

**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 Wednesday, January 22, 2025 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 – Deanna to report
- Association of Community College Trustees
- New York Community Colleges Trustees
- SUNY

6. President’s Report
 - a. KPI: MVCC is committed to student success
7. Vice President’s Reports: Administrative Services Spotlight presented by Executive Director of Information Technology Mary Jane Parry, Network and Security Specialist Chuck Hendricks, and Director of Compliance Anne Nolan
8. Discussion Items:
 - a. Feb BOT Retreat Agenda
 - b. Special Counsel Resolution
9. Consent Agenda
 - a. Minutes of December 16, 2024 Board of Trustees Meeting
 - b. Treasurer’s Report
 - c. Board Policy Revision: 1001. Members of the Board
 - d. Special Counsel: Ingerman Smith, LLP
 - e. Amend Strategic Framework: Improve Operational Excellence
 - f. School of Art Microcredentials
 - g. School of Business & Hospitality Microcredentials
 - h. Excluded Administrative Staff Appointments
 - i. Amend Staffing Plan: Andrea Alban, Instructor School of Art

- j. Tennille Knoop, Instructor School of Art
- k. Brett LaSalle, Assistant Director of Facilities and Operations
- l. Fengjiao Liu, Payroll Analyst
- m. Maureen Murphy, Director of Community & Workforce Development
- n. Amend Staffing Plan: Kasey Penoyer Assistant Dean of the School of Health Sciences and Director of Dental Hygiene
- o. Amend Staffing Plan: Carrie Putelo, Coordinator – Center for Accelerated Pathways
- p. Board Policy Revision: 3015. Title IX

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, December 16, 2024.

Members Present

Wendy Waters
Dana Jerrard
Anna D'Ambrosio
William S. Calli, Jr. (arrived 4:18 p.m.)
Frank Dubeck, Jr.
Anthony (Tony) Colón (arrived 4:08 p.m.)
David Mathis
Camille Kahler

Members Excused

Elaine Falvo
Student Trustee Alex Dunckel

2. Chair's Report

Chair Waters extended heartfelt gratitude to all who attended the recent graduation ceremony, celebrating a significant milestone for 50 students. This graduating class was noted as one of the most visually diverse in the college's history, reflecting the inclusivity and strength of the MVCC community. The ceremony not only marked a moment of pride for the graduates and their families but also underscored the importance of such events in fulfilling the college's mission.

In alignment with the college's focus on Community College 3.0 and post-graduate outcomes, Chair Waters highlighted the success of MVCC alumnus Nazaria DeLoach, Class of 2020, whose story exemplifies the transformative power of an MVCC education.

She concluded her Chair's Report by recognizing recent accolades that demonstrate the college's impact:

National Apprenticeship Week and Salute to Manufacturing:

MVCC hosted the Manufacturers Association of Central New York's inaugural *Salute to Manufacturing* event during the 10th annual National Apprenticeship Week. This gathering celebrated apprentices and the businesses supporting apprenticeship programs across New York State, showcasing the importance of partnerships in advancing regional workforce development.

National Recognition of MVCC Alumnus Landon Malanoski:

MVCC alumnus Landon Malanoski received national recognition at the White House as part of the National Apprentice Trailblazer Program, which highlights the achievements of youth apprentices aged 16-24. The program, spearheaded by the U.S. Department of Labor, aims to expand and diversify apprenticeship opportunities. Landon was one of only three

apprentices from New York State and 57 nationally selected for this honor. The event, attended by Acting Secretary of Labor Julie Su and Assistant Secretary for Employment and Training Jose Javier Rodriguez, emphasized the critical role apprentices play in strengthening the national workforce.

SPIRE Honor Society:

Congratulations to the 17 MVCC students who were recently inducted into the SPIRE Honor's Society. The SPIRE Honor Society celebrates the academic achievement of our non-traditional student population.

3. Treasurer's Report

Vice President Squires presented the financial reports with revenue and expenses tracking within budget. He then went to provide business office updates on equipment purchases, overage check disbursements to students, and the ongoing audit process. Draft financial statements are expected in early January for review by the board in March.

4. Student Trustee Report

There was no Student Trustee report.

5. Committee and Affiliation Reports

Governance & Personnel

Committee Chair Trustee Camille Kahler reported that the Governance and Personnel Committee met on November 26. The committee reviewed and endorsed proposed changes to the Board By-Laws which appear later on the agenda under discussion items. The committee also reviewed and discussed turnover rate and employee profile data. The committee also received an update to negotiations and concluded with a legal update.

Auxiliary Services Corporation (ASC)

Vice President Squires reported that the ASC Board met on November 26. ASC Director Jim Suriano and Vice President Squires met with the Regional and General Store Managers of Barnes and Nobles to discuss renewal of the bookstore contract which expires in June 2025. The College is weighing its options and the ASC Board reviewed a few options being considered for the bookstore moving forward.

Foundation

Executive Director Deanna Ferro-Aurience began by providing an update on current campaigns. The five-week Faculty Staff Campaign recently concluded and raised over \$39,293 from 159 donors seeing a thirteen percent increase with 18 new donors over last year. The Year-End "Brighten the Season" campaign is currently underway and includes mailings, emails, and social media focus that will run through the end of the year.

The 2025 MVCC Alumni Award nominees were approved by the MVCC Foundation Board last week and include: Taryn Rackmyer receiving the Young Alumni Award; Monalisa Fermin-Fenell receiving the Distinguished Alumni Award; and James Engler, Jr. being named as the 2025 Alumnus of Merit.

Executive Director Ferro-Aurience concluded her report with a Foundation financial update stating that the Foundation has approximately \$10,341,342 in the Strategic Financial Services portfolio. Upcoming Foundation meetings include:

- January 30 – Foundation Board Meeting

ACCT/NYCCT

Trustee Colón reported that much is happening in the higher education sector with significant legislative and policy priorities including WIOA and the FAFSA Deadline Act. ACCT encourages participation at the 2025 National Legislative Summit coming up in February to federally advocate legislative priorities.

NYCCT Chair-Elect, Chair Waters reported on a recent meeting with the Chancellor and Chair of the SUNY Board of Trustees held in Rochester on December 6. She further went on to report on developing partnerships and collaborations with the New York State Association of Counties. Advocacy continues with a unified message from NYCCT and developing partnerships and collaborations.

Chair Waters requested that an emergency Board meeting be scheduled within the next two weeks, if necessary, as NYCCT finalizes details to retain special counsel. NYCCT is still finalizing the logistics, and once a resolution is completed, a special meeting of the Board will be arranged if it falls outside the Board’s regular meeting schedule.

David Mathis concluded by reporting that he was notified today that the SUNY Vice Chancellor Search Committee will meet in January for the charge meeting with the Chancellor.

