



Monroe Community College

STATE UNIVERSITY OF NEW YORK

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

Monroe Community College Board of Trustees Minutes

Monday, January 31, 2022

Virtual

4:00 PM

Present:

Allen K. Williams, Chair
Daniel M. DeLaus, Jr., Esq., Vice Chair and Secretary
Paula Barlow, Student Trustee
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 (4-5:15 pm)
Connie O. Walker, Esq.

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

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

Excused:

John L. Bartolotta
Sabrina LaMar

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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 4:04 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 of Trustees

- A. Minutes of the December 6, 2021 meetings.

Finance & Facilities

Operating disbursements totaled \$ 15,080,432.64 for the month of November 2021, and \$10,615,555.16 for the month of December 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
 - Appointment
2. Professional Staff
 - Appointments
 - Reappointments
 - Retirement
 - Separations
3. Teaching Faculty
 - Appointments
 - Reappointments
 - Retirement
 - Separations
4. Adjunct Faculty
 - Approvals
5. Support Staff
 - Appointments
 - Promotion
 - Salary Adjustment
 - Retirement
 - Separations
6. Additional Compensation
 - Academic Services
 - Administrative Services
 - EDIWS Division
 - Student Services

RESOLVED, that the Board of Trustees of Monroe Community College adopt the consent agenda effective January 31, 2022. (T01-2022)

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, 2021. (F01-2022)

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 months of November and December, 2021. (F02-2022)

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 accepts the annual audit of Monroe Community College for the fiscal year ended August 31, 2021, as conducted by Bonadio & Co., LLP. (F03-2022)

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 following transfer of funds: (F04-2022)

FROM: Career Technical Education Admin (Academic Support) – Personal Services
(General Institutional) \$71,954¹

TO: VP, Eco Dev & Innovation Workforce Services (General Administrative) – Personal Services \$71,954¹

¹ Transfer of budgeted personnel funds to support non-teaching Program Dir II line moved and converted to Manager II.

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 (continued)

Information Items

1. Purchases under \$20,000 for November and December, 2021
2. CIP Status Report as of January 11, 2022
3. Grant Report for November 13, 2021 to January 7, 2022
4. 7.2 Data Classification Policy
5. 7.3 Information Technology Security Policy

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Personnel and Programs Committee

WHEREAS, the Board of Trustees of Monroe Community College appointed DeAnna R. 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; and

WHEREAS, the Board of Trustees of Monroe Community College authorized the chair to enter into a second amendment to the agreement with the President;

WHEREAS, the State of New York Joint Commission on Professional Ethics (JCOPE) issued Advisory Opinion No. 21-02 on October 19, 2021, declining to extend Public Officers Law Section 74 to community colleges affiliated with the State University of New York;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves amended paragraph 1.4 (replace “aide” with “aid”) and amended paragraphs 1.5. and 1.6 to update references to Public Officers Law Section 74 with General Municipal Law to align the language in the agreement with the President with the JCOPE Advisory Opinion. (P01-2022)

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 appointment of Quent Rhodes, Associate Vice President of Facilities, effective March 7, 2022 through August 31, 2022 at an annual salary of \$115,000 prorated to \$56,528 for the appointment period. (P02-2022)

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

- President's Update
- Cabinet Updates
 - Dr. Calvin Gantt, Vice President, Diversity, Equity and Belonging and Executive Director, Downtown Campus
 - Darrell Jachim-Moore, Interim CFO/Vice President, Administrative Services
 - Dr. Kimberly McKinsey-Mabry, Acting Vice President, Student Services and Acting Provost/Vice President, Academic Services
 - Kristin Sine-Kinz, Acting Vice President, Economic & Workforce Development & Career Technical Education
 - Gretchen Wood, Vice President, Institutional Advancement and Executive Director, MCC Foundation
- Monroe Community College Foundation Report
- Student Trustee Update
- 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 – Diane Wilson
 - Administration – DeAnna Burt-Nanna
- 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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Board of Trustees (continued)

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RESOLVED, that the Board of Trustees of Monroe Community College conduct an Executive Session pursuant to Public Officers Law §105, subsection (f): the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (T02-2022)

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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Information Items

