

**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 Tuesday, April 22, 2025 at 4 p.m. in the Stetson Boardroom – 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. Vice President Reports: Academic Affairs Spotlight: Phi Theta Kappa Lambda Beta Chapter
6. Committees and Affiliations Reports

Committees

- Academic and Student Success
- Audit and Finance
- Governance/Personnel
- Facilities and Campus Safety
- Nominating Committee

Affiliations

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

7. President's Report
 - a. KPI: *MVCC provides high-quality educational opportunities*
 - b. Senate Report – Senate Chair, Professor Christine Miller
 - c. Faculty Council of Community Colleges Update – Associate Professor Amanda Miller
8. Discussion Items:
 - AI Taskforce: Guidelines for Ethical and Secure Usage of Generative Artificial Intelligence at MVCC presented by Mary Jane Parry and Frank Vellone
 - Board Policy First Readings:
 - Policy Revision: 1005. Meetings of the Board of Trustees
 - New Board Policy: MVCC Identification Card
 - New Board Policy: MVCC Camping and Use of Tents
 - New Board Policy: MVCC Posting Policy
 - Policy Revision: Public Order: Assembly, Picketing, and Demonstration
9. Consent Agenda
 - a. Minutes of March 17, 2025 Board of Trustees Meeting
 - b. Treasurer's Report
 - c. Conferring of Degrees
 - d. Administrator Promotion in Level
 - e. Promotion in Academic Rank – Professional Association

- f. Non-Teaching Professional Promotions
- g. Kate Donnelly, Admissions Specialist
- h. Amend Staffing Plan: Medina Besirevic, Coordinator of Special Projects
- i. Nicholas Maggio, Peace Officer
- j. Matthew Jodway, Peace Officer
- k. Tracy Branch, Educational Opportunity Programs (EOP) Counselor

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 on the Rome Campus in Plumley Complex, Room 150, Rome, New York was called to order at 3:48 p.m. by Chair Waters on Monday, March 17, 2025.

Members Present

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

Members Excused

Motion for an executive session to discuss legal matters was made by Trustee Anna D'Ambrosio and seconded by Trustee William Calli.

The Board of Trustees entered into executive session at 3:49 p.m.

Motion to end executive session and resume the Board meeting was made by Trustee David Mathis and seconded by Trustee William Calli.

The meeting reconvened at 4:01 p.m.

2. Chair's Report

Chair Waters welcomed everyone to the March Board of Trustees meeting, expressing appreciation for the opportunity to convene on the Rome Campus and to highlight recent achievements across the MVCC community.

The Chair began by recognizing MVCC's Men's Basketball team for their historic run, culminating in the College's first-ever NJCAA National Division III Championship title—earned with a final victory over fifth-ranked Herkimer College. This followed their third NJCAA Region III title earlier in the season.

The Bowling team was also commended for placing 14th out of 23 teams at the NJCAA National Championships, hosted by Erie Community College. In total, MVCC Athletics has captured four of eight possible NJCAA Region III Championships this academic year—an outstanding reflection of student-athlete talent and commitment.

Congratulations were extended to the 18 graduates of the Mohawk Valley Police Academy, representing six local law enforcement agencies. These new officers will be joining departments in Oneida County, Rome, Utica, Oneida, Lowville, and DeWitt.

The Educational Opportunity Program (EOP) was also recognized for strong student progress, with a 4.7% increase in those achieving satisfactory progress and an 8.2% decline in those performing unsatisfactorily—reflecting positive momentum for EOP participants and staff.

The Chair concluded by celebrating the College's first-ever musical theater production, *Be More Chill*, which drew 75–100 attendees at each of its three performances—a milestone for MVCC's growing arts programs.

These successes reflect the continued dedication of MVCC students, faculty, and staff in fulfilling the College's mission of excellence.

3. Treasurer's Report

Vice President Squires presented the financial reports. Actual revenue is currently tracking approximately 3% below budget projections, primarily due to the delay in billing for Spring Chargebacks, which are scheduled for March. These chargebacks are expected to total approximately \$2 million and will significantly impact revenue once processed.

Expenses have increased compared to the previous year, driven largely by higher enrollment. As enrollment grows, corresponding increases in operational and personnel costs follow. Wages have risen in accordance with both enrollment and contractual obligations. Fringe benefit costs are also notably higher, resulting from the College's transition to a self-insured health insurance plan in 2024. In contrast, January and February 2024 reflected lower costs under the previous fully insured model.