SUNY/NYCCAP

President VanWagoner reported that he plans to attend the upcoming SUNY Presidents’ Meeting later this week, as well as the New York State Governor’s State of the State Address in January.

6. President’s Report

President VanWagoner reported that MVCC, in collaboration with its partners, submitted the ON Ramp application this past Friday. During the application process, data was collected from Franca Armstrong and Sarah Lam to estimate potential usage and capacity for an ON Ramp center. At the application meeting, President VanWagoner highlighted that in the past fall alone, MVCC served 350 free Fast Track students, including 50 students in apprenticeship or pre-apprenticeship programs in Advanced Manufacturing and Construction Trades. Additionally, MVCC’s unduplicated headcount stands at 8,700 students, and its Community Education and Workforce programs served 18,000 individuals during 2023-2024.

College Senate

College Senate Chair, Professor Christine Miller reported the progress of various committees and council, including the completion of work by the committees and councils taskforce and the electronic information technology ad hoc group. She concluded by reviewing continuing work of the Senate which includes ongoing work on bylaws and the development of the new senator onboarding and mentoring process.

President VanWagoner continued his report on this month's Key Performance Indicator (KPI), which focused on how MVCC provides accessible educational opportunities. He highlighted the importance of improving the communication pipelines and the focus on student success through career pathways. He reviewed metrics on postgraduate outcomes, emphasizing the need for further work in this area.

President VanWagoner concluded by reviewing the JFF 75 Million Network, MVCC's role as one of the six founding members, and the direction, goals and benefits of being a part of the Network.

7. Vice President Reports:

The Board had no questions regarding the written reports submitted by the Vice Presidents. Vice President Kahler and Executive Director Todd Marshall provided an overview of the Center for Inclusive Teaching Excellence (CITE).

8. Discussion Items:

First Reading of Board Policy Revision 1001. Members of the Board

A first reading of the above policy was presented to the Board. The Board had no further questions or discussion around the proposed policy. The policy will move to the Consent Agenda at the next Board meeting and the website updated to reflect trustees' appointment date and type and remove term expiration.

Middle States Update

Executive Director Jill Heintz and Middle States Co-Chairs Anne Nolan and Ross Wittenberg provided an update on the Middle States Self Study and priorities. The self study design document is due February 14 and the visit is scheduled for spring 2027. The team outlined their institutional priorities and communication plan. The team emphasized the importance of feedback from faculty, staff, students, and the board throughout the process.

9. Consent Agenda

Attachment a. Minutes of November 18, 2024 Board of Trustees Meeting

Attachment b. Treasurer's Report

Attachment c. New Board Policy: Use of Wheeled Equipment on Campus

Attachment d. Amend Strategic Framework: Operational Excellence

Attachment e. Phantom Pro Drone Donation: MVCC Foundation to Mohawk Valley Community College

Attachment f. 2023-2029 Academic Calendars

Attachment g. Jessica Amerosa, Coordinator of Accessibility Resources

Attachment h. Amend Staffing Plan: Nathan Edwards, Workforce Navigator

Attachment i. Amend Staffing Plan: Danielle Kall-Marrone, Workforce Navigator

Attachment j. Amend Staffing Plan: Erin Rooks, Instructor Health Sciences

Attachment k. Amend Staffing Plan: Kristen Weiss, Instructor STEM Transfer

Consent Agenda Item 9d Discussion

The addition of a fifth pillar, Operational Excellence, to the Strategic Framework was discussed

and recommended for approval. To ensure consistency with the phrasing of the other pillars, the action wording for the Operational Excellence pillar will be formally ratified in January.

A motion to approve Consent Agenda Items 9a–9k was made by Trustee Anna D’Ambrosio and seconded by Trustee Frank Dubeck. The motion was unanimously approved.

10. Adjournment

Motion was made by Trustee William S. Calli and seconded by Trustee Tony Colón to adjourn the meeting at 5:44 p.m. Unanimously approved.

ATTACHMENT 9b

Warrants – December 2024

Warrant #	Date	Amount	
2025-15	12/06/2024	\$ 936,228.80	Payroll
2025-16	12/09/2024	\$ 370,697.96	General Expense
2025-17	12/12/2024	\$ 2,374,266.93	General Expense
2025-18	12/20/2024	\$ 890,544.33	Payroll
2025-19	12/23/2024	\$ 581,739.51	General Expense

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

Total		\$ 5,153,477.53	
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**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA, NEW YORK**

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Budget Amendment
2024-25 Operating Budget

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

RESOLVED that the following Budget Amendment #3 to the 2024-25 Operating Budget be and hereby is approved:

BUDGET AMENDMENT NO. 3
2024-25 OPERATING BUDGET

From: \$71,220,216 To: \$72,278,486 Increase: \$1,058,270

CHANGES TO APPROPRIATION ACCOUNTS

<u>Grants (100% Offset)</u>	<u>From</u>	<u>To</u>	<u>Difference</u>
Personal Services 60000	\$2,459,434	\$2,908,159	+ \$448,725
Equipment 72000	\$214,286	\$214,286	+ \$0
Contractual 74000	\$9,469,523	\$9,957,709	- \$488,186
Fringe Benefits 78000	\$658,690	\$780,049	+ \$121,359

TOTAL INCREASE IN GRANT APPROPRIATIONS \$1,058,270

CHANGES TO REVENUE ACCOUNTS

Grant Revenues (100% Offset)	\$12,801,933	\$13,860,203	+ <u>\$1,058,270</u>
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BACKGROUND

To increase funding under the following grant, per approval from the governing agency:

2022 NCAEC Cyber – NSA w/CalState (3 yr Grt)	Federal	\$400,000
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To include the following new and continuation grants approved:

2025 MEP Advanced Institute for Manufacturing (Year 5)	NYSTAR	\$575,000
FY'25 Library Collection Grant	SUNY	\$8,270
MVCC Tree Inventory Grant	NYS-DEC	\$75,000

MOHAWK VALLEY COMMUNITY COLLEGE
December 2024 Revenue Report

MONTHLY BUDGET COMPARISONS Source	2024-2025				2024-2025			
	Budgeted Revenue December	Recognized Revenue Dec 31 ,20234	Amount Of Variance	% Variance	YTD Cumulative Budget	YTD Received at Dec 31 ,20234	Amount Of Variance	% Variance
Tuition - Fall 2024	0	852	852	#DIV/0!	8,406,016	8,420,846	14,830	0.2%
Tuition - Spring 2025	0	-25,678	-25,678	0.0%	0	0	0	0.0%
Tuition - Summer 2025	0	0	0	0.0%	0	0	0	0.0%
Sponsor Contribution	0	0	0	0.0%	0	0	0	0.0%
Chargeback Revenue	0	0	0	100.0%	1,850,000	1,772,384	-77,616	-4.2%
Out-of-State Tuition	0	-21,500	-21,500	#DIV/0!	230,328	220,001	-10,328	-4.5%
State Aid	0	0	0	0.0%	3,158,765	3,167,426	8,661	0.3%
Federal Aid	0	278,750	278,750	0.0%	45,000	278,750	233,750	519.4% 1
COVID Funding	0	0	0	0.0%	0	0	0	0.0%
Non Credit Programs	242,000	126,485	-115,515	-47.7%	998,250	997,768	-482	0.0%
Other - Offsets to Expense	0	82,264	82,264	#DIV/0!	2,689,772	2,177,323	-512,449	-19.1% 2
Total Revenue from Operations	242,000	441,173	199,173	82.3%	17,378,131	17,034,497	-343,634	-1.98%
Grants		220,000				8,903,182		
Federal Workstudy		22,142				30,563		
Total		683,315				25,968,242		

