



Monroe Community College
STATE UNIVERSITY OF NEW YORK

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

Monroe Community College Board of Trustees Minutes

Monday, June 8, 2020

Virtual

4:00 PM

Present:

Barbara P. Lovenheim, Chair
Stephanie Guilin, Student Trustee
John L. Bartolotta
Daniel M. DeLaus, Jr.
Carla M. Palumbo
Dale R. Rehkopf II, Chair, Finance and Facilities Committee
Allen K. Williams, Chair, Personnel and Programs Committee

Nathan J. Robfogel, Honorary Trustee

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

Excused:

Dr. Joe Carbone
Grace S. Tillinghast, Vice Chair

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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 4:03 pm.

- Presentation – Presidential Search
 - Johanna Duncan-Poitier, SUNY Senior Vice Chancellor for Community Colleges and the Education Pipeline
 - Jennifer Miller, Executive Director & SUNY Assistant Vice Chancellor for Community College Support

Consent Agenda

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

Board approval of the Consent Agenda is required.

Board of Trustees:

- A. Minutes of the April 6, 2020 meeting.

Finance & Facilities:

Operating disbursements totaled \$9,307,124.05 for the month of March 2020, and \$7,151,410.00 for the month of April 2020, subject to final audit. (A detailed listing is available upon request.)

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Consent Agenda (continued)

Personnel & Programs:

B. Consent Calendar

1. Officers
 - Separation
2. Professional Staff
 - Appointment
 - Retirements
 - Separations
3. Teaching Faculty
 - Appointment
 - Reappointments
 - Retirements
 - Separations
4. Adjunct Faculty
 - Approval
5. Support Staff
 - Retirement
6. Additional Compensation
 - EDIWS Division

RESOLVED, that the Board of Trustees of Monroe Community College adopt the consent agenda effective June 8, 2020. (T04-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

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Finance and Facilities Committee

RESOLVED, that the Board of Trustees of Monroe Community College accepts the Interim Financial Reports as of March 31 and April 30, 2020. (F10-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the 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 March and April, 2020. (F11-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

**

RESOLVED, that the Board of Trustees of Monroe Community College approves the Schedule of Tuition and Fees for the fiscal year September 1, 2020 through August 31, 2021. (F12-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

**

RESOLVED, that the Board of Trustees of Monroe Community College approves the Operating Budget for the fiscal year September 1, 2020 through August 31, 2021 in the amount of \$119,015,000. (F13-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

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Finance and Facilities Committee (continued)

**

WHEREAS, the 2020/21 Enacted State Budget includes expanded power of the Director of the State Budget and, pursuant to these expanded powers, the State funding for Monroe Community College for the period commencing April 1, 2020 and concluding on March 31, 2021 may be less than that provided in the Enacted State Budget and pursuant to an act of the Board of Trustees of the State University of New York, this reduced level of State funding may be allocated to Monroe Community College in an amount intended to minimize the impact of such reductions, specifically in such a manner as may maximize the support to Monroe Community College from federal sources in the best interest of the College; and

WHEREAS, the College's Board of Trustees, at their meeting of June 8, 2020, approved an operating budget for Monroe Community College for the period September 1, 2020 and concluding August 31, 2021 totaling \$119,015,000 which may be reduced due to actions made by the Director of the State Budget;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Section 6304 of the Education Law of the State of New York, a budget in the amount of \$119,015,000, or such amount that may be remaining following action by the Director of the State Budget and approval by the SUNY Board of Trustees, be and the same is hereby adopted for Monroe Community College, for the period beginning September 1, 2020 and concluding on August 31, 2021. (F14-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

Information Items

1. Purchases under \$20,000 for March and April 2020
2. CIP Status Report as of May 18, 2020
3. Grants Report for March 17 – May 4, 2020

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Personnel and Programs Committee

RESOLVED, that the Board of Trustees of Monroe Community College approves the following A.S. degree, subject to the approval by the State University of New York: Business Administration: Accounting, A.S. (P11-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

**

RESOLVED, that the Board of Trustees of Monroe Community College approves the following A.A.S. degree, subject to the approval by the State University of New York: Culinary Arts, A.A.S. (P12-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

**

RESOLVED, that the Board of Trustees of Monroe Community College approves the following certificate, subject to the approval by the State University of New York: Care Coordination - Community Health Navigation, Certificate. (P13-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

**

RESOLVED, that the Board of Trustees of Monroe Community College approves leave for professional advancement in accordance with Article 13 of the contractual agreement between Monroe Community College and the Faculty Association in the amount of one-half salary August 24, 2020 to August 16, 2021 for: (P14-2020)

Eugenia Merliss Teaching and Creativity Center

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

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Personnel and Programs Committee (continued)

**

RESOLVED, that the Board of Trustees hereby adopts and ratifies a Separation Agreement, as executed on May 18, 2020 between Monroe Community College and a particular employee. (P15-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