Additional highlights from the Business Office included the issuance of \$1,064,500 in student refund checks in March, with another round scheduled later in the month. The Auxiliary Services Corporation (ASC) has been reimbursed \$600,000 for student fees, meal plans, and related expenses. The College currently holds \$15 million in staggered 6-month U.S. Treasury bills, ensuring one matures each month. These investments are yielding a 4.2% return and have generated over \$400,000 in interest income to date for the fiscal year.

Despite short-term revenue timing variances and increased expenditures, the College maintains a strong financial position, with anticipated chargeback revenue and investment income supporting ongoing stability.

4. Student Trustee Report

Student Trustee Alex Duncel provided an update on recent student engagement and campus life activities. Highlights included strong participation in events such as Iceless Ice Skating, Trivia Night, Hawks Got Talent, the Super Bowl Party, and the Chocolate Festival. Residence Council also hosted and sponsored several well-attended events.

Student Congress played a key role in organizing student support for the Men's Basketball team at the NJCAA National Championships, where MVCC secured the national title.

Additionally, several students from Student Congress and the Office of Student Activities recently returned from the national APCA (Association for the Promotion of Campus Activities) Conference in Hershey, Pennsylvania. The event offered valuable opportunities for networking with peers from other institutions and connecting with entertainment and event vendors.

Student Trustee Dunckel also shared updates from the Student Trustee Idea Box. Among recent submissions was a request for outdoor benches with tables to support student study and collaboration. He is working with Vice President Tom Squires and Facilities Director Mike McHarris to explore feasible options. In response to additional student feedback, he is also collaborating with Public Safety to consider the installation of 'No Speeding' signs to promote campus safety.

5. Committee and Affiliation Reports

Auxiliary Services Corporation (ASC)

ASC Board Liaison Trustee Elaine Falvo reported that the ASC Board met on March 6 to review the annual audit with representatives from D'Arcangelo & Co. The audit resulted in a clean opinion, with approximately \$1.8 million in accounts. The meeting concluded with a review of recommendations suggested by the auditors.

Foundation

Executive Director Deanna Ferro-Aurience shared that the MVCC Foundation's Spring Scholarship application deadline is April 1. Over the past five years, 24 new scholarship funds have been established, bringing the total to 140. The annual Scholarship Awards Dinner & Ceremony will take place on Thursday, May 8 at 6:00 p.m.

The Foundation's Week of Giving (March 17–21) is underway, with a goal of raising \$25,000 in support of MVCC's FIRST Tech Challenge Robotics program. MVCC serves as the New York State headquarters for this national STEM initiative, supporting 120 teams and over 1,200 students statewide. Funds raised will enhance tournament technology, expand outreach, improve event experiences, and provide scholarships for FIRST alumni attending MVCC.

Executive Director Ferro-Aurience concluded her report with a Foundation financial update stating that the Foundation has approximately \$10,047,507 in the Strategic Financial Services portfolio. Upcoming Foundation meetings include:

- Audit, Finance & Investment Committee – April 2
- Executive Committee – April 9
- Nominating & Governance Committee – April 17
- Foundation Board Meeting – April 24

ACCT/NYCCT

Trustee David Mathis provided an update on the SUNY Vice Chancellor search. The committee has reviewed submitted applications and identified three candidates for continued consideration. The next meeting of the search committee is scheduled for April, at which time additional resumes will be reviewed and a final recommendation will be made to the Chancellor.

NYCCT Chair-Elect Wendy Waters announced that MVCC will host the NYCCT Spring Convening on Friday, April 25. The convening will include a governance coaching workshop and an advocacy roundtable with college presidents. Trustees and campus representatives are encouraged to attend.

The NYCCT nomination process is now open for the 2025 Awards Program. Honorees will be recognized during the 71st Annual NYCCT Conference, to be held September 10–12 in Saratoga Springs. The deadline for nominations is Tuesday, June 10, 2025.

Chair-Elect Waters also reported that the NYCCT Executive Committee has contracted with an impact marketing firm to enhance NYCCT's communications and visibility efforts. This includes development of branded content, a refreshed website, and a social media strategy to strengthen awareness and advocacy statewide. The first set of advocacy-focused articles is expected to be released next week.