Variance Explanations (for categories greater than 10% & \$20,000 over or under budget)

(1) December 2024 we received \$278, 7540 of tranformational funds from the State

(2) Offset s to Expense is underbudget due to when the revenue are actually received vs when budgeted. The budget reflects for December reflects four months of the total budget for 2024-2025.

MOHAWK VALLEY COMMUNITY COLLEGE
December 2024 Expenditure Report

<u>Area of Expense</u>	Month of December 2024				YTD Cumulative at December, 2024			
	2023-24 Last Year Actual Expense December	Expense as of 31-Dec-24	Amount of Variance	% Variance	YTD 2023-24 Last Year Actual	YTD Expensed at 31-Dec-24	Amount of Variance	% Variance
Instruction	1,825,063	1,569,322	-255,741	-14.0%	6,492,184	6,639,368	147,184	2.3%
Learning Resources	113,844	184,802	70,958	62.3%	449,672	511,391	61,719	13.7%
Student Affairs	317,019	340,710	23,691	7.5%	1,231,404	1,250,326	18,922	1.5%
Administration	456,037	465,628	9,591	2.1%	1,886,576	2,150,278	263,702	14.0%
Facilities and Operations	323,328	327,040	3,712	1.1%	1,217,586	1,235,888	18,302	1.5%
Public Safety	77,444	74,954	-2,490	-3.2%	284,872	311,910	27,038	9.5%
Rome Campus Admin	22,516	26,734	4,218	18.7%	104,013	97,202	-6,811	-6.5%
Non Credit Programs	158,994	172,144	13,150	8.3%	647,715	667,069	19,354	3.0%
Institutional	67,999	92,472	24,473	36.0%	317,598	453,289	135,691	42.7%
Fringe Benefits	376,810	692,942	316,132	83.9%	2,750,264	2,780,295	30,031	1.1%
Total Operating Expenditures	3,739,054	3,946,749	207,695	5.6%	15,381,884	16,097,016	715,132	4.6%
Grants		600,683				2,109,385		
Federal Workstudy		6,976				22,922		
Total		4,554,408				18,229,322		

SUMMARY BY CATEGORY:

Personal Services	2,308,904	2,423,373	114,469	5.0%	8,636,373	8,988,257	351,884	4.1%
Equipment	-	-	0	0.0%	5,300	35,938	30,638	578.1%
Contractual	1,053,340	830,464	-222,876	-21.2%	3,989,947	4,292,526	302,579	7.6%
Fringe Benefits	376,810	692,942	316,132	83.9%	2,750,264	2,780,295	30,031	1.1%
Total Operating Expenditures	3,739,054	3,946,779	207,725	5.6%	15,381,884	16,097,016	715,132	4.6%
Grants		600,683				2,109,385		
Federal Workstudy		6,976				22,922		
Total	0	4,554,438			0	18,229,322		

Variance Explanations (for categories greater than 10% & \$20,000 over or under last year's actual)

- (1) Learning Resources has seen an increase in staffing.
- (2) Administrative Services the majority of expenditure are running under budget due to the seasonal fluctuations
- (3) Institutional Expenses have also seen an increase in enrollment therefore expenses have increased from last year.

Note: Generally, the majority of expenditure categories are running under-budget at this point in the year mainly based on seasonal fluctuations in expenditure payments.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Board Policy Revision: 1001. Members of the Board

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College revise the following Board Policy.

1001. Members of the Board
(approved 9.19.11, reviewed 4.20.20, revised 1.22.25)

The Board of Trustees, constituted by Article 126, part 6306 of Education Law, shall consist of ten members, nine of whom are appointed on a rotating basis for terms of seven years. Five of them shall be appointed by the sponsoring legislative body, and four shall be appointed by the Governor. The tenth trustee shall be a student of the college, elected by the student body as the Student Trustee for a term of one year.

Proposed Addition:

Trustees appointed by the local legislative body or Governor who continue in their roles beyond their term expiration shall be deemed in "holdover status." While in holdover, they retain full membership on the Board, including voting rights, until they are reappointed, replaced, or choose to resign.

All members of the Board of Trustees are required to take and subscribe to an Oath of Office in the following form, to be filed with the County Clerk:

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Mohawk Valley Community College Board of Trustees member in, and for, the County of Oneida, according to the best of my ability. And I do further solemnly swear that I have not directly or indirectly paid, offered or promised to pay, contributed or offered or promised to contribute, any money or other valuable thing as a consideration or reward for the giving or withholding a vote at the election at which I was elected to said office, and have not made any promise to influence the giving or withholding any such vote.

BACKGROUND

The revision to board policy is being forwarded by the Governance Personnel Committee for approval. The policy was first presented to the Board at the December 16, 2024 meeting as a first reading.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

FROM: Wendy Waters
Board Chair, MVCC Board of Trustees

SUBJECT: Special Counsel: Ingerman Smith, LLP

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

WHEREAS, on November 12, 2024, the State University of New York (“SUNY”) Board of Trustees adopted a resolution regarding “Strengthening the Community College Presidential Search Process and Ensuring Transparency and Accountability” (the “Resolution”) which amends the SUNY Guidelines for Presidential Searches for Community Colleges (the “SUNY Guidelines”); and

WHEREAS, the Chancellor of SUNY and other SUNY officials have taken action(s) in furtherance of the aforesaid Resolution, including implementing new requirements regarding the employment contract of community college presidents; and

WHEREAS, the Board of Trustees of Mohawk Valley Community College has been advised that the adoption and implementation of said Resolution exceeds the statutory authority granted to the SUNY Board, in contravention to statute and existing policy and/or guidelines; and

WHEREAS, the Board of Trustees of Mohawk Valley Community College has further been advised that the SUNY Board failed to promulgate the new rules/requirements contained in the Resolution pursuant to the State Administrative Procedure Act’s statutorily required rulemaking procedure; and

