

**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 Board Room, Payne Hall, Mohawk Valley Community College, Utica, New York was called to order at 4:03 p.m. by Chair Kahler on Monday, November 19, 2018.

Members Present

William S. Calli, Jr.
Tony Colón
Frank Dubeck, Jr.
Elaine Falvo
Camille Kahler
Kupr Kuprian
David Mathis

Members Excused

John Stetson

2. Chair's Report

Chair Kahler began her report by sharing that David Mathis was elected Vice Chair of the Association of Community College Trustees (ACCT) Board at their October meeting. He will also be running for the Regional Director of the Northeast Region in February. Item 7p on the consent agenda will provide the Board endorsement necessary for him to proceed in the election. She also said Trustee Mathis and President VanWagoner participated in a panel discussion about the role of a Student Trustee, and that she and President VanWagoner presented on organizational culture at the ACCT meeting.

Chair Kahler went on to report President VanWagoner was awarded the Continuing Education Association of New York (CEANY) Outstanding Continuing Educator Award for 2018. This award recognizes an individual who has made exemplary contributions to the general field of continuing education on a state, national, or international level. President VanWagoner added Michelle Truett, who has taught classes that are part of MVCC's Young Entrepreneur's Academy! Program for 7 years, won the Outstanding Continuing Education Instructor award for making exemplary contributions in support of teaching continuing education students and programs. MVCC student Tonya Smith won the Region East Charles Burns Outstanding Adult Student Award for achieving excellence by demonstrating persistence, drive, and success in overcoming obstacles to achieve their educational goals. And finally, the Corporate and Community Education Department (CCED) team won the Marketing Plan Award.

Chair Kahler said she attended the On Point for College dinner earlier in the month. She encouraged Trustees to complete the Strengths Finder assessment with a plan for a future activity on leveraging Board strengths. And finally, she reminded the Board of the December 5 retreat, which will be held at the Annex at Nola's in Clinton.

3. Treasurer's Report

Vice President Squires explained his report does not include the usual Revenue, Expenditure, and Fund Balance reports as the College is in the midst of the audit process. He reported the second and final distribution of financial aid refund checks for the fall semester took place on Friday, November 16. A total of 2019 checks were issued to students in the amount of \$3,032,000. He thanked the Financial Aid Office, Registrar's Office, Business Office, and Public Safety Office personnel who worked on preparing and distributing the refund checks. The college recently received the NYS Employees Retirement System (ERS) and the NYS Teachers Retirement System (TRS) rates for 2019-20, which appear to be leveling out. The College also recently received the annual invoice from the Oneida County Self-Insurance Plan for Workers Compensation, which reflects only a small increase over last year's premium, resulting in a budget savings for the current year. The College has received the NYS Department of Criminal Justice Services (DCJS) field audit final report for the College's Prison Program grant. The report indicates the program is in compliance with all financial commitments for the period September 1, 2016 through September 30, 2018. Vice President Squires extended thanks to Morris Pearson and his entire team for their successful management of the grant, as well as to members of the MVCC Business Office who assisted as needed with the financial reporting and recordkeeping requirements. And finally, Vice President Squires said the College's Youth Build program is scheduled for a routine field audit at the end of November.

4. Committee Reports

Audit and Finance Committee

Audit and Finance Committee Chair, Elaine Falvo reported the committee met prior to the Board meeting and received a status report from Tricia Lucas and Courtney Pearsall from D'Arcangelo. The auditors have completed Phase I of the process and will return to provide another update at the January committee meeting, just prior to the Board meeting. The committee also reviewed the insurance proposals for Risk Management & Insurance Brokerage Services and plan to invite three of the five firms to campus for interviews.

Auxiliary Services Corporation

Auxiliary Services Corporation (ASC) Liaison David Mathis provided an update on the November ASC meeting, which included a review of (ASC) job descriptions and changes to by-laws as required by SUNY. By-laws revisions include increasing Trustee participation from one to two. The Board also reviewed Envision Strategies summary of observations resulting from their time on campus interviewing constituents in preparation for the Request for Proposals (RFP) for the College's food service contract. Trustee Mathis said that ASC will also be considering the bookstore contract in the near future, with special attention to Open Educational Resources (OER).

Dormitory Corporation

Dormitory Corporation (DC) Chair David Mathis reported the DC Board of Directors met on October 4 and that a special meeting will follow today's Board meeting.

Association of Community College Trustees

David Mathis thanked the MVCC Board for their continued support of his involvement at the

national level. He said the National Legislative Summit is planned for February 10-13 in Washington, D.C. He also said ACCT is planning a training opportunity for new Trustees in August.

State University of New York

President VanWagoner said he attended the SUNY Board of Trustees meeting last week. The SUNY Board's legislative ask includes a funding floor model, which is in agreement with the New York Community College Association of Presidents (NYCCAP) suggested funding model. SUNY is preparing a one-page advocacy paper for institutions to use in their conversations with legislators.