Trustee Tony Colón concluded the report with updates from the Association of Community College Trustees (ACCT), including highlights from the 2025 National Legislative Summit and NYCCT Legislative Breakfast in Washington, D.C., as well as key federal legislative developments that may impact community colleges.

Due to time considerations of our invited guests and speakers, the agenda was moved around to accommodate.

6. Discussion Item: FIRST Tech Challenge Robotics

The Board welcomed a local FIRST Tech team for a demonstration of their custom designed, built, program remote controlled, and autonomous metal robot. For Inspiration and Recognition of Science and Technology (FIRST) is a national organization with affiliates in all 50 states, and MVCC is the affiliate headquarters for the New York Excelsior Region. MVCC's FIRST Tech Challenge programming creates leaders, innovators, visionaries, and change-makers. Teams compete with their custom designed, fabricated, and programmed robots in exciting challenges based on engineering principles, while documenting the entire process, challenges, and successes. They can also earn judged awards based on robot performance, innovation, design, mastering autonomous control through coding their robot's movements, and mentorship from STEM professionals. Currently the MVCC NY Excelsior Region serves 120 teams in 55 counties that make up students from grades 6-12. There are 9 qualifying tournaments consisting of 24-28 teams per tournament and the year ends with a 32-team championship.

SUNY/NYCCAP

There was no SUNY/NYCCAP report due to time constraints.

7. President's Report

President VanWagoner began his report by turning to the College Senate for an update. by asking for the College Senate report.

College Senate

College Senate Chair, Professor Christine Miller, shared progress on this year's Senate goals, including ongoing work on by-laws, preparations for Senate elections, and the development of a

Senate assessment process. She also highlighted broader governance efforts, such as implementing a two-month cycle for items seeking Senate endorsement, improving communication between meetings, and encouraging feedback from constituents through their senators. Professor Miller concluded by noting that MVCC Senate representatives will attend the Faculty Council of Community Colleges (FCCC) Spring 2025 Plenary, scheduled for April 3–5.

Following the Senate report, President VanWagoner provided a brief institutional update due to time constraints. He invited questions regarding this month’s Key Performance Indicator (KPI) data and noted that the narrative now includes pros and cons to offer a more reflective and balanced analysis.

8. Vice President Reports:

The Board had no questions regarding the written reports submitted by the Vice Presidents. Vice President Pine provided a Rome Campus.

9. Consent Agenda

- Attachment a.* Minutes of January 22, 2025 Board of Trustees Meeting
- Attachment b.* Treasurer’s Report
- Attachment c.* Microcredential Proposal: Bookkeeping
- Attachment d.* Program Revision Proposal: Finance Certificate
- Attachment e.* Program Revision Proposal: Metal Fabrication A.O.S. Degree and Welding Certificate
- Attachment f.* Sabbatical Leave – Shahida Dar
- Attachment g.* Association of Mohawk Valley Administrators (AMVA) – Continuing Appointment
 - Salina Billins Director of Opportunity Programs
- Attachment h.* Professional Association (PA) – Career Appointments
 - Tabitha Carter Coordinator of Distributed Learning
 - Caitlyn Graham Senior Financial Aid Advisor
 - Amir Harbas Helpdesk Analyst
 - James Kelly Additive Manufacturing Specialist
 - Dean McCarthy Supervisor of Residence Hall Facilities
 - Michelle Sebastian Community Resource Specialist
- Attachment i.* Professional Association (PA) – Continuing Appointments
 - Claire Ehrlich Librarian & Assistant Professor
 - Michael Kuczynski Assistant Professor
 - Amanda Sandstrom Assistant Professor
 - Kenny Stover Assistant Professor
 - Frank Vellone Instructor
- Attachment j.* Kayleigh Sins, Health Professions Resource Specialist

A motion to approve Consent Agenda Items 9a–9j 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 Anna D’Ambrosio and seconded by Trustee Frank Dubeck to adjourn the meeting at 5:49 p.m. Unanimously approved.