WHEREAS, the Board of Trustees of Mohawk Valley Community College has determined that it is in its best interest to institute legal action, and/or take any other appropriate legal action to protect its rights, authority and autonomy as it relates to the Community College Presidential Search Process.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Mohawk Valley Community College hereby appoints Ingerman Smith, LLP, as Special Counsel for the purpose of commencing legal action against the SUNY Board of Trustees, the Chancellor of SUNY, Dr. John King, and/or any other proper parties on a cooperative basis with other community colleges and/or

parties in the State Supreme Court, County of Albany, and/or other appropriate administrative agency(ies), jurisdiction(s) and/or tribunal(s), challenging the legality of the action(s) taken by SUNY related to the Resolution, the legality of the Resolution and the action(s) that the Chancellor of SUNY and others have taken in furtherance of the aforesaid Resolution and/or take any other appropriate legal action to address issues relating to the Resolution and its impact on the interests, rights, autonomy and authority of the Mohawk Valley Community College; and

BE IT FURTHER RESOLVED, that the Chair of the Board of Trustees of Mohawk Valley Community College is herewith authorized to execute a retainer agreement with Ingerman Smith, LLP, and any other necessary documentation relative to this appointment, on behalf of the Board.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Amend Strategic Framework: Improve Operational Excellence

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College adopt the Strategic Framework with the addition of a fifth pillar, *Improve Operational Excellence*, effective at the start of fiscal year 2025-26.

BACKGROUND:

MVCC's Strategic Framework has previously consisted of four Institutional Pillars that call for the college to increase student completion; strengthen the educational pipeline; advance diversity, equity, and inclusiveness; develop the community and workforce. The Annual Planning Council (APC) is proposing that a fifth goal, Operational Excellence, be added. Following Board discussion at the December meeting regarding the importance of maintaining consistency with the phrasing of the other pillars, the MVCC Strategic Framework is now coming back before the Board to propose the fifth goal as Improve Operational Excellence.

Mohawk Valley Community College
Strategic Framework
Effective at the start of fiscal year 2025-26

- 1. Increase Student Completion**
- 2. Strengthen the Educational Pipeline**
- 3. Advance Diversity, Equity, and Inclusion**
- 4. Develop the Workforce and Community**
- 5. Improve Operational Excellence**

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

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: School of Art Microcredentials

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 eight (8) new microcredential pathways for the School of Art to the State University of New York as follows:

- Fashion Design: Ideation & Construction
- Fashion Design: Production & Presentation
- Game Art: Animation & Modeling
- Game Art: Character, Asset & Environment
- Motion Media: Movement & Motion
- Motion Media: Character & Story
- Theater Arts: Acting & Performance
- Theater Arts: Writing & Directing

BACKGROUND

The School of Art has proposed 8 new microcredentials across four degree programs: Fashion Design, Game Art, Motion Media, and Theater Arts. Expected implementation is Fall 2025. These microcredentials will be marketed to students during recruiting trips, GPS meetings, and throughout their time at MVCC as a means to receive more experience in coursework outside of their major and to improve employability. They also serve as milestones for students pursuing their two-year degree, as each microcredential is embedded into the first and second year of their respective degree program. Details of each microcredential are included below.

1. Fashion Design: Ideation & Construction

Credits: 15

Courses: FD101 Apparel 1: Illustration, FA101 General Drawing, FA105 Foundation Design, FD102 Apparel: Construction, FD103 Drapery & Fabrics

Description: This microcredential will provide a first-year achievement for our fashion design students as well as a credential for those looking to improve their fashion design skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire skills in fashion design principles and introductory use of construction and sewing methods. This is the first of two microcredentials in fashion design.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in fashion design ideation, illustration, and construction. Opportunities for crossover include photography, graphic design, and marketing. The skills acquired in the Ideation and Construction microcredential would make those individuals more marketable in fashion design and merchandising. FD101 and FA101 are fall courses, and FD102, FD103, and FA105 would be spring courses.

2. Fashion Design: Production & Presentation

Credits: 9

Courses: FD201 Pattern Making, FD202 Apparel 3: Design & Production, FD203 Fashion Design Seminar

Description: This microcredential will provide a second-year capstone for our fashion design students as well as a credential for those looking to improve their fashion design skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire skills in fashion design production, advanced construction skills, and forecasting. This is the second of two microcredentials in fashion design.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in fashion design production, branding, and forecasting. Opportunities for crossover include photography, graphic design, and marketing. The skills acquired in the Production and Presentation microcredential would make those individuals more marketable in fashion design and merchandising. FD201 and FD202 are fall courses, and FD203 would be a spring course.

3. Game Art: Animation & Modeling

Credits: 12

Courses: GA101 Animation 1: Principles of Animation, GA102 Digital Sculpting, GA103 Texturing, GA104 Modeling 1: Introduction to Modeling

Description: This microcredential will provide a first-year achievement for our game art students as well as a credential for those looking to improve their game art skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire skills in animation and modeling principles and introductory use of Maya and ZBrush. This is the first of two microcredentials in game art.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in animation, modeling, digital sculpting, texturing, and software use with Maya and ZBrush. Opportunities for crossover include illustration, digital media and marketing, video production, motion media, and graphic design. The skills acquired in the Animation and Modeling microcredential would make those individuals more marketable in video game and animation industries. GA101 and GA102 are fall courses, and GA103 and GA104 would be spring courses.

4. Game Art: Character, Asset & Environment

Credits: 15

Courses: GA201 Modeling 2: Game Asset Creation, GA202 Lighting & Rendering, GA203 Character Creation, GA204 Modeling 3: Game Environment Creation, GA206 Applied 3D Technologies

Description: This microcredential will provide a second-year capstone for our game art students as well as a credential for those looking to improve their game art skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire skills in character, asset, and environment design and advanced use of Maya, ZBrush, and Unreal Engine. This is the second of two microcredentials in game art.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in digital sculpting, texturing, character, asset, and environment design and software use with Maya, ZBrush, and Unreal Engine. Opportunities for crossover include illustration, digital media and marketing, video production, motion media, and graphic design. The skills acquired in the Character, Asset, and Environment microcredential would make those individuals more marketable in video game and animation industries. GA201, GA202, and GA203 are fall courses, and GA204 and GA206 would be spring courses.

5. Motion Media: Movement & Motion

Credits: 15

Courses: FA101 General Drawing, FA103 Figure Drawing 1, GD145 Digital Applications 1, CG214 Motion Graphics, MM101 Motion Media 1: Fundamentals

Description: This microcredential will provide a first-year achievement for our motion media students as well as a credential for those looking to improve their motion media skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire skills in 2D animation principles and introductory use of Adobe Photoshop, Illustrator, and Aftereffects. This is the first of two microcredentials in motion media.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in drawing and digital motion design software use with Adobe Aftereffects and Animate. Opportunities for crossover include game art, digital media and marketing, video production, illustration, and graphic design. The skills acquired in the Movement and Motion microcredential would make those individuals more marketable in television,

advertising, and marketing applications. FA101, FA103, and GD145 are fall courses, and MM101 and CG214 would be spring courses.

