



Monroe Community College
STATE UNIVERSITY OF NEW YORK

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

Monroe Community College Board of Trustees Minutes

Monday, April 12, 2021

Virtual

4:00 PM

Present:

Allen K. Williams, Acting Chair
Daniel M. DeLaus, Jr., Acting Vice Chair
Auyen Martinez, Student Trustee
John L. Bartolotta
Dr. Joe Carbone
Barbara P. Lovenheim
Dale R. Rehkopf II, Chair, Finance and Facilities Committee
Grace S. Tillinghast
Alice Holloway Young, Chair Emerita, Honorary Trustee

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

Excused:

Carla M. Palumbo, 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

Allen K. Williams, Acting Chair, Board of Trustees, called the meeting to order and quorum was established at 4:02 pm.

Consent Agenda

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

Board of Trustees:

- A. Minutes of the March 1, 2021 meeting.

Finance & Facilities:

Operating disbursements totaled \$5,613,932.41 for the month of February 2021, subject to final audit. (A detailed listing is available upon request.)

Personnel & Programs:

- B. Consent Calendar

- 1. Non-Contract
 - Appointment
 - Separations
- 2. Professional Staff
 - Appointments
 - Reappointment
 - Retirement
 - Separation
- 3. Teaching Faculty
 - Retirements
- 4. Adjunct Faculty
 - Approvals
- 5. Support Staff
 - Appointments
 - Retirement
 - Separation

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Consent Agenda (continued)

6. Additional Compensation
 - President's Office
 - Academic Services
 - EDIWS Division
 - Institutional Advancement
 - Student Services

RESOLVED, that the Board of Trustees of Monroe Community College adopt the consent agenda effective April 12, 2021. (T04-2021)

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 annual audit of Monroe Community College for the fiscal year ended August 31, 2020, as conducted by Bonadio & Co., LLP. (Handout March 2021 Board of Trustees Meeting) (F06-2021)

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 accepts the Interim Financial Report as of February 28, 2021. (F07-2021)

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 month of February 2021. (F08-2021)

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 Chair of the Finance and Facilities Committee or the Chair of the Board of Trustees to approve budget transfers on behalf of the Board of Trustees through the end of the budget year August 31, 2021. (F09-2021)

Motion was made and seconded that the above resolution be adopted. A roll call vote was conducted and 7 Trustees approved and Trustee Rehkopf abstained. The motion was carried.

Information Items

1. Purchases under \$20,000 for February 2021
2. CIP Status Report as of March 23, 2021
3. Grants Report from February 6 – March 19, 2021

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Personnel and Programs Committee

RESOLVED, that the Board of Trustees of Monroe Community College approves the appointment of Department Chairs for the Academic Year 2021-22 as indicated, each to receive an annual stipend in accordance with provisions of the current agreement with the Faculty Association. (P09-2021)

**ACADEMIC SERVICES and
ECONOMIC DEVELOPMENT & INNOVATIVE WORKFORCE SERVICES
DEPARTMENT CHAIRS 2021-2022**

Department

Chair

Anthropology/History/Political Science/Sociology	Nayda Pares-Kane
Applied Technologies	Kevin French
Biology	James Murphy
Business Administration/Economics	Todd Korol
Chemistry/Geosciences	Jessica Barone
Education and Human Services	Eileen Radigan
Engineering Science/Physics	Christopher Kumar
Engineering Technologies	Gary Graziano
English/Philosophy	Anthony Leuzzi
ESOL/Transitional Studies	Matthew Fox
Health and Physical Education	Doug Henneberg
Health Professions	Barbara Ellis
Hospitality	Rebecca Griffin
Information and Computer Technologies	Jeffrey Dunker
Law and Criminal Justice	Adrian Smalls (<i>Interim Chair</i>)
Mathematics	Jannette Avery
Nursing	Colleen Caruana
Psychology	Rebecca Horwitz
Visual and Performing Arts	Lori Moses
World Languages and Cultures	Cristina Rowley

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 of Monroe Community College approves the following rank promotions effective September 1, 2021. (P10-2021)

Associate Professor to Professor

<u>Name</u>	<u>Department</u>	<u>Degrees</u>
Finn, Michele	Biology	MS

Assistant Professor to Associate Professor

<u>Name</u>	<u>Department</u>	<u>Degrees</u>
Clements, Diane	ESOL/TRS	MEd
McCusker, James	ESOL/TRS	MS

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 adjust 2021-2022 base annual salaries in accordance with Article 47 of the current contractual agreement with the Faculty Association, adjusted salaries effective September 1, 2021 for the following members: (P11-2021)

2021 - 2022 Faculty Workload Buy Down

<u>Name</u>	<u>Department</u>	<u>Buy Down</u>
Morris, Karen	Business Administration	6 FCH
Shamblin, Terry	ESOL/TRS	6 FCH
Tshibangu, Sherry	Business Administration	6 FCH
Zink, Janet	Hospitality	0.50 FCH

