



Monroe Community College

STATE UNIVERSITY OF NEW YORK

MCC VALUES:
INTEGRITY.
EXCELLENCE.
EMPOWERMENT.
INCLUSIVENESS.
COLLABORATION.
STEWARDSHIP.

**MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, August 12, 2019**

**R. Thomas Flynn Campus Center
Warshof Conference Center
Monroe B
Brighton Campus**

4:00 PM

Present:

Barbara P. Lovenheim, Chair
Grace S. Tillinghast, Vice Chair
Stephanie Guilin, Student Trustee
John L. Bartolotta
Dr. Joe Carbone
Carla M. Palumbo
Ronald S. Ricotta, Chair, Finance and Facilities Committee
Allen K. Williams

Alice Holloway Young, Chair Emerita, Honorary Trustee

Anne M. Kress, President
Linda M. Hall, Secretary, Board of Trustees

Absent:

Kevin T. Stickle, Chair, Personnel and Programs Committee

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

***Mission:** Monroe Community College, through access to affordable academic programs, leads excellence and innovation in higher education, inspires diverse students to transform their lives and communities, drives regional economic development, and builds global engagement and understanding.*

Introduction and Opening Remarks

Barbara P. Lovenheim, Chair, Board of Trustees, called the meeting to order and quorum was established at 4:03 pm.

- Presentation on Audit Planning and Scope
Grace Gonzalez, Audit Principal, Bonadio and Co., LLP
Jon Miller, Audit Partner, Bonadio and Co., LLP

- Recognition – SUNY Guided Pathways Lead Campus Recognition
Andrea Wade, Provost and Vice President, Academic Services
Kimberley Collins, Associate Vice President, Academic Services
Medea Rambish, Dean, Academic Foundations
Gary Johnson, Director, Schools and Integrated Pathways
Renee Dimino, Program Director, Guided Pathways
Amanda Rampe, Technical Assistant, Schools@MCC
Jessica Wilkie, SUNY Guided Pathways Faculty Liaison

Consent Agenda

The following items were proposed to be adopted and approved by consent:

Board of Trustees:

- A. Minutes of the June 3, 2019 meeting.

Finance & Facilities:

Operating disbursements totaled \$8,754,664.46 for the month of May 2019, and \$6,608,300.36 for the month of June 2019, subject to final audit. (A detailed listing is available upon request.)

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

Consent Agenda (continued)

Personnel & Programs:

B. Consent Calendar

1. Non-Contract
 - Salary Adjustment
 - Appointment
 - Reappointments
 - Separation
2. Professional Staff
 - Salary Adjustment
 - Appointments
 - Reappointments
 - Separation
3. Teaching Faculty
 - Appointment
 - Reappointment
 - Resignations
4. Adjunct Faculty
 - Appointments
5. Support Staff
 - Promotion
 - Appointments
 - Reappointment
 - Separations
6. Additional Compensation
 - Academic Services Division
 - Administrative Services Division
 - EDIWS Division
 - President's Division
 - Student Services Division

Dr. Lovenheim requested that the Consent Agenda be adopted. The motion was made, seconded and approved unanimously.

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

FINANCE AND FACILITIES COMMITTEE

RESOLVED, that the Board of Trustees of Monroe Community College accepts the Interim Financial Reports as of May 31 and June 30, 2019. (F16-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees of Monroe Community College authorizes the purchase of items over \$20,000 as listed for the months of May and June 2019. (F17-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

WHEREAS, the County has agreed to enter into contracts with various contractors for the renovation of space at MCC's Downtown Campus, Building 33 (formerly Kodak Bldg. 16), on the 5th and 6th floors to create the MCC Finger Lakes Workforce Development Center (FWDC).

WHEREAS, MCC has obtained the financing for the FWDC which totals \$11,400,000, in the form of a SUNY 2020 grant in the amount of \$6,000,000 and an Empire State Development (ESD) grant in the amount of \$5,400,000.

