



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

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

# Monroe Community College Board of Trustees Minutes

Monday, February 3, 2020  
Monroe B, Brighton Campus

4:00 PM

Present:

Barbara P. Lovenheim, Chair  
Grace S. Tillinghast, Vice Chair  
Stephanie Guilin, Student Trustee  
Dr. Joe Carbone  
Carla M. Palumbo  
Dale R. Rehkopf II, Chair, Finance and Facilities Committee  
Allen K. Williams, Chair, Personnel and Programs Committee  
  
Alice Holloway Young, Chair Emerita, Honorary Trustee  
  
Katherine P. Douglas, Interim President  
Linda M. Hall, Secretary, Board of Trustees

Absent:

John L. Bartolotta

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

***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 3:58 pm.
  
- Presentation – Annual Audit
  - Grace Gonzalez, Principal, Bonadio and Co., LLP
  - Jonathan Miller, Partner, Bonadio and Co., LLP

***Consent Agenda***

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

*Board of Trustees:*

- A. Minutes of the December 9, 2019 meeting.

*Finance & Facilities:*

Operating disbursements totaled \$7,259,056.60 for the month of November 2019, and \$9,430,389.41 for the month of December 2019, subject to final audit. (A detailed listing is available upon request.)

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

***Consent Agenda (continued)***

Personnel & Programs:

B. Consent Calendar

1. Officer
  - Appointment
2. Professional Staff
  - Appointments
  - Retirements
  - Separations
3. Teaching Faculty
  - Appointments
  - Retirements
4. Adjunct Faculty
  - Appointments
5. Support Staff
  - Promotions
  - Appointments
  - Retirement
  - Separation
6. 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.**

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

***Finance and Facilities Committee***

RESOLVED, that the Board of Trustees of Monroe Community College accepts the Interim Financial Reports as of November 30, and December 31, 2019. (F01-2020)

**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 months of November and December 2019. (F02-2020)

**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 accepts the annual audit of Monroe Community College for the fiscal year ended August 31, 2019, as conducted by Bonadio & Co., LLP. (F03-2020)

**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 following transfer of funds: (F04-2020)

From:	General Administration – Personal Services	\$95,664 <sup>1</sup>
To:	General Instructional – Personal Services	\$95,664 <sup>1</sup>

1 - Transfer Assistant to the President, Government and Community Relations from Strategic Initiatives and Legal Resources to Government and Community Relations.

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

**Information Items**

1. Purchases under \$20,000 for November and December 2019
2. CIP Status Report as of January 13, 2020
3. Grant Report for November 16, 2019 to January 10, 2020

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

***Personnel and Programs Committee***

RESOLVED, that the Board of Trustees of Monroe Community College approves the appointment of Dr. Katherine P. Douglas as Interim President of Monroe Community College effective February 3, 2020 at an annual salary of \$225,000. (P01-2020)

**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 phased-in retirement for the following individuals in accordance with Article 27 Section E of the contractual agreement between Monroe Community College and the Faculty Association. (P02-2020)

<b>Name</b>	<b>Department</b>	<b>Date of Retirement</b>
Donna Burke	Transitional Studies	January 30, 2023

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

**Information Items**

1. General Education Policy

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

***Board of Trustees***

- 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
  - Student Government Brighton Campus – Kelvin Cooke
  - Student Government Downtown Campus – Aujen Martinez
  - Support Staff Planning Council – Marybeth Donnelly (written report)
- Union Updates

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

  - Faculty Association – Taine Vince
  - CSEA – Melissa Burley

**Information Items**

1. Biographies
2. Staff Recognition

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

**Information Items**

Chairperson Lovenheim opened the meeting by welcoming the vice presidents to the Board table and welcoming the Interim President Katherine P. Douglas. Dr. Lovenheim thanked the faculty, staff, students and administration for their assistance in the search process.

Mr. Jonathan Miller and Ms. Grace Gonzalez, Bonadio & Co., LLP, presented the annual audit findings for the year ended August 31, 2019.

SUNY Trustees Duffy and Fogal conferred an honorary doctorate of humane letters to MCC Founding Trustee and Board Chair Emerita Dr. Alice Holloway Young for her vision, leadership and dedication to Monroe Community College.

Chief Financial Officer and Vice President of Administrative Services Hezekiah Simmons gave the financial report. VP Simmons thanked his team for their efforts and assistance to Bonadio with the audit report. Mr. Simmons reported on key financial highlights related to revenue, expenses, and enrollment for YTD November and December 2019 as follows:

Enrollment is down 6.6% 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 41% of budget. This is primarily due to a decrease in enrollment.

Expenses are down 1.2% YOY and has achieved 33% of budget. This is primarily related to timing differences. Additionally, contractual expenses declined YOY due to expense management.

Fund Balance remained level with the prior year.

A vote was made to end the business portion of the Board meeting at 4:59 pm.

Vice President Holmes provided an update on Student Services. Student Services began the year with five areas of focus: Student engagement, expansion/optimization of technology, basic needs, expansion of services and stronger collaboration in terms of advising. Dr. Holmes addressed two specific areas. Paskill Stapleton & Lord reviewed MCC's marketing efforts. The report shows MCC is doing the correct type of marketing, but need to look at what is being offered. Dr. Holmes also noted that retention is critical. It is cheaper to keep students vs. recruiting students. Kim DeLardge has been moved into an interim position to address retention efforts.