**

WHEREAS, Monroe Community College is experiencing financial constraints related to the effects of the COVID-19 pandemic and the effects of the NY PAUSE response;

WHEREAS, Monroe Community College is funded through three primary sources, which include student tuition dollars, state funding, and support from Monroe County;

WHEREAS, each of these funding sources have been negatively impacted by the COVID-19 pandemic;

WHEREAS, Monroe Community College is diligently pursuing additional source of revenue to address and alleviate these fiscal shortfalls;

RESOLVED, that the Board of Trustees immediately adopts a hiring freeze that centralizes all hiring decisions at the executive leadership level;

BE IT FURTHER RESOLVED, that all open positions, planned hires, and replacements be filled on a limited basis, prioritizing positions related to staff health and safety;

BE IT FURTHER RESOLVED, that all planned faculty hiring should be prioritized if they are in high-needs, high enrollment areas that provide students with robust and recession proof employment opportunities or are in areas that are necessary to address the issues caused by the COVID-19 pandemic;

BE IT FURTHER RESOLVED, that all planned hiring of staff in the student facing experience should be prioritized if they are in areas that would aid in student retention, recruitment, or service;

BE IT FURTHER RESOLVED, that all managerial and operational staff hiring should be frozen with the exception of a limited number of strategic hires determined at the leadership level;

BE IT FURTHER RESOLVED, that all revenue generating faculty and staff positions may be hired if the revenue generation is known and received;

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Personnel and Programs Committee (continued)

BE IT FURTHER RESOLVED, that all part-time and temporary hires should be included in this hiring freeze and any decisions regarding hiring these types of position should be made in accordance with the same priorities and principles;

BE IT FURTHER RESOLVED, that this hiring freeze shall be in effect until further notice.
(P16-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

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Board of Trustees

WHEREAS, Stephanie Guilin has served faithfully as the Student Trustee of the Monroe Community College Board of Trustees during the 2019-2020 academic year; and

WHEREAS, Stephanie Guilin has served diligently and with sincere devotion as a member of the Finance and Facilities and Personnel and Programs Committees of the Board, as well as the Student Trustee Advisory Committee of the Association of Community College Trustees during her term of office; and

WHEREAS, Stephanie Guilin enhanced her learning experience as a student trustee by enrolling in an academic course to advance her leadership knowledge and skills; and

WHEREAS, Stephanie Guilin collected her experiences and researched supporting information to create a handbook to assist future student trustees; and

WHEREAS, Stephanie Guilin has contributed to the betterment of the College by expressing the student perspective while serving as a dedicated representative of her fellow students; and

WHEREAS, Stephanie Guilin has positively impacted the lives of her fellow students through her leadership, academic achievement and involvement in co-curricular activities, standing as a role model for current and future students;

NOW, THEREFORE BE IT RESOLVED, that we, the Board of Trustees of Monroe Community College, hereby expresses its deep appreciation for her leadership and service to the College and extends to her best wishes for continued happiness and success in the years ahead. (T05-2020)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and the motion was carried unanimously.

- Presentation – Student Trustee Manual
Stephanie Guilin, Student Trustee
- Presentation – Q12
William Dixon, Director, Research

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Board of Trustees (continued)

- Presentation – New Title IX Regulations
Melissa Fingar, Assistant to the President, Human Resources and
Organizational Development
Shannon Glasgow, Director, Title IX
Amy Greer, Director, Student Rights and Responsibilities
- 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 P. Douglas
 - Support Staff Planning Council – 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 – written report

Information Items

1. Biography
2. Staff Recognition

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Information Items

The meeting began with a presentation by SUNY Senior Vice Chancellor for Community Colleges and the Education Pipeline Johanna Duncan-Poitier on the SUNY guidelines around the Presidential Search.

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 April 2020 as follows:

Enrollment is down 7.2% from the prior year and has achieved 96% of budget. This is a result of full-time enrollment being below budget and part-time enrollment being above budget.

Revenue is down 2% YOY and has achieved 75% of budget. This is primarily due to a decrease in enrollment.

Expenses are up 3.7% YOY and has achieved 68% of budget. This is primarily related to 18 payrolls through April vs 17 in the prior year and the voluntary separation incentive program.

The business portion of the Board meeting ended at 5:30 pm.

Student Trustee Stephanie Guilin gave a presentation on her Trustee experience and the student trustee manual she created and will pass on to the next Student Trustee.

Research Director William Dixon gave a presentation on the Gallup Q12 employee engagement poll. Gallup poll results are a measure of engagement and satisfaction within the workplace.

A presentation was given on the new Title IX regulations by Title IX Director Shannon Glasgow and Student Rights and Responsibilities Director Amy Greer. A summary of the new Title IX changes was provided along with a summary of recommendations and action to implement the new regulations.

