

**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 via Zoom was called to order at 4:01 p.m. by Chair Colón on Monday, November 16, 2020.

Members Present

Camille Kahler
Tony Colón
William S. Calli, Jr.
Frank Dubeck, Jr.
Elaine Falvo
David Mathis
Wendy Waters
Fabiha Khan

Members Excused

2. Chair's Report

Chair Colón announced that the Zoom meeting will be audio and video recorded to comply with the New York State Executive Order and Open Meetings Law. Chair Colón thanked the Board for their attention to the annual mandatory Title IX training and reported that the all Board members have completed the training. He further went on to recognize faculty and staff who recently received awards and accolades as follows: MVCC received a \$1.1 million grant from the U.S. Department of Labor to offer free tech and trades through the Job Corps Scholars program; MVCC Program Board received the 2020 Spring Northeast Community Service Event of the Year award; the Nursing program had a 100% pass rate for the Spring 2020 cohort. He then recognized the list of faculty/staff who serve in community leadership roles and remarked on the impressive number of College individuals who donate their time to their community. Chair Colón concluded his remarks by reviewing the Trustee Scholarship fund and encouraging Board members to contribute.

3. Treasurer's Report

Vice President Squires reported that monthly financial statements are not available as all accounts must remain open for review and verification by the College's independent auditors. January meeting will review the reports from Auditors and monthly financials will resume. Vice President Squires went on to report that the second and final distribution of financial aid refund checks to students for the fall semester was held on November 6. Checks were distributed to 1,670 students in the amount of \$2,323,359. The amount is considerably lower than last year's total due to a variety of factors that include lower enrollment as well as students who still have not filed their TAP applications in time to meet the refund date. Students will still be able to receive a refund this semester if they file the TAP application in the coming weeks. Vice President Squires gave a special thanks to the Financial Aid Office, Registrar's Office and all Business Office personnel who worked on preparing and executing the financial aid refunds which were all done without issue by direct mail for health and safety concerns. Further, the fieldwork at the College has been

completed for the annual audit by D’Arcangelo & Company. Preparation of financial statements and the audit report will continue between the Business Office and the auditors for the next several weeks with an anticipated completion date of the final report in January 2021. The Business Office will also begin to prepare the SUNY Annual Financial Report that is due in December. Vice President Squires concluded his report by providing an update on the College’s health insurance premium. Last month the Board discussed the contingent premium option which allows the College to pay 90% of the given renewal premium as long as actual health insurance claims paid out stays under the 90% threshold. For the past two years, the College has exceeded the 90% threshold and had to pay back Excellus under the terms of the contingent premium which equated to roughly \$470,000 paid back. This year, the College is on track through nine months of the year to not make a payback and to realize a savings that is almost \$340,000 in comparison to what health insurance costs would have been if we had not chosen the contingent premium option for 2020. Since 2016, even with the two payback years, the College has saved \$466,000 through 2019 and is on track for cumulative savings over five year to reach over \$800,000.

Chair Colón went on to recognize and welcome John Herbowy as the College’s new County Attorney.

4. Committee Reports

Nominating Committee

Trustee Calli reported that the Nominating Committee met on November 11 to discuss a charter which will be brought to the full Board at the December meeting as well as discuss a slate of officers for the Dormitory Corporation. The Nominating Committee formally presented the following slate of officers before the Dormitory Corporation Board of Directors at their November 12 meeting and serves as an informational notice to the Board of Trustees:

Dormitory Corporation Board of Directors

President, Randall J. VanWagoner

Chair, David Mathis

Vice Chair, Wendy Waters

Secretary, Dennis Gibbons

Treasurer, Jennifer Gonzales

Assistant Secretary, Stephanie Reynolds

Assistant Treasurer, Tom Squires

Governance/Personnel

Trustee Calli reported that the Governance and Personnel committee met prior to the Board meeting. The committee reviewed and revised the charter, which will also be presented to the full Board at the December meeting. Personnel Board policies are under legal review with proposed revisions coming back before the committee at a future meeting. The committee further received a benefits update as well as an update on the College’s supervisory training program. Trustee Calli concluded that the committee held a discussion around the Chief Equity and Inclusion position currently in an internal search at the College with the hopes of bringing a successful candidate to the December Board meeting.