ATTACHMENT 7b

Warrants – March 2025

Warrant #	Date	Amount	
2025-30	03/07/2025	\$ 1,061,243.61	Refunds/Expenditures
2025-31	03/14/2025	\$ 902,657.89	Payroll
2025-32	03/17/2025	\$ 546,951.65	General Expense
2025-33	03/28/2025	\$ 930,041.91	Payroll
2025-34	03/28/2025	\$ 2,932,308.80	General Expense
2025-35	03/31/2024	\$ 532,831.31	General Expense

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

Total	\$ 6,906,035.17
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MOHAWK VALLEY COMMUNITY COLLEGE

March 2025 Revenue Report

MONTHLY BUDGET COMPARISONS	2024-2025				2024-2025			
	Budgeted Revenue March	Recognized Revenue 31-Mar-25	Amount Of Variance	% Variance	YTD Cumulative Budget	YTD Received at 31-Mar-25	\$ Amount Of Variance	% Variance
Source								
Tuition - Fall 2024	0	(2,008)	(2,008)	#DIV/0!	8,406,016	8,399,628	-6,388	-0.08%
Tuition - Spring 2025 (Includes Winter)	198,800	807,619	608,819	306.25%	7,554,425	8,576,557	1,022,132	13.53%
Tuition - Summer 2025	0	-	-	0.00%	0	0	0	0.00%
Sponsor Contribution	2,369,695	2,365,695	(4,000)	0.00%	2,365,695	2,365,695	0	0.00%
Chargeback Revenue	370,000	1,926,908	1,556,908	0.00%	3,330,000	3,697,333	367,333	11.03%
Out-of-State Tuition	15,000	(1,944)	(16,944)	-112.96%	526,670	542,710	16,040	3.05%
State Aid	3,169,767	3,167,426	(2,341)	0.00%	9,476,295	9,502,278	25,983	0.27%
Federal Aid	0	278,750	278,750	0.00%	0	557,500	557,500	#DIV/0!
Non Credit Programs	187,500	531,265	343,765	183.34%	1,815,000	2,144,345	329,345	18.15%
Other - Offsets to Expense	656,609	378,973	(277,636)	-42.28%	6,455,453	4,684,930	-1,770,523	-27.43%
Total Revenue from Operations	6,967,371	9,452,684	2,485,313	35.67%	39,929,554	40,470,976	541,422	1.36%
Grants		339,936				10,034,522		
Federal Workstudy		8,572				43,832		
Total		9,801,192				50,549,330		

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

- (1) Increased enrollment
 - (2) CCED program volume is higher than budget estimates due to increased programming & enrollment this year.
 - (3) Offset to expenses is under due to timing of actual revenue received.
- We have a \$3 million dollar grant for Pre ETS that is in the budget. We only receive what we spend. Therefore the revenue is under budget and the expenses are under budget.

MOHAWK VALLEY COMMUNITY COLLEGE
March 2025 Expenditure Report

Area of Expense	Month of March, 2025				YTD Cumulative at March 31, 2025			
	2023-24 last Year Actual Expense for March	Expense as of Mar. 31, 2025	Amount of Variance	% Variance	YTD 2023-24 Last Year Actual Expense	YTD Expensed at Mar. 31, 2025	Amount of Variance	% Variance
Instruction	\$ 2,768,767	\$ 2,331,974	\$ (436,793)	-15.8%	\$ 12,247,423	\$ 12,993,572	\$ 746,149	6.09%
Learning Resources	201,112	115,950	-85,162	-42.3%	822,129	876,855	54,726	6.7%
Student Affairs	458,891	321,675	-137,216	-29.9%	2,256,645	2,340,628	83,983	3.7%
Administration	703,648	567,992	-135,656	-19.3%	3,708,774	4,141,760	432,986	11.7%
Facilities and Operations	404,540	534,642	130,102	32.2%	2,334,679	2,542,210	207,531	8.9%
Public Safety	112,527	77,919	-34,608	-30.8%	584,438	638,380	53,942	9.2%
Rome Campus Administration	37,302	25,670	-11,632	-31.2%	190,743	187,931	-2,812	-1.5%
Non Credit Programs	294,733	148,196	-146,537	-49.7%	1,267,734	1,170,182	-97,552	-7.7%
Institutional	69,346	73,487	4,141	6.0%	659,077	908,097	249,020	37.8%
Employee Benefits	1,193,028	1,055,051	-137,977	-11.6%	5,338,140	6,209,034	870,894	16.3%
Total Operating Expenditures	6,243,894	5,252,557	-991,337	-15.9%	29,409,782	32,008,648	2,598,866	8.8%
Grants		632,017				3,958,675		
Federal Workstudy		7,306				36,492		
Total		5,891,881				36,003,815		

