



**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 7, 2021

Virtual

4:00 PM

Present:

Allen K. Williams, Chair  
Daniel M. DeLaus, Jr., Esq., Vice Chair  
Auyen Martinez, Student Trustee  
John L. Bartolotta  
Dr. Joe Carbone (4:00-5:07 pm)  
Dr. Barbara P. Lovenheim  
Carla M. Palumbo, Esq., Chair, Personnel and Programs Committee  
Dale R. Rehkopf II, Chair, Finance and Facilities Committee  
Grace S. Tillinghast

Nathan J. Robfogel, Esq., Honorary Trustee  
Dr. Alice Holloway Young, Chair Emerita, Honorary Trustee

Dr. DeAnna R. Burt-Nanna, President  
Linda M. Hall, Secretary, Board of Trustees

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

***Consent Agenda***

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

*Board of Trustees:*

- A. Minutes of the April 12, 2021 meeting.

*Finance & Facilities:*

Operating disbursements totaled \$14,911,069.75 for the month of March 2021, and \$11,593,605.78 for the month of April 2021, subject to final audit. (A detailed listing is available upon request.)

*Personnel & Programs:*

- B. Consent Calendar

1. Professional Staff
  - Salary Adjustments
  - Appointments
  - Promotions
  - Reappointments
  - Separations
  - Title Changes
2. Teaching Faculty
  - Appointments
  - Reappointments
  - Retirements
3. Adjunct Faculty
  - Approvals

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***Consent Agenda*** (continued)

4. Support Staff
  - Salary Adjustment
  - Appointments
  - Promotion
  - Retirement
  - Separations
5. Additional Compensation
  - President's Office
  - Academic Services
  - Administrative Services
  - EDIWS Division
  - Institutional Advancement
  - Student Services

RESOLVED, that the Board of Trustees of Monroe Community College adopt the consent agenda effective June 7, 2021. (T10-2021)

**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 Interim Financial Reports as of March 31 and April 30, 2021. (F10-2021)

**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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RESOLVED, that the Board of Trustees of Monroe Community College authorizes the purchase of items over \$20,000 as listed for months of March and April, 2021. (F11-2021)

**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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RESOLVED, that the Board of Trustees of Monroe Community College approves the Schedule of Tuition and Fees for the fiscal year September 1, 2021 through August 31, 2022. (F12-2021)

**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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RESOLVED, that the Board of Trustees of Monroe Community College approves the Operating Budget for the fiscal year September 1, 2021 through August 31, 2022 in the amount of \$109,440,000. (F13-2021)

**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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RESOLVED, that the Board of Trustees of Monroe Community College approves the 2021-2026 Facilities Master Plan. (F14-2021)

**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 2021
2. CIP Status Report as of May 17, 2021
3. Grants Report from March 20-May 14, 2021

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***Personnel and Programs Committee***

RESOLVED, that the Board of Trustees of Monroe Community College approves the appointment of Darrell Jachim-Moore as the Interim Vice President, Administrative Services and Chief Financial Officer, effective July 1, 2021 through December 31, 2021 or until the position is filled on a permanent basis, whichever is earlier; Mr. Jachim-Moore will receive a monthly stipend of \$3,250 for each month that he serves in this role. (P13-2021)

**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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RESOLVED, that the Board of Trustees of Monroe Community College approves the appointment of Kristin Lowe, Executive Director, Human Resources and Organizational Development, effective April 1, 2021 to August 31, 2021 at an annual salary of \$105,000 prorated to \$43,952 for the period. (P14-2021)

**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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RESOLVED, that the Board of Trustees of Monroe Community College adopts the revised “Cyber Security Awareness and Education Policy” effective June 7, 2021. (P15-2021)

**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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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: Hospitality, Certificate. (P16-2021)

**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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***Personnel and Programs Committee*** (continued)

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RESOLVED, that the Board of Trustees of Monroe Community College approves the following rank promotion effective September 1, 2021. (P17-2021)

**Instructor to Assistant Professor**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Degrees</u></b>
Rhodes, Demetrius	Admissions	MS

**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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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. (P18-2021)

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Date of Retirement</u></b>
Sherry Tshibangu	Business Administration	August 26, 2024

**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 academic 2021 calendar for Summer Sessions I, II, and III. Changes were made based on the inclusion of the Juneteenth holiday and an audit of the dates for correctness. The updated calendars will be effective upon approval by the Board of Trustees. (P19-2021)