Audit and Finance Committee

President VanWagoner reported that the Audit and Finance committee met on November 5. The committee reviewed and expanded the charter to clarify timelines and meetings which will be presented to the full Board at the December meeting. The committee also discussed developing a self-paced training program for all current and future board members that sit on the audit and finance committee. Vice President Squires will be developing this training program.

Auxiliary Services Corporation (ASC)

Vice President Squires reported that the next meeting of the ASC Board will be held this Thursday, November 19.

MVCC Foundation

Vice President DuRoss reported that the Foundation has approximately \$6.28 million in portfolios. Alumni Fall Mailing and Faculty/Staff campaigns are underway. So far, the fundraising campaigns have raised over \$10,000 from 123 donors. The Alumni Association will be having a Zoom event on November 19 with MVCC engineering students featuring Dennis Weller, Alumnus from the class of 1969, who is the founder and chairman of Structural Associates, Inc. which is a general construction management firm. The fall scholarship deadline is today, November 16. The Foundation has primarily worked with students virtually to collect scholarship materials and the committee will begin to review applications in the beginning of December. Vice President DuRoss concluded that the next meeting of the Foundation Board will be held on December 17 and the auditors from D'Arcangelo will be attending to report on the results of the annual audit.

NYCCT/ACCT

Trustee Mathis reported that as Chair of ACCT, he has appointed two members to the ACCT Board: one member from the DEI Committee and one ACCT At-Large member. As the new Chair with five new Board members, Trustee Mathis led a fireside chat with the full Board to get to know each other and share his history with community colleges. The fireside chat was an experience he would like the Board of Trustees to consider holding in the future. He further reported that the search for a new ACCT President is underway. Trustee Mathis concluded his report by reviewing upcoming conferences and webinars: the National Legislative Summit coming up in February 2021 will be held virtually with registration details to be shared in December. ACCT will also be holding additional webinars throughout the month of December around legislative advocacy.

SUNY

President VanWagoner reported that he and other members of the Board attended the virtual NYCCT Annual Conference held this past Friday and Saturday. The advocacy session held on Saturday was very informative laying out the framework for advocacy efforts around equity, diversity, and inclusion. Advocacy will look different this year as community colleges work to align their goals with the goals of the Chancellor and the New York State budget. Gubernatorial appointments were also discussed at the conference and the sense is that all current vacancies will remain for the foreseeable future.

5. Student Trustee Report

Student Trustee Fabiha Khan reviewed the current projects she introduced during her report at last month's meeting. She is proud to update the Board that all of these projects have been launched and are receiving positive feedback from students.

6. President's Report

President VanWagoner began by thanking faculty, staff, and students for their vigilance in keeping the College safe and following COVID protocols as other colleges are seeing a spike in cases while MVCC continues to report relatively low cases. He further went on to thank all of the door monitors and COVID testing volunteers, especially Vice President Reynolds, Dennis Gibbons, and Karen Sabonis who have worked to put these safety measures in place. Thank you to all who were involved in the development and facilitation of the SHN Virtual Colloquium. President VanWagoner thanked all of the union leaders who worked on the MOAs for each of the three bargaining units. The MOAs for AMVA, APA, and PA were all unanimously approved at the Board of Legislature meeting held earlier this month.

President VanWagoner continued his report by asking each Vice President to report out to the Board:

Student Affairs

Vice President Reynolds provided a testing update which began this morning at 6:30 a.m. on the Rome campus with the testing of commuter students and then moved to the Utica campus with testing all of the residence hall students. This resulted in a total of 248 tests administered on both campuses with 200-plus additional commuter students scheduled for testing Tuesday and Wednesday. There are also a number of students who are having tests completed in the community and providing the results to the College before Friday. All students who have been tested or sent in test results will be uploaded to the SUNY dashboard by Friday to be in full compliance with the Chancellor's directive as we head into the Thanksgiving holiday break. There are 26 volunteers who comprise the College's testing team that continue to manage the administration of these tests.

