



**Monroe Community College**  
STATE UNIVERSITY OF NEW YORK

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

# Monroe Community College Board of Trustees Minutes

Monday, March 9, 2020  
High Falls A/B  
Downtown Campus

4:00 PM

Present: Barbara P. Lovenheim, Chair  
Grace S. Tillinghast, Vice Chair  
Stephanie Guilin, Student Trustee  
John L. Bartolotta  
Dr. Joe Carbone  
Daniel M. DeLaus, Jr.  
Carla M. Palumbo  
Dale R. Rehkopf II, Chair, Finance and Facilities Committee

Katherine P. Douglas, Interim President  
Linda M. Hall, Secretary, Board of Trustees

Excused: Allen K. Williams, Chair, Personnel and Programs Committee

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***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 4:01 pm.

***Consent Agenda***

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

*Board of Trustees:*

- A. Minutes of the February 3, 2020 meeting.

*Finance & Facilities:*

Operating disbursements totaled \$6,695,323.59 for the month of January 2020, subject to final audit. (A detailed listing is available upon request.)

*Personnel & Programs:*

- B. Consent Calendar
  - 1. Professional Staff
    - Appointments
    - Retirements
  - 2. Teaching Faculty
    - Appointments
    - Reappointment
    - Retirements
  - 3. Adjunct Faculty
    - Appointments
  - 4. Support Staff
    - Promotion
    - Appointments
    - Retirement
    - Separations

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5. Additional Compensation
  - Academic Services Division
  - Administrative Services Division
  - EDIWS Division

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

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***Finance and Facilities Committee***

RESOLVED, that the Board of Trustees of Monroe Community College accepts the Interim Financial Report as of January 31, 2020. (F05-2020)

**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 month of January 31, 2020. (F06-2020)

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

**Information Items**

1. Purchases under \$20,000 for January 2020
2. CIP Status Report as of February 13, 2020
3. Grant Report for January 11 to February 12, 2020

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***Personnel and Programs Committee***

RESOLVED, that the Board of Trustees of Monroe Community College adopts the “General Education Policy” effective March 9, 2020. (P03-2020)

**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 promotion of Associate Professors, Assistant Professors, and Instructors effective September 1, 2020. (P04-2020)

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

Associate Professor to Professor

<b>Name</b>	<b>Department</b>	<b>Degrees</b>
Burns, Amy	ESOL/Transitional Studies	MS, BA
Colosimo, Amanda	Chemistry/Geosciences	MS, BA
Czaja, Pamela	Library Services	MLS, BS
Finch, Cristin	Health and Physical Education	MS, BS
French, Kevin	Applied Technologies	MS, BS, AAS
Hill, Jennifer	Biology	PhD, BS
Lanzafame, Eileen	ESOL/Transitional Studies	MS, BA
Mahar, Jason	Mathematics	MS, BS
Martineau, Brigitte	Mathematics	MS, BS
Nyerges, John	Visual and Performing Arts	MM, BM
Ofsowitz, Michael	Psychology	MS, BA
Stevens, Richard	Biology	PhD, MS, BS
Vogt, Alexis	Engineering Technologies	PhD, BS

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Assistant Professor to Associate Professor

<b>Name</b>	<b>Department</b>	<b>Degrees</b>
Blew, Lauren	Business Administration	MS, BA
Cameron, Mary	Mathematics	MS, BS
Chang, Heather	Visual and Performing Arts	MS, BFA
Coleman, Renee	Psychology	PhD, MS, BA
Giovanelli, Dina	Anthropology/History/Science/ Political Science	MS, BS
Kumar, Christopher	Engineering Science and Physics	MS, BS, BS, AAS
Lautenslager, Stacey	Information and Computer Technologies	MS, BS
Wilson, Judith	Nursing	MS, BS

