

**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 Stetson Boardroom, Payne Hall, Room 300, Mohawk Valley Community College, Utica, New York was called to order at 4:03 p.m. by Chair Dubeck on Monday, May 22, 2023.

**Members Present**

William S. Calli, Jr.  
Anthony (Tony) Colón  
Anna D'Ambrosio  
Frank Dubeck, Jr.  
Elaine Falvo  
Dana Jerrard  
Camille Kahler (4:06 p.m.)  
David Mathis  
Wendy Waters  
Student Trustee Hanadi Tajir

**Members Excused**

**2. Chair's Report**

Chair Dubeck began by welcoming everyone to the May Board meeting and thanked everyone who attended the Commencement ceremony where 350 students walked the stage. He then acknowledged Student Trustee Hanadi Tajir who will be concluding her service on the Board after today's meeting and presented her with a gift on behalf of the Board. He further went on to report on a number of programs and employee accolades as follows: the MV Hawks had a wonderful showing to close out the academic year with the National Track and Field Championships (hosted by MVCC) having just concluded: Kennan Cannon won the national championship in the long jump with a jump of 23.6 feet, Taylor Harvey won the national championship in the 5,000 with a time of 19min 19.38sec, Omar Mohamed was named Men's Track Athlete of the Year, Taylor Harvey was named Women's Track Athlete of the Year, MVCC Head Coach Durell Cull was named Region 3 Coach of the Year; Recent Graduates, Aidan Ferguson and Hanadi Tajir, were selected to receive the 2023 Chancellor's Award for Student Excellence; MVCC Student Leisha Ayala was selected to receive the EOP Student Excellence Award; and 5 students received certificates at Lavender Graduation with Jess Wilkie, Dean of MVCC's School of Humanities, providing the keynote speech.

Chair Dubeck then asked Vice President Squires for the Treasurer's Report.

**3. Treasurer's Report**

Vice President Squires reviewed the revenue and expenditure reports. Revenue is tracking about 13% higher than budget. Similarly, expenditures are tracking higher as we have higher expenses in the areas of increased revenue. He further went on to report that the final set of student financial aid checks for the spring semester were processed in April. He then provided

an update on the Banner Web Time Entry and Leave Reporting that Payroll, Human Resources, and IT have been working on to launch to the college. This has been a goal of the college for the past few years and with the pandemic the project was stalled. As of May 8, the Web Time Entry and Leave reporting went live for Excluded and AMVA employees. He concluded his report by reviewing the Tuition and Fee Schedule on the Consent Agenda which includes new fees; fee revisions, and revisions to the International Student Health Insurance Program adopted by SUNY. Of the major fee revisions, the Health Services Full and Part-Time fees have been deleted and merged with the Student Support Fee and the addition of the Academic Advantage Package (also known as the book bundle) has been added.

#### **4. Student Trustee Report**

Student Trustee Hanadi Tajir reported on the newly elected Student Congress Officers which include President, VP of Utica, VP of Rome, Treasurer, Program Board Director, and Student Trustee. She concluded by thanking the Board for all their support throughout her time as Student Trustee.

#### **5. Committee and Affiliation Reports**

##### Audit and Finance Committee

Committee Chair Falvo reported that College staff discovered an error that was occurring in applying financial aid to a small number of student accounts. College staff worked with the auditors to quantify the amount and make the appropriate corrections to the student accounts. The College absorbed the cost of the removed aid to not negatively impact students. The College reported the discovery to the auditors immediately and reported the issue to the Department of Education (DoE). Because the College discovered, corrected, and self-reported the error to the DoE the auditors did not include it as a finding in the financial statements. After the completion and acceptance of the financial statements and audit at the April Board of Trustees meeting, the DoE requested the issue be documented by the auditors through the Management Letter. D’Arcangelo & Company has revised the Management Letter to include a description of the issue which has been distributed to all Board members as part of their Board materials.

Trustee David Mathis made a motion to accept and approve the revised Management Letter as presented in the Board materials. The motion was seconded by Trustee William S. Calli and unanimously approved.

##### Auxiliary Services Corporation

Board Liaison Elaine Falvo reported that the ASC Board met on April 15. The ASC Board reviewed Barnes and Nobles sales and commissions; began discussions to the American Dining contract; renamed First Day Complete to now be known as the Academic Advantage Pack; and the ASC budget was discussed. The ASC Board concluded by receiving an update on the audit contract which will be sent out for RFP soon. Information will be shared as proposals come in.