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 of Monroe Community College approves the following changes to the Faculty Senate Bylaws: incorporation of inclusive pronouns, replacement of the term “non-teaching staff” with “professional staff” in the document, and adoption of the amendments as listed below, effective upon approval by the Board of Trustees: (P12-2021)

Article V (Section 3),

Article VI (Section 1C, 3a and Section 2A),

Article VIII (Section 1A, 1D (1), and Section 2),

Article X (Section 1A, Section 5A (5) and Section 5B, and Section 7A and 7B)

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. 4.4 Cyber Security Awareness and Education Policy

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Board of Trustees

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. (T05-2021)

Chair of the Board: Allen K. Williams
Vice Chair: Daniel M. DeLaus, Jr.

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

**

WHEREAS, Dr. Barbara P. Lovenheim assumed the chairpersonship of the Monroe Community College Board of Trustees in 2017, after serving as a member for five years; and

WHEREAS, Dr. Barbara P. Lovenheim's leadership of the Board of Trustees included serving as chair of the Personnel and Programs Committee, and as a member of the Finance and Facilities, Policy and Planning, Ad Hoc By-laws, and Risk Management committees; and

WHEREAS, Dr. Barbara P. Lovenheim embraced opportunities for the College to emerge as a recognized leader in the Guided Pathways movement, career-technical education and workforce development, and as a champion for student success through the MCC Foundation's historic \$50 million Every Bright Future Needs a Strong Foundation campaign; and

WHEREAS, Dr. Barbara P. Lovenheim's board leadership reflected her commitment to shared governance, high ethical standards, inclusion, accountability and transparency, evidenced by her establishing College forums that ensured respectful and civil discourse between the Board of Trustees and members of the College community; and

WHEREAS, Dr. Barbara P. Lovenheim co-chaired MCC's Presidential Search Advisory Committee, along with Rebecca Babcock, chair of the Faculty Senate's Special Committee for Administrative Affairs, culminating in the State University of New York's appointment of Dr. DeAnna Burt-Nanna as the College's sixth president; and

WHEREAS, Dr. Barbara P. Lovenheim incorporated her experience and perspective as MCC Professor Emerita of English to strengthen the College's resolve to safely and effectively educate and serve students during the coronavirus pandemic while successfully navigating significant public funding constraints facing higher education; and

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Board of Trustees (continued)

WHEREAS, Dr. Barbara P. Lovenheim's exemplary trustee service was recognized by the New York Community College Trustees in 2015 through the Donald M. Mawhinney, Jr. Trustee Leadership Award and by the American Association of University Administrators in 2021 through the Dan L. King Award for Outstanding College Trustee Leadership;

NOW, THEREFORE, BE IT RESOLVED, that we, the members of the Monroe Community College Board of Trustees, extend our sincere gratitude and appreciation to Dr. Barbara P. Lovenheim for her outstanding leadership of this Board during a pivotal time in the College's history and for her role in positioning the College to achieve its mission of access, academic excellence and inclusiveness for years to come. (T06-2021)

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

**

WHEREAS, Dr. Katherine P. Douglas has commendably served as Monroe Community College's interim president for the past 15 months as it searched for its sixth permanent president; and

WHEREAS, Dr. Katherine P. Douglas has kept the College on course to achieve its vision as a champion of equity, opportunity, innovation, and excellence while transforming students' lives and communities; and

WHEREAS, Dr. Katherine P. Douglas' leadership and steadfastness inspired MCC faculty, staff and students to respond courageously and safely to a worldwide pandemic, significant revenue challenges, and unceasing changes in higher education, including an immediate transition to fully remote and online teaching and learning as required by New York state, the State University of New York, and Monroe County; and

WHEREAS, Dr. Katherine P. Douglas' caring and consistent efforts to connect with faculty, staff and students through MCC Town Halls, her *Quotes that Inspire* series, and *Talkabouts with Dr. Kate* provided ways for the College family to stay informed and develop meaningful relationships with her through virtual means that will not soon be forgotten; and

WHEREAS, Dr. Katherine P. Douglas has graciously led by example, encouraging colleagues and students to prioritize their health, wellness, safety and self-care while acknowledging their determination, commitment, and creativity that resulted in rewarding educational experiences during the Spring 2020, Fall 2020 and Spring 2021 semesters; and

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Board of Trustees (continued)

WHEREAS, Dr. Katherine P. Douglas has represented MCC as a vital and valued partner to national, state, regional and local leaders and strengthened the College's reputation for excellence and civic-mindedness; and

WHEREAS, under Dr. Katherine P. Douglas' leadership as MCC interim president from February 2020 through May 2021, more than 2,000 MCC students earned certificates and degrees that are opening doors to career and transfer opportunities;

