and Use of Vehicles as attached.

BACKGROUND

This new Board Policy is being forwarded by the Governance Personnel Committee for approval. The policy was first presented to the Board at the September 16, 2024 meeting as a first reading.

**Mohawk Valley Community College
Transportation & Use of Vehicles Policy**

Policy Name:	Transportation & Use of Vehicles Policy
Issued:	October 21, 2024
Revision Date:	
Responsible Office:	Compliance

Policy Statement

Mohawk Valley Community College (MVCC) prioritizes the safety of its employees and students. MVCC supports transportation for academic, continuing education, and co-curricular activities, as well as extra-curricular and other College-sponsored events. The College maintains a list of authorized drivers, including all employees who operate College-owned, leased, or other vehicles for College business.

Use of College Vehicles

College vehicles must be used only for college business or sponsored curricular or co-curricular events. Reserving vehicles is on a first-come, first-served basis.

Every driver must be:

- A current full-time employee, or
- A current part-time employee with at least one year of employment

Vehicles are not to be kept overnight or over the weekend unless so reserved. They should be returned as soon as the trip has been completed so they can be made available as soon as possible to others wishing to use them.

Use of Personal Vehicles for Transportation on College Sponsored Trips

It is recommended to use College vehicles for transportation on College-sponsored trips that exceed 250 miles round trip. When driving a personal vehicle on College business, the driver's personal insurance serves as the primary insurance and is the extent of the driver's protection. Employees need to be comfortable with their own auto insurance coverage and limits and assume all risks and responsibility for transporting other individuals in their vehicle.

It is strongly encouraged that employees use college vehicles first, and if not available use a personal vehicle for sponsored trips/events. Use of personal vehicles should only be for sponsored trips only. There may be extenuating circumstances where a driver may transport another employee or student for non-sponsored trips. Additionally, in these circumstances, the driver understands that she or he is assuming all risk and liability. In all cases, the driver/owner of the vehicle must follow all traffic laws and regulations and ensure that the personal vehicle is in good operating condition and safe to drive.

Use of Rented Vehicles While on College Sponsored Trips

It is the responsibility of any employee renting and/or driving a rental company vehicle on College business and transporting others to ensure that they are on the approved drivers list maintained by DPS.

Employees not on this list should not rent or drive a rental company vehicle for College business. Being an “authorized driver” means that the individual has an acceptable motor vehicle driving record (as defined elsewhere in this policy), has successfully completed an online training course, has provided information regarding his or her current driver license, and has verified that he or she has current personal automobile insurance with sufficient limits.

Procedures are in place to assure compliance with this policy and can be access from the Procedures page under Section V, Transportation and Use of Vehicles.

Revision History

Date	Revision Description	Revisions Made by:
8.15.24	Creation of Policy & Procedures	Anne Nolan, Director of Compliance
9.16.24	Policy appeared as a first reading before the Board of Trustees	
10.21.24	Adopted by the Board of Trustees	

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Board Policy Revision: 2014. Anti-Discrimination and Anti-Harassment
(Synonymous with Non-Discrimination and Non-Harassment)

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the revisions to Board Policy 2014 Anti-Discrimination and Anti-Harassment (Synonymous with Non-Discrimination and Non-Harassment) as attached.

BACKGROUND

The revisions to Board Policy 2014 are being forwarded by the Governance Personnel Committee for approval. The policy revisions were first presented to the Board at the September 16, 2024 meeting as a first reading.

Mohawk Valley Community College
Anti-Discrimination and Anti-Harassment Policy
(Synonymous with Non-Discrimination and Non-Harassment)

Policy Name:	2014 Anti-Discrimination and Anti-Harassment (Synonymous with Non-Discrimination and Non-Harassment)
Issued:	11.21.11
Revision Date:	Revised 12.19.16, revised title 6.25.18, revised 1.22.19, revised 10.19.20, reviewed 12.20.22
Responsible Office:	Human Resources

1. **Statement of Purpose and Applicability.** Mohawk Valley Community College is committed to fostering a diverse community of faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities. MVCC is committed in policy, principle, and practice to maintaining an environment which is free of intolerance and illegal or discriminatory behavior towards any person in accordance with state and federal law, regulations, and executive orders.¹ The policy applies to faculty, staff, and students.

2. **Definitions.**
 - a. **“Appeal Officer”** means the officer of the College assigned to determine an appeal from a final decision.

 - b. **“Days”** refers to business days, which are defined as the standard workdays of the College, typically Monday through Friday, excluding weekends and official College holidays.

 - c. **“Discrimination”** means, but is not limited to, treating a person differently than others who are similarly situated on the basis of a protected characteristic, the adoption of a procedure or practice that has a disproportionate impact on persons with that protected characteristic, or the denial, exclusion, or limitation of any person’s ability to benefit from or participate in a College activity or program on the basis of a protected characteristic. Discrimination also includes retaliation, as defined herein.

 - d. **“Final Decisionmaker”** means the officer of the College assigned to make a final decision that a respondent is “responsible” or “not responsible” for discrimination or harassment.

¹ Including but not limited to: **(a)** at the federal level, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1987/1988, the Americans with Disabilities Act (ADA) of 1990, Title IX of the Education Amendments of 1972 (Title IX), Executive Order No. 12898, Executive Order No. 13166, 34 CFR Part 100, 40 CFR Part 7, 40 CFR Part 5, 6 CFR Part 21, 43 CFR Part 17, 49 CFR Part 21, 10 CFR Part 1040, 49 CFR Part 303, and the nondiscrimination authorities identified in the FMCSA Title VI Program Assurance, which has been signed by the MVCC President; and **(b)** at the state level, Executive Law Article 15, Executive Law Article 15-A; Executive Order 6 of 2021 as it relates to continuing anti-discrimination executive orders of previous governors,