##### Facilities and Campus Safety

Committee Chair Dana Jerrard reminded the Board that there will be a Facilities Campus Safety Committee meeting on June 5.

### Dormitory Corporation (DC)

DC Board Chair David Mathis reported that the DC Board of Directors met on May 18. The meeting reviewed COVID plans for the 23-24 academic year as well as occupancy reports for the Fall 2023. The DC Board approved revisions to the Additional Occupant Policy that allows for live-on professional employees (resident directors) to request an additional occupant be allowed to live with them in their on-campus apartments. The meeting concluded with a review of the DC budget.

### Foundation

Executive Director Deanna Ferro-Aurience by thanking everyone who supported the Week of Giving appeal last month which raised just over \$19,000 from 134 donors. She then went on to report that the annual MVCC Foundation Scholarship Awards dinner and ceremony was held at the beginning of the month with over 200 attendees. Between the Fall of 2022 and Spring 2023, the Foundation received 678 scholarship applications which was an increase of 20% over the previous year. Year to date for this academic year, the Foundation has awarded over 275 separate scholarships to 158 students, for more than \$330,000. Executive Director Ferro-Aurience thanked the members of the Board, the President's Cabinet and the College community who attended the ceremony and for their continued support. Further, a reminder that the 37<sup>th</sup> Annual MVCC Foundation Golf Tournament is coming up on Friday, June 16. The Foundation has 116 golfers confirmed and is in the process of securing a few more sponsors. She then went on to provide a Major Gifts Campaign update. The Foundation is currently in the quiet phase of the Building Better Futures campaign with the goal of raising \$5,000,000. The Foundation is working closely with Marketing and Communications to develop the case for support along with a complete redesign of the Foundations' webpage. They are further working to finalize a comprehensive list of sponsorship and naming opportunities as well as a corporate partners program that will support the campaign and the needs of the College. Since January 2023, the campaign has raised \$532,000. Executive Director Ferro-Aurience concluded her report by providing a financial portfolio update and upcoming Foundation meetings.

### ACCT/NYCCT

Trustee Colón announced that ACCT has launched the ACCT Connect portal. This new initiative affords all member trustees to receive timely updates, access to training modules, and build stronger communication with and between member trustees. Trustee Mathis then went on to review the upcoming ACCT awards and nomination deadline. Trustee Mathis endorsed Trustee Elaine Falvo as the nominee for the Northeast Region Trustee Leadership Award. Trustee Wendy Waters motioned to accept the endorsement and nominate Trustee Falvo for this award. Trustee William S. Calli seconded. Motion passed unanimously.

Trustee Colón continued with an update on NYCCT and announced that all colleges within SUNY are now members of NYCCT. Further, NYCCT will have access/use of the ACCT Connect portal which will help build/strengthen the relationship between NYCCT and ACCT. Trustee Mathis then went on to review the upcoming NYCCT awards and nomination deadline. Trustee Mathis made a motion to endorse and nominate Camille Kahler for the Marvin A. Rapp Award and Frank Dubeck for the Donald M. Mawhinney, Jr. Award. Trustee William S. Calli seconded. Motion passed unanimously.

## SUNY/NYCCAP

President VanWagoner reported that there will be a Presidents' meeting with the Chancellor later this month. The Chancellor's State of the University Address will be held on May 31. Beginning this month, NYCCAP will be holding monthly meetings with Johanna Duncan-Poitier Senior Vice Chancellor for Community Colleges and the Education Pipelines for SUNY. Further, the Dormitory Corporation's (DC) Private Entity status was recently reviewed in relation to SUNY's response under the Governor's initiative to utilize SUNY dorms to house migrants for the summer. President VanWagoner concluded that the College's DC facilities do not fall into the category of a state facility under this status.

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

President VanWagoner reviewed the KPI data point *MVCC is committed to student success through personal enrichment* noting the three indicators as provided in the Board's prep materials: 1. Number of active student clubs and organizations; 2. Number of participating students in clubs and organizations; 3. Number of individuals participating in non-credit CCED courses. There were no additional questions from the Board. President VanWagoner concluded his report with an announcement that Professor Nicholas Laino is serving as Administrator in Charge for Herkimer College and we will be coordinating a time when both MVCC's and Herkimer's Boards can get together.