SUMMARY BY CATEGORY:

Personal Services	\$ 3,462,118	\$ 2,438,393	\$ (1,023,725)	-29.6%	\$ 16,125,180	\$ 16,878,222	753,042	4.7%
Equipment	0	3,420	3,420	100.0%	21,234	70,161	48,927	230.4%
Contractual	1,588,748	1,755,693	166,945	10.5%	7,925,238	8,851,233	925,995	11.7%
Employee Benefits	1,193,028	1,055,051	-137,977	-11.6%	5,338,140	6,209,034	870,894	16.3%
Total Operating Expenditures	\$6,243,894	5,252,557	-991,337	-15.9%	29,409,792	32,008,649	2,598,857	8.8%
Grants		632,017				3,958,675		
Federal Workstudy		7,306				36,492		
Total		5,891,881				36,003,816		
	0							

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

- (1) Timing of purchases as compared to prior year
(2) Increase in enrollment
(3) Due to a change in the Health Insurance Plan to self-funded the medical claims were not paid until March 2024.

Health Insurance Self Pay Summary-Year to Date

Reserve 9/1/2024	834,746	
Medical Claims Paid through 3/31/2025	(1,952,871)	Banner 78061
Rx Claims Paid through 3/31/2025	(944,295)	Banner 78062
Premiums withheld from employees though 3/31/2025		
Medical	623,419	Payroll Report
RX	146,156	Payroll Report
Employers Contributions to Health Insurance and Pharmacy though 3/31/2025		
Medical	2,464,082	Payroll Report
RX	612,325	Payroll Report
	<u>1,783,563</u>	
Stop Loss reimbursement	(109,845)	
Maxor Rebates	(96,288)	
Administration and Fixed Fees	414,110	
	<u>207,977</u>	
	<u>1,575,585</u>	* does not include IBNR

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

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Conferring of Degrees

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

RESOLVED that the Degree of Associate in Applied Science, Associate in Arts, Associate in Science, Associate Degree in Occupational Studies or appropriate Certificates as well as Posthumous Degrees and/or appropriate Certificates be conferred upon the members of the graduating class whose names have been recommended by the President and the Faculty with the understanding that the President and the Faculty be authorized to make such changes as circumstances warrant.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Administrator Promotion in Level

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

RESOLVED that the following individuals be promoted to Level IV. Individuals will receive the raise to the new minimum level in 10.2 or \$3,500 added to their base salary, whichever is higher, effective September 1, 2025:

Troy Little
Janet Visalli

RESOLVED that the following individuals be promoted to Level II. Individuals will receive the raise to the new minimum level in 10.2 or \$2,500 added to their base salary, whichever is higher, effective September 1, 2025:

Vincent Petronio

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Promotion in Academic Rank – Professional Association

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

RESOLVED that the following individuals be promoted to Professor with \$2,500 added to their base salary effective September 1, 2025:

Erica Brindisi
Dayton Elseth
Michelle Kelly
Samuel Lilly
Tia Lock
Stacey McCall
Amanda Miller
Dina Radeljas
Renee Sbiroli
Melissa Thomas

RESOLVED that the following individuals be promoted to Associate Professor with \$2,000 added to their base salary effective September 1, 2025:

Michael Brown
Katey Cordary
Luke Hobaica
James Rice
Michael Sisti
Brandon Walcutt

RESOLVED that the following individuals be promoted to Assistant Professor with \$1,500 added to their base salary effective September 1, 2025:

Valerie Anguilli
Gabrielle Coffey
Stacey Day
Harlan Fuller

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Non-Teaching Professional Promotions

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

RESOLVED that the following individuals be promoted to Level IV with \$2,500 added to their base salary effective September 1, 2025:

Rhona Patterson
Vincent Pellizzi

RESOLVED that the following individuals be promoted to Level III with \$2,000 added to their base salary effective September 1, 2025:

Peggy Axel
Daniel Eddy
Brandon Horender
Ronald Jones
Paul LaPorte

RESOLVED that the following individuals be promoted to Level II with \$1,500 added to their base salary effective September 1, 2025:

Alexandra Almanzar
Valarie Day
Kirsten Edwards
Patrick Gosier
Michael Grider
Jared Hensel
Samantha Johnston
Joseph Kinney
Stephanie Lai
Jessica Norris
Peter Steiner
Dustin Swiss

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Kate Donnelly
Admissions Specialist
Position Number 0779

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

The appointment of Kate Donnelly to the position of Admissions Specialist in the Admissions Office be ratified. This probationary appointment began March 31, 2025 at a prorated salary based upon an annual salary of \$54,272 for a twelve-month professional obligation.