- e. **“Harassment”** means unwelcome conduct or behavior directed against a person on the basis of a protected characteristic.
 - f. **“Investigator/Conduct Officer”** means the person assigned to investigate a report of discrimination or harassment.
 - g. **“Protected Characteristic”** means race, color, national origin, ancestry, shared ancestry or ethnic characteristics, citizenship or immigration status, religion, creed, sex, age, disability, gender identity or expression, sexual orientation, pregnancy, predisposing genetic characteristics, domestic violence victim status, familial status, marital status, military status, criminal conviction, income level, or limited English proficiency.
 - h. **“Reporter”** means a person, not necessarily the victim, who reports discrimination or harassment.
 - i. **“Responsible”** means a determination, made by a preponderance of the evidence, that a respondent has committed discrimination or harassment against a victim.
 - j. **“Respondent”** means the person alleged to have committed discrimination or harassment against a victim.
 - k. **“Retaliation”** means an action taken against a person who experiences, reports, or takes part in the investigation of discrimination or harassment, such action intended to punish the victim, reporter, or participant or to deter or dissuade others from reporting/participating in the investigation of discrimination or harassment.
 - l. **“Victim”** the person who was the subject of alleged harassment or discrimination.
3. **Policy Against Discrimination and Harassment.** No person shall discriminate against or harass any other person, or retaliate against any person for opposing the same, on the basis of race, color, national origin, ancestry, shared ancestry or ethnic characteristics, citizenship or immigration status, religion, creed, sex, age, disability, gender identity or expression, sexual orientation, pregnancy, predisposing genetic characteristics, domestic violence victim status, familial status, marital status, military status, criminal conviction, income level, or limited English proficiency.
4. **First Amendment Considerations.** Nothing in this policy restricts any rights otherwise protected by the First Amendment to the United States Constitution. Certain speech concerning a protected characteristic may be considered provocative or offensive to a listener but nonetheless be protected by the First Amendment unless it becomes so severe, persistent, or pervasive that it constitutes harassment against a person or creates a hostile environment. The College, in reviewing a claim of discrimination based upon the speech of a third party, will assess the severity, persistence, and pervasiveness of such speech and, considering the totality of the circumstances, determine whether such speech is so severe, persistent, or pervasive as to constitute harassment or create a hostile environment.
5. **Title IX Policy.** A separate policy applies to complaints of sexual harassment or sex-based violence under Title IX of the Educational Amendments of 1972 or the Violence Against Women Act. A

person wishing to report sexual harassment under Title IX or sex-based violence should visit this [link](#).

6. **Reporting of Crimes.** The procedures provided in this policy address discrimination/harassment not rising to the level of a crime. To the extent that any discrimination or harassment includes conduct that may be a crime, the College will report the discrimination or harassment to the appropriate authorities and address such crimes pursuant to applicable College policy.
7. **Confidentiality.** The College will make every possible attempt to ensure confidentiality and to limit access to information about the report to those required to know, and in accordance with state and federal law.
8. **Anti-Discrimination and Anti-Harassment Procedures.**
 - a. **Reporting Discrimination.** Any person may report discrimination or harassment to the College by using this [form](#). Based on the type of discrimination or harassment, and the victim’s status (whether a student or non-student), the report will be routed to one or more of the following persons. Alternatively, a reporter may report discrimination or harassment directly to College officers—whether by email, telephone, or mail—using the contact information contained in the below hyperlinks. In addition to reporting discrimination to the College, a person may report discrimination to federal or state agencies using the contact information provided below.

	Exec. Director of Human Resources (contact here)	VP for Student Affairs Title VI coordinator (contact here)	Title IX Coordinator (contact here)	Office of Judicial Affairs & Community Standards (contact here)	ADA/504 Coordinator (contact here)	Dean of Student Life (Designated Deputy Title IX Coordinator) (contact here)	Public Safety (contact here)
Sex (including sexual harassment), gender identity or expression, sexual orientation			●			●	●
Disability					●		

Race, color, national origin, ancestry, shared ancestry or ethnic characteristics, citizenship or immigration status, religion, creed, age, pregnancy, predisposing genetic characteristics, familial status, marital status, military status, criminal conviction, income level, or limited English proficiency	●	●	●				
Reporting Discrimination to the United States Department of Education Office for Civil Rights	<p>U.S. Department of Education Office for Civil Rights 26 Federal Plaza, Suite 31-100 New York, NY 10278-9991 Telephone: (646) 428-3800 Facsimile: (646) 428-3843 Email: OCR.NewYork@ed.gov Electronic Complaint Form: http://www.ed.gov/about/offices/list/ocr/complaintintro.html</p>						
Reporting procedures provided in this policy address discrimination that does not rise to the level of a crime. to the New York State Division of Human Rights	<p>333 E. Washington Street, Room 543 Syracuse, NY 13202 Telephone: (315)428-4633 Email: InfoSyracuse@dhr.ny.gov Electronic Complaint Form: https://forms.ny.gov/s3/nysdhrcomplaint</p>						

- b. **Time Limit for Reporting Discrimination or Harassment.** A report of discrimination or harassment must be filed within 180 days of the alleged discriminatory act.
- c. **Right to Advisor.** A victim and respondent may have an advisor of their choice present at all investigational meetings with the College. Such advisor shall not ask questions, speak on the individual’s behalf or otherwise participate in the investigation beyond providing advice/support to the individual.
- d. **Minor’s Right to Parental/Legal Guardian Notification.** In all cases involving a minor under the age of 18 years, the College will distribute to the parent or legal guardian of such minor all notices required by this policy.
- e. **Recusal and Abstention.** Wherever an Investigator, Conduct Officer, Final Decisionmaker, or Appeal Officer is the respondent subject to a report of discrimination or harassment, or has any relationship with or interest in the matter that may impair his or her independence and judgment, such person shall recuse himself or herself and abstain from all involvement in the investigation and resolution of the report. In such cases involving an Investigator or Conduct Officer, a different Investigator or Conduct Officer shall be appointed. In such cases involving a Final Decisionmaker or Appeal Officer, the Dean of

Student Life shall take the place of the Final Decisionmaker or Appeal Officer. In cases where none of the foregoing are available to substitute, the President of the College may appoint a suitable alternate.

- f. **Referral and Initial Review of Report.** Upon receiving a report of discrimination or harassment, the College will refer the report to an Investigator or Conduct Officer. The Investigator or Conduct Officer will review the report as soon as possible. The Investigator or Conduct Officer will discuss with the reporter, the victim, and respondent the report procedures, the report itself, the possibility of informal resolution, and formal investigations as appropriate for the individual case. Reports may be investigated even if the report is verbal and the reporter and/or victim does not wish to have the case initiated, however, a report must be in writing for the formal resolution procedures to apply.
- g. **Informal Resolution.** A victim may ask or agree that a complaint be handled informally. This is an optional process and applies solely to reports of discrimination and/or harassment that do not involve any form of violence (such cases will require formal resolution). If the victim chooses an informal resolution, the below procedures will apply.
 - i. Review of Report. The Investigator or Conduct Officer will review all relevant information, interview pertinent witnesses, and bring together the victim and the respondent, if desirable and agreeable to both parties.
 - ii. Discussion with Victim and Respondent. The Investigator or Conduct Officer will advise the victim and respondent of their right to have an advisor present at all meetings and provide them with this policy. The Investigator or Conduct Officer shall provide the respondent with an oral statement of the report.
 - iii. Negotiation of Informal Resolution. The Investigator or Conduct Officer will communicate with the victim and respondent separately, or jointly if agreeable to both, to negotiate a resolution.
 - iv. Recommendation of Informal Resolution. If the parties agree to a resolution, the Investigator or Conduct Officer will recommend the resolution to either the Executive Director of Human Resources (or his or her designee) for cases involving employee respondents or to the Vice President for Student Affairs (or his or her designee) for cases involving student respondents.
 - v. Approval of Informal Resolution. The Executive Director of Human Resources (or his or her designee) for cases involving employee respondents or the Vice President for Student Affairs (or his or her designee) for cases involving student respondents will either approve or disapprove of the proposed informal resolution and communicate the same to both parties. In the event that he or she disapproves of a recommended resolution, the informal resolution procedure may be repeated, or either party may request formal resolution.
 - vi. Documentation of Informal Resolution. Once a final informal resolution is approved, it will be documented and communicated to all parties. Appeals are

not permitted with an informal process. Records of the process will be retained in accordance with College policy and procedure.

