

**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, Utica, New York was called to order at 4:01 p.m. by Chair Dubeck on Monday, August 28, 2023.

**Members Present**

Frank Dubeck, Jr.  
Anthony (Tony) Colón  
William S. Calli, Jr.  
Anna D'Ambrosio  
Elaine Falvo  
Dana Jerrard  
David Mathis  
Student Trustee Justin Kobler

**Members Excused**

Camille Kahler  
Wendy Waters

Chair Dubeck asked for a moment of silence in memory of Engineering and Applied Technologies Assistant Professor Michael Higgins who recently passed away.

**2. Chair's Report**

Chair Dubeck began by providing a few board updates that included the mandatory sexual harassment training and proposed 2024 Board meeting schedule. Receiving no further comments or concerns with the proposed 2024 meeting schedule, the dates will be confirmed and published on the MVCC website. He further went on to report on a number of awards received by the Board of Trustees from the New York Community College Trustees that will be celebrated during the upcoming NYCCT Annual Conference in November as follows: Marvin A. Rapp Award for Distinguished Trustee Service awarded to Camille Kahler; Donald M. Mawhinney, Jr. Trustee Leadership Award awarded to Elaine Falvo; Edward J. Pawenski Business/Industry Partnership Award awarded to Wolfsped for their partnership with MVCC; MVCC received an honorary mention for the College Innovation Award for Fast Track. President VanWagoner then went on to report that NYCCT awarded the Anne M. Bushnell Memorial Award for Special Achievement to Chair Frank Dubeck.

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 15% 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 on a number of highlights as follows: Payroll, Human Resources, and Information Technology have been working to move all payroll reporting electronically through Web Time Entry and Leave reporting. On May 8<sup>th</sup> the Web Time Entry and Leave reporting system went live for Excluded

and AMVA employees. On August 14<sup>th</sup> the reporting system became available to all PA employees. The final group of UPSEU employees is scheduled to happen in the fourth quarter of this year. He concluded by reporting that the Purchasing and Facilities departments have worked together to successfully put together an RFP for the College's copiers.

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

Student Trustee Justin Kobler reported that Student Congress will be meeting after the start of the fall semester which opens next week.

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

##### Nominating Committee

Committee Chair Tony Colón reported that the Nominating Committee met on August 11 and discussed the proposed slate of officers for the 2023-2024 academic year as follows:

##### MVCC Board of Trustees

President, Randall J. VanWagoner

Chair, Frank Dubeck

Vice Chair, Wendy Waters

Secretary, Gloria Karol

Treasurer, Tom Squires

A motion to accept the board of trustee's slate of officers was made by Elaine Falvo and seconded by William S. Calli. Unanimously approved.

##### Dormitory Corporation (DC)

DC Chair David Mathis reported that the DC Board of Directors met prior to the board meeting. The DC Board reviewed several items that included the treasurer's report, a change in remarketing agent, the fall occupancy report, and COVID occupancy protocols. Additionally, the DC Board received a recap of the summer housing activities, which was notably one of the most successful summers on record. An ADA-related issue was brought forth by the new Vice President for Student Affairs was deliberated upon by the DC Board. Furthermore, the board discussed the North and South Hall brick work repair project and supported the update to the Dorm Corp Master Plan, as the previous update had occurred more than a decade ago. The meeting also involved a review of the 2023-2024 DC Board of Directors meeting schedule and the unanimous approval of the proposed slate of officers for the upcoming 2023-2024 academic year. The meeting concluded with a tour of the dorm facilities.

##### Dormitory Corporation Board of Directors

Chairperson, David Mathis

Vice Chair, Frank Dubeck

Treasurer, Mary Beth Murphy

Secretary, Dennis Gibbons

Assistant Secretary, Esmilda Abreu

President, Randall J. VanWagoner

A motion to accept the DC Board of Directors Slate of Officers was made by Trustee Tony Colón. Discussion followed as to whether the Board of Trustees needed to formally accept the DC Board of Directors slate of officers. County Attorney Andrew Dean offered to research this further and offer his legal guidance on how to move forward. The motion was tabled by Trustee David Mathis and seconded by Trustee William S. Calli. Unanimously approved.

### Foundation

Executive Director Deanna Ferro-Aurience reported that over the past year, collaborative efforts with Randy and the IA team resulted in the development of fourteen Key Performance Indicators (KPIs) for the Foundation. These KPIs, spanning ten years of audited data, encompass various aspects including fundraising, donors, scholarships, grant funding, and total assets. They serve as valuable tools to provide insights into trends and highlight top fundraising years, aiding in the establishment of future fundraising goals and expectations. Looking ahead to the year 2023-24, a key objective is the creation of additional KPIs tailored to focus specifically on campaign initiatives and the various appeals and events held annually, such as the Alumni Annual Fund, Week of Giving, Mohawk Valley Gives, End-of-Year Campaign, Faculty/Staff Campaign, Golf Tournament, and Ted Moore Run/Walk. These new KPIs will enable more in-depth analysis and evaluation of the success of these initiatives, facilitating the identification of potential areas for growth or improvement. Furthermore, updates on the Building Better Futures Campaign were provided, including the printing of campaign materials and the ongoing redesign of the Foundation's website. Individual meetings with Foundation Board members are currently underway to discuss their contributions to the campaign, and the members have been encouraged to select two individuals from a vetting list for meetings. Plans to present campaign materials to the BOTs are also in progress. In terms of financials, as of July 31, the Foundation's combined portfolios totaled approximately \$8,680,312, reflecting an increase of \$623,607 since the previous BOT meeting in June, with specific breakdowns provided for the Strategic and Baird portfolios. Finally, upcoming Foundation meetings were announced, including the Audit, Finance & Investment Committee meeting on October 12, the Foundation Executive Committee meeting on October 19, and the MVCC Foundation Board meeting on November 2.