NOW, THEREFORE BE IT RESOLVED, that we, the Board of Trustees of Monroe Community College, on this twelfth day of April 2021, approve that the lobby leading to the LeRoy V. Good Library on the Brighton Campus be known as the Dr. Katherine P. Douglas Portico in honor of her can-do spirit, leadership, and positive presence that helped MCC maintain its focus on student success; and

BE IT FURTHER RESOLVED that we, the members of the Monroe Community College Board of Trustees, hereby extend our deep gratitude and appreciation to Dr. Katherine P. Douglas for her inspiring leadership during unusually challenging times and extend our sincere best wishes for continued good health, happiness and personal success. (T07-2021)

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

- Presentation – SUNY Update
 - Christy Fogal, Professor, Mathematics; President of the Faculty Council of Community Colleges and SUNY Trustee
- President's Update
- Cabinet Updates
 - Calvin Gantt, Chief Diversity Officer
 - Kimberly McKinsey-Mabry, Acting 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
 - Gretchen Wood, Vice President, Institutional Advancement and Executive Director, MCC Foundation
- Monroe Community College Foundation Report

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Board of Trustees (continued)

➤ 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:

- Student Government – Denise Vogel
- Faculty Senate – Nayda Pares-Kane
- Administration – Katherine P. Douglas
- Support Staff Planning Council – Jenny Peterson

➤ 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 – Jennifer Hill

Information Items

1. Biographies
2. Staff Recognition

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Information Items

Interim Chair Williams began the meeting by recognizing Dr. Alice Holloway Young for receiving the Liberty Medal. The award was presented by New York Senator Samra Brouk and recognizes lifetime achievement and exceptional community acts.

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 February 2021 as follows:

Enrollment is down 18% from the prior year and has achieved 91% of budget. The decrease in full-time enrollment was partially offset by an increase in part-time enrollment.

Revenue is down 9.6% YOY and has achieved 58% of budget. This is primarily due to a decrease in enrollment, reduction in College's payments from New York State which are partially offset by the institutional portion of CARES act funds used to cover costs incurred due to the pandemic.

Expenses are down 14.7% YOY and has achieved 43% of budget. This is primarily related to a decrease in salaries due to the VSIP and VPEP programs and the continuous review of vacancies, decrease in contractual expenses and strong college community support of expense management.

The business portion of the meeting ended at 4:54 pm.

Christy Fogal, Professor, Mathematics; President of the Faculty Council of Community Colleges and SUNY Trustee provided a SUNY update. Christy gave an update on SUNY initiatives: REAP (Racial Equity Action Plan), General Education proposal, the new learning management system and student mental health. Christy also noted that a new SUNY General Counsel has been hired and President for Fulton Montgomery Community College has been appointed. There are currently three ongoing Presidential searches. FCCC held a virtual plenary in April. A couple things they are working on is a welcome binder for new Presidents and Provosts and creating a guided pathways best practices document.

Interim President Douglas reflected on her time at MCC and is grateful for the opportunity to serve as Interim President at MCC. The key takeaways she highlighted were the pandemic confirmed that many can do teaching and learning online but in person experiences matter; higher education and MCC will be different on the other side of the pandemic and MCC will need to decide what the balance will be between bricks and mortar and online virtual; and lastly, during this pandemic we learned we can make a difference for the planet and can reduce carbon emissions.

Chief Diversity Officer Calvin Gantt highlighted the SUNY 25-point Diversity, Equity and Inclusion Action Plan. The action plan is designed to create a more inclusive, representative SUNY, and to achieve equity in student success outcomes. Calvin recognized colleagues across

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campus who have done programming in the Diversity, Equity and Inclusion space. Calvin has taken over as the administrative liaison to the Support Staff Planning Council and is looking forward to working with them.

Interim VP of Student Services Kimberly McKinsey-Mabry highlighted face-to-face instruction. There are many individuals who have opted out of pursuing higher education. MCC made the decision to postpone student registration to determine if MCC could increase the number of face-to-face offerings and have determined they can offer approximately 50% face-to-face instruction. Registration will begin on a phased approach April 26. There has been growth across the social media platforms. Total followers across all four channels reached more than 74,000.

VP Economic & Workforce Development & Career Technical Education Todd Oldham highlighted the Finger Lakes Youth Apprenticeship campaign signing 50 youth apprentices. There were 120 total applicants. The Finger Lakes Workforce Development (FWD) Center received its first robotics equipment. As part of COVID recovery activity, the FWD Center initiative was featured in a special section of the Rochester Business Journal and the EDIWS division participated in a panel discussion hosted by the Rochester Downtown Development Corporation.

CFO and VP Administrative Services Heze Simmons presented the Facilities department second promotional video to be used for student recruitment entitled “We Care.” The video addresses concern about returning to campus and safety on campus.