WHEREAS, the County agrees to contract and build the FWDC.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Monroe Community College approves the College's payments to the County as costs are incurred during the project and upon receipt of funding from the grantors, SUNY and ESD, such total payments not to exceed \$11,400,000. (F18-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

Information Items

1. Purchases under \$20,000 for May and June 2019
2. CIP Status Report as of July 18, 2019
3. Grant Report for July 2019
4. Response to Board Resolution: Use of Fund Balance

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE

RESOLVED, that the Board of Trustees of Monroe Community College approves the appointment of the following Interim Department Chair(s) for the Academic Year 2019 - 2020 as indicated, to receive an annual stipend in accordance with provisions of the current agreement with the Faculty Association. (P20-2019)

Department

Chemistry/Geosciences
Education and Human Services

Chair

Jessica Barone
Eileen Radigan

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees of Monroe Community College expresses its sincere appreciation for professional services, and in recognition of their years of dedicated service to the College, the following be appointed, at the pleasure of the Board of Trustees, to Emeritus Status: (P21-2019)

Emeritus Dean of STEM and Health

Daniel Robertson

Professor Emeritus

Celia Reaves, Psychology
Mitchell Redlo, Business Administration/Economics
Cathryn Smith, English/Philosophy
Ann Tippett, English/Philosophy

Associate Professor Emeritus

Susan Ferrari-Rowley, Visual and Performing Arts
E. Jethro Gaede, Anthropology/History/Political Science/Sociology
Naomi Karolinski, Business Administration/Economics
Christopher Sardone, Business Administration/Economics

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE (continued)

RESOLVED, that the Board of Trustees of Monroe Community College adopts the revised “2.7 Freedom of Expression Policy” effective August 12, 2019. (P22-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees of Monroe Community College adopts the “Freedom of Information Law Policy” effective August 12, 2019. (P23-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees of Monroe Community College reappoints the following Vice Presidents effective September 1, 2019 through August 31, 2020. (P24-2019)

Lloyd Holmes, Vice President, Student Services

Todd Oldham, Vice President, Economic & Workforce Development & Career Technical Education

Hezekiah Simmons, Chief Financial Officer and Vice President, Administrative Services

Andrea Wade, Provost and Vice President, Academic Services

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees approves a salary increase of 1.75% for the 2019-2020 fiscal year for Officers, Non-Contract Administrators and President effective September 1, 2019. (P25-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE (continued)

RESOLVED, that the Board of Trustees of Monroe Community College approves the following adjunct faculty promotions in accordance with Article 32 of the contractual agreement between Monroe Community College and the Faculty Association effective September 1, 2019: (P26-2019)

From Adjunct Associate Professor to Adjunct Professor

Atene, Carlo	Mathematics
Baxter, Elizabeth	ESOL/Transitional Studies
Crosetti, Laura	Psychology
Helfrich, Joel	Anthropology/History/Political Science/Sociology
Jones, Valerie	Mathematics
McDonough, Jean	English/Philosophy
Norman, James	Anthropology/History/Political Science/Sociology
Walker, Matthew	Anthropology/History/Political Science/Sociology

From Adjunct Assistant Professor to Adjunct Associate Professor

Atkinson, Karen	ESOL/Transitional Studies
Ballard, Sarah	Visual and Performing Arts
Crowley, Nancy	Education and Human Services
Dee, Bridget	ESOL/Transitional Studies
Eberle, Kelli-Jo	English/Philosophy
Gaida, Carrie	Mathematics
Lieb, Heather	ESOL/Transitional Studies
Malanchyn, Olena	Mathematics
McDonnell, Timothy	Chemistry/Geosciences
Pedersen, Christopher	Anthropology/History/Political Science/Sociology
Price, John	ESOL/Transitional Studies
Quenin, John	Engineering Science/Physics
Trinchera, Anthony	Visual and Performing Arts
Weider, Kayce	Anthropology/History/Political Science/Sociology
Wheeler, Eric	ESOL/Transitional Studies
Wilson, Marie	ESOL/Transitional Studies

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE (continued)