6. Motion Media: Character & Story

Credits: 12

Courses: MM201 Motion Media 2: 4D Design, MM202 Motion Media 3: Animation Design, CG146 Storyboarding, MM203 Motion Media 4: Character Animation Seminar

Description: This microcredential will provide a second-year capstone for our motion media students as well as a credential for those looking to improve their motion media skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire advanced skills in Adobe Aftereffects, Animate, and 3D content creation. This is the second of two microcredentials in motion media.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired advanced skills digital motion design software use with Adobe Aftereffects and Animate. Opportunities for crossover include game art, digital media and marketing, video production, illustration, and graphic design. The skills acquired in the Character and Story microcredential would make those individuals more marketable in television, advertising, and marketing applications. MM201 and MM202 are fall courses, and MM203 and CG146 would be spring courses.

7. Theater Arts: Acting & Performance

Credits: 12

Courses: TH192 Acting 2: Principles of Acting, TH191 Acting 1: Characterization and Scene Study, TH194 Technical Theater, TH193 Introduction to Theater

Description: This microcredential will provide a first-year achievement for our theater arts students as well as a credential for those looking to improve their theater skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire skills in acting, performance, and technical theater. This is the first of two microcredentials in theater arts.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in acting, performance, and technical theater. Opportunities for crossover include photography, video production, and illustration. The skills acquired in the Acting and Performance microcredential would make those individuals more marketable as actors or technical directors in theater and television/film. TH191 and TH193 would be fall courses, and TH192 and TH194 would be spring courses.

8. Theater Arts: Writing & Directing

Credits: 12

Courses: TH202 History of Theater, TH203 Script Analysis, TH196 Theater Practicum, TH198 Introduction to Theatrical Design

Description: This microcredential will provide a second-year capstone for our theater arts students as well as a credential for those looking to improve their theater skills for employment. It also allows students to gain additional skills towards portfolio preparation and coursework towards transfer. Students completing this microcredential will acquire skills in writing, directing, and theatrical design. This is the second of two microcredentials in theater arts.

Rationale: The microcredential will create an additional element of employability for individuals who pursue this path. Students in this microcredential will have acquired skills in writing, directing, and theatrical design. Opportunities for crossover include photography, video production, and illustration. The skills acquired in the Writing and Directing microcredential would make those individuals more marketable as actors or technical directors in theater and television/film. TH202, and TH203 would be fall courses, and TH196 and TH198 would be spring courses.

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

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: School of Business & Hospitality Microcredentials

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 five (5) new microcredential pathways for the School of Business & Hospitality to the State University of New York as follows:

- Food & Beverage Standards of Service
- Food Service Facility Design & Planning
- Hospitality Management
- World Cuisines
- Bakeshop Facility Design & Planning

BACKGROUND

The school of Business & Hospitality has proposed 5 new microcredentials which are embedded in the Culinary Arts Management AOS and/or Culinary Arts Management AOS: Baking & Pastry Track programs. They have also updated three existing microcredentials.

1. Food & Beverage Standards of Service

Description: Elevate your front-of-house expertise with the Food & Beverage Standards of Service microcredential. This credential focuses on the principles of fine dining service, food safety, sanitation, front-of-house management, and mixology—offering comprehensive training for those looking to excel in the hospitality and food service industry. This credential covers the essential skills needed to deliver exceptional guest experiences for aspiring restaurant managers, servers, and bartenders.

Courses:

FS 160 Dining Room Service	3
FS 150 Safety & Sanitation	2
FS 242 Beverage & Bar Management	3
HT 101 Intro to Hospitality	3

Credits: 11

Rationale: This microcredential will give students a solid foundation in food and beverage service principles and practices. Completing this credential will allow for employment in fine dining restaurants, prestigious clubs, and five-star tourism destinations that typically require years of industry experience.

2. Food Service Facility Design & Planning

Description: Step into the world of strategic food service operations with the Food Service Facility Design & Planning microcredential. This credential provides essential knowledge in menu development, facilities planning, daily operations, and kitchen leadership—empowering students to create efficient, functional, and marketable food service operations. It is ideal for those looking to oversee the design and planning of food service spaces or manage high-performing kitchen environments. Prerequisite: Kitchen Competencies microcredential.

Courses:

FS207 Restaurant Operations 1	4
FS257 Restaurant Operations 2	4
FS 202 Menu & Facilities Planning	3

Credits: 11

Rationale: Upon completion of this microcredential, students will have an advanced understanding of how food service businesses are designed, planned, and marketed to the community they serve. Additionally, students will gain a basic understanding of how to implement a food service business plan into an operational venture.

3. Hospitality Management

Description: Prepare for leadership roles in the food service industry with the Hospitality Management microcredential. This credential covers the essential elements of running a successful food service operation, including purchasing and management strategies, nutrition, and marketing. This credential combines practical skills with foundational

knowledge in hospitality—ideal for individuals seeking to advance their careers or enter management roles.

Courses:

FS 141 Purchasing / Hospitality	3
HT 215 Supv Leadership in Hosp	3
FS 152 Culinary Nutrition	2
FS233 Principles of Food Marketing	3

Credits: 12

Rationale: Food Service Operational Management microcredential provides students with the tools needed to move from an entry-level back-of-house food service position into middle management such as kitchen manager or sous chef. The focus on supervision, as well as inventory management and control, gives the students the necessary skills to manage a food service business effectively and efficiently.

4. World Cuisines

Description: Discover the rich tapestry of global culinary traditions with the World Cuisines microcredential. This credential is designed for industry professionals and culinary enthusiasts eager to explore the diverse ingredients, techniques, tools, and flavors from various cultures. Students will delve into the fundamental components of iconic dishes from Asia, Europe, Africa, the Americas, and the Middle East, improving culinary knowledge and skills through hands-on learning. Prerequisite: Kitchen Competencies microcredential.

Courses:

FS 154 Garde Manger	3
FS 206 American Regional Cuisine	3
FS 256 International Cuisine	3

Credits: 9

Rationale: The World Cuisines microcredential provides the ability for food service workers in the industry with minimal experience to improve their knowledge and skills concerning the ingredients, techniques, and philosophy of global cuisine.

5. Bakeshop Facility Design & Planning

Description: Shape your tomorrow with the Bakeshop Facility Design and Planning microcredential—providing aspiring bakery owners and managers with the knowledge and skills to plan and manage a successful bakery. This credential focuses on menu development, facilities planning, daily operations, and bakery leadership—offering students a comprehensive understanding of how to design, operate, and promote a bakery effectively. Prerequisite: Introduction to Baking microcredential.