Instructor to Assistant Professor

<b>Name</b>	<b>Department</b>	<b>Degrees</b>
Berg, Eric	ESOL/Transitional Studies	Med, BA
Bolognese-Gress, Katherine	Health Professions	MS, BS, AAS
Horton, William	Applied Technologies	MS, BS, AAS
Kingston, Andrea	Library Services	MSL, MS, BA
Mandly, Elizabeth	Education and Human Services	MS, BS
Mizelle, Mazie	Biology	MS, BA
Mohr, Mary	Engineering Science and Physics	MS, BS, AS
Nagle, Kelly	Law and Criminal Justice	JD, BA
Pierce, Heather	Chemistry/Geosciences	MA, BS
Rosairo-Mathieu, Caridad	Nursing	MS, BS
Sadique, Aswana	Chemistry/Geosciences	PhD, BS

RESOLVED, that the Board of Trustees of Monroe Community College approves the reappointment of Non-Contract, Professional Staff, Faculty, and Technical Assistants/Advisors as listed at the ranks and titles indicated for the 2020 - 2021 academic year or, for 12 month employees, beginning September 1, 2020 and ending August 31, 2021. (P05-2020)

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

**Motion was carried unanimously.**

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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. (P06-2020)

**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 Pauly Group, Inc. as the consultant to conduct the search for the new president of Monroe Community College, at a rate of \$52,000 plus additional approved expenses related to advertising, candidate travel, and credit/criminal background check services. (P07-2020)

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

**Motion was carried unanimously.**

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***Board of Trustees*** (see information items for details)

- President's Update
- Vice President Updates
  - Lloyd Holmes, Vice President, Student Services
  - Todd Oldham, Vice President, Economic & Workforce Development & Career Technical Education
  - Hezekiah Simmons, CFO/Vice President, Administrative Services
  - Andrea Wade, Provost/Vice President, Academic Services
- Monroe Community College Foundation Report
- 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 – Nayda Pares-Kane
  - Administration – Katherine Douglas
  - Support Staff Planning Council - Marybeth Donnelly (written report)
- Union Updates

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

  - Faculty Association – Bethany Gizzi (written report)
  - CSEA – Melissa Burley

**Information Items**

1. Biographies
2. Staff Recognition



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### Information Items

Chairperson Lovenheim opened the meeting by welcoming our newest Trustee, Daniel DeLaus. She thanked the President, Provost and Public Safety for their coordination regarding the COVID-19 virus.

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 YTD January 2020 as follows:

Enrollment is down 6.9% from the prior year and has achieved 97% of budget. Both full-time and part-time enrollment contribute to the decline.

Revenue is down less than 1% YOY and has achieved 52% of budget. This is primarily due to a decrease in enrollment.

Expenses are down 0.6% YOY and has achieved 40% of budget. This is primarily related to timing differences. The decrease in general support is related to employee and retiree benefits.

During the Personnel and Programs Committee section of the agenda, the Board entered into Executive Session at 4:37 pm and adjourned at 5:24 pm.

The Board reconvened and voted on a resolution to approve The Pauly Group, Inc. as the consultant to conduct the Presidential search.

A vote was made to end the business portion of the Board meeting at 5:30 pm.

President Douglas provided an update to the Board on her first month with MCC. Dr. Douglas proposed to the Trustees that they report on the Strategic Plan three times per year. Dr. Douglas has a new weekly contribution to the Daily Tribune called Quotes that Inspire where every Friday a quote and short narrative on why it inspires is published. Dr. Douglas attended the League Board meeting and the MCC conference presentations. A reaffirmation process will be required when the new President arrives in order to continue the League Board membership. The areas of focus this month have been the FY'21 budget shortfall and pandemic plans. The Shared Governance Task Force met to review roles/responsibilities and authority.

Vice President Holmes highlighted the men's and women's swimming and diving teams who received multiple awards at the national championship. There is a focus on retention for students in the residence halls. Over 40% of the students in the residence halls are in development classes. They will supplement study halls already provided in the residence halls with peer tutors, academic coaches and writing consultants.

Vice President Oldham recognized ICT (Information Computer Technology) team for bringing home the grand prize in the DeepRacer Challenge, a self-driving racecar challenge, hosted at Rochester Institute of Technology. Dr. Oldham highlighted page 3 and 27 of the Impact Report which focused on creating the 21<sup>st</sup> Century Worker and the listing of awards that have been granted. There has been a sizeable interest from research groups to visit and study EDIWS's integrated model and the process for occupational analyses.