vii. **Victim's Decision Not to Proceed with Informal Resolution.** If a victim decides not to move forward with an informal complaint resolution, the victim should inform the Investigator or Conduct Officer of their decision not to proceed. This decision should be communicated in writing to ensure proper documentation. Upon receiving the notification, the Investigator or Conduct Officer will review the situation to determine whether the informal resolution process should be terminated or if further action is warranted by the College, particularly in cases where the situation may present ongoing concerns. The Investigator or Conduct Officer will meet with the victim to discuss their decision, ensuring that the victim understands their rights and the implications of choosing not to proceed. The victim will be informed that opting out of the informal resolution may lead to either the closure of the case or the possibility of initiating a formal resolution process if deemed necessary by the College. If the College determines that the informal resolution should not proceed based on the victim's wishes, the process will be discontinued, and no further informal resolution steps will be taken. However, the College may decide to initiate formal proceedings if the situation warrants such action, and the victim will be informed accordingly. The victim's decision and any related discussions, as well as the College's determination regarding the next steps, will be documented and retained in accordance with College policy and procedure. Regardless of the decision not to proceed with the informal resolution, the victim will continue to have access to support services, including counseling, academic accommodation, or other resources as appropriate.

h. **Formal Resolution.** This process will be used for any report of discrimination and/or harassment for which an informal process is not desired or available, as follows:

- i. Written Report. For formal resolution to apply, the report must be made or memorialized in writing. The report must indicate the nature of the violation, the name(s) of the persons(s) alleged to have discriminated or harassed, the name of the victim, the names of any witnesses and contact information for them (if available), an explanation of what occurred, and a statement why the reporter believes the event constituted discrimination or harassment. The report must be signed by the reporter and dated.
- ii. Distribution of Report (3 days). The Investigator/Conduct Officer shall within three days mail or email a stamped, dated copy of the written report to the reporter, the victim (if different than the reporter), and the respondent. The letter or email transmitting the report shall advise the parties of their right to have an advisor present at all meetings with the College.
- iii. Written Response (7 days). A respondent may submit to the Investigator/Conduct Officer a written response to the report of discrimination or harassment within 7 days following its distribution to him or her. The written response shall provide any denial or counter-explanation of the alleged event, the names of any

witnesses and contact information (if available), and shall include the respondent's explanation of why he or she should not be determined "responsible" for the alleged discrimination or harassment. The respondent shall sign and date the response.

- iv. Distribution of Written Response (3 days). Within three days of receipt of the written response, the Investigator or Conduct Officer shall email or mail a stamped, dated copy of the written response, if any, to all parties.
- v. Investigation and Interviews (60 days). The Investigator/Conduct Officer will investigate the report by interviewing (and re-interviewing, as necessary) the reporter and respondent, who may have an advisor present, and the victim (if different from the reporter). In some instances, the Investigator/Conduct Officer may take notes from the conversation with the reporter and ask the reporter to sign those notes after his or her review. The Investigator or Conduct Officer may interview additional members of the college community and shall have access to any files and documents necessary for investigating the report. The reporter, respondent, witnesses, supervisors and others are expected to cooperate with the investigation. Failure to do so may result in disciplinary action and/or may have adverse consequences. The investigation shall not exceed 60 calendar days, unless extenuating circumstances exist.
- vi. Hearing. At his or her discretion the Investigator/Conduct officer may, and upon request of either party the Investigator/Conduct officer shall, conduct a hearing to receive testimony from the reporter, respondent, and any witnesses (including the victim, if different than the reporter). The investigator will conduct a comprehensive investigation and present the summary of that to a hearing panel. All parties shall be entitled to have an advisor present. Both the victim and the respondent shall be entitled to submit written statements and/or other relevant material evidence and witnesses, and to provide rebuttal to the written record compiled by Investigator/Conduct Officer. The victim and respondent shall have the right to hear each other during any testimony provided at the hearing, provided that if the victim does not wish to be in the same room as the respondent, the victim may give his or her testimony by videoconferencing. The hearing includes the Reporter and Advisor, Respondent and Advisor, any witnesses determined to have provided credible evidence, the panel members, non-voting chair and the Title VI Coordinator. All live hearing procedures will be recorded via an audio recording and provided at either Party's request/expense. That recording or transcript will be made available to the requesting party. Upon completion, the transcription service will provide two copies to MVCC. MVCC will review the transcript for accuracy before release to the person who requested and paid for the transcription.
- vii. Investigator's Written Report and Recommendation (7 days). Within seven (7) days of the conclusion of the investigation, the Investigator or Conduct Officer or Hearing Chair shall send a written report of the formal investigation to the Executive Director of Human Resources (or designee) for cases involving employee respondents, or to the Vice President for Student Affairs (or designee)

for cases involving student respondents. The report shall include the written statement of the reporter, the written statement from the respondent, a summary of all material witnesses and their statements, a summary of all testimony, and a summary of all other material evidence. The written report shall state whether, by a preponderance of the evidence (more likely than not), the respondent should be determined to be “responsible” for the discrimination or harassment alleged, or “not responsible” for the alleged discrimination or harassment. If a respondent is found responsible, the recommendation will also suggest appropriate sanctions. If the respondent is an employee and is found responsible, the College will address the Investigator/Conduct Officer’s findings in accordance with College policy and procedures as well as the applicable collective bargaining agreement, if any.