Courses:

FS209 Bakeshop Operations 1	4
FS 259 Bakeshop Operations 2	4
FS 202 Menu & Facilities Planning	3

Credits: 11

Rationale: Upon completion of this microcredential, students will have an advanced understanding of how bakeshop businesses are designed, planned, and marketed to the community they serve. Additionally, students will gain a basic understanding of how to implement a bakeshop business plan into an operational venture.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Excluded Administrative Staff Appointments

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

RESOLVED that the following individuals be granted Administrative Appointment effective September 1, 2025 through August 31, 2026.

Tania Bader	Assistant to the Vice President for Administrative Services
Kathleen Bouse	Assistant to the Office of the Vice President for Learning and Academic Affairs
Stephanie Bush	Recruitment and Employment Specialist
Julianne Cardone	Controller
Krista Colucci	Assistant to the Office of Human Resources
Bryan Coromato	Executive Director for Public Safety and Emergency Management
Deanna Ferro-Aurience	Executive Director of Institutional Advancement and the MVCC Foundation
*Sheila Flihan	Assistant Vice President of Learning and Academic Affairs
Marissa Flo	Assistant Payroll Manager
Ashleigh Frank	Secretary to the President
Dianne Head	Payroll Manager

Jill Heintz	Executive Director of Organizational Culture and Wellness
Lewis Kahler	Vice President for Learning & Academic Affairs
Gloria Karol	Assistant to the President and Secretary to the Board of Trustees
Sarah Lam	Executive Dean of Community and Workforce Development
Rachel Libby	Academic Planner
James Lynch	Assistant Vice President of Learning and Academic Affairs
Crystal Marceau	Executive Director of Human Resources
Angela Marken	Assistant to the Office of Institutional Advancement
Todd Marshall	Executive Director of Equity and Inclusion
*Michael Mihevc	Assistant Vice President of Learning & Academic Affairs
Mary Noti	Assistant to the Vice President for Learning and Academic Affairs
Mary Jane Parry	Executive Director of Information Technology
*Karey Pine	Vice President for Student Affairs
Amanda Roy-Small	Assistant to the Vice President of Student Affairs
Alen Smajic	Executive Director of Marketing and Communications
Thomas Squires	Vice President of Administrative Services
Nancy Wallace	Associate Director of Human Resources for Employment and Compensation
Gail Warchol	Associate Director of Human Resources for Benefits and Labor Relations

BACKGROUND

Excluded Administrative Staff initial appointments are made annually, normally, upon not less than one (1) year of service, upon recommendation of the President and as approved by the Board of Trustees. Appointments shall be from September 1st through August 31st, may be extended at the discretion of the Board of Trustees, and may be terminated for cause. Notice of termination without cause shall be given six (6) months in advance. Compensation in lieu of notice may be provided at the discretion of the Board of Trustees.

(*) Appointees must be employed in the title prior to September 1, 2024 to be considered for renewal.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Andrea Alban
Instructor – Digital Media and Marketing
Position Number 0842

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

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Instructor – Digital Media and Marketing, Position Number 0842

AND BE IT FURTHER RESOLVED that:

The appointment of Andrea Alban to the position of Instructor – Digital Media and Marketing in the School of Art be ratified. This probationary appointment began January 15, 2025 at a prorated salary based upon an annual salary of \$54,273 for a ten-month professional obligation.

BACKGROUND

This is a new position in the School of Art. Andrea Alban will provide instruction; assist senior faculty in course revisions and curriculum writing; advise students; serve on College and departmental committees; and perform other appropriate professional obligations.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Andrea Alban
RESIDENCE: Cooperstown, New York

EDUCATION

05/2013 Bachelor of Fine Arts, Illustration
School of Visual Arts
Manhattan, New York

EXPERIENCE

08/2018 – Present Head Instructor, Visual Communication & Media Technology
Otsego Northern Catskills BOCES
Milford, New York

05/2013 – Present Freelance Illustrator and Designer
Self Employed
Cooperstown, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Tennille Knoop
Instructor - Theater
Position Number 0145

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

The appointment of Tennille Knoop to the position of Instructor - Theater in the School of Art be ratified. This term appointment began January 15, 2025 and is expected to continue through May 19, 2025 at a prorated salary based upon an annual salary of \$54,273 for a ten-month professional obligation.

BACKGROUND

This position is currently vacant due to the retirement of Paul Cruskie. Tennille Knoop will provide instruction; assist senior faculty in course revisions and curriculum writing; advise students; serve on College and departmental committees; and perform other appropriate professional obligations.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Tennille Knoop
RESIDENCE: Utica, New York

EDUCATION

08/2022 Master of Arts, Teaching Writing
 Johns Hopkins University
 Washington, DC

12/2003 Bachelor of Arts, English
 Utica College
 Utica, New York

EXPERIENCE

01/2024 – Present Adjunct Instructor, Theater

08/2022 – Present Tutor (PT)
 Mohawk Valley Community College
 Utica and Rome, New York

07/2021 – Present Proprietor
 T.K. Milo & Co.
 Utica, New York

05/2019 – 07/2021 Director of Communications
 New York State Assembly
 Utica, New York

01/2013 – 11/2020 Features Writer
Observer Dispatch
Utica, New York

01/2005 – 01/2013 Freelance Writer
Self-Employed
New York, New York

01/2002 – 01/2005 Script Development
Scott Rudin Productions
New York, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Brett LaSalle
Assistant Director of Facilities and Operations
Position Number 0324

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

The appointment of Brett LaSalle to the position of Assistant Director of Facilities and Operations in the Facilities and Operations department be ratified. This probationary appointment began January 13, 2025 at a prorated salary based upon an annual salary of \$65,000 for a twelve-month professional obligation.

BACKGROUND

This position is vacant due to the resignation of David Hazer. Brett LaSalle will report to the Director of Facilities and Operations and act as the Director in his/her absence. Brett will supervise personnel and operations in the areas of Housekeeping, Central Receiving, Inventory Control and will be responsible for the physical plant inventory of equipment and supplies for all campus and center locations of the College. Brett will have close interaction with campus leaders, purchasing staff, administration, contractors, architects and engineers.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Brett LaSalle
RESIDENCE: Whitesboro, New York

EDUCATION

05/1996 Associate of Applied Science, Building Management and Maintenance
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

04/2023 – 09/2024 Facilities Coordinator, Destiny USA
Pyramid Management Group
Syracuse, New York

10/2022 – 04/2023 Senior Regional Facilities Director
Barrington Residential Properties, Inc.
Rochester, New York

07/2019 – 03/2022 Director of Facilities and Operations
SUNY Morrisville
Morrisville, New York

10/2015 – 07/2019 Assistant Director of Facilities and Operations
Mohawk Valley Community College
Utica and Rome, New York

2013 – 2015 Director of Facilities II

Herkimer-Fulton-Hamilton-Otsego BOCES
Herkimer, New York

2001 – 2013

Director of Facilities I
Oriskany Central School
Oriskany, New York

1989 – 2000

Senior Grounds Worker/Preventative Maintenance Programs
Oneida County BOCES
New Hartford, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Fengjiao Liu
Payroll Analyst
Position Number 0816

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

The appointment of Fengjiao Liu to the position of Payroll Analyst in the Payroll office be ratified. This administrative appointment began January 06, 2025 at a prorated salary based upon an annual salary of \$43,000 for a twelve-month professional obligation.

