



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 1, 2021

Virtual

4:00 PM

Present:

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

Katherine P. Douglas, Interim 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

Barbara P. Lovenheim, 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 approval of the Consent Agenda is required.

Board of Trustees:

- A. Minutes of the December 7, 2020 meeting.

Finance & Facilities:

Operating disbursements totaled \$ 7,723,224.06 for the month of November 2020, and \$9,331,537.61 for the month of December 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. Professional Staff
 - Appointments
 - Promotions
2. Teaching Faculty
 - Appointments
 - Reappointments
3. Adjunct Faculty
 - Approvals
4. Support Staff
 - Appointment
 - Promotions
 - Retirements
 - Separation
5. Additional Compensation
 - Academic Services Division
 - EDIWS Division
 - Student Services Division

RESOLVED, that the Board of Trustees of Monroe Community College adopt the consent agenda effective February 1, 2021. (T01-2021)

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 November 30, and December 31, 2020. (F01-2021)

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 months of November and December 2020. (F02-2021)

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 following transfer of funds: (F03-2021)

FROM:	Budget Reserves – Contractual Expenses (General Institutional)	\$101,920 ¹
TO:	Civitas – Contractual Expenses (Academic Support)	\$101,920 ¹

¹ Transfer of budgeted set-aside funds to support Civitas software renewal for FY 2020-21.

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 November and December 2020
2. CIP Status Report as of January 12, 2021

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Personnel and Programs Committee

RESOLVED, that the Board of Trustees of Monroe Community College approves the early retirement incentive for the following individual in accordance with Article 50 of the contractual agreement between Monroe Community College and the Faculty Association. (P01-2021)

<u>Name</u>	<u>Department</u>	<u>Date of Retirement</u>
Marcia Marriott	Business Administration	June 26, 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 appoints DeAnna R. Burt-Nanna as the sixth president of Monroe Community College, as approved by the Trustees of the State University of New York, effective May 21, 2021, at an annual salary of \$245,000; and be it further

RESOLVED, that, in order to assist with the transition of leadership, the Board of Trustees approves DeAnna R. Burt-Nanna to work on a per-diem basis at the rate of \$940.86 per day as needed prior to May 21, 2021; and be it further

RESOLVED, that the chair of the Board of Trustees is authorized to enter into a contract with DeAnna R. Burt-Nanna upon such terms as they mutually agree. (P02-2021)

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 approves the following A.A.S. degree, subject to the approval by the State University of New York: Geospatial Information Science Technology. (P03-2021)

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)

**

RESOLVED, that the Board of Trustees of Monroe Community College adjust 2020-2021 base annual salaries in accordance with Article 47 of the current contractual agreement with the Faculty Association, adjusted salaries effective Spring 2021 Semester for the following members: (P04-2021)

Spring 2021 Faculty Workload Buy Down

<u>Name</u>	<u>Department</u>	<u>Buy Down</u>
Benjamin, Athesia	Visual and Performing Arts	3 FCH
Nolan, Michael	ESOL/TRS	3
FCHNyerges, John	Visual and Performing Arts	5.5 FCH
Shamblin, Terry	ESOL/TRS	6 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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Board of Trustees

- Presentation – MCC Facilities Master Plan
 - Blaine Grindle, Associate Vice President, Facilities
 - Ginny Geer-Mentry, Executive Director, MCC Association
- President’s Update
 - COVID-19 Update
 - Strategic Plan 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
- 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 –Downtown Campus – Denise Vogel
 - 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.

 - Faculty Association – Bethany Gizzi

Information Items

1. Biographies
2. Staff Recognition

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Information Items

Chairperson Lovenheim began the meeting by reading letters of recognition for former elected officials Senator Joe Robach, Senator Rich Funke and Assemblymember David Gantt.

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 December 2020 as follows:

Enrollment is down 15.8% from the prior year and has achieved 94% of budget. The decrease in full-time enrollment was partially offset by a slight increase in part-time enrollment.

Revenue is down 10.2% YOY and has achieved 39% of budget. This is primarily due to a decrease in enrollment, reduction in College's payments from New York State and institutional portion of CARES act funds used to cover costs incurred due to the pandemic.

Expenses are down 12.8% YOY and has achieved 29% of budget. This is primarily related to a decrease in salaries due to vacancies, decrease in contractual expenses and strong college community support of expense management.

Jonathan Little, Associate Professor of Geography, provided a brief presentation on the Geospatial Information Science Technology AAS degree program presented to the Board for approval.

The business portion of the meeting ended at 4:59 pm.

Blaine Grindle, Associate Vice President, Facilities and Ginny Geer-Mentry, Executive Director, MCC Association presented on the MCC Facilities Master Plan. The resolution for approval will be presented at the March 1 Board meeting.

Interim President Douglas then provided her report. Dr. Douglas reported that SUNY approved MCC's Spring 2021 plan. As plans evolve for the Summer and Fall, they will reach out to the campus with surveys and focus groups. William Dixon reported on the Strategic Plan noting the plan is generally updated for Fall census, Spring census and in December. An updated strategic plan document will be shared with Trustees in February. Dr. Douglas announced the retirement of CFO and VP Heze Simmons effective June 30, 2021.

Chief Diversity Officer Calvin Gantt provided an update on the Inclusion, Diversity, Equity and Accountability (IDEA) Council and the four working subcommittees. Dr. Gantt highlighted the ongoing collaboration efforts with SUNY, Western NY, and Monroe County. There has also been a community book read, "From Equity Talk to Equity Walk" in collaboration with Upstate New York College Collaborative (UNYCC). There have been pre- and post-election workshops which aim to try and get students more involved. On February 23 there is a workshop titled, "Free Speech and the Inclusive Campus: How Do we Foster the Campus Community We Want"

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and on February 25 the Holocaust, Genocide and Human Rights Project (HGHRP) will host Dr. Carol Anderson, “A Conversation on Voter Suppression, Inequity and Racism.” The President’s Emerging Leaders Fellows (PELF) and Leadership and Educational Development (LEAD) will begin their next cohorts in the Fall. The U of R Scholars Program will accept five individuals for the cohort beginning Summer 2021.