## College Senate

College Senate Chair Christine Miller began sharing the College Senate's 2022-2023 accomplishments which include improved engagement and communication; FCCC engagement; Faculty Caucus engagement; review of Senate Committees and Charters; and DEI work. Concluding her report, Cabinet and Senate held their annual joint meeting to review Senate's 2023-2024 goals which include refining and clarifying the governance structure; update to Senate By-Laws; and increase communication between Senate and Senate committee chairs.

### **7. Vice President Reports: Student Affairs Spotlited**

The Board had no questions on the written reports from the Vice Presidents. Vice President Reynolds introduced Liz Doherty, Coordinator of Career Services, for the Student Affairs spotlight. Liz Doherty provided an overview on the Career Development Center which included career coaching and counseling; career information and resources; career readiness and employment services; employer development and recruitment services; and collaboration efforts with faculty and college departments.

### **8. Discussion Items:**

#### 9g – 2023-24 Operating Budget

President VanWagoner provided an overview of the proposed 2023-24 Operating Budget including the following:

SUNY rankings were shared to show MVCC with the 10<sup>th</sup> largest credit and 3<sup>rd</sup> largest non-credit enrollment among the 30 SUNY community colleges; the lowest cost per student; 7<sup>th</sup> lowest tuition; and one of the top three lowest household income student populations. He also provided the proposed \$53,966,295 budget for FY24 that represented a 2.3% increase over last year and eliminated 35 full-time vacancies and included three layoffs.

#### 9h – 2023-24 Tuition and Fee Schedule

Vice President Squires reviewed the proposed tuition and fee schedule noting the following new fees and fee revisions: addition of HIT Prof Practice Experience Professional Liability Insurance (spring semester only); addition of Academic Advantage Pack aka Book Bundle; deletion of Health Services fee and merged with Student Support fee; and revisions to the annual pricing per student for the International Student Health Insurance program adopted by SUNY.

#### 9i – 2023-24 Annual Plan

President VanWagoner provided an overview of the Annual Plan. The plan is a result of the work of the Strategic Planning Council and is based on departmental budget submissions in direct support of advancing college-wide initiatives.

### 9. Consent Agenda

<i>Attachment a.</i>	Minutes of April 17, 2023 Board of Trustees Meeting
<i>Attachment b.</i>	Treasurer's Report
<i>Attachment c.</i>	Board Policy Revision: 3014 College Withdrawal, Medical Withdrawal, or Immediate Mental Health Assessment
<i>Attachment d.</i>	College Senate By-Law Change
<i>Attachment e.</i>	Renewal of Grant-Funded Appointments
<i>Attachment f.</i>	Renewal of Probationary Appointments
<i>Attachment g.</i>	2023-24 Operating Budget
<i>Attachment h.</i>	2023-24 Tuition and Fee Schedule
<i>Attachment i.</i>	2023-24 Annual Plan
<i>Attachment j.</i>	2023-24 Diversity Plan
<i>Attachment k.</i>	2022-27 Strategic Enrollment Plan
<i>Attachment l.</i>	Civil Service Position Eliminations
<i>Attachment m.</i>	School of Art Curriculum Change
<i>Attachment n.</i>	Program Deactivation and Discontinuation: Interpreter Education, A.A.S.
<i>Attachment o.</i>	Amend Staffing Plan: Corinne Wilson, Assistant Bursar
<i>Attachment p.</i>	Matthew Wagner, Technical Coordinator Events and Guest Services
<i>Attachment q.</i>	Qamar Fahmi, Coordinator Workforce Development
<i>Attachment r.</i>	Stephen Warzala, Coordinator Workforce Development
<i>Attachment s.</i>	Holly Doty, Director of Student Records & Registrar
<i>Attachment t.</i>	Esmilda Abreu-Hornbostel, Ph.D., Vice President for Student Affairs

Motion to approve Consent Agenda Items 9a-9t was made by Trustee Anna D'Ambrosio and seconded by Trustee William S. Calli. Unanimously approved.

### 10. Adjournment

Motion was made by Vice Chair Wendy Waters and seconded by Trustee William S. Calli to adjourn the meeting at 5:38 p.m. Unanimously approved.