BACKGROUND

This position is vacant due to the promotion of Marissa Flo to Assistant Payroll Manager. Fengjiao Liu will oversee the way we compensate employees and ensure all payments are accurate and on time. Fengjiao will review payroll data and documents for inefficiencies and errors, checking whether all amounts are accurate based on hours worked and ensuring payments are made on time.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Fengjiao Liu
RESIDENCE: Utica, New York

EDUCATION

05/2020 Master of Science, Finance
Syracuse University
Syracuse, New York

06/2018 Bachelor of Arts, Business English
Hebei Normal University
Hebei, China

EXPERIENCE

09/2024 – Present Temporary Payroll Clerk, Mohawk Valley Community College
First Choice Staffing
Utica, New York

05/2021 – 03/2024 Cost Accountant
Great Wall Motor Co., Ltd.
Hebei, China

02/2017 – 06/2017 Logistics Officer
Hebei Youhang International Logistic Agent Co., Ltd.
Hebei, China

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Maureen Murphy
Director of Community & Workforce Development
Position Number 0426

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

RESOLVED that Maureen Murphy to be appointed to the position of Director of Community & Workforce Development in the Center for Corporate and Community Education. This is an administrative appointment beginning February 03, 2025 at a prorated salary based upon an annual salary of \$78,000 for a twelve-month professional obligation.

BACKGROUND

This position is vacant due to the promotion of Sarah Lam to Executive Dean of Community & Workforce Development. Maureen Murphy will provide oversight of workforce development efforts at the College in collaboration with Academic Affairs administrators and others. Maureen will work closely with the Executive Dean of Community & Workforce Development and others to develop community partnerships that lead to inter-agency collaborations and strategic community development efforts. Maureen will be responsible for directing the programs, activities, personnel, mission, and overall effective operation of the Center for Corporate and Community Education (CCED).

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Maureen Murphy
RESIDENCE: Whitesboro, New York

EDUCATION

04/1984 Bachelor of Science, Arts Management
Shenandoah University
Winchester, Virginia

EXPERIENCE

10/2002 – Present Program Development Director
Mohawk Valley Community Action Agency, Inc.
Utica, New York

09/1999 – 04/2001 Assistant Director, Performing Arts
Munson-Williams-Proctor Arts Institute
Utica, New York

01/1997 – 09/1999 Executive Director
Rome Art & Community Center
Rome, New York

09/1997 – 09/1999 Chair
Taste of the Arts Festival
Buffalo, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Kasey Penoyer
Assistant Dean of the School of Health Sciences and Director of Dental Hygiene
Position Number 0836

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

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Assistant Dean of the School of Health Sciences and Director of Dental Hygiene, Position Number 0836

AND BE IT FURTHER RESOLVED that:

Kasey Penoyer be appointed to the position Assistant Dean of the School of Health Sciences and Director of Dental Hygiene. This is an administrative appointment beginning January 27, 2025 at a prorated salary based upon an annual salary of \$75,494 for a twelve-month professional obligation.

BACKGROUND

This is a new position in the School of Health Sciences. As the Assistant Dean of the School of Health Sciences and Director of Dental Hygiene, Kasey Penoyer will assist the Dean of the School of Health Sciences in setting the standard for intellectual engagement, academic integrity, and accomplishment by providing strategic vision for the operational leadership of the School of Health Sciences. Kasey will assist the Dean in providing strategic, innovative, and visionary leadership in the development of the School's Strategic Plan in support of the College's Strategic Plan. Kasey will assist the Dean in providing inclusive and collegial leadership supporting innovation and change in support of the College's Strategic Plan. Kasey will assist the Dean in evaluating and responding to the needs of faculty, staff, and students.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Kasey Penoyer
RESIDENCE: Fabius, New York

EDUCATION

2019 Doctor of Education, Health Professions
A.T. Still University
Mesa, Arizona

2014 Master of Science, Curriculum Development & Instructional Technology
University of Albany
Albany, New York

2012 Bachelor of Technology, Dental Hygiene
SUNY Canton
Canton, New York

1999 Associate of Applied Science, Dental Hygiene
Onondaga Community College
Syracuse, New York

EXPERIENCE

2024 – Present Dental Hygienist
Chittenango Family Dental
Chittenango, New York

2024 – Present Dental Hygiene Program Developer (PT)
Mohawk Valley Community College
Utica and Rome, New York

2021 – 2023
2007 – 2012
2018 – 2020
2012 – 2018

Dental Hygienist
Dental Hygienist / Program Coordinator of Dental Health Program
Family Health Network of CNY
Cortland, New York

Program Director / Professor of the Dental Hygiene Program
SUNY Erie
Williamsville, New York

First-Year Dental Hygiene Coordinator
SUNY Canton at Mohawk Valley Community College
Rome, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

POSITION

Assistant Dean of Health Sciences and Director of Dental Hygiene

REPORTS TO

Dean of the School of Health Sciences

DEPARTMENT

School of Health Sciences

BROAD FUNCTION:

Assists the Dean of the School of Health Sciences in setting the standard for intellectual engagement, academic integrity, and accomplishment by providing strategic vision for and operational leadership of the School of Health Sciences. Assists the Dean in providing strategic, innovative, and visionary leadership in development of the School's Strategic Plan in support of the College's Strategic Plan. Assists the Dean in providing inclusive and collegial leadership supporting innovation and change in support of the College's Strategic Plan. Assists the Dean in evaluating and responding to the needs of faculty, staff, and students.