- viii. Final Decision (5 days). The Executive Director of Human Resources (or designee) for cases involving employee respondents, or the Vice President for Student Affairs (or designee) for cases involving student respondents shall review the Investigator/Conduct Officer’s written report and recommendation and within five (5) days of receipt, shall issue a written final decision: (a) agreeing or disagreeing with the recommendation and sanction; (b) requesting additional information from the Investigator/Conduct Officer, (c) modifying the recommendation and/or sanction. The final decision shall plainly state whether, by a preponderance of the evidence, the respondent is “responsible” or “not responsible.” In cases of unusual volume or complexity, the Final Decisionmaker may extend the period for a final decision for up to fourteen (14) days.
- ix. Distribution of Final Decision (3 days). Within three days of the final decision, the Investigator or Conduct Officer shall distribute the final decision to the reporter, the victim (if different than the reporter), and respondent. The Investigator/Conduct Officer may, in his or her discretion, schedule meetings with the reporter and respondent to distribute the final decision.
- x. Appeals. A victim or respondent who is aggrieved by the final decision may appeal, as follows:
 - 1. Written Appeal Statement (5 days). Within five (5) days following distribution of a final decision, the aggrieved party may file with the Investigator/Conduct Officer a written appeal statement setting forth his or her reasons for believing that the final decision should be reversed. A final decision may be reversed solely on the following bases:
 - a. A procedural error was made that unfairly and materially affected the outcome of the investigation;
 - b. New information—information acquired only after the investigation concludes and which could not have been reasonably discovered prior to or during the investigation—surfaces that is relevant to the alleged violation and would have, if known, materially altered the outcome of the investigation;

- c. A clear abuse of discretion on the part of the Investigator or Conduct Officer; or
 - d. A sanction that is unreasonably severe in light of the offenses committed.
 2. Distribution of Written Appeal and Selection of Appeal Officer (3 days). The Investigator/Conduct Officer shall within three (3) days distribute the written appeal statement to the Non-Academic Appeals Committee Chairperson who initiates meeting of designated committee members to consider the request. The Non-Academic Appeals Committee Chairperson renders the committee's decision regarding the appeal request and communicates that to the appellee and to the Title VI Coordinator. The Title VI Coordinator communicates the decision on behalf of the Committee.
 3. Decision of Appeal (5 days). Within five (5) days of the deadline for the receipt of a written response, the Appeal Officer shall issue a written Decision of Appeal either: (a) affirming the final decision; (b) reversing the final decision; (c) modifying the final decision; or (d) holding in abeyance and/or remanding the final decision for further development by the Investigator/Conduct Officer. If an appeal request is granted, the Appeal Hearing Committee will be convened. Mohawk Valley Community College will ensure that members of the Appeal Hearing Committee will be free of any conflict of interest and bias, and have not served as investigator(s), Title VI Coordinator (s), or hearing decision-maker(s) in the matter under appeal. The outcome of the Appeal Committee will be provided to the Title VI Coordinator, who will provide the outcome in writing simultaneously to both parties and include the Committee's rationale for the decision.
9. **Disciplinary Action.** If the foregoing procedures result in disciplinary action against any person, it shall be taken according to Board of Trustees Policies, collective bargaining agreements, Civil Service Law, the Student Code of Conduct or College procedures as appropriate. The College reserves the right to take action against any individual who has willfully provided a statement/report that is found to be false.
10. **Access to Records.** All records are retained according to College and State guidelines. All requests for release of information contained in academic records are governed by the Family Educational Rights and Privacy Act of 1974. Please see Registrar - Family Educational Rights and Privacy Act for more information.
11. **Title VI – Background Information and Compliance Assurances.**
 - a. **Community Participation Process.** MVCC does not provide/conduct motorist licensure/motor vehicle registration-related services/activities. The Community Participation Process for State Partners as outlined by the U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) is not applicable to MVCC.

- b. **FMCSA Title VI Program Assurance.** The FMCSA Title VI Program Assurance for FY 2019 has been signed by the President and is included as an attachment (Attachment A) to this document.
 - c. **Description of Federal-Aid Programs.** FMCSA's CMVOST program is intended to help address the significant local industry's need for safety training. MVCC will recruit current and former members of the United States Armed Forces, military spouses and adult military children and will operate a six-week safety-focused program to train 18 individuals as Commercial Truck Drivers, connect them to jobs, and provide them with lifetime access to job placement services for future career moves. The program will take place in the economically challenged city of Rome, NY (a city that hosts an Air Force Research Lab and is also within driving distance from NY's Fort Drum Army Base), and will recruit trainees from throughout the region to encourage participation from high-poverty areas and from rural workers.
 - d. **Notification to Beneficiaries/Participants.** MVCC has completed the Public Notice of Title VI Program Rights template and has posted the Public Notice in all publicly-accessed facilities and on the website
 - e. **Subrecipient Compliance Reports.** MVCC does not intend to sub-award any portion of FMCSA funds.
 - f. **Title VI Program Training.** Title VI Program Training will consist of a variety of government sponsored webinars for all applicable personnel directly relating to the implementation and enforcement this policy and procedure and as it directly relates to any grant funds received. MVCC will include Title VI Program training as part of the onboarding process for new employees and annual workplace violence training. MVCC will incorporate Title VI Program elements into the existing training to address the information provided by the FMCSA in its' Basic CMVOST Title VI Program PowerPoint presentation by April 30, 2019.
 - g. **Status of Corrective Actions.** MVCC has not experienced a Federally-conducted Title VI Program Compliance Review in the last five years.
12. **ADA Commitment Statement.** MVCC is committed to providing equal access to education, programs and employment opportunities for all qualified persons with disabilities through adherence to all applicable federal and state laws, regulations, and guidelines. The College will provide reasonable accommodations necessary to afford equal education, employment and access to programs. For a copy of the formal grievance procedure & form, please contact the above stated individuals.
13. **Notice of Web Accessibility Complaint.** To report inaccessible online information or functionalities, please contact oar@mvcc.edu. To file a formal MVCC grievance under Section 504 or ADA, please visit Discrimination Based on Disability Formal Grievance Procedure Form. If the person is unsatisfied with the resolutions that MVCC provides, he/she may contact the Office of Civil Rights with the information below:

Office for Civil Rights (OCR) – Enforcement Office
U.S. Department of Education

32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
Fax 646-428-3842
TDD 877-521-2172
Email OCR.NewYork

Revision History

Date	Revision Description	Revisions Made by:
08.18.24	Complete rewrite of 2014 version of Anti-Discrimination Anti-Harassment policy	Andrew Dean, Assistant Oneida County Attorney; Crystal Marceau, Executive Director of HR; Anne Nolan, Director of Compliance
9.16.24 10.21.24	Policy appeared as a first reading before the Board of Trustees Adopted by the Board of Trustees	

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Board Policy Revision: 5001. Information Security

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the revisions to Board Policy 5001 Information Security as attached.

BACKGROUND

The revisions to Board Policy 5001 are being forwarded by the Governance Personnel Committee for approval. The policy revisions were first presented to the Board at the September 16, 2024 meeting as a first reading.