Provost and VP Academic Services Andrea Wade highlighted the new Geospatial Information Systems Technology (GIST) microcredential which is the first of three stackable credentials. Andrea was able to visit several classrooms during the virtual open classroom’s week sponsored by the Teaching and Creativity Center. Andrea thanked the Faculty, Chairs and Deans for their work on the master schedule as MCC prepares for more opportunities for face-to-face instruction. Dean Michael Jacobs, Professors Joe Scanlon and Jasna Bogdanovska and Student Nicole Doughty presented on the forum being hosted by the Institute for the Humanities that will take place on April 28 titled Culture, History, & Memory: Bridging Rochester’s Past and Present. This is a virtual public humanities forum on the intersections of history, activism, and photography.

VP Institutional Advancement and Executive Director MCC Foundation Gretchen Wood highlighted Rosanna Yule’s work on budget advocacy and an application for project funding to enhance the Finger Lakes Workforce Development Center (FWD Center). Institutional Compliance led an effort to create a vendor contract assessment process and form to reduce data security risk. William Dixon presented at the League of Innovation on the impact of CARES Act funding and research on student parents as well as worked on several enrollment projection models and student and employee surveys.

MCC Foundation Chair Sergio Esteban provided the MCC Foundation report. Sergio invited the Board to tune into the 23rd Annual Gold Star Gala being held on April 24 at 6:30 pm and being

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broadcast on 13WHAM-TV and encouraged them to support the event by becoming a sponsor, pledging a scholarship, bidding on an auction item or making a gift to support the areas of greatest need. The Gold Star Gala invitation won Best of Show at the Rochester Advertising Federation's Addy's Awards, as well as Best in Print and three other awards. Thanks was given to Dixon Schwabl for their creative work. Nomination forms for the MCC Alumni Hall of Fame were shared with the Board and asked they consider nominating an outstanding alum for recognition. The 37th Annual Scholarship Open is being held on June 21. The Board was asked to pledge their support soon if they would like to golf. Non-golfing opportunities to support the event were also shared with the Board.

Student Government Vice President Downtown Campus Denise Vogel represented Student Government and highlighted SUNYFEST which is a virtual concert being held on April 24 with 40 other SUNY schools. There will be a Spring Fling drive in movie event on April 23rd. Elections are in process and Student Government has been working on a leadership chord which will be lilac purple for all student leaders who have finished their leadership training, including RA's in the residence halls.

Faculty Senate President Nayda Pares-Kane participated in the FCCC plenary, discussions were held on the two outstanding SUNY proposals and Senate is currently collecting comment and will share with Provost Wade and SUNY. Natasha Christensen is representing Senate on the DEI teaching committee. Senate supports Provost Wade's plan to continue alternative grades through Fall 2021. SCAA continues to work with administration on their role in administrative hiring.

Interim President Douglas provided a report from Administration noting the pilot of meeting monthly with the Faculty Senate Executive Committee and Cabinet members continued. Dr. Douglas met with the Support Staff Planning Council co-chairs and Dr. Gantt has been assigned as the administrative liaison to that committee. Dr. Douglas had her final meeting with Student Government and acknowledged the important work Faculty Senate did to change the language in their bylaws to become more inclusive.

Support Staff Planning Council Co-Chair Jenny Peterson provided an update. Co-chairs Jenny Peterson and Sylvia Lavin met with Dr. Douglas to discuss their role in shared governance. Dr. Douglas then met with the entire SSPC team. They are pleased to work with Dr. Gantt as their administrative liaison. On April 22, they are hosting two brown bag zoom sessions titled: How to Make the Most of Microsoft Outlook: Advice From Our Tech Experts. The team has been working on an ongoing donation drive for the res halls and DWIGHT pantry and assisting the Office of Student Life & Leadership Development with food donations and distribution to students. Updates are being made to the MCC Tips document and a new document is being created - Working from Home Guide. Discussions are taking place regarding a Support Staff mentoring program to assist new employees and recognition was given to Carman Josey who retired after 22 years of service to the College.

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FA Vice President for Teaching Faculty Jennifer Hill provided the FA update. The FA is actively negotiating their next contractual agreement. Jennifer noted the ongoing enrollment declines suggest MCC may be facing a budget crisis, but the news from the State budget and Federal Aid suggests otherwise. MCC is currently at a turning point as we welcome Dr. Burt-Nanna and many students and employees to campus in the Fall, we have the opportunity to reimagine MCC. Faculty Council recently sent a letter to the President and Cabinet urging them to prioritize on campus teaching with smaller class sizes to ensure proper social distancing and invest in employees and services that directly support students.

The meeting adjourned at 6:00 pm.

Respectfully submitted,



Linda M. Hall
Secretary, Board of Trustees