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Provost Wade highlighted the Teaching and Creativity Center (TCC) theme for 2019-20 “A Year with Bandwidth Recovery: Helping Students Reclaim Cognitive Resources Lost to Racism, Poverty and Social Marginalization.” The author will be visiting MCC on June 5. The TCC coordinator is Gena Merliss. Through a gift from ESL Charitable Foundation a pilot program has been launched called Strong Foundations which is a 16 week, pre-matriculation program that targets lower-skilled students by building college and career readiness skills while preserving financial aid. Provost Wade recognized Eileen Radigan, Assistant Professor and department chair of Education and Human Services who was appointed as an Open SUNY Online Teaching Ambassador for 2020. Dr. Wade presented a state-wide webinar on “Coaching Communication Strategies” to the New York State Coaching Academy. Many MCC professionals engaged in helping SUNY raise coaches. Christina Lee, Coordinator of Global Education, presented on COIL initiatives as they relate to MCC’s strategic goals for internationalization of curriculum in the community college setting at the SUNY System Administration’s Strategic Planning Meeting. ESOL/TRS and Global Education & International Services (GEIS) have partnered with Brockport and RCSD to provide ESL coursework to RCSD teaching assistants who are pursuing permanent certification.

Vice President Simmons highlighted the OSHA Train the Trainer where MCC will provide OSHA Training in-house for Facilities employees at a reduced cost of \$10 per employee versus \$250. The next visit for the Facilities Master Plan team will be on March 23-24 where they will report on their progress and seek feedback. The cogen plant is currently off line and they are evaluating what is needed to bring it back online utilizing the services of Milton Caterpillar. MCC is currently using RG&E’s services.

MCC Foundation Chair Sergio Esteban provided the Foundation report. The MCC Foundation participated in the Voluntary Support of Education Survey (VSE) and ranked second in New York State behind Westchester Community College and 18<sup>th</sup> in the country. They were first in the state in unrestricted funding last year and fifth nationally for the second year in a row. At the Council for the Advancement and Support of Education (CASE) mid-Atlantic district conference the MCC Foundation received the gold award for their Impact Report, a gold award for their Every Bright Future needs a Strong Foundation campaign materials and a silver award for their 2019 Gold Start Gala presented by M&T Bank. This year’s annual Gold Star Gala will be held on April 25 at the Country Club of Rochester. The theme will be Red Fez, a sophisticated, international Moroccan night club celebrating their last night in business. Honorary Chairs will be Lauren Dixon and Mike Schwabl who are joined by Erin and Truman Tolefree.

Faculty Senate President Nayda Pares-Kane thanked the work of the senators and committee chairs for the work they do in support of the Faculty Senate. Caucuses were held to gather feedback on issues and concerns including the Gallup poll which will be reported on at the next Faculty Senate meeting. The Senate is grateful to be participating in the Ad Hoc Shared Governance Committee and the budget conversations. Nayda clarified that the Senate does not get involved in any personnel decisions. Other items the Senate is working on are revisions to the tobacco policy to note that cessation treatment, including nicotine patches, should be

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excluded from the ban. They are working on senate bylaw revisions and the VP of Professional Staff Elizabeth Baxter will be attending the FCCC spring plenary.

President Douglas provide the shared governance administration report. President Douglas reconvened the Shared Governance Task Force and the homework was to review the roles and responsibilities. Another meeting will be scheduled to discuss their potential role in the fiscal '22 budget planning process. The shared governance documents were reviewed and Dr. Douglas is drafting revisions to the by-laws. The goal is to bring the revised document forward to Faculty Senate in their first meeting of the academic year in order to have it ratified before the Presidential finalists come to campus.

Support Staff Planning Council provided a written report.

FA President Bethany Gizzi provided a written report to the Board and CSEA Treasurer Melissa Burley stated CSEA had nothing to report.

The Board meeting adjourned at 6:25 pm.

Respectfully submitted,



Linda M. Hall  
Secretary, Board of Trustees