**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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WHEREAS, Hezekiah N. Simmons has commendably served in various capacities in Monroe Community College's Administrative Services division for 18 years, including as chief financial officer and vice president for the past 13 years, overseeing executive management and leadership of all budget development, financial reporting, finance and accounting, student accounts, procurement, facilities, insurance/risk management, public safety, institutional planning, human resources, and technology services; and

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***Personnel and Programs Committee*** (continued)

WHEREAS, Hezekiah N. Simmons has helped keep the College on course to achieving its vision as a champion of equity, opportunity, innovation, and excellence and ensuring that Administrative Services enabled MCC's faculty and staff to best serve students; and

WHEREAS, Hezekiah N. Simmons' fiscal leadership and dedicated persistence have guided MCC faculty, staff, and students to respond courageously and safely to a coronavirus pandemic and have helped the College prepare for and manage significant revenue challenges, including an immediate, state-mandated transition to fully remote and online teaching and learning in spring and summer 2020 and the restart of some on-campus operations, activities and learning in fall 2020 and spring 2021; and

WHEREAS, Hezekiah N. Simmons' tenacious fiscal management and leadership efforts working with New York state, State University of New York, and Monroe County throughout his tenure have resulted in numerous college-wide achievements, including most notably the approval and construction of the Downtown Campus, the Return to Complete program offering debt relief to former students, and the U-Pass program enabling MCC students to access Regional Transit Service bus services at no charge; and

WHEREAS, Hezekiah N. Simmons' service to higher education was most prominently in view as he led the Community Colleges Business Officers as president for three years beginning in 2012 after rising through its ranks from secretary; and

NOW, THEREFORE BE IT RESOLVED that we, the members of the Monroe Community College Board of Trustees, hereby extend our deep gratitude and appreciation to Hezekiah N. Simmons for his inspirational and exemplary leadership and fiscal stewardship; his commitment to student success, educational excellence, and innovation; and his contributions to increase the prosperity of our students, city, and region; and

BE IT FURTHER RESOLVED that we, the Monroe Community College Board of Trustees, extend our sincere best wishes to Hezekiah N. Simmons for continued good health, happiness and personal success in his retirement. His leadership and many contributions to the College and community will be missed. (P20-2021)

**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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***Board of Trustees***

Resolved, that the Board of Trustees of Monroe Community College add the title of Secretary to the officers of the Board. The following officer is appointed and will serve until the next Annual Meeting of the Board of Trustees and/or until their successors have been elected and qualified. (T11-2021)

Vice Chair and Secretary: 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.**

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RESOLVED, that the Board of Trustees of Monroe Community College, adopt the Bylaws of the Board of Trustees amended June 7, 2021. (T12-2021)

**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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WHEREAS, Auvan “Benny” Martinez has served faithfully as the Student Trustee of the Monroe Community College Board of Trustees during the 2020-2021 academic year; and

WHEREAS, Benny Martinez has served diligently and with sincere devotion as a member of the Finance and Facilities and Personnel and Programs Committees of the Board; and

WHEREAS, Benny Martinez enhanced his learning experience as a student trustee by enrolling in an academic course to advance his leadership knowledge and skills; and

WHEREAS, Benny Martinez was a member of the Presidential Search Advisory Committee and Presidential Search Committee for the 6th President of Monroe Community College; and

WHEREAS, Benny Martinez has contributed to the betterment of the College by expressing the student perspective while serving as a dedicated representative of his fellow students; and

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



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***Board of Trustees*** (continued)

NOW, THEREFORE, BE IT RESOLVED, that we, the Board of Trustees of Monroe Community College, hereby expresses its deep appreciation for his leadership and service to the College and extends to him best wishes for continued happiness and success in the years ahead. (T13-2021)

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

- Student Trustee Presentation
  - Auven “Benny” Martinez, Student Trustee
- President’s Update
  - Strategic Plan Update with William Dixon, Director, Research
- Cabinet Updates
  - Dr. Calvin Gantt, Chief Diversity Officer
  - Dr. Kimberly McKinsey-Mabry, Acting Vice President, Student Services
  - Dr. Todd Oldham, Vice President, Economic & Workforce Development & Career Technical Education
  - Hezekiah Simmons, CFO/Vice President, Administrative Services
  - Dr. Andrea Wade, Provost/Vice President, Academic Services
  - Gretchen Wood, Vice President, Institutional Advancement and Executive Director, MCC Foundation
- 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:

  - Student Government Association – Isabella DeRubeis
  - Faculty Senate – Nayda Pares-Kane
  - Support Staff Planning Council – Sylvia Lavin
  - Administration – DeAnna Burt-Nanna

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***Board of Trustees*** (continued)

➤ 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

**Information Items**

1. Biographies
2. Staff Recognition

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**Information Items**

Chair Williams began the meeting by giving recognition to Trustee Barbara Lovenheim for two awards she has received: 2021 Trustee of the Year award from the American Association for Women in Community Colleges (AAWCC) and American Association of University Administrators' (AAUA) 2021 Dan L. King Award for Outstanding College and University Trustee Leadership. Recognition was also given to Trustee Carbone for his appointment to Head of the Division of Podiatry at Rochester General Hospital.