- Chair Williams began the meeting by welcoming Trustee Connie Walker.
- Mr. Jonathan Miller and Mr. Andrew Kelly, Bonadio & Co., LLP, presented the annual audit findings for the year ended August 31, 2021.
- Interim Chief Financial Officer and Vice President of Administrative Services Darrell Jachim-Moore gave the financial report. Mr. Jachim-Moore reported on key financial highlights related to revenue, expenses, and enrollment for YTD December 31, 2021 as follows:
 - Enrollment is down 14.7% from the prior year and has achieved 96% of budget. The decline in full-time enrollment of 15.6% exceeds that of the part-time cohort, which declined by 12.5%, and is the major driver for YOY reduction.
 - Revenue increased 4.25% YOY and has achieved 41% of budget. This is primarily due to HEERF funding of \$3M.
 - Expenses are down 3.7% YOY and has achieved 31% of budget. This is primarily related to a decrease in salaries and benefits, the continuous review of vacancies and the strong college community support of expense management.
- President Burt-Nanna highlighted one of the 5 strategic priorities for MCC: safely and compassionately returning to in-person learning and work. Students were welcomed back for the spring semester. MCC maintains its position as one of the safest places in the County for students and employees and has adhered strictly to Governor Hochul's, SUNY and Monroe County's safety measures of masking, baseline testing, and required verification of vaccination and boosters for students who engage in person. The new 5-year strategic plan is under development and is being co-chaired by Valerie Avalone and Jasna Bogdanovska. The plan will be presented to the Board in June for the first read and in August for adoption. The SUNY Community College budget priorities includes support for 100% of the funding floor and an increase in funding to support child care among other important priorities. The Finger Lakes Workforce Development Center (FWD Center) received a temporary certificate of occupancy. There has been a lot of extra effort from a cross-functional group of MCC Staff, as well as SUNY and Monroe County has been instrumental in making it possible.
- Divisional highlights were shared with the Board and each cabinet member highlighted one to two items from their report.
- Gretchen Wood, Vice President, Institutional Advancement and Executive Director, MCC Foundation, gave an update on the Foundation. A transfer was made to the College of scholarship and programs funds totaling \$1.75M which is an increase of 13% over last year. The Gold Star Gala is being held on Saturday, April 30th. The theme of the event is Alchemy: Progressing extraordinary circumstances is an experiment in creative chemistry. The

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Scholarship Open will be held on Monday, June 27 at the Country Club of Rochester. Co-chairs for the event are Gavin Brownlie and Chris Cimini. Please contact Gretchen if you are interested in becoming an underwriter or golfer. A grant totaling \$469,000 from the Greater Rochester Health Foundation was received which secures funding for the 2022 Be a Healthy Hero Summer Camp.

- Student Trustee Paula Barlow provided an update on her activities including assistance to both SGA and PTK events. Ms. Barlow attended the New York Community College Trustees (NYCCT) Annual Conference in Saratoga Springs in November and found it rich with information. Trustee Barlow hosts office hours for students to share their success stories and provides an opportunity to meet their Student Trustee. Ms. Barlow hopes to visit each campus this semester for more outreach to students. Ms. Barlow signed up for the reimagined LEAD certificate program to continue to develop her leadership skills. PTK has submitted paperwork for the Phi Theta Iota to become a 5-star chapter. Trustee Barlow will be traveling to Washington DC to participate in the Association of Community College Trustees (ACCT) Legislative Summit in early February and looks forward to learning more about the legislative process for higher education.
- SGA President Isabella DeRubeis provided a report on Student Government activities. They are working hard on recruiting new members, hosting a Valentine's Day event, planning the spring festival and hosting an ice cream social so students can learn more about the Student Government Association. In February they are starting a mask campaign with the slogans "keep MCC COVID free" and "wear a mask in class." The SGA is working on a student survey to gain a better understanding of what students would like to see from SGA.
- Faculty Senate President Nayda Pares-Kane reported FS is continuing to work with Administration to keep processes transparent and working as efficiently and strategically as possible. In addition to monthly meetings with President's Cabinet, Dr. Pares-Kane meets monthly with President Burt-Nanna and Acting VP McKinsey-Mabry. One of the topics of discussion is the provisional placement policy. Professional Development week will be June 6-10. SCAA continues to work with Administration on five searches and a small reorganization of Environmental Health and Safety. The Chair of Planning continues to work on the new Strategic Plan with the Steering Committee and consultant group. FS also continues to work with HR on the hiring manual, next steps include feedback on the proposed draft and conversation around the role of SCAA in hiring.
- Support Staff Planning Council Co-Chair Diane Wilson reported they have six new members for a total of 18 members. The SSPC coordinated with DWIGHT and collected 10 boxes of food items in December from faculty and staff. Discussions are on-going regarding professional development and brown bag events for support staff. Kudos was given to Chuck DiSalvo and Lori Scipioni for arranging transportation for 50 students from the Downtown Campus to the Brighton Campus to comply with the baseline testing requirement.

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- President Burt-Nanna provided an update for Administration and thanked the shared governance groups for their commitment. They remain actively involved in the planning of the College's new 5-year strategic plan and in advancing active searches to fill approved vacancies throughout the College. The Student Government Association has remained committed to advancing the five strategic priorities set for the current academic year and including the student voice to inform decision-making. Dr. Burt-Nanna also gave thanks to the Union Presidents for meeting with her and the College officers for routine updates to strengthen college operations.
- There were no union updates for this meeting.
- The Board entered into Executive Session at 6:17 pm and adjourned at 6:49 pm.
- The meeting reconvened and adjourned at 6:50 pm.

Respectfully submitted,



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