BACKGROUND

This position was formerly held by Marie Joyce. Kate Donnelly will work closely with the Director of Admissions to develop and implement an admissions recruitment plan that is consistent with the College's strategic plan and initiatives. Kate will be responsible for recruiting students to achieve college enrollment objectives by working with high school counselors, adult learners, community agencies, and local businesses by participating in information programs and assisting students in the selection of educational programs.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Kate Donnelly
RESIDENCE: Cooperstown, New York

EDUCATION

05/2024 Bachelor of Science, Business Administration
SUNY Polytechnic Institute
Utica, New York

EXPERIENCE

10/2024 – Present Graduate Assistant
SUNY Polytechnic Institute
Utica, New York

09/2024 – Present Bartender/Server
Bunker
New Hartford, New York

05/2021 – Present Manager/Bartender/Server
Blue Mingo Grill
Cooperstown, New York

01/2021 Entrance Screener
Bassett Healthcare
Cooperstown, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Medina Besirevic
Coordinator of Special Projects
Position Number 0834

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 Special Projects, Position Number 0834

AND BE IT FURTHER RESOLVED that:

The appointment of Medina Besirevic to the position of Coordinator of Special Projects, in the Department of Learning and Academic Affairs be ratified. This probationary appointment began April 21, 2025 at a prorated salary based upon an annual salary of \$54,272 for a twelve-month professional obligation.

BACKGROUND

This is a new position in Learning and Academic Affairs. Medina Besirevic will coordinate, oversee, and manage student-focused initiatives in the Learning and Academic Affairs division, collaborating with external partners and various college departments. The Coordinator maintains and organizes data for special projects and unique student populations, ensuring accurate record-keeping and streamlined reporting.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Medina Besirevic
RESIDENCE: Frankfort, New York

EDUCATION

05/2021 Bachelor of Science, Business Administration
SUNY Polytechnic Institute
Utica, New York

EXPERIENCE

10/2024 – Present Coordinator of Special Projects – Part Time
Mohawk Valley Community College
Utica and Rome, New York

05/2023 – 10/2024 Assistant Guidance Counselor
09/2021 – 10/2024 Substitute Teacher
Utica Academy of Science Charter School
Utica, New York

01/2019– 03/2021 Pharmacy Technician
Walgreens
Utica, New York

05/2017 – 02/2019 Resident Aide
06/2018 – 02/2019 Receptionist
Masonic Care Community of New York
Utica, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Coordinator of Special Projects	Director of Special Projects	Learning and Academic Affairs

BROAD FUNCTION:

The Coordinator of Special Projects coordinates, oversees, and manages student-focused initiatives in the Learning and Academic Affairs division, collaborating with external partners and various college departments. The Coordinator maintains and organizes data for special projects and unique student populations, ensuring accurate record-keeping and streamlined reporting.

MAJOR RESPONSIBILITIES:

1. Prepares reports, presentations, and documents for College Special Projects;
2. Coordinates the reporting needs for various Academic Initiatives;
3. Maintains, tracks, analyzes, and prepares reports for specific student population data sets as it relates to designated grant outcomes;
4. Maintains and updates databases, ensuring accurate student and project records while identifying and correcting discrepancies;
5. Assists the Director of Special Projects in planning, executing, and evaluating a diverse array of academic projects;
6. Facilitates collaboration among college administration, faculty, and staff to enhance academic initiatives and ensure effective communication;
7. Works closely with external community partners to identify, develop, and support educational programs aligned with institutional goals;

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Coordinator of Special Projects	Director of Special Projects	Learning and Academic Affairs

8. Leads the planning and execution of student-centered events such as lectures, symposia, and specialized course/programs;
9. Contributes to the development of career-aligned academic experiences and community engagement initiatives;
10. Travels, as required;
11. Other duties related to the job description and as assigned by the Director of Special Projects.