From Adjunct Instructor to Adjunct Assistant Professor

Best, Ann	ESOL/Transitional Studies
Burns, Ann	ESOL/Transitional Studies
Carroll, Michael	Information and Computer Technologies
Chacon, Stephanie	Chemistry/Geosciences
Crissman, Tricia	ESOL/Transitional Studies
Dumbleton, Raymond	ESOL/Transitional Studies
Goff, Eugene	Engineering Technologies
Keating-Biltucci, Mary	ESOL/Transitional Studies
Koehler, Matthew	English/Philosophy
Lendeck, Gregory	Visual and Performing Arts
Nelson, Juliann	Engineering Technologies
Pomayda, Nelya	Mathematics
Pratt, Linda	ESOL/Transitional Studies
Raymond, Jodell	Business Administration/Economics
Rhoda, Michael	Mathematics
Salamida, Gregory	Psychology
Sobko, Debra	ESOL/Transitional Studies
Sparkman, LaQuanna	ESOL/Transitional Studies
Walsh, Peter	Hospitality
Williamson, Harry	Health and Physical Education
Yiannakos, Anthony	ESOL/Transitional Studies

Motion was made and seconded that the above resolution be adopted.

Motion was carried unanimously.

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE (continued)

RESOLVED, that the Board of Trustees of Monroe Community College approves the following promotions in accordance with Article 52 of the contractual agreement between Monroe Community College and the Faculty Association effective September 1, 2019: (P27-2019)

Non-Rank Promotions

Academic Services Division

Assistant Director to Associate Director

Wilson, Alice	Library	\$98,927
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Coordinator II to Assistant Director

Eggleston, Andrew	Learning Resources	\$72,500
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Advisor to Senior Advisor

Malik, Amanuel	TRIO, Student Support Systems	\$52,290
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Administrative Services Division

Specialist I to Director II

Broberg, Scott	Technology Services	\$82,500
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Payroll Manager to Director II

Oliver, Deborah	Payroll	\$85,000
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Specialist II, Finance & Budget to Senior Specialist, Finance & Budget

Boese, Victoria	Administrative Services	\$79,097
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Specialist II to Senior Specialist

Savage, Jeffrey	Technology Services	\$81,399
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MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE (continued)

Economic Development and Innovative Workforce Services Division

Manager I to Program Director I

Brown Lonis, Kelly	Office of Workforce Development and Corporate College	\$86,000
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Coordinator II to Manager II

Kuhn, Ann	EDIWS, VP Office	\$61,834
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Program Coordinator II/Lecturer to Program Coordinator I/Lecturer

France, Jason	Public Safety Training Facility	\$64,389
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Technical Assistant to Senior Technical Assistant

Wheat, Lynda	Office of Workforce Development and Corporate College	\$44,977
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President's Division

Assistant Director to Director II

Yule, Rosanna	Government and Community Relations	\$83,651
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Associate Director to Director II

Custodio, Antonia	Executive Dean's Office	\$74,669
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Specialist I to Project Director

Chin, Karen	Institutional Compliance and Internal Audit	\$70,058
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MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE (continued)

Student Services Division

Financial Aid Specialist II to Financial Aid Specialist I

Horwath, Edie Financial Aid \$71,125

Assistant Director to Associate Director

Dingee, Sally Advisement and Transfer Services \$80,001

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees of Monroe Community College approves the appointment of Margaret Kaminsky as Dean, STEM & Health effective August 1, 2019. (P28-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees of Monroe Community College conduct an Executive Session pursuant to Public Officers Law §105, subsection (f): the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (P29-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

Two additional resolutions were added following executive session.

**

RESOLVED, that the Board of Trustees approves an Addendum on retirement contribution to the Employment Agreement between Monroe Community College and President Anne M. Kress. (P30-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

PERSONNEL AND PROGRAMS COMMITTEE (continued)

RESOLVED, that the Board of Trustees of Monroe ~~County~~ Community College authorizes the President to take the necessary steps to plan and implement a 2020 Voluntary Separation Incentive Plan for full-time faculty positions, including both teaching faculty and non-teaching professional staff, at a cost of no more than \$4 million. This Voluntary Separation Incentive Plan will assist the College in achieving the following goals: (1) to align the number of full-time faculty positions more closely with the negotiated, enrollment-based index number in the Faculty Association contract; (2) to align the number of non-teaching professional staff to current student enrollment; and (3) to help achieve the fiscal responsibility required to meet the stated goal of the Board of Trustees to reduce the use of fund balance to \$0 in fiscal year 2021. (P31-2019)

