

**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 4:02 p.m. by Chair Kahler on Monday, April 20, 2020.

**Members Present**

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

**Members Excused**

John Stetson

**2. Chair's Report**

Chair Kahler announced that the Zoom meeting will be audio and video recorded to comply with the New York State Executive Order and Open Meetings Law. She then went on to acknowledge and thank Cabinet for their work on the budget as well as faculty and staff for their extraordinary efforts during these unprecedented times. Chair Kahler then asked Vice President Squires for the Treasurer's Report.

**3. Treasurer's Report**

Vice President Squires reported that overall revenue is 2.1% under budget with spring tuition coming in at 4% under budget. The main challenge for revenue for the remainder of 2019-2020 will be summer term tuition for which enrollment is currently under budget. Summer tuition represents approximately 2.2% of total budgeted revenue. Given the current social distancing protocols, it will be closely monitored for the rest of the fiscal year to see how it impacts the current year's budget. Overall expenditures are 7.2% under budget. There have been no major changes to individual expense categories as previously reported. The College is expecting a material reduction in expenditures beginning in April based on the changes to both campuses due to online learning, building closures, reduced supply costs for facilities and classroom, and lack of travel costs. The reduction in expenses is welcome and needed to offset losses in certain revenue categories as we continue to navigate during these unprecedented times. Vice President Squires continued to report that the College received another Sponsor installment from Oneida County in the amount of \$2,079,280 as well as the third quarter installment from the State in the amount of \$3,262,987. The College has completed both student financial aid refund distributions for the spring semester resulting in a total of \$7,200,000 in student refunds for the 2019-2020 fiscal year. Vice President Squires concluded his report by announcing that payments for the summer term are now being processed and students have until May 22 to complete payment.

#### **4. Committee Reports**

##### Audit and Finance

Chair Falvo reported the committee met prior to the board meeting and received an overview of the audit. Trustee Falvo introduced Tricia Lucas from D'Arcangelo & Company to address the Board. Ms. Lucas reviewed copies of the audit and summary document. She reported the audit resulted in a clean opinion for the College and no new findings or recommendations were reported. Trustee Calli made a motion to accept and approve the audit with the changes discussed in committee. The motion was seconded by Tony Colón and unanimously approved.

##### Governance/Personnel

Chair Kahler reported the committee met on April 13 to continue its' review of board policy. Policies work will continue throughout the summer.

##### Auxiliary Services Corporation (ASC)

Vice President Squires reported that ASC is nearing the conclusion to the Bookstore RFP and will report further at the May Board meeting.

##### MVCC Foundation

President VanWagoner reported that Vice President DuRoss will submit a written report to share with the Board by the end of the week.

##### NYCCT/ACCT

Trustee Mathis reported NYCCT sent out information regarding the budget which has been helpful to understand exactly how Community Colleges have fared compared to State operated institutions. NYCCT also sent out a survey to all Board Chairs to complete. Chair Kahler and President VanWagoner completed the survey and reported that the survey was to see how Boards were anticipating and managing the current situation. Trustee Mathis further reported that ACCT holds weekly calls and has sent communications around the COVID-19 impact to Community Colleges and Higher Education. ACCT concerns regarding pass/fail grading and the continuation of nursing program clinical hours led to a discussion about how the College is approaching these matters.

##### SUNY

President VanWagoner reported that SUNY Presidents have moved to bi-weekly updates with the Chancellor. SUNY anticipates sending additional guidelines regarding the student allocation half of the CARES Act funding. Staff are putting together plans and recommendations for how to allocate the CARES Act funding but are holding off on implementation until further direction and guidelines are received from SUNY.

#### **5. Student Trustee Report**

Student Trustee Jonas America reported that Student Congress elections for President and Student Trustee have been postponed through the beginning of the fall semester. Emily Burline and Jonas America will continue to serve in their respective roles through the interim period until fall elections. All other Student Congress positions will continue to be held for election with a new executive team to be elected by the end of the week. Student Trustee

America concluded his report by sharing that students are overall adjusting to the new online format.

## **6. President's Report**

President VanWagoner extended his gratitude to Cabinet, faculty, and staff for their remarkable efforts during the transition to go fully remote. A special thank you to Norma Chrisman who built individual Blackboard models for every class section. She also led a team who assisted and trained faculty to get college operations online in a short period of time. President VanWagoner thanked Vice President Squires, Ms. Lucas, Controller, Brian Molinaro and his team, the Financial Aid and Registrar's offices, Human Resources, and all involved in helping with the audit. He continued to thank Alen Smajic, and Bill Dustin for all of their work on a viable alternative to the College's traditional commencement ceremony to recognize graduating students in a virtual celebration happening later in May. Those students who want a more traditional experience will have the opportunity to walk in December graduation. President VanWagoner then proceeded to share that positive preliminary retention numbers for the spring semester, compared to last spring, speak to how faculty/staff are going the extra mile to work with and engage students during these challenging circumstances. President VanWagoner then went on to share a few highlights of faculty/staff who have worked to anticipate, identify, and break through some of the barriers and anxiety students are facing during these very trying circumstances.

## **College Senate**

Senate Chair Alex Haines-Stephen reported the College Senate had its first successful Zoom meeting on April 7, 2020. The Electronic and Information Technology Accessibility policy was the main agenda item and the College Senate unanimously endorsed the policy.

President VanWagoner concluded his remarks by congratulating all the faculty and staff who were recommended for promotion and asked the Board's support as listed on the Consent Agenda.

## **Consent Agenda**

<i>Attachment a</i>	Minutes of March 16, 2020 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Conferring of Degrees
<i>Attachment d</i>	Board Policy Revision: Section I: By-Laws
<i>Attachment e</i>	Administrator Promotion in Level and/or Academic Rank
<i>Attachment f</i>	Promotion in Academic Rank - Professional Association
<i>Attachment g</i>	Non-teaching Professional Promotions
<i>Attachment h</i>	Amend Staffing Plan: Salina Billins, Director of the Educational Opportunity Program (EOP)
<i>Attachment i</i>	Claire Ehrlich, Librarian-Instructor

Motion was made by William S. Calli, Jr. and seconded by Jonas America to approve items 7a-i.

Unanimously approved.

## **7. Discussion Items**

### **Draft of Electronic and Information Technology Accessibility (EITA) Policy**

This policy was developed in response to a 2019 SUNY directive to have a policy in place by June 30. The policy covers all electronic information used to promote and deliver the College's programs and services to ensure equal and effective electronic and information technology access. The proposed policy has been endorsed by Student Government and College Senate.

Motion to suspend board policy regarding first reading was made by Tony Colón and seconded by Frank Dubeck. Motion to approve the EITA policy made by Jonas America and seconded by Frank Dubeck. Unanimously approved.

### **COVID-19 Update**

MVCC is partnering with Strategic Horizons Network colleges to develop a series of researched-based stories regarding COVID. This five-themed series has been submitted to the Pulitzer Center and if accepted, this series will be published nationally. MVCC will be part of all five themes and stories will begin to be published locally within the next six months.

## **8. Adjournment**

Motion was made by William S. Calli, Jr. and seconded by Frank Dubeck to adjourn the meeting at 5:09 p.m. Unanimously approved.