Administrative Services

Vice President Squires provided an update on the College's capital project status as it relates to the Science and Technology (S&T) building. In the fall of 2018, the College asked for money from the County to expand and renovate the S&T building. The County agreed to provide \$225,000 toward this project which the State matched for a total of \$450,000 to be used for design work. In 2019, the College worked with architects to begin the design work which is ready for bid specs. As we communicated back with the County to request monies for construction work in the 2020 year, the College was denied. In 2020, the pandemic hit and the County indicated that it was not in a position to allocate monies for this construction project in the 2021 year. After further discussions with the County and President VanWagoner, it was concluded that the County will not be in a position for the next two-three years to fund this project for construction. However, Vice President DuRoss was able to secure a \$1.8 million grant through Empire State Development toward this project that can be extended for a period of time until the County has the capacity to fund this project.

Academic Affairs

Vice President Kahler discussed the Chancellor's directive as it relates to academic programming. One of the SUNY directives centered on the mode of instruction during intersession and that all programming should be fully remote. MVCC is in compliance with this directive as all intersession classes have been offered fully online for the last several years. The second SUNY directive concerned the Spring 2021 academic calendar and aligning all SUNY campuses to have a February 1 start date with no spring break. This mandate was understood to bring everyone back after the peak of flu season. The elimination of spring break was understood to prevent students from traveling to other areas that could possibly spread the virus or bring it back to campuses. Academic Affairs worked with Registrars, Financial Aid, and the Business Office to adjust the Spring calendar begin on February 1 straight through to May 10. Around 1,300 course sections needed to be rebuilt to accommodate the change in the academic calendar and MVCC is in full compliance with the Chancellor's directive.

College Senate

President VanWagoner reported on behalf of College Senate Chair Christine Miller who was unable to attend. Senate Chair Miller and President VanWagoner convened the chairpersons of all Senate committees and College councils to review the governance structure at the College, open up lines of communication, and set a baseline of what is expected to be a good year of shared governance at the College. The November Senate meeting reviewed the Remote Work Policy and received input to consider as the policy and related procedure are finalized in the months to come. Once finalized, the Remote Work Policy will still need to be reviewed by each bargaining unit for impact to the collective bargaining agreements. The Senate is also continuing to review the Anti-Racist statement with the hopes of approving a final version at the December meeting. The Senate will also be receiving an Electronic Signature Policy to review that will then be forwarded to the Board in the next month or two.

President VanWagoner concluded his report by thanking the Board for the consideration and support of the resolution to close the College on Wednesday, November 25, 2020.

Consent Agenda

<i>Attachment a</i>	Minutes of October 19, 2020 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Trustee Emeritus, John B. Stetson
<i>Attachment d</i>	Spring 2021 Academic Calendar
<i>Attachment e</i>	Zachary Steffen, Business Consultant
<i>Attachment f</i>	Close of Regular College Operations for Wednesday, November 25, 2020

Chair Colón asked for a motion on items 7a-f of the consent agenda. Trustee Mathis asked to pull Attachment 7c for further discussion.

Motion was made by Wendy Waters and seconded by Frank Dubeck to approve items 7a, 7b and 7d-7f.

Unanimously approved.

Attachment 7c was further discussed and it was determined that more needs to be explored to recognize John Stetson beyond Trustee Emeritus status. President VanWagoner and his Cabinet will explore naming opportunities for former Trustee Stetson and report back to the Board.

Chair Colón asked for a motion to approve Consent Agenda 7c.

Motion was made by Elaine Falvo and seconded by David Mathis.

Unanimously approved.

8. Discussion Items

Board Policy Review of Section IV. Financial Resources

Vice President Squires reviewed Board Policy Section IV and noted a change to the procedures under this section as it relates to Uniform Guidance procedures and federal grants. Board Policy Section IV. Financial Resources and Board By-Laws Policy headings will come back before the Board as discussion items at the December meeting. Trustee Kahler will review by-laws and determine next steps for changing Board policy headings.

7. Adjournment

Motion was made by Camille Kahler and seconded by Wendy Waters to adjourn the meeting at 5:30 p.m. Unanimously approved.