



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

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

# Monroe Community College Board of Trustees Minutes

Monday, March 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  
Richard S. Warshof, 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.

- Presentation – Annual Audit
  - Jonathan Miller, Partner, Bonadio and Co., LLP
  - Andrew Kelly, Manager, Bonadio and Co., LLP

***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 February 1, 2021 meeting.

*Finance & Facilities:*

Operating disbursements totaled \$5,766,450.89 for the month of January 2021, subject to final audit. (A detailed listing is available upon request.)

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***Consent Agenda (continued)***

*Personnel & Programs:*

B. Consent Calendar

1. Non-Contract
  - Separation
2. Professional Staff
  - Appointments
  - Promotions
  - Reappointment
  - Retirements
  - Separations
3. Teaching Faculty
  - Appointments
  - Reappointments
  - Retirements
4. Adjunct Faculty
  - Approvals
5. Support Staff
  - Promotions
  - Retirement
6. Additional Compensation
  - President's Office
  - EDIWS Division

RESOLVED, that the Board of Trustees of Monroe Community College adopt the consent agenda effective March 1, 2021. (T02-2021)

**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 Report as of January 31, 2021. (F04-2021)

**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 the month of January 2021. (F05-2021)

**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 January 2021
2. CIP Status Report as of February 8, 2021
3. Grants Report from November 10, 2020 to February 5, 2021

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***Personnel and Programs Committee***

RESOLVED, that the Board of Trustees of Monroe Community College approves the promotion of Associate Professors, Assistant Professors, and Instructors effective September 1, 2021. (P05-2021)

**Associate Professor to Professor**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Degrees</u></b>
Burtner, Amy	English/Philosophy	PhD
Ewanechko, Mary	Business Administration	MBA
Dorsey, Jacqueline	Nursing	MS
Flick, Lisa	Biology	PhD
Gleason, Mary Ellen	ESOL/TRS	MS
Hillabush Walker, Tamara	Visual and Performing Arts	MS
Kress, Patricia	Psychology	PhD
Muhlnickel, Robert	English/Philosophy	PhD
Rivers, Douglas	Applied Technologies	MPA
Sayles, Penny	Health and Physical Education	MS

**Assistant Professor to Associate Professor**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Degrees</u></b>
Bogdanovska, Jasna	Visual and Performing Arts	MS
Dunker, Jeffrey	Info. and Computer Technologies	MS
Lannak, Evelyn	Hospitality	MEd

**Instructor to Assistant Professor**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Degrees</u></b>
Babulski, Julie	Biology	PhD
Caruana, Colleen	Nursing	MS
Miller, Patrick	Business Administration	MBA
Parasnis-Samar, Anjali	Library	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 early retirement incentive for the following individual in accordance with Article 50 of the contractual agreement between Monroe Community College and the Faculty Association. (P06-2021)

<u>Name</u>	<u>Department</u>	<u>Date of Retirement</u>
Maryann Cianciotto	Visual and Performing Arts	August 31, 2021
Robert Kennedy	Law and Criminal Justice	June 10, 2021
Atif Wahba	Biology	June 30, 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 reappointment of Non-Contract, Professional Staff, Faculty, and Technical Assistants/Advisors as listed at the ranks and titles indicated for the 2021 - 2022 academic year or, for 12-month employees, beginning September 1, 2021 and ending August 31, 2022. (P07-2021)

**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, the Board of Trustees of Monroe Community College appointed Deanna Burt-Nanna as the sixth president of Monroe Community College on November 19, 2020 and the Trustees of the State of New York approved said appointment on December 29, 2020, with an effective date of May 21, 2021, at an annual salary of \$245,000; and

WHEREAS, the Board of Trustees authorized the chair to enter into a first amendment to the agreement with the President;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves an amended effective date of May 10, 2021 and an amended end date of August 31, 2025. (P08-2021)

**Motion was made and seconded that the above resolution be adopted. An amendment was made to add “date of” to line 4 of the resolution. A roll call vote was conducted and the motion was carried unanimously.**

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***Board of Trustees***

- Presentation – Facilities Master Plan  
Hezekiah Simmons, CFO/Vice President, Administrative Services
- 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
- 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 – Brighton Campus – Isabella DeRubeis
  - 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. There were no updates for this meeting.

**Information Items**

1. Biographies
2. Staff Recognition

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**Information Items**

Chairperson Lovenheim began the meeting by noting that Dr. Young's memoir "Tearing Down Fences: The Life of Alice Holloway Young," with the assistance of the MCC library staff, is being placed in all of the Monroe County libraries that participate in the urban/suburban program as an important part of Rochester's history.

Mr. Jonathan Miller and Mr. Andrew Kelly, Bonadio & Co., LLP, presented the annual audit findings for the year ended August 31, 2020.

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 January 2021 as follows:

Enrollment is down 14.6% from the prior year and has achieved 95% of budget. The decrease in full-time enrollment was partially offset by a slight increase in part-time enrollment.

Revenue is down 6.1% YOY and has achieved 52% 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 12.5% YOY and has achieved 36% 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 5:06 pm.

Chief Financial Officer and Vice President of Administrative Services Hezekiah Simmons gave a report on the Facilities Master Plan and answered questions from the Board. The final approval is being postponed until some additional intermediate steps to verify assumptions can be completed. There will be open forums held on March 8, 11 and 12 from 12-1 pm for faculty, staff and students. The delay will also allow President-Elect Burt-Nanna to name the Strategic Plan development team.