MAJOR RESPONSIBILITIES:

1. Directs and implements strategies to attract and retain students, including outreach, advising, and support initiatives;
2. Provides effective leadership and direction in curriculum design, development, evaluation/assessment and revision to maintain program relevance and rigor;
3. Directs, oversees, and schedules the delivery of dental hygiene programs and other health science programs;
4. Recruits, trains, , and evaluates full and part-time dental hygiene faculty and staff ensuring high-quality instruction and adherence to professional standards;
5. Instructs twelve (12) contact hours per annum in the field of dental hygiene and/or other health sciences, supporting student learning and program outcomes;

DATE

November 5, 2024

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<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Assistant Dean of Health Sciences and Director of Dental Hygiene	Dean of the School of Health Sciences	School of Health Sciences

6. Develops program learning objectives and assessment tools for the dental hygiene program ensuring compliance with the Commission on Dental Accreditation (CODA) and leading periodic accreditation reviews;
7. Manages the budget, expenditures, and financial records for the dental hygiene and other health programs in collaboration with the Dean of the School of Health Sciences;
8. Certifies students for graduation in collaboration with Dean of the School of Health Sciences, ensuring students meet all academic and clinical requirements;
9. Develops required elements of program syllabi, course calendars, learning management system updates/documentation, exam development and analysis, exam scheduling, evaluation tools, etc. in collaboration with faculty teaching;
10. Provides course schedule recommendations to the Dean of the School of Health Sciences;
11. Collaborates with the Dean of the School of Health Sciences to address program staffing needs;
12. Plans and participates in individual program graduation ceremonies and other student-centered events in collaboration with college staff;
13. Regularly updates and revises the program's student handbook and policy/procedures manuals, ensuring clear and current guidelines;
14. Schedules and attends Advisory Board Meetings, per accreditation requirements;
15. Prior to students entering clinical rotations, verifies that all documentation, health requirements and orientation are complete;

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Assistant Dean of Health Sciences and Director of Dental Hygiene	Dean of the School of Health Sciences	School of Health Sciences

16. Other related duties as assigned by the Dean for the School of Health Sciences, Assistant Vice President for Learning and Academic Affairs, and Vice President for Learning and Academic Affairs.

QUALIFICATIONS:

Required Qualifications:

- Master’s degree or higher in dental hygiene, dentistry, or a related health science field.
- Graduation from a program accredited by the Commission on Dental Accreditation (CODA).
- Demonstrated expertise in dental hygiene or dentistry, with experience in clinical practice and prior roles in educational settings.
- Ability to supervise and evaluate faculty and staff. Skilled in interacting with diverse stakeholders and fostering a supportive learning environment.
- Dedicated to the philosophy of community colleges and a commitment to diversity, equity, and inclusion in education.

Preferred Qualifications:

- Proven experience in program administration, including curriculum management, accreditation processes, and budgeting.
- Familiarity with learning management systems and assessment software.
- Experience with data collection and reporting for accreditation and program assessment purposes.
- Strong organizational skills and ability to manage multiple responsibilities with attention to detail.

SALARY:

Level I

AFFILIATION:

AMVA

TERM:

12 months

FLSA:

Exempt Non-Exempt

DATE

November 5, 2024

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MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Carrie Putelo
Coordinator – Center for Accelerated Pathways
Position Number 0841

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 – Center for Accelerated Pathways, Position Number 0841

AND BE IT FURTHER RESOLVED that:

The appointment of Carrie Putelo to the position of Coordinator – Center for Accelerated Pathways, in the Center for Accelerated Pathways be ratified. This probationary appointment began December 30, 2024 at a prorated salary based upon an annual salary of \$57,116 for a twelve-month professional obligation.

BACKGROUND

This is an additional Coordinator – Center for Accelerated Pathways position in the Center for Accelerated Pathways. Carrie Putelo will be responsible for facilitating and enhancing partnerships between the institution, K-12 partner organizations, and regional trade union training centers. Carrie 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. Carrie will support 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.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Carrie Putelo
RESIDENCE: New Hartford, New York

EDUCATION

06/1994 Bachelor of Arts, Psychology
Rutgers University
New Brunswick, New Jersey

EXPERIENCE

2023 – Present Technical Assistant (PT), Center for Accelerated Pathways
Mohawk Valley Community College
Utica and Rome, New York

2021 – 2023 Director of Institutional Advancement, Marketing and Admissions K-12
Notre Dame Schools
Utica, New York

2019 – 2023 Business Development Consultant
Self-Employed
New York, New York

2016 – 2019 President, Chief Revenue Officer
TigerBeat Media LLC
New York, New York

2013 – 2016 Vice President, Group Publisher
American Media Inc.
New York, New York

2011 – 2013

Publisher
OK! Magazine, OK! Magazine.com
New York, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

January 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Board Policy Revision: 3015. Title IX

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College revise the following Board Policy.

Current Policy:

3015 Title IX (approved 5.18.15, revised 8.17.20, revised 9.21.20, title revised 10.19.20, policy and procedures revised 9.16.24)

MVCC does not discriminate on the basis of sex and prohibits sex-based discrimination and sex-based harassment in any Education Program or Activity that it operates, as required by Title IX, including in admission and employment. Further, MVCC does not tolerate sex-based harassment (including sex-based violence) or sex-based discrimination. The College is committed to providing options, support and assistance to victims/survivors of unwelcome sexual conduct, sexual assault, hostile environment harassment, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in MVCC-wide and campus programs, activities, and employment. Definitions, reporting, and process are available on [this page](#) under "III. Students."

Background: Under 2024 Amendments of the U.S. Department of Education's Title IX Regulations, the Final Rule 2024 was enacted as effective August 1, 2024.

Sex-based harassment and discrimination were defined as follows: ***Sex-based Harassment*** means sexual harassment and other harassment on the basis of sex, including harassment because of gender identity, sexual orientation, sex characteristics, sex stereotypes, and/or pregnancy or related conditions, that is:

- Quid pro quo harassment (See Title IX Glossary for all definitions)
- Hostile environment harassment
- Sexual Assault

- Dating Violence
- Domestic Violence
- Stalking

Sex-based Discrimination means discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Proposed revisions to re-adopt Board Policy language originally approved 9.21.20 and 10.19.20 based on 2020 Title IX Final Rule

3015 Title IX Grievance (Sexual Violence)

(approved 5.18.15, revised 8.17.20, revised 9.21.20, title revised 10.19.20, policy and procedures revised 9.16.24, policy and procedures revised 1.22.25)

MVCC does not tolerate sexual harassment (including forms of sex-based violence). The College is committed to providing options, support and assistance to victims/survivors of unwelcome sexual conduct, sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in MVCC-wide and campus programs, activities, and employment. Definitions, reporting, and process are available on this page under "III. Students."

In accordance with the Students' Bill of Rights, reporting individuals shall have the right to pursue more than one option at the same time, or to choose not to participate in any option as outlined under Title IX.

BACKGROUND

The 2024 Title IX Final Rule was vacated nationally in a decision by the United States District Court for the Eastern District of Kentucky. In this decision, the court states that the Department of Education exceeds its statutory authority in implementing the 2024 Title IX Final Rule and violates the First Amendment of the Constitution.

As of January 9, 2025, the 2024 Title IX Final Rule is no longer in effect for all campuses receiving federal funding in the United States. Colleges revert to the 2020 Title IX Final Rule.