Interim President Douglas then provided her report. Dr. Douglas noted that the campus stands in solidarity in supporting our colleagues and communities. 1,761 students completed their requirements for degrees or certificates and were celebrated and thanked by faculty and staff. The restart plan for Fall 2020 was submitted to SUNY for their review. The plan prioritizes the health and safety of employees and students. The college will be delivering a combination of remote and face-to-face classes in the fall. There was a high response rate to the Employee Return to Campus Survey with over 60% responding. The responses highlighted the impact of going remote and 90% felt they were getting good communications. Dr. Douglas congratulated VP Holmes for his appointment as the 4th President of DeAnza College. There will be an internal search for an acting VP. The new President will select the permanent VP. Dr. Douglas recognized Chancellor Kristina Johnson's departure from SUNY as she becomes the 16th President of The Ohio State University.

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VP Holmes thanked MCC for their support over the past several years. VP Holmes highlighted the DreamKeepers program which has received 245 applications and awarded \$78,041.28 to 126 students in the 2019-2020 academic year. Since the move to distance learning in March, the average weekly applications jumped from 5.75 to 10.1 per week, and \$21,301.34 has been awarded to 37 students. As part of the CARES Act funding, MCC has been approved to distribute funds certified to 50% of students that qualified for PEL. Lloyd thanked the Faculty Association and Student Accounts for their support.

VP Oldham highlighted the continuing effort to engage with industry. The Economic and Workforce Development Center is offering free mini-training sessions via Facebook Live to help individuals continue career development and training during the coronavirus emergency. There has been very good feedback on these sessions. EDIWS has taken this time to wrap up two major projects as a result of generous gift from the Ralph C. Wilson Foundation and support from the MCC Foundation. The “Future of the Technician Workforce Study” is a skills based report which has now been released and published. The Edge Factory mini-movie “Careers of the Future” has also been released and published. This highlights six organizations and showcases how technologies are progressing.

VP Simmons highlighted the SUNY SOC Pen Test which is a penetration test of our technology and tests IT’s abilities to maintain their services. It is a real world test where they try to access our servers. The team was unable to access our systems. VP Simmons highlighted the CALEA Campus Security Accreditation Program. As of 6/2/20 Public Safety was recommended for accreditation by the site team. MCC will be the first and only community college to be accredited in this program thanks to the leadership of Kevin Hall and Tony Perez. VP Simmons also highlighted the Annual Fire Inspection Report where there were only three violations.

VP Wade began her presentation by highlighting the work of the faculty with the help of the College in moving to remote instruction in a very short time and the creative and innovative ways they found to complete the learning objectives remotely. VP Wade specifically highlighted the support from the Virtual Campus, Learning Technologies and Library Services. One of the ways of engaging students in a virtual environment was the use of CircleIn—an app that allows students to connect and collaborate just like they would at the MCC Marketplace, Java’s, or Deja Brew’s—had 16,714 student actions for almost 1,500 students across 1,606 course sections. VP Wade again thanked faculty and staff on how they engaged students.

MCC Foundation Chair Sergio Esteban provided a report from the Foundation. The Foundation was unable to host the annual Gold Star Gala in the traditional way; however, they did host a virtual cocktail party at The Red Fez via Zoom and raised \$220,000 in support of MCC students. The Scholarship Open is being postponed to September 14 and will be held at the Country Club of Rochester. There continues to be growth in both the amount of scholarships awarded and the number of new scholarship funds created. The Foundation is still unable to meet the demand. For the 7th year in a row, the Foundation has been able to award more than \$1 million in scholarships. The vast majority of those scholarships is based on financial need. The

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Foundation also support students via the emergency grants fund, Dreamkeepers. Applications to this fund have doubled since the arrival of COVID in our community. An anonymous donor has pledged to match up to \$50,000 in emergency funds raised through June 30 for every SUNY campus. The Foundation is looking to raise \$50K by June 30th to receive the donated \$50K match.

Faculty Senate President Nayda Pares-Kane reported the Senate has been able to keep business going virtually through Blackboard. The Senate is currently voting on program revisions, a new program and extension of provisional grading. Automatic withdrawals for attendance will continue to be suspended for Fall 2020. The Senate would like more time in the future to discuss potential changes to the academic calendar. The Senate has had good representation on the five committees focusing on what Fall 2020 will look like and also on the Shared Governance committee. Senators have been elected for 2020-23. The Senate is working with the Board through SCAA on the Presidential Search and providing feedback on the job description for the Acting VP Student Services. The virtual Professional Development week was very successful.

Interim President Douglas provided an update for Shared Governance Administration. Dr. Douglas gave thanks to the Shared Governance Task Force. The task force will be on hold given the current pace of required fiscal decisions is not in alignment with the task force's agreed upon process and timetable.

FA President Bethany Gizzi submitted a written update to the Board.

The meeting adjourned at 6:58 pm.

Respectfully submitted,



Linda M. Hall
Secretary, Board of Trustees