

**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 4:04 p.m. by Chair Kahler on Monday, May 18, 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 that virtual graduation will be held on May 29 and the Dormitory Corporation will meet on May 26. Chair Kahler then asked Vice President Squires for the Treasurer's Report.

3. Treasurer's Report

Vice President Squires reported that the College is starting to see some of the effects of the College moving to remote operations in the April revenue reports with overall revenue showing 3.5% under budget and spring tuition reporting 4% under budget. Non-credit course revenue is \$202,000 under budget due to the cancellation and refunds of many non-credit offerings. Offsets to Expense are also under budget by \$749,000 which has shown limited activity since March. Enrollment for the summer term is trending at 45% under budget as of the end of April. Reduced activity on both campuses has resulted in lower facilities costs, especially with regard to utilities, as well as savings in supplies. The overall financial picture looks optimistic at this point as the significant reduction in expenses seem to offset the loss in revenue. The other factor to keep in mind is the fourth quarter State Aid payment due in June. The June payment is scheduled to be \$3,262,986 so any large percentage cut will be another significant revenue loss for the College to absorb. Of further note, Adirondack Financial Services recently provided the final 2019 report on the College's use of the "Contingent Premium Option" for health insurance coverage. For the second time in four years the College's actual medical expenses paid out more than the 90% contingent premium resulting in the College having to pay \$470,917. Regardless, over the four year of using this option the College has saved a cumulative total of \$466,233 on employee health insurance premiums even with the additional amounts paid these past two years.

4. Committee Reports

Facilities and Campus Safety

Vice Chair Colón reported that the committee met prior to the Board meeting. Facilities and Public Safety reported on the status of campus operations and discussed protocols in place for essential and non-essential personnel on campus. The committee also received an update on the preliminary work around the College's re-opening plan. Public Safety Chief Amico presented to the committee and discussion followed on the potential purchase of long guns.

Auxiliary Services Corporation (ASC)

Trustee Falvo reported that ASC met on May 14, 2020. Tricia Lucas with D'Arcangelo & Company reviewed the audit report which resulted in a clean audit. The bookstore RFP has concluded with Barnes & Noble having secured the bid. Meal plan refunds to students and staff are being processed in light of the College shutdown. Trustee Falvo further reported that ASC has \$1.2 million in portfolios and hopeful that investments will continue to recover. Concluding the report, Vice President Squires stated that the June ASC meeting will vote on next year's budget.

Dormitory Corporation (DC)

Chair Kahler reported that the DC Board of Directors will meet on May 26, 2020.

MVCC Foundation

Vice President DuRoss reported that the Foundation has \$3.7 million in portfolios and hopeful that the market will continue to rebound amid the market volatility of the Coronavirus pandemic. The Ted Moore Run/Walk held its first virtual race with 233 participants and raised over \$8,000 for scholarships. The Foundation will consider holding a virtual race again next year for those that may not be able to participate in the traditional race. The CARES campaign launched in April to raise money for students who are in need due to COVID-19. The campaign has raised over \$17,000 from 161 donors and has been extended through July 1. The total money raised from the CARES campaign will be matched up to \$50,000 by SUNY's Student Emergency Funds matching program. The Foundation Golf Tournament originally scheduled for June 15 has been cancelled due to COVID-19. Although the tournament will not be able to be held, the Foundation would still like to reach out to corporate partners, business and community leaders, and MVCC alumni to support MVCC's Areas of Greatest Need by choosing to make a donation equal to their annual Golf Sponsorship. Vice President DuRoss further reported on the status of grants for the academic year. To date, the Foundation has applied for \$8,889,286 in grants with \$2.5 million having been awarded and over \$4.6 million still pending. Further, the SBDC team has been working extremely hard on the frontline helping businesses during these unprecedented times. Over the past two months, the SBDC has assisted 157 new clients, 104 existing clients, secured over \$2,251,880 in funding, and saved over 251 jobs for these businesses.

NYCCT/ACCT

Trustee Mathis reported on the weekly ACCT Executive Committee discussions surrounding big issues at the national level facing community colleges. Vice Chair Colón reported he and

other trustee members will be attending a virtual meeting of the NYCCT Board of Directors on May 30.

SUNY

President VanWagoner reported that bi-weekly calls with the NYCCAP Executive Committee and weekly calls with the entire NYCCAP group continue around regional shared services, best practices, and possible recommendations. The Chancellor's bi-weekly updates with SUNY Presidents continue but grow shorter as there is not much to report and attention turns toward individual regional metrics for the phased re-opening.