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

### Information Items

Vice President Oldham provided an update on Economic Development and Innovative Workforce Services. Dr. Oldham highlighted the LadderzUP program which is a strategic partnership for regional workforce development. Some of the programs highlighted were Medical Office Technology, Accelerated Precision Tooling & Machining and Certified Nursing Assistant. All of these programs have economic impact. Dr. Oldham also highlighted the new 10-week HVAC Jumpstart program. There are 19 students enrolled, 14 are new students to the College. They can train these students at just the level of technical ability they need to be employable. Dr. Oldham attended the AACC Workforce Development Institute where one third of the topics was focused on apprenticeships. VP Oldham highlighted the second SUNY apprenticeship grant in the grants report. One of the largest recurring partnership projects is the Thermo Fisher Scientific Set-Up Technician learning block at the plastics injection molding company. EDIWS also hosted a Workforce Symposium which was attended by more than 100 local employers.

Provost and Vice President Wade provided an update on Academic Services. The Winter Teaching Institute is held annually at the Downtown Campus and was attended by over 100 faculty and staff. MCC hosted a two-day Math Pathways Institute in January. The institute focused on three aspects of math pathways. VP Wade also reviewed recent curriculum changes. Fulbright Specialist Professor Jonathan Little has received additional funding to advance its international partnership with S. Seifullin Kazakh Agro Technical University (KATU) by supporting research in geospatial technology and increasing virtual student exchanges. Professors Little and Penman will travel to Kazakhstan in June. Professor Sherry Tshibangu was selected for AACC's Dale P. Parnell Faculty Distinction Recognition. This award recognizes Professor Tshibangu's work with Collaborative Online International Learning (COIL), Launch Your Business, and other student-focused initiatives. VP Wade highlighted the SUNY Online Project. MCC ran 9 online sections in Fall 2019 with 84 enrollments. This semester they have 25 online sections with 600 enrollments.

Vice President Simmons provided an update on Administrative Services. Technology Services has been working to upgrade key infrastructure pieces of the network. New firewalls and core switches were purchased from technology grant money from the county. This process occurs approximately every eight years. In support of recruitment and retention efforts, the Facilities team transformed a busy hallway into a welcoming, multi-purpose seating area for individual study, group study and snacking. The Marketing and Web team contributed to the lounge's graphic design which highlights MCC alumni and the Schools @ MCC. Darrell Jachim-Moore, Associate VP, Administrative Services, leads the budget development process. VP Simmons and Chairperson Lovenheim met with newly appointed County Executive Adam Bello to provide a first look at MCC's successes and challenges and reviewed the county engagement processes to complete and approve the MCC budget annually. Representatives from both bargaining units and the Faculty Senate are now included in the Budget Development Council.



Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

### Information Items

MCC Foundation Executive Director and Chief Advancement Officer reported on activities of the Foundation. The Foundation made a transfer of \$820,000 to the College last month. The scholarship application period is about to open and they will be awarding more than \$1M for the sixth straight year thanks to the generosity of their donors. A full summary of Foundation activities was included in the Board folders. The 22<sup>nd</sup> annual Gold Star Gala presented by M&T bank is being held on April 25. Honorary Chairs Lauren Dixon and Mike Schwabl will be joined by Erin and Truman Tolefree. The 36<sup>th</sup> annual Scholarship Open will be held on June 22 at the Country Club of Rochester. The co-chairs will be Ron Mead and Mike Krupnicki.

Faculty Senate President Nayda Pares-Kane provided an update on the activities of Faculty Senate. Nayda provided background on her service at MCC and an overview of Faculty Senate and their composition including the various committees. Faculty Senate meetings are held once per month and the Executive Committee on a bi-weekly basis. There are a few vacancies in Faculty Senate and Nayda encouraged the VPs to show support and affirm the importance of such service. The latest Gallup Q12 poll in Fall 2019 indicates that most employees do not feel valued. The Faculty Senate would like to work with the Board and administration to change these findings. Policies Chair Rollo Fisher is working with academic department chairs and Provost Wade to address concerns on the academic calendar.

SGA Elections Coordinator Kelvin Cooke reported on SGA activities. They are working on providing all clubs with their own email address. They are working on food insecurity, specifically working with the dorms. They are keeping mental health a priority and informing students of the resources available.

Phi Theta Kappa Vice President Aven Martinez reported on activities of SEGA. Both the President and VP of Governance for SEGA have resigned. They thank both of them for their hard work and wish them the best. They are working on filling both positions. They thanked Dean Frater and Dean Kim for the Taco talk your way to leadership presentation. February 4 there is a student life fair. They are participating in the Master Facilities Plan open forum on February 5. On February 11 they will be having an event with evening students to promote inclusion. Next week they will be hosting a black history month dinner and they are currently discussing the Spring Fling.

Monroe Community College  
Board of Trustees  
Minutes  
Monday, February 3, 2020

**Information Items**

Faculty Association Vice President Taine Vinci reported on activities of the Faculty Association. Taine provided background on her service at MCC and welcomed Dr. Douglas. Taine congratulated Dr. Young for receiving the honorary doctorate of humane letters from SUNY. The FA appreciates and admires her commitment to the College. FA President Bethany Gizzi and other FA leaders were in Albany to meet with state representatives as part of NYSUT's Higher Ed lobby day where they will be advocating for a return to full base-aid funding for community colleges. FA leaders were also meeting with local legislators and urging them to increase county funding for MCC. The FA has selected their contract negotiation team and currently working on a member survey to help guide priorities in negotiations.

CSEA Treasurer Melissa Burley welcomed Dr. Douglas to MCC and CSEA looks forward to working with her.

The Board meeting adjourned at 6:03 pm.

Respectfully submitted,



Linda M. Hall  
Secretary, Board of Trustees