**Mohawk Valley Community College
Information Security Policy**

Policy Name:	5001 Information Security
Issued:	July 27, 2021
Revision Date:	
Responsible Office:	Information Technology

Purpose

Mohawk Valley Community College is committed to providing its employees, students and partners with current technology and computing resources (i.e. computers, laptops, electronic mail, the Internet, and related electronic products) **while ensuring compliance with the General Data Protection Regulations (GDPR) and the Gramm-Leach Bliley Act (GLBA)**. These resources are provided to employees, students, and partners to provide support for their jobs and education and are to be used for legitimate business or academic purposes in serving the mission, vision, and purpose of the College.

Information Systems, defined as all Internet/Intranet/Extranet-related systems, wired and wireless, including but not limited to computer and telephone equipment, software, operating systems, electronic files, databases, data and image storage media and user-accounts which provide services, are the sole property of MVCC and are made available to the MVCC community for appropriate use only.

All appropriate use of any computing resources as described above shall follow established Information Technology procedure. Each authorized user in the College community must comply with MVCC’s standards for appropriate use as expressed in the procedure, which strives to protect employees, students, partners, and the College from illegal or damaging actions committed, either knowingly or unknowingly, by individuals who use these resources. The procedure may be found on this page under "V. Physical Resources" or in the Information Technology Office.

Revision History

Date	Revision Description	Revisions Made by:
8.23.24	Added language to comply with General Data Protection Regulations (GDPR) and the Gramm-Leach Bliley Act (GLBA).	Anne Nolan, Director of Compliance; Mary Jane Parry, Executive Director of Information Technology
9.16.24	Policy appeared as a first reading before the Board of Trustees	
10.21.24	Adopted by the Board of Trustees	

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Program Deactivation and Discontinuation
Machinist Technology 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 spring 2024, for the Machinist Technology Certificate program to the State University of New York.

BACKGROUND

The Machinist Technology Certificate program has been rendered obsolete by the introduction of a newer and more comprehensive version— the Computer Numerical Control (CNC) Machinist Technology Certificate. This updated program has effectively replaced the original, and for over a decade, no students have enrolled in the Machinist Technology Certificate. As such, it is recommended that the original certificate be deactivated and discontinued to align with current academic offerings and student preferences.

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

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Program Revision Proposal: Air Conditioning Technology:
Refrigeration A.O.S. Degree and Heating and Air Conditioning
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 Revision Proposal for the Air Conditioning Technology: Refrigeration A.O.S. degree and the Heating and Air Conditioning Certificate to the State University of New York.

BACKGROUND

The program proposal includes a title update to both the A.O.S. degree and certificate, the addition of a building automation component, sequencing of courses, and increased lab hours for hands-on training.

HVACR AOS Program, Certificate, and Course Changes

AOS:

Summary of AOS Changes:

1. Program title change from “Air Conditioning Technology: Refrigeration” to **“Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) and Building Automation”**

Rationale: Current program name is misleading given the broad content being taught in the program, which encompasses the principles of heating, ventilation, air conditioning, and refrigeration; we are now proposing the inclusion of contemporary building automation into the AOS program.

2. Program description/narrative change from A to B:
 - a. The Air Conditioning Technology program is designed to prepare students to meet the growing needs of the residential, commercial, and industrial air conditioning, heating, and refrigeration industries. This program prepares students for careers as heating and cooling service technicians, installers, lab technicians, and facilities maintenance mechanics. Coursework in the areas of air conditioning, heating, electricity, electronics, design, installation, and troubleshooting are reinforced with hands on laboratory practicum. A scientific calculator, digital multi-meter, electronic breadboard and hand tools are required.
 - b. The Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) and Building Automation AOS program is designed to prepare students to meet the growing needs of the residential and commercial heating, cooling, ventilation, refrigeration, and building automation systems related to HVACR. This program prepares students for careers in the HVACR industry.**
3. **Change to the sequence of the courses (see program map overlay and/or side by side)**
 - a. Some of the courses will also have changes
 - b. 2 new courses being added to the 4th semester
 - c. 1 course being removed ET223

Certificate

Summary of Certificate Changes:

1. Certificate title change from “Heating and Air Conditioning” to **“Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)”**
2. Program description/narrative change from A to B:

- a. This certificate prepares students to fill careers as service technicians in the field of heating and air conditioning. All courses apply toward the A.O.S degree in Air Conditioning Technology - Refrigeration Option.
- b. **The HVACR Certificate program is designed to prepare students to meet the growing needs of the residential and commercial heating, cooling, ventilation and refrigeration systems industries. This program prepares students for entry-level positions as HVACR service technicians and installers. Coursework in the areas of air conditioning, heating, ventilation, electricity, electronics, design, installation, and troubleshooting are reinforced with hands on laboratory practicum. This certificate ladders directly into the HVACR and Building Automation AOS degree program.**

3. Change to the sequence of the courses

- a. ET221 moved from 1st semester to the 2nd semester
- b. ET220 moved from 2nd semester to the 1st semester
- c. 1 course being added (EN110)
- d. 1 course being removed (ET209)
- e. Some of the courses will also have changes

Course Changes

Summary of Course changes:

1. **ET108 Refrigeration 1:** Lab hours increased from 2 to 3 hours for more hands-on training; lecture hours remain at 3; no change in total credits.
2. **ET220 Air Conditioning Principles:** Renamed to “HVACR Principles”; description updated; lab hours increased from 2 to 3; lecture hours remain at 3; no change in total credits.
3. **ET221 Air Conditioning Systems:** Renamed to “HVACR Systems”; updated description; prerequisite changed from ET108 to ET220; lecture hours reduced from 3 to 2; lab hours increased from 4 to 6; total credits decreased from 5 to 4.
4. **ET222 Systems Design:** Renamed to “HVACR Systems Design and Building Automation Control”; updated description; prerequisites changed (ET209 as corequisite, ET220 as prerequisite); lab hours increased from 2 to 3; total credits unchanged.
5. **ET2XX HVACR and Advanced Building Automation Control:** New course created with 3 credits (2-hour lecture, 6-hour lab) focused on advanced building automation training.
6. **ET209 Refrigeration 2:** Lecture hours reduced from 3 to 2; lab hours increased from 4 to 6; total credits decreased from 5 to 4; description updated.
7. **ET224 Modern Hydronic Systems:** Lab hours reduced from 4 to 3; total credits unchanged.
8. **ET2XX Refrigeration 3:** Proposed as a new course, replacing ET223 Transport Refrigeration, focusing on commercial refrigeration instead; ET223 will be removed from the program.