**Motion was made and seconded that the above resolution be adopted as amended.
Motion was carried unanimously.**

Information Items

1. Student Attendance Policy

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

BOARD OF TRUSTEES

WHEREAS, Michael G. Barker has been a champion of education and an ardent civil servant throughout his teaching and public service careers, altogether spanning over four decades and including 25 years in the Fairport Central School District and over 20 years as a Monroe County legislator, Town of Perinton supervisor and in other positions; and

WHEREAS, Michael G. Barker's 2016 appointment to the Monroe Community College (MCC) Board of Trustees by the Monroe County Legislature is a testament to his devotion to students and quality education; and

WHEREAS, as an MCC trustee, Michael G. Barker has generously contributed his time, expertise and insight, chairing the Policy and Planning Committee and serving as a member of the Finance and Facilities and Risk Management committees; and

WHEREAS, his commitment to student success is reflected in the major capital projects completed at the College during his tenure, including the development and opening of the Downtown Campus and renovation and naming of the Robin and Tim Wentworth Arts Building; and

WHEREAS, his dedication to MCC and the community it serves is evidenced by his involvement in the College community, including the opening of the PRISM Multicultural Center, Ready to Partner: Community Colleges Building a Regional Workforce luncheon, ROC the Future: State of Our Children's Address and Report Card Release, and many MCC commencements; and

WHEREAS, Michael G. Barker has advocated for the College by attending the New York Community College Trustees Institute and Annual Conference, and the Association of Community College Trustees National Legislative Summit, where he met with New York state representatives to advocate for funding programs that impact community colleges; now

THEREFORE BE IT RESOLVED that we, the members of the Monroe Community College Board of Trustees, hereby express our sincere appreciation to Michael G. Barker—an award-winning educator and a passionate advocate for Monroe County citizens—for his many contributions to MCC, his distinguished record of public service and in academia, and his selfless dedication to students everywhere. (T03-2019)

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

BOARD OF TRUSTEES (continued)

RESOLVED, that the Board of Trustees of Monroe Community College approves the 2020 Meeting Calendar: (T04-2019)

**Monroe Community College
BOARD OF TRUSTEES
2020 Meeting Calendar**

Monday, February 3	4:00 p.m.
Monday, March 9	4:00 p.m.
Monday, April 6	4:00 p.m.
Monday, June 8	4:00 p.m.
Monday, August 10	4:00 p.m.
Monday, October 5	4:00 p.m.
Monday, December 7	4:00 p.m.

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

**

RESOLVED, that the Board of Trustees of Monroe Community College duly elects the officers nominated to serve until the next Annual Meeting of the Board of Trustees and/or until their successors have been elected and qualified. (T05-2019)

Chair of the Board: Barbara P. Lovenheim
Vice Chair: Grace S. Tillinghast
Secretary: Linda M. Hall

**Motion was made and seconded that the above resolution be adopted.
Motion was carried unanimously.**

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

BOARD OF TRUSTEES (continued)

- President's Report
 - > Presentation: Board Evaluations Task Force Recommendations

- Shared Governance Updates

Linda M. Hall, Secretary, Board of Trustees called on the shared governance groups for their updates. The following groups shared an update:

 - Faculty Senate – Teresa Schichler
 - Support Staff Planning Council – Marybeth Donnelly (written report)

- Monroe Community College Foundation Report

- Open Forum

Linda M. Hall, Secretary, Board of Trustees, introduced the Open Forum. No speakers were registered to present to the Board of Trustees.

Information Items

1. Biographies
2. Staff Recognition

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

Information Items

Chairperson Lovenheim opened the meeting by welcoming the newest Student Trustee Stephanie Guilin.

Chairperson Lovenheim read a memo on the Board's role which will be posted in the Tribune in early September when school is back in session.

A presentation on Audit Planning and Scope was provided by Grace Gonzalez and Jon Miller, Bonadio and Co., LLP

Chairperson Lovenheim reminded the Board and members of the College Community about All College Days being held on Thursday, August 22 at the Brighton Campus.