Interim VP of Student Services Kimberly McKinsey-Mabry highlighted student Felix Mateo who received SUNY’s Norman R. McConney, Jr., Award for Student Excellence. Dr. McKinsey-Mabry highlighted the innovative and collaborative work of Enrollment Management team in collaboration with other departments across the College noting they have mailed 150,000 direct mail pieces, made 9,000 personal phone calls, hosted dozens of virtual events and from December 7 to January 15 responded to over 3,000 phone calls, 4,000 emails and staffed virtual walk in sessions for a total of 92 hours in addition to the regular appointment schedule. Aubrey Zamara, Director of Counseling and Disability Services was interviewed by the Rochester Business Journal for an article titled, “Colleges shift focus to prioritize students’ mental health as pandemic wears on.”

VP Economic & Workforce Development & Career Technical Education Todd Oldham highlighted their continued investment in apprenticeships with several new courses approved in the skilled trades apprenticeships and partnerships with industry. They have finalized a unique arrangement with the Greater Rochester Enterprise where they have merged their salesforce database so they can exchange information relative to each of their missions. They have formally partnered with Rochester Economic Development Corporation (REDCO) to expand the Launch Your Business program around supporting entrepreneurs in the city of Rochester. A new not-for-profit entity within the College called Workforce Forward Inc. has been finalized which will facilitate additional opportunities for workforce partnerships, agency co-location and general services supporting workforce and the EDIWS division within the greater Rochester community.

CFO and VP Administrative Services Heze Simmons highlighted the Return to Complete Program (RTC) where student’s debt can be forgiven in equal amounts over four semesters for a maximum forgiveness of \$2,500. The Administrative Services Division partnered with EDIWS to provide a professional development opportunity for front line supervisors. Twelve supervisors completed the training program which was called “Lead to Succeed.” The lobby of the athletic building (building 10) received a makeover to brighten the hallway, improve lighting to current standards and cover the flooring. Most of the work was completed in-house and funding was received from both the Athletics and Facilities departments.

Provost and VP Academic Services Andrea Wade highlighted the engagement of faculty and staff who are sharing their academic expertise at the College, community, state and global level. There is a great deal of programming that took place and continuing where many of the faculty members helped support civic education and participation in democratic life through the Democracy commitment. The College is currently in semester three of SUNY Online. In Fall 2019 there were 9 sections with 84 enrollments and this Spring there are 50 sections with 909

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enrollments. There are ongoing conversations with Dr. Gantt specifically regarding Diversity, Equity and Inclusion in the classroom setting, in curriculum learning objectives and classroom objectives.

VP Institutional Advancement and Executive Director MCC Foundation Gretchen Wood highlighted Government and Community Relations and their important work supporting COVID communications for faculty, staff and students, as well as the new President announcement and multiple media appointments. Internal Audit completed their work on the single audit with no findings. Institutional Research has been working on updates to the Strategic Plan dashboard and generating enrollment projections for Spring 2021 and next year.

MCC Foundation Chair Sergio Esteban provided the MCC Foundation report. The Foundation made a transfer of scholarship and program funds to the College of \$2M. The Gold Star Gala will be held on Saturday, April 24. The event will be televised on 13WHAM TV from 6:30-7:30 pm. The Scholarship Open will be held on June 21 at the Country Club of Rochester. If you are interested in participating as either an underwriter or golfing, please contact Gretchen Wood.

Student Government Vice President for the Downtown Campus Denise Vogel gave an update for both student government groups - SGA and SEGA. They are continuing their work to prepare for Fall and looking to get running water in the prayer room. Both SGA and SEGA are meeting to update the bylaws and merging the student groups into one with the hope of finalizing by May.

Faculty Senate President Nayda Pares-Kane provided an update on Senate activities. The Faculty Senate is looking forward to welcoming Dr. Burt-Nanna in May and Nayda appreciates being included as part of the transitional team. Faculty Senate continues to work with Administration on roll out of the Fall 2021 semester and is holding a focus group to survey their colleagues. They are working on bylaw amendments and holding an open forum on February 5 at noon. The VP of Professional Staff and Chair of SCAA are working with HR to review hiring practices. They are continuing to sponsor co-curricular events for faculty, staff and students including topics such as free speech, voter suppression and Diversity, Equity and Inclusion.

Interim President Douglas provided a report from Administration noting there is a joint committee made up of Administration, Faculty Senate and FA membership that is reviewing and developing a hiring manual and looking forward to following through on two agreed upon changes on how SCAA works on search committees.

Support Staff Planning Council provided a written update to the Board.

Faculty Association President Bethany Gizzi provided an update on FA activities. As contract negotiations begin, consideration must be given to the impacts this year has had for individuals and the College. Bethany has been able to be engaged in discussions regarding the college budget and she appreciates the insights this has provided. The FA leadership and the negotiating team are fully aware of the budgetary impacts of both declining enrollment and COVID-19 and

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aware of the changes these conditions have brought to the employees, including significant loss of employees and adjuncts. FA hopes to have a cooperative and creative process for negotiations which incorporates both the budget realities and value of their work. Bethany read an excerpt from the FA Contract Preamble, Article II.

The meeting adjourned at 6:13 pm.

Respectfully submitted,



Linda M. Hall
Secretary, Board of Trustees