9. **ET230 AC Motors and Controls:** Renamed to “HVACR Motors and Controls”; updated description; lab hours reduced from 4 to 3; total credits decreased from 5 to 4.

Rationale: Overall, the changes emphasize increased lab hours for hands-on training, name changes for industry relevance, and adjustments to credit hours based on course content and requirements.

All HVACR specific ET courses be changed to a different delimiter, HV, and will be renumbered to reflect their order in the program:

ET108 → HV101	Refrigeration 1
ET220 → HV110	HVACR Principles
ET123 → HV151	Proper Refrigerant Usage
ET221 → HV160	HVACR Systems
ET209 → HV201	Refrigeration 2
ET222 → HV210	System Design/BAS1
ET226 → HV250	HVACR Diagnostics
ET223 → HV251	Refrigeration 3
ET224 → HV252	Modern Hydronic Systems
ET230 → HV253	AC Motors & Controls
ET2XX → HV260	HVACR & Building Automation Controls
(New Course)	

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Shane McGovern
Director of the Center for Accelerated Pathways
Position Number 0037

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

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the title, Director of Dual Credit, Position Number 0037
- Create the title, Director of the Center for Accelerated Pathways, Position Number 0037

AND BE IT FURTHER RESOLVED that:

Shane McGovern be appointed to the position Director of the Center for Accelerated Pathways beginning October 22, 2024. Shane McGovern's salary shall be \$93,843.

BACKGROUND

The College recently updated the job title and responsibilities to better reflect the work performed by this position, along with a corresponding increase in the salary grade. Shane McGovern will be responsible for developing, administering, and maintaining the Accelerated Pathways programs, which provide MVCC college credit-bearing coursework to students participating in structured, external educational experiences.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Shane McGovern
RESIDENCE: Utica, New York

EDUCATION

05/1997 Bachelor of Arts, Anthropology: Archaeology
Hamilton College
Clinton, New York

EXPERIENCE

2011 – Present Director of Dual Credit

2006 – 2011 Director of High School Programs

2005 – 2006 Program Assistant, Customized Employment Grant

2005 – 2006 Interim Coordinator, Off-Campus Credit Programs
Mohawk Valley Community College
Utica and Rome, New York

2003 – 2005 Territory Manager
BellSouth
Charolotte, North Carolina

1999 – 2003 Sales and Product Marketing Manager
Mitchell International
San Diego, California

1998 – 1999 Territory Manager
Radiowave Communications

San Diego, California

1996 – 1998

Assistant Program Planner
Utica Community Action
Utica, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Director of the Center for Accelerated Pathways	Assistant Vice President for Learning and Academic Affairs	Learning and Academic Affairs

BROAD FUNCTION:

The Director of the Center for Accelerated Pathways is responsible for developing, administering, and maintaining the Accelerated Pathways programs, which provide MVCC college credit-bearing coursework to students participating in structured, external educational experiences.

MAJOR RESPONSIBILITIES:

1. Oversees administrative tasks related to program operations, such as registrar processing, scheduling, and advisement;
2. Develops and maintains a process to yield accelerated pathway students into degree programs;
3. Leads the MVCC liaisons processes and provides appropriate oversight;
4. Manages processes enabling professional development and discipline-specific workshops for accelerated pathway instructors;
5. Directs orientation sessions for accelerated pathway faculty;
6. Maintains continuous improvement processes, ensuring quality accelerated pathway programming and enabling enrollment growth opportunities;
7. Leads processes to ensure accelerated pathway students meet prerequisite requirements of coursework;
8. Ensures compliance with relevant institutional policies, accreditation standards, and state regulations governing dual enrollment and concurrent enrollment programs;
9. Maintains accurate records, reports, and documentation to support program accountability and reporting requirements;

DATE

September 19, 2024

PAGE

1 of 2

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Director of the Center for Accelerated Pathways	Assistant Vice President for Learning and Academic Affairs	Learning and Academic Affairs

10. Cultivates relationships between MVCC and external educational/training partners;

11. Assists the Registrar, Business and Admissions Offices, as required;

12. Performs other related duties as assigned by the Assistant Vice President for Learning and Academic Affairs.

QUALIFICATIONS:

Bachelor’s degree in education or related field, experience with secondary and/or post-secondary education, demonstrated success at developing and implementing educational programs, excellent organizational and communication skills and ability to interact effectively with diverse constituencies required.

SALARY:

Level J

AFFILIATION:

AMVA

TERM:

12 months

FLSA:

Exempt

Non-Exempt

DATE

September 19, 2024

PAGE

2 of 2

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Brandon Horender
Coordinator – Center for Accelerated Pathways
Position Number 0714

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

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the title, Coordinator of Dual Credit, Position Number 0714
- Create the title, Coordinator – Center for Accelerated Pathways, Position Number 0714

AND BE IT FURTHER RESOLVED that:

Brandon Horender be appointed to the position of Coordinator – Center for Accelerated Pathways beginning October 22, 2024. Brandon Horender’s salary shall be \$65,769 for a twelve-month professional obligation.

BACKGROUND

The College recently updated the job title and responsibilities to better reflect the work performed by this position, along with a corresponding increase in the salary grade. Brandon Horender will be responsible for facilitating and enhancing partnerships between the institution, K-12 partner organizations, and regional trade union training centers. Brandon will provide guidance and support to ensure that students in these partner groups have access to high-quality, college-credit-bearing educational opportunities through effective program delivery and smooth coordination of services. Brandon will support the Director of the Center and focus on ensuring student success across all populations served.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Brandon Horender
RESIDENCE: Little Falls, New York

EDUCATION

2012 Bachelor of Arts in Psychology
State University of New York at Albany
Albany, New York

2008 Associate of Science in Education
Herkimer County Community College
Herkimer, New York

EXPERIENCE

2019 – Present Coordinator of Dual Credit
2017 – 2019 Project Coordinator - Dual Credit
2016 – 2019 College Services Associate
Mohawk Valley Community College
Utica and Rome, New York

2015 – 2016 Foreman
Horender Construction Co., Inc.
Fort Plain, New York

2014 – 2015 Funeral Assistant
Rogers and Breece Funeral Home
Fayetteville, North Carolina

2012 – 2013 Substitute Teacher
Herkimer County Schools
Herkimer, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Coordinator – Center for Accelerated Pathways	Director of Center for Accelerated Pathways	Academic Affairs

BROAD FUNCTION:

The Coordinator of the Center for Accelerated Pathways is responsible for facilitating and enhancing partnerships between the institution, K-12 partner organizations, and regional trade union training centers. The Coordinator provides guidance and support to ensure that students in these partner groups have access to high-quality, college-credit-bearing educational opportunities through effective program delivery and smooth coordination of services. The Coordinator supports the Director of the Center for Accelerated Pathways in the implementation and continuous improvement of accelerated pathway programs, with a focus on access and ensuring student success across all populations served.