President Kress provided a recognition to the SUNY Guided Pathways team and presented them with a plaque.

Dr. Alice Holloway Young was honored and presented with a book about her life called *Tearing Down Fences*. Recognition was provided to the team that put the book together: Sally Parker, editor, Phil Osterling, graphic designer and Sheila Strong, liaison.

Chief Financial Officer and Vice President of Administrative Services Hezekiah Simmons gave the financial report. Mr. Simmons reported on key financial highlights related to revenue, expenses, and enrollment for June 2019 YTD as follows:

Enrollment is down 3.5% from the prior year and has achieved 94% of budget.

Revenue is down less than 1% YOY and has achieved 88% of budget. Tuition and State Aid are the key drivers of this performance attributable to enrollment declines partially offset by an increase in other revenue.

Expenses are down 0.2% YOY and has achieved 82% of budget. This is primarily related to vacancies and timing differences in contractual expenses.

VP Simmons also reported on fund balance use and mitigation actions being considered.

Chairperson Lovenheim read the resolutions under Personnel and Programs and highlighted one policy that was presented as a first read. The Board entered into Executive Session at 5:11 pm and adjourned at 6:01 pm. The meeting reconvened and two additional resolutions were read and voted on.

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

Information Items (continued)

Following the approval of the three Board resolutions, a vote was made to end the business portion of the Board meeting at 6:12 pm.

President Kress thanked Cynthia Mapes for her service to MCC on behalf of the College. Cynthia will be retiring at the end of August.

President Kress referenced items in the Board folders as follows:

- Food Insecurities Task Force Report - which reflected on the inaugural food insecurity conference that was held at Monroe Community College in June.
- Cabbages & Kings – the 72nd edition of the Literary & Visual Arts Magazine. This issue of the magazine focused on Diversity.
- Student Outcomes Report – the report will become an annual report focusing on the impact MCC has on students. Dr. Kress thanked Julianna Frisch, William Dixon, Phil Osterling and Rosanna Yule for their efforts in creating this report.

President Kress then gave a presentation on the Board Evaluations Task Force. The Task Force consisted of 30 members and was chaired by the President. The President provided the Board a memo on Task Force Recommendations and will follow-up with executive summaries and suggested forms/formats by employee category to the Board by August 31.

MCC Foundation Chair Lauren Dixon gave the Foundation report. The Scholarship Open was the most successful tournament ever and raised \$124,000 in support of student success. The Brighton Campus was host to the Healthy Hero Camp this summer. On July 25, the Greater Rochester Health Foundation announced a \$1.3M investment in the camp. The grant funded 625 campers this year from the Rochester City School District. The grant funds three years of camp.

The investment from the Greater Rochester Health Foundation brings the Foundation closer to its Every Bright Future Needs a Strong Foundation campaign goal of \$50 million. As of July 25, they were at \$47.9M.

Six new members were appointed to the MCC Foundation Board, Todd Baxter, Colby Feane, Susan Holliday, Aaron Newman, Richard Reingold and Stephanie Von Bach. Three Board members are cycling off, Cynthia Langston, Carmen Allen and Kathy Pavelka. Kathy Pavelka was elected to the Foundation Council. This was Chairperson Dixon's last meeting. Sergio Esteban, LaBella Associates, will become Chair on September 1. Chairperson Lovenheim thanked Lauren for her leadership and updates to the Board and presented her with a note card and flowers.

MONROE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2019

Information Items (continued)

Faculty Senate's VP of Professional Staff Teresa Schichler reported on Senate activities. The Faculty Senate is preparing for the upcoming year. The Executive Committee has met on how incoming Senate leadership might restructure meetings to more effectively increase dialogue across the College about emerging issues. New committee chairs have been selected and committees established. The SCAA searches continued unabated. President-elect Nayda Pares-Kane looks forward to addressing the College at All College Day. She is working closely with the SCAA Chair to more clearly articulate the role and responsibility of SCAA at the College.

The Board meeting adjourned at 6:38 pm.

Respectfully submitted,



Linda M. Hall
Secretary, Board of Trustees