QUALIFICATIONS:

Required:

- Bachelor's degree in data analytics, computer science, business management or related field.
- Effective communication skills (oral and written)
- Proven organizational and analytical skills
- Proficiency in word processing, database, and presentation software
- Proven ability to learn new databases and systems
- Possession of a valid driver's license at the time of appointment and for duration of appointment

Preferred:

- Proficiency in Word, Excel, and PowerPoint

<u>SALARY:</u>	<u>AFFILIATION:</u>	<u>TERM:</u>
Grade 3	Professional Association	12 months

FLSA: ☐ Exempt ☒ Non-Exempt

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

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Nicholas Maggio Jr.
Peace Officer
Position Number 0481

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

RESOLVED that the appointment of Nicholas Maggio Jr. to the position of Peace Officer be ratified beginning April 21, 2025.

BACKGROUND

In accordance with Section 6306 of the New York State Education Law, the Board of Trustees shall have the authority to designate one or more Public Safety Officers as Peace Officer. Senior Public Safety Officers designated as Peace Officers shall have the powers of Peace Officer as set forth in Section 2.20 of the Criminal Procedure Law. Nicholas Maggio Jr. will return to this position he previously held at the College.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Nicholas Maggio Jr.
RESIDENCE: New Hartford, New York

EDUCATION

01/1987 Bachelor of Arts, Hotel/Resort Management
Rochester Institute of Technology
Rochester, New York

09/1984 Associate of Arts, Food Service Management
SUNY Morrisville
Morrisville, New York

EXPERIENCE

07/2023 – Present Peace Officer
Herkimer College
Herkimer, New York

08/2022 – 06/2023 Senior Public Safety Officer
Mohawk Valley Community College
Utica and Rome, New York

09/2005 – 08/2022 Senior Claim Specialist
MetLife
Oriskany, New York

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

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Matthew Jodway
Peace Officer
Position Number 0391

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

RESOLVED that the appointment of Matthew Jodway to the position of Peace Officer be ratified beginning April 21, 2025.

BACKGROUND

In accordance with Section 6306 of the New York State Education Law, the Board of Trustees shall have the authority to designate one or more Public Safety Officers as Peace Officer. Senior Public Safety Officers designated as Peace Officers shall have the powers of Peace Officer as set forth in Section 2.20 of the Criminal Procedure Law. Matthew Jodway will replace Cassie Tuff who has resigned from her position in the department.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Matthew Jodway
RESIDENCE: Little Falls, New York

EDUCATION

08/2020	Associate of Arts, General Studies
05/2021	Certificate, Basic Police Phase I
	Herkimer College
	Herkimer, New York

EXPERIENCE

12/2020 – Present	Peace Officer Herkimer College Herkimer, New York
08/2021 – Present	Police Officer – Part Time City of Little Falls Little Falls, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Tracy Branch
Educational Opportunity Programs (EOP) Counselor
Position Number 0789

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

The appointment of Tracy Branch to the position of Educational Opportunity Programs (EOP) Counselor in the Educational Opportunity Programs (EOP) department be ratified. This grant-funded appointment began April 21, 2025 at a prorated salary based upon an annual salary of \$51,000 for a twelve-month professional obligation.

BACKGROUND

This position is vacant due to the resignation of James Dixon. Tracy Branch will promote a culture of student success to provide a holistic system of support and collaborate with the College's departments and schools. The Counselor will actively engage EOP students and develop a community. Grant-funded appointments expire either at the end of the stated term or whenever funding for the position ceases.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

April 22, 2025

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Tracy Branch
RESIDENCE: Utica, New York

EDUCATION

05/2015 Bachelor of Arts, Sociology/Anthropology
Utica University
Utica, New York

EXPERIENCE

08/2021 – 07/2024 Assistant Director of Admissions
08/2020 – 07/2021 Interim Director of Opportunity Programs
04/2017 – 07/2020 Opportunity Programs Counselor
11/2014 – 01/2020 Defensive Line Coach
11/2014 – 03/2017 Admissions Counselor
Utica University
Utica, New York

05/2019 – 07/2021 Custodian
FRM Management at Utica University
Utica, New York