5. Student Trustee Report

Student Trustee Jonas America reported that Student Congress ended the year with a strong student presence at each monthly meeting. He further went on to report that the Student Activities Awards Ceremony was held virtually on May 4 and was enjoyed by all. The Students for Accessibility, Inclusion, and Diversity Club won 'Rookie Club of the Year,' Associate Professor Shahida Dar won 'Advisor of the Year,' and Kidz-N-Coaches won 'Most Creative Club of the Year.' On behalf of the student body, Student Trustee America extended his gratitude to all faculty and staff for their continued support, assistance, and understanding during this difficult time.

6. President's Report

President VanWagoner reported that many traditional on campus events have been moved to virtual platforms due to COVID-19. As Chair Kahler remarked earlier, the College will be holding a virtual graduation on May 29. With the help of A&P Master Images, 'graduation boxes' have been mailed to all graduating students who will be celebrating remotely. Last week, the college held its first virtual Summer Institute where faculty and staff came together for a day of virtual pedagogical workshops ending with a series of virtual happy hours. Rounding out the spring semester events, Spring Open House held its first virtual event for 95 prospective students. President VanWagoner further reported that Institutional Research is compiling student feedback from a SUNY survey surrounding COVID-19 and will report out in more detail at the June meeting. He continued to report that five work teams have been established to make recommendations for restarting campus operations which will inform the development of the Re-Start Plan. The College will remain in remote operations at least until July 1 and further information will be shared with faculty/staff in late June. The Re-Start Plan will be presented to the Board at the June meeting. President VanWagoner shared procedure changes to the DGV graduation requirement that will take effect at the start of the fall semester. Graduation policy does not need to be changed but the procedure will be modified to reflect changes.

College Senate

Senate Chair Alex Haines-Stephen reported the College Senate met on May 5. The main discussion on the agenda was the DGV graduation requirement. It was recommended that focus be placed on integrating diversity and global view into everyday classes and coursework rather than have it be an extra standalone piece. Another item discussed at Senate was the five year academic calendar. Chair Haines-Stephan concluded his report by acknowledging he has reached the end of his tenure as Senate Chair and Christine Miller was elected as his successor.

President VanWagoner concluded his report by extending his deep and profound appreciation for the continued support of the Board of Trustees and the resilience of all the faculty and staff to maintain a commitment to their work, our students, and each other during the transition to remote operations.

Consent Agenda

<i>Attachment a</i>	Minutes of April 20, 2020 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Renewal of Grant-Funded Appointments
<i>Attachment d</i>	Renewal of Probationary Appointments
<i>Attachment e</i>	2020-21 Operating Budget
<i>Attachment f</i>	2020-21 Tuition and Fee Schedule
<i>Attachment g</i>	2020-21 Annual Plan
<i>Attachment h</i>	Five Year Academic Calendar 2021-2026
<i>Attachment i</i>	Frank Vellone, Electrical Engineering Technology Instructor
<i>Attachment j</i>	Mary Jane Parry, Executive Director of Information Technology

Chair Kahler asked for a motion to approve the consent agenda with items 7e, f, and g to be discussed in further detail. Motion was made by William S. Calli, Jr. and seconded by Elaine Falvo.

President VanWagoner went on to provide additional detail as follows:

7e – 2020-21 Operating Budget

President VanWagoner provided an overview of the proposed 2020-21 Operating Budget including the following:

Historical Context:

- Enrollment trends and the reduction in force as a result of retirements, vacancy deletions, layoffs, new positions, and discontinued programs since 2014.

Budget highlights:

Tuition frozen level with enrollment projected to decline (-4%) which results in a decrease of (\$865,716)

- State aid lowered (-1.3%) which results in a decrease of (\$172,659)
- County "Maintenance of Effort" Support set at \$8,317,121, which represents no increase and remains the same as last year, along with the annual allocations for student success \$125,000 and dual credit \$50,000, while absorbing a \$100,000 decrease in equipment.
- \$440,000 use of fund balance (down to projected 3% of total operating funds)

7f – 2020-21 Tuition and Fee Schedule

President VanWagoner pointed out there will be no increase to tuition and no overall increase to student fees.

7g – 2020-21 Annual Plan

President VanWagoner provided an overview of the Annual Plan that has been adjusted to accommodate the likely continued reality of the COVID-19 pandemic for the coming year.

Motion to approve consent agenda items 7e, f, and g was made by Elaine Falvo and seconded by Anthony Colón. Unanimously approved.

President VanWagoner asked for an executive session to discuss personnel with no further action. Motion was made by Camille Kahler and seconded by William S. Calli, Jr. to enter into executive session at 5:22 p.m. Unanimously approved.

The meeting reconvened at 5:25 p.m.

7. Adjournment

Motion was made by William S. Calli, Jr. and seconded by Wendy Waters to adjourn the meeting at 5:26 p.m. Unanimously approved.