### ACCT/NYCCT

Trustee Tony Colón reported on his participation in the annual retreat of the national ACCT Board. He informed the board members of recent changes within the executive board of ACCT and noted that another election is scheduled to take place during the upcoming ACCT Leadership Congress in October. Additionally, Trustee Colon discussed updates regarding ACCT's advocacy efforts for community colleges, with a focus on specific metrics. Notable statistics mentioned included 10.2 million students attending community colleges, 4.2 million non-credit bearing students enrolled, and the increasing momentum of post-graduate earnings being considered as outcomes-based metrics for future funding models. Diversity, Equity, and Inclusion initiatives were also highlighted as significant priorities, with an emphasis on reviewing demographics that encompass 25% dual credit students and 25% individuals older than 25 years old.

Trustee Colón continued with an NYCCT update. NYCCT is looking to build off the ACCT Connect portal to further connections and build communications among community colleges. David Mathis concluded with a review of upcoming ACCT/NYCCT meetings as follows: NYCCT Zoom meeting with the Chancellor is scheduled for September 13; NYCCT will hold a

breakfast during the ACCT Congress in Las Vegas coming up October 9-12; NYCCT Annual Meeting and Awards Banquet will be held November 3-4, and there will be an NYCCT Board meeting held April 20, 2024.

### SUNY/NYCCAP

President VanWagoner provided an update on advocacy efforts among NYCCAP. A team of NYCCAP presidents and NYCCT trustees have been working to develop a narrative that illustrates how disproportionately funded Community Colleges by the counties in comparison to the state. More will be shared as the narrative continues to be developed. President VanWagoner concluded by sharing that applications for the SUNY Transformation Funds in the amount of \$1.1 million have been opened. MVCC has submitted its application and it is currently moving through the SUNY approval process.

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

President VanWagoner began by introducing our new Vice President for Student Affairs, Dr. Esmilda Abreu. Dr. Abreu introduced herself to the Board and explained why she accepted the position at MVCC.

Due to class schedules, he asked Senate Chair Christine Miller for the Senate Report.

### College Senate

Senate Chair Christine Miller began by reviewing the Senate's 2023-2024 goals which include refining and clarifying the governance structure; update and review of Senate By-Laws; and increase engagement and communication through the shared governance structure. Senate Chair Miller concluded by providing an update on the FCCC Wellness Check that is in the process of being scheduled during the fall semester.

President VanWagoner concluded his report by reviewing the KPI data point MVCC *is committed to student success through transfer pathways* noting the two indicators as provided in the Board's prep materials: 1. Overall six-year student success rate; 2. Overall transfer and bachelor's completion in 6 years.

### **7. Vice President Reports: Academic Affairs Spotlitged**

The Board had no questions on the written reports from the Vice Presidents. Vice President Kahler introduced Assistant Vice President James Lynch for the Academic Affairs spotlight. Assistant Vice President Lynch presented on post pandemic course scheduling, reviewed modality data, student registration trends, and shared insights into the impact of annual scheduling.

### **8. Consent Agenda**

- Attachment a.* Minutes of June 20, 2023 Board of Trustees Meeting
- Attachment b.* Treasurer's Report
- Attachment c.* December Break: 2023-24 Academic Year
- Attachment d.* Emerita: Stephanie Reynolds
- Attachment e.* Emerita: Marianne Buttenschon
- Attachment f.* Salary Increases for Excluded Administrative Staff
- Attachment g.* Kathleen Montague, Instructor in the School of Health Sciences

<i>Attachment h.</i>	Amend Staffing Plan: Julia Hobika, Coordinator Workforce Development
<i>Attachment i.</i>	Amend Staffing Plan: Amir Harbas, Helpdesk Analyst
<i>Attachment j.</i>	Amend Staffing Plan: Robert Rogan, Helpdesk Analyst
<i>Attachment k.</i>	Chelli Kaufman, Purchasing Coordinator
<i>Attachment l.</i>	Amend Staffing Plan: Rachel Maiolo, Fast Track Navigator
<i>Attachment m.</i>	Sandra Mead-Shepardson, Financial Systems Analyst
<i>Attachment n.</i>	Amend Staffing Plan: Beth Dubeck, Instructor in the School of STEM-Career
<i>Attachment o.</i>	Jonathan Boardman, Instructor in the School of STEM – Career
<i>Attachment p.</i>	Brandy Gray, Dean of Institutional Research and Organizational Performance

Chair Dubeck pulled Consent Agenda 8n to note his personal conflict of interest for this resolution and that he will be abstaining from the vote. A motion to accept Consent Agenda Item 8n was made by William S. Calli and seconded by Anna D’Ambrosio. Motion passed 7-0 with 1 abstention.

Motion to approve Consent Agenda Items 9a-9m, 9o, and 9p was made by Trustee Elaine Falvo and seconded by Trustee Anna D’Ambrosio. Unanimously approved.

Motion for an executive session with no further action to discuss personnel was made by Trustee William S. Calli and seconded by Trustee David Mathis. Unanimously approved.

The Board of Trustees entered into executive session at 5:13 p.m.  
The meeting reconvened at 6:20 p.m.

## 9. **Adjournment**

Motion was made by Trustee Camille Kahler and seconded by Trustee William S. Calli to adjourn the meeting at 6:21p.m. Unanimously approved.