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 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 2.3% YOY and has achieved 77% 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 14.8% YOY and has achieved 59% 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.

Trustee Rehkopf would like to see the following going forward: separate accounting for HEERF funds, a plan to close the gap of underfunded benefits and a 12-month plan to equalize the cost of FTE with the revenue of FTE.

Incoming Student Trustee Paula Barlow was introduced to the Board. Trustee Barlow's first official meeting will be the August Board meeting.

The business portion of the meeting ended at 5:49 pm.

President Burt-Nanna thanked everyone for her warm welcome to the College and gave recognition to Trustee Lovenheim for her recent awards and Trustee Carbone for his new professional appointment. Dr. Burt-Nanna also recognized and thanked VP Simmons for his service to the College.

William Dixon, Director, Research provided an update on the current Strategic Plan which is effective through year-end 2021.

Each member of President's Cabinet provided current highlights for their division. The full highlights were shared with the Board and shared with the College community through the Daily Tribune.

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**Information Items** (continued)

MCC Foundation Chair Sergio Esteban provided the MCC Foundation report. The 23<sup>rd</sup> Annual Gold Star Gala raised more than \$220,000 in support of students at MCC. The 37<sup>th</sup> Annual Scholarship Open is sold out with 32 foursomes reserved. Non-golfing support opportunities are still available. The number of scholarship funds available continue to grow, 15 new scholarships have been added so far this year. Despite the growth, only one-third of the applicants are awarded scholarships.

SGA President Isabella DeRubeis provided an update on Student Government activities. Elections have been completed and they are welcoming 10 members. Training is scheduled for July 8<sup>th</sup>. Isabella welcomed incoming Student Trustee Paula Barlow. Student Government is beginning to plan for the Fall 9/11 Ceremony.

Faculty Senate President Nayda Pares-Kane provided an update on Faculty Senate activities. Elections were held and Dr. Pares-Kane will continue as FS President for the next two years. There are two new VP's: Natasha Christensen as VP teaching faculty and Jeremy Case as VP professional staff. The Senate's immediate work focuses on reopening plans, CFO/VP Administrative Services search and transition for the next academic year. The Senate would like to discuss ways to improve the open comment period of the Board of Trustees meetings.

Support Staff Planning Council Co-chair Sylvia Lavin provided an updated on SSPC activities. Two informational sessions have been held "Basics of MCC Search Committees: How Do Support Staff Become Members?" and "How to Make the Most of Microsoft Outlook: Advice from Our Tech Experts." They concluded their donation drive for the MCC residence halls' food and supplies pantry and continue to make updates to the "MCC Tips" reference guide. The SSPC is in the initial stage of developing a Support Staff Mentoring Program. Mentors who have three or more years of work experience as support staff at the College will be matched with mentees in order to share their knowledge and to provide support.

President Burt-Nanna provided a report from Administration and began by providing gratitude to the student leaders for their service on the Board and Cabinet administration and their teams for demonstrating strong commitment to shared governance. Dr. Burt-Nanna has had early engagement with shared governance teams and extends gratitude to all faculty, staff and students who have demonstrated resiliency and commitment throughout the pandemic. Dr. Burt-Nanna also thanked the Union leaders who have honored her requests to meet as her induction to the College as well as on a continuing basis.

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**Information Items** (continued)

Faculty Association President Bethany Gizzi provided an update on behalf of the FA. The Faculty Association leaders recognize and appreciate the Board's role to sustain the financial sustainability of the institution. The value of the employees needs to be considered in MCC's future. Federal funding provides a once in a lifetime opportunity to invest in the College to support the students and employees at MCC. FA presented a contract that values employees and prioritizes equity.

The meeting adjourned at 6:46 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. DeLaus, Jr.', written in a cursive style.

Daniel M. DeLaus, Jr., Esq.  
Vice chair and Secretary, Board of Trustees