MAJOR RESPONSIBILITIES:

1. Coordinates scheduling, registration, and student enrollment for target student populations;
2. Troubleshoots student registration issues in accordance with established procedures;
3. Prepares correspondence to high school faculty, guidance counselors, Accelerated Pathways students and parents;
4. Assists with Accelerated Pathways schedule development;
5. Coordinates the recruitment of qualified individuals as Accelerated Pathways instructors;
6. Assists in professional development planning and orientation for Accelerated Pathways;
7. Assists students with the application and enrollment process, providing guidance on program requirements, and eligibility criteria;

DATE	PAGE
September 26, 2024	1 of 3

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Coordinator – Center for Accelerated Pathways	Director of Center for Accelerated Pathways	Academic Affairs

8. Supports efforts to recruit high school students for participation in college credit programs through outreach activities, presentations, and information sessions;
9. Facilitates meetings between Accelerated Pathways faculty and the College;
10. Maintains accurate files of Accelerated Pathways faculty credentials, syllabi, graded assignments, and class observation reports;
11. Assists in planning, organizing and coordinating events, workshops, orientations, and other activities for high school students participating in college credit programs, while collaborating with campus departments and external partners to ensure successful program-related events and activities;
12. Serves as liaison to early college in the high school programs;
13. Supports the Institutional Research Office with the Accelerated Pathways student survey development;
14. Coordinates with relevant offices to create a cohesive marketing strategy for Accelerated Pathways maintenance, growth and recruitment;
15. Assists in the coordination of student support initiatives for Accelerated Pathways students;
16. Performs other duties related to the job description and as assigned by the Director of Center for Accelerated Pathways.

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Coordinator – Center for Accelerated Pathways	Director of Center for Accelerated Pathways	Academic Affairs

QUALIFICATIONS:

Required Qualifications:

Bachelor’s degree required
 Effective written and verbal communication skills
 Demonstrated ability to utilize technology
 Ability to prioritize and handle multiple tasks
 Valid NYS Driver’s License required at time of hire and for duration of employment.

Preferred Qualifications:

Higher education administrative experience
 Familiarity with concurrent enrollment programs
 National Alliance of Concurrent Enrollment Partnerships (NACEP) requirements
 Accreditation reporting

SALARY:

Grade 4

AFFILIATION:

Professional Association

TERM:

12 months

FLSA:

Exempt Non-Exempt

DATE

September 26, 2024

PAGE

3 of 3

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Anne Nolan
Director of Compliance
Position Number 0804

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

RESOLVED that Anne Nolan to be appointed to the position of Director of Compliance in the Administrative Services division. This is an administrative appointment beginning October 22, 2024 at a prorated salary based upon an annual salary of \$76,000 for a twelve-month professional obligation.

BACKGROUND

The College recently updated the responsibilities to better reflect the work performed by this position, along with a corresponding increase in the salary grade. This position now reports directly to the Vice President for Administrative Services. Anne Nolan will oversee and manage the College's compliance program, ensuring adherence to federal, state, and local regulations, as well as College policies and procedures. Anne will provide leadership to ensure the College meets all external data/information compliance requirements for institutional level reporting, including but not limited to, accreditation, grants, human resources, finance, institutional research and other areas as necessary. Anne will be responsible for identifying and managing potential compliance risks, conducting risk assessments, and implementing mitigation strategies to reduce exposure, ensuring the institution's operational integrity.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Anne Nolan
RESIDENCE: Sauquoit, New York

EDUCATION

2024 Master of Science, Human Resource Strategic Management
Bellevue University
Bellevue, Nebraska

2002 Bachelor of Arts, Psychology
State University of New York, University at Albany
Albany, New York

EXPERIENCE

11/2021 – Present Director of Compliance

10/2018 – 11/2021 Assistant to the Vice President for Community Development and
Executive Director of the MVCC Foundation

08/2017 – 09/2018 Human Resources Specialist

06/2017 – 08/2017 Assistant to the Office of Human Resources
Mohawk Valley Community College
Utica and Rome, New York

2013 – 2017 VP, Sr. Business Control Specialist

2011 – 2013 AVP, Business Control Specialist

2009 – 2011 Officer, Sr. Recruiting Coordinator

2006 – 2009 Recruiting Coordinator
Bank of America
New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Director of Compliance	Vice President of Administrative Services	Administrative Services

BROAD FUNCTION:

The Director of Compliance oversees and manages the College's compliance program, ensuring adherence to federal, state, and local regulations, as well as College policies and procedures. The Director of Compliance provides leadership to ensure the College meets all external data/information compliance requirements for institutional level reporting, including but not limited to, accreditation, grants, human resources, finance, institutional research and other areas as necessary. In addition, the Director is responsible for identifying and managing potential compliance risks, conducting risk assessments, and implementing mitigation strategies to reduce exposure, ensuring the institution's operational integrity.

MAJOR RESPONSIBILITIES:

1. Engages with all members of the College and the community in a manner that that is welcoming, friendly, respectful, cooperative, and collaborative;
2. Ensures compliance with all relevant federal, state, and local regulations, including but not limited to Title IX, FERPA, ADA, PESH and Clery Act;
3. Researches compliance requirements, creates and updates College policies and procedures, and collaborates with applicable College employees to develop and implement processes that ensure adherence to regulatory requirements and internal policies;
4. Collaborates with various stakeholders to identify, assess, and mitigate potential risks, ensuring the college's compliance with regulatory requirements.
5. Oversees the development and implementation of corrective actions, ensuring timely resolution of compliance issues;

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Director of Compliance	Vice President of Administrative Services	Administrative Services

6. Collaborates with various stakeholders to identify, assess, and mitigate potential risks, ensuring the college's compliance with regulatory requirements;
7. Manages reporting and financial deadlines for principal investigators for all institutional grants to meet all reporting requirements and success measures;
8. Manages accreditation reporting requirements in conjunction with the MVCC Accreditation Liaison Officer;
9. Collaborates with College employees to ensure accurate completion and timely submission of institutional level external reports, including but not limited to personnel, affirmative action, diversity, IPEDS data reports, SUNY data reports, Clery Act reports, and institutional level financial reports;
10. Manages and coordinates internal investigations related to potential compliance violations, ensuring investigations are conducted promptly, thoroughly, and in accordance with federal, state, and local laws, as well as College policies. This includes gathering evidence, interviewing relevant parties, and preparing reports with recommendations for corrective actions;
11. Assists college offices to ensure the College remains in compliance with any records retention protocols;
12. Provides, develops and presents effective training to appropriate staff as necessary and make presentations upon request;
13. Other related duties as assigned by the Vice President of Administrative Services.