Interim President Douglas then provided her report. The League for Innovation Annual Conference is being held this week and there are eight teams presenting from MCC. The Presidents of Board Colleges is putting together a data analytics team. William Dixon has been appointed to the team. Todd Oldham, VP, Economic and Workforce Development and Career Technical Education, and nine MCC Foundation directors are being named to Rochester Business Journal's inaugural 2021 Power 100 list. The team offering COVID tests here on campus have conducted 11,434 tests to date and there have been 29 positive cases. Dr. Douglas congratulated Chairperson Lovenheim for receiving the Dan L. King Award for Outstanding College and University Trustee Leadership (two-year institutions category) from the American Association of University Administrators (AAUA).



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Chief Diversity Officer Calvin Gantt highlighted two programs that have been held as part of Black History Month. Odell A. Bizzell II, “What would Dr King & Malcom X Teach in 2021” and Dr. Carol Anderson, “A Conversation on Voter Suppression, Inequity and Racism.” In February, the SUNY Chancellor sent a memo with a 25-point proposal for Diversity.

Interim VP of Student Services Kimberly McKinsey-Mabry highlighted Dreamkeepers and the Wegmans grant in support of students in need. Over 120 students have been assisted during the spring semester. Shaun Church, head men’s lacrosse coach, was named the Region III Equity, Diversity, and Inclusion (EDI) Ambassador representing the 21 NYS Community Colleges at the NJCAA National level.

VP Economic & Workforce Development & Career Technical Education Todd Oldham reported that the Ralph C. Wilson Foundation has awarded a grant in partnership with the MCC Foundation which will be used to extend the Forward Center. Continuing with some on-line classes, including the HR certification class, in which a MCC alum in Saudia Arabia is taking. In preparing for the Forward Center, a new logo has been finalized and the website will be active in the coming weeks.

CFO and VP Administrative Services Heze Simmons highlighted there has been a lot of progress made towards the automation of forms and processes. Over 100 forms have been automated and made ADA compliant which has allowed for a major enhancement to productivity as a result of the pandemic. HR also recently announced that the Personnel Change Request workflow has been automated. Work continues to bring the website up to ADA compliance to address accessibility concerns identified by the Federal Office for Civil Rights. This has been a multi-year project. The Sustainability Committee has focused on sustainability initiatives that can be done at home through their Green Tips which are published in the Daily Tribune.

Kimberly Collins, Associate VP, Academic Services gave congratulations to the faculty that were promoted at today’s meeting. The Curriculum Office is undergoing a major upgrade to its advisement technology, Degree Works, to be more mobile-friendly. Attendance at the Winter Teaching Institute was up 22% over last year’s event. This year’s event focused on Small Teaching for Equity-Minded Educators. The Dental Studies faculty has worked hard to keep their clinic open and provide face-to-face visits. There have been over 1,000 visits to the dental clinic. Four students were awarded between \$4-\$12K for their Launch Your Business program proposals.

VP Institutional Advancement and Executive Director MCC Foundation Gretchen Wood highlighted the advocacy work being done by Government Relations in facilitating introductory meetings with President-Elect DeAnna Burt-Nanna. Community and Media Relations has been arranging multiple interview opportunities as well. Institutional Compliance and Internal Audit has enhanced efficiencies with the protocol portal automation. The MCC Foundation will also be utilizing BoardPaq beginning with their April meeting.

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MCC Foundation Chair Sergio Esteban provided the MCC Foundation report. Each year the Foundation participates in the Voluntary Support of Education (VSE) survey. For 2020, the Foundation ranked #1 in two categories and #2 in two categories. As noted by VP Oldham, the Foundation received \$665,000 in grant funding from the Ralph C. Wilson, Jr. Foundation which will be used for a Workforce Development Super Center and expansion of MCC's education to employment services program. The Foundation continues "Conversations with President Douglas." Zoom receptions have been hosted with retirees and donors to introduce them to their scholarship fund for single parents, STAR Power.

Student Government Association President Isabella DeRubeis highlighted that the Student Government has participated in the issuing of the Climate Survey, editing of the Civility Statement, and Black History Art Contest. They have also been working on Fall elections and have elected an Elections Coordinator.

Student Government Vice President Downtown Campus Denise Vogel noted Student Government has been working on finalizing the revisions to the constitution, will be participating with 40 other SUNY campuses for an April 24 Spring Concert and finalizing a resolution for the Leadership Chord for graduation.

Faculty Senate President Nayda Pares-Kane provided an update on Senate activities. The Faculty held two focus groups on the plan for Fall 2021. The FS Executive Committee officers will be attending President's Cabinet for a three-month pilot beginning in March as a way to increase communication between Shared Government and Administration. An initial meeting took place between SCAA, HR and President-Elect Burt-Nanna to discuss the search for the CFO/VP Administrative Services.

Interim President Douglas provided a report from Administration also noting the President's Cabinet is now meeting with the three Faculty Senate Executive Committee officers to improve communications. Dr. Douglas will also be having the same discussion with the Support Staff Planning Council. The Faculty Senate bylaw revisions have been received and Dr. Douglas will be moving them forward.

Chairperson Lovenheim announced she will be stepping down as Chair of the Board of Trustees and Trustee Allen Williams will be taking over the Chairmanship effective April 1.

The meeting adjourned at 6:09 pm.

Respectfully submitted,



Linda M. Hall  
Secretary, Board of Trustees