Student Trustee Report

Student Trustee, Kupr Kuprian reported Jacob Manning has been appointed as the Student Congress Treasurer, replacing Taryn Rackmeyer, and Esteban Ramos has been elected as the Vice President for Rome. The Vice President for Utica, Mercedes Birnie resigned her position. Elections for that position will be held in the spring. Student Trustee Kuprian went on to report that he, Student Government President, Matt Abbott, and Rome VP, Esteban Ramos attended the SUNY Student Assembly meeting last week where 58 SUNY schools were represented. MVCC will be hosting the SUNY Student Assembly Executive meeting in December. The Phi Theta Kappa (PTK) Honors in Action Project will address isolation in senior citizens. PTK is also planning their College Project De-Stress event: "The Calm Before the Exams", which is scheduled for December 3-6 and will include a number of relaxing activities for students as they approach final exams. The Psychology Club hosted the College's first ever networking club mixer event. He also reported that many clubs volunteered to help with open house, giving student tours, and answer questions about the College. And finally, Student Trustee Kuprian reported he has written and produced a play titled "The Cartoonist" for his Honors project. The play is scheduled for Thursday, December 6 at 7:30 p.m. in the Schafer Theater.

5. President's Report

President VanWagoner extended his thanks to Vice President Squires, Chief Amico, Executive Director of Marketing and Communications, Alen Smajic, and the Crisis Team for their response in handling the November 10 crisis event on the Utica Campus. He then went on to review the recent Strategic Horizons Network trip to Boston and framed his remarks with past outcomes from the Network including the last strategic planning process, the FabLab, thINCubator, Achieving the Dream, New Employee Orientation, and others. The Boston Colloquium was titled *Equity in the Age of Artificial Intelligence*. The consortium is considering submitting a Jobs for the Future grant addressing their Billion Dollar Wage Gain Challenge. The June Colloquium is scheduled to take place in Denver and the topic will be social enterprise. President VanWagoner then went on to introduce Norma Chrisman who recently graduated from Bellevue University (by way of MVCC's University Partners and Transfer Center). Mrs. Chrisman thanked the Board for their support while she completed her Bachelor's degree. She shared she completed the program in 18 months with a 4.0. Her community service component of the degree is scheduled for November 27 and will have volunteers from the College packaging 49,000 meals for local families in need.

President VanWagoner then asked for the College Senate report.

College Senate Report

College Senate Chair Alex Haines-Stephan turned the floor over to Faculty Council of Community Colleges (FCCC) Liaison, Joyce Baumann who provided an update on the fall plenary. Professor Baumann stated the FCCC considered the following resolutions at their October meeting: Resolution supporting child care center funding; Resolution supporting new funding model for community colleges; and a Resolution supporting gender inclusivity within SUNY. FCCC also issued a statement opposing performance-based funding. FCCC is also working on a governance rubric, which will help in understanding how colleges operate with regard to shared governance. And finally, Professor Baumann reported on *Prodigy*, a program the Chancellor is advocating for, which would increase minority representation in faculty across SUNY.

(President's Report)

President VanWagoner asked for an executive session at the conclusion of the meeting to discuss personnel matters with no further action.

6. Consent Agenda

<i>Attachment a</i>	Minutes of the October 15, 2018 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Tuition and Fee Revision: International Student Health Insurance
<i>Attachment d</i>	Capital Project Increase - MVCC Bookstore & Student Commons Renovation
<i>Attachment e</i>	Elyssa Arnone-Earl, Interim Executive Director of the Center for Leadership Excellence (CLE) and Leadership Mohawk Valley (LMV)
<i>Attachment f</i>	Amend Staffing Plan: Jairo Emanuel Sabillon, CSTEP Program Specialist
<i>Attachment g</i>	Amend Staffing Plan: Ushona Mclean, Coordinator of CSTEP and STEP
<i>Attachment h</i>	Brian Telarole, Technical Coordinator of Events and Guest Services
<i>Attachment i</i>	Program Proposal: Revise Advertising: Media Marketing and Management A.A.S degree
<i>Attachment j</i>	Program Proposal: Delete Photography, and Media Marketing and Management Certificates
<i>Attachment k</i>	Program Proposal: Deactivate Web Development & Information Design A.A.S. degree
<i>Attachment l</i>	Collective Bargaining Agreement - United Public Service Employees Union (UPSEU) – Blue and White Collar Units
<i>Attachment m</i>	Robert Rogan, Technical Assistant, Information Technology
<i>Attachment n</i>	Mary Slator, Life Science Instructor
<i>Attachment o</i>	Carrie Williams, Life Science Instructor
<i>Attachment p</i>	David Mathis, Association of Community College Trustees (ACCT): Northeast Regional Director

Chair Kahler asked for a motion on items 7a-p of the consent agenda. Vice President Squires provided additional background for item 7d- Capital Project Increase - MVCC Bookstore & Student Commons Renovation. Motion was made by Elaine Falvo and seconded by William S. Calli, Jr. to approve items 7a-p.

Unanimously approved.

7. Discussion Item

Trustees reviewed a draft policy on Assembly, Picketing, and Demonstration, which will appear on the December consent agenda for action. Trustees also discussed the current Committee Structure for the Board with regard to existing vacancies. Suggestions included combining the Governance and Personnel Committees, in addition to planning robust agendas eliminating unnecessary meetings.

Chair Kahler asked for an executive session as requested by President VanWagoner in his earlier report. Motion was made by William S. Calli, Jr. and seconded by David Mathis to enter into executive session at 5:04 p.m. Unanimously approved.

The meeting reconvened at 5:20 p.m.

8. Adjournment

Motion was made by Elaine Falvo and seconded by Tony Colón to adjourn the meeting at 5:21 p.m. Unanimously approved.