POSITION

Director of Compliance

REPORTS TOVice President of
Administrative Services**DEPARTMENT**Administrative Services

QUALIFICATIONS:**Required Qualifications:**

Bachelor's Degree in a related field

Three (3) years of experience performing increasingly responsible work in compliance, grants, human resources, student affairs or a related field required.

Attention to detail and project management skills are required.

Effective interpersonal skills with demonstrated comfort level in working with others required.

Effective oral and written communication skills required.

Preferred Qualifications:

Master's degree in a related field

Experience working in higher education

SALARY:

Grade J

AFFILIATION:

AMVA

TERM:

12 months

FLSA: Exempt Non-Exempt

DATE

September 24, 2024

PAGE3 of 3

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Courtney Metacarpa
Development and Events Assistant
Position Number 0642

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

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the title, Public Relations Specialist, Position Number 0642
- Create the title, Development and Events Assistant, Position Number 0642

AND BE IT FURTHER RESOLVED that:

Courtney Metacarpa be appointed to the position Development and Events Assistant. This is a probationary appointment beginning October 22, 2024 at a prorated salary based upon an annual salary of \$42,330 for a twelve-month professional obligation.

BACKGROUND

This new position replaces the Public Relations Specialist position in the Institutional Advancement department. Courtney Metacarpa will be responsible for assisting with the planning, coordination, and execution of various Institutional Advancement events aimed at engaging the college community, alumni, donors, students, and the community to support the College's development and fundraising goals. This role requires strong organizational skills, creativity, and a willingness to learn and manage multiple tasks simultaneously while maintaining a high level of professionalism.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Courtney Metacarpa
RESIDENCE: Whitesboro, New York

EDUCATION

05/2020 Bachelor of Science, Business Management/Marketing
Utica University
Utica, New York

EXPERIENCE

08/2023 – Present Community and Business Development Coordinator
GPO Federal Credit Union
Utica and New Hartford, New York

07/2022 – Present Bartender
Turning Stone Casino
Verona, New York

07/2021 – 03/2022 Marketing Manager /Recruiter
Brite Dental Partners
New Hartford and Rome, New York

01/2020 – 05/2020 Marketing Intern
C & D Advertising
Rome, New York

01/2018 – 03/2020 Receptionist/Patient Escort
MVHS St. Luke's Hospital
Utica, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Development and Events Assistant	Executive Director of Institutional Advancement	Institutional Advancement

BROAD FUNCTION:

The Development and Events Assistant is responsible for assisting with the planning, coordination, and execution of various Institutional Advancement events aimed at engaging the college community, alumni, donors, students, and the community to support the College's development and fundraising goals. This role requires strong organizational skills, creativity, and a willingness to learn and manage multiple tasks simultaneously while maintaining a high level of professionalism. The Development and Events Assistant may work a flexible work schedule.

MAJOR RESPONSIBILITIES:

1. Fosters engagement with the college community, alumni, donors, and supporters;
2. Manages, coordinates and executes events for the Institutional Advancement Office;
3. Works closely with staff to support event alignment with goals and objectives;
4. Serves as point of contact for event inquiries and provides exceptional customer service;
5. Prepares donor acknowledgement letters, receipts, and other correspondence;
6. Assists professional and administrative staff in the routine operations of the office;
7. Assists in budget tracking and expense reporting for events, appeals and campaigns;
8. Assists in designing and implementing marketing strategies to promote Institutional Advancement events;
9. Develops databases and utilizes College software programs to execute event needs and accurately track attendee, donor and alumni records;

DATE	PAGE
June 24, 2024	1 of 2

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Development and Events Assistant	Executive Director of Institutional Advancement	Institutional Advancement

10. Assists the Executive Director with the solicitation, coordination and tracking of event and corporate sponsorships;

11. Meets regularly with institutional advancement staff, board members, and committee members;

12. Builds and maintains positive relationships with donors, alumni, students, college community, and community partners;

13. Other duties related to this job description and as assigned by the Executive Director of Institutional Advancement or Director of Development.

QUALIFICATIONS:

Required Qualifications:

- Associate’s degree
- Self-starters, dependable, ability to problem-solve in both collaborative and individual settings, attention to detail, and strength in interpersonal and written communication skills
- Proficiency with Microsoft Office
- Must have a valid driver’s license at the time of hire and for the duration of employment
- Ability to work a flexible work schedule, with occasional evening and weekends as needed for events

Preferred Qualifications:

- Two (2) years of successful event planning or development experience

<u>SALARY:</u>	<u>AFFILIATION:</u>	<u>TERM:</u>
Grade 1	Professional Association	12 months

FLSA: Exempt Non-Exempt

DATE	PAGE
June 24, 2024	1 of 2

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Sharon Rogge
Coordinator of Research and Analysis
Position Number 0835

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

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Coordinator of Research and Analysis, Position Number 0835

AND BE IT FURTHER RESOLVED that:

Sharon Rogge be appointed to the position Coordinator of Research and Analysis. This is a probationary appointment beginning October 22, 2024 at a prorated salary based upon an annual salary of \$72,000 for a twelve-month professional obligation.

BACKGROUND

This is an additional position in the Institutional Research and Analysis department. Sharon Rogge will support and aid in making data-driven decisions. Sharon is responsible for coordinating and conducting research, data collection, and analysis activities to inform institutional planning, assessment, and policy development. Sharon will work closely with the Dean of Institutional Research and Organizational Performance and College employees to ensure that data is accurately collected, analyzed and reported to support the College's mission and strategic goals.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Sharon Rogge
RESIDENCE: Guilderland, New York

EDUCATION

12/1995 Bachelor of Science, Mathematics
University of Nebraska
Lincoln, Nebraska

EXPERIENCE

11/2021 – Present Data Analytics and Visualization Specialist
Mohawk Valley Community College
Utica and Rome, New York

08/2020 – 11/2021 Consultant
Self-Employed
West Winfield, New York

12/2013 – 06/2020 Assistant Vice President, Reporting and Analytics
02/2011 – 11/2013 Manager of Data Analysis & Integrity
05/2010 – 01/2011 Data Coordinator
Southern New Hampshire University
Manchester, New Hampshire

05/1997 – 03/2003 Computer Support Specialist/Lead Technician
Harvard University
Cambridge, Massachusetts

01/1997 – 05/1997 Software Engineer
Burst Media
Burlington, Massachusetts

08/1996 – 01/1997 Database Specialist
PKS Information Services
Omaha, Nebraska