



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 7, 2022

MCC Downtown Campus, High Falls A/B or Zoom

4:00 PM

Present:

Allen K. Williams, Chair
Daniel M. DeLaus, Jr., Esq., Vice Chair and Secretary
Paula Barlow, Student Trustee
Sabrina LaMar
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 (4:00-5:50 pm)
Connie O. Walker, Esq.

Richard S. Warshof, Honorary Trustee
Dr. Alice Holloway Young, Chair Emerita, Honorary Trustee

Dr. DeAnna R. Burt-Nanna, President
Linda M. Hall, Executive Assistant, 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 4:02 pm.

Consent Agenda

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

Board of Trustees

- A. Minutes of the January 31 and February 25 meetings.

Finance & Facilities

- B. Operating disbursements totaled \$5,500,280.24 for the month of January 2022, subject to final audit. (A detailed listing is available upon request.)
- C. Consent Calendar
 - 1. Non-Contract
 - Appointment
 - Reappointment
 - Separation
 - 2. Professional Staff
 - Appointments
 - Reappointments
 - Retirement
 - Separations
 - 3. Teaching Faculty
 - Separation
 - 4. Adjunct Faculty
 - Approvals

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Consent Agenda

C. Consent Calendar (continued)

5. Support Staff
 - Appointment
 - Promotion
 - Retirements
 - Separations
6. Additional Compensation
 - Administrative Services
 - EDIWS Division
 - Student Services

RESOLVED, that the Board of Trustees of Monroe Community College adopt the consent agenda effective March 7, 2022. (T04-2022)

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 Report as of January 31, 2022. (F05-2022)

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 authorizes the purchase of items over \$20,000 as listed for the for the month of January 2022. (F06-2022)

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 adopts the “Data Classification Policy” effective March 7, 2022. (F07-2022)

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 adopts the revised “Information Technology Security Policy” effective March 7, 2022. (F08-2022)

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 the month of January 2022
2. CIP Status Report as of February 14, 2022
3. Grants Report from January 8 to February 9, 2022

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Personnel and Programs Committee

RESOLVED, that the Board of Trustees of Monroe Community College approves the continuation of the appointment of Kristin M. Sine-Kinz as the Acting Vice President, Economic Development, Workforce and Career Technical Education, effective March 1, 2022 until the position is filled on a permanent basis; Ms. Sine-Kinz will receive a monthly stipend of \$3,250 for each month that she serves in this role. (P03-2022)

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 Chris Piro as Interim Director of Public Safety, Administrative Services, effective March 7, 2022 until the position is filled on a permanent basis or March 6, 2023, whichever is earlier; Mr. Piro will receive an annual salary of \$100,000 while serving in this role. (P04-2022)

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 early retirement incentive for the following individual in accordance with Article 50 of the contractual agreement between Monroe Community College and the Faculty Association. (P05-2022)

<u>NAME</u>	<u>DEPARTMENT</u>	<u>DATE OF RETIREMENT</u>
Susan Gunther	Liberty Partnerships	August 31, 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 reappointment of Non-Contract, Professional Staff, Faculty, and Technical Assistants/Advisors as listed at the ranks and titles indicated for the 2022 - 2023 academic year or, for 12-month employees, beginning September 1, 2022 and ending August 31, 2023. (P06-2022)

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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Personnel and Programs Committee (continued)

**

RESOLVED, that the Board of Trustees of Monroe Community College approves the promotion of Associate Professors, Assistant Professors, and Instructors effective September 1, 2022. (P07-2022)

Associate Professor to Professor

<u>Name</u>	<u>Department</u>	<u>Degrees</u>
Carson, Linda	Mathematics	M.S.
Dimino, Renee	ESOL/Transitional Studies	M.S.
Dunning, William	English/Philosophy	M.A.
Graney, Tracey	Biology	Ph.D.
Penman, Laura	Biology	M.S.
Rudd, Scott	English/Philosophy	M.A.
Straubhaar, Rita	World Languages and Cultures	M.Ed.
Zion Stratton, Elizabeth	Nursing	M.S.

Assistant Professor to Associate Professor

<u>Name</u>	<u>Department</u>	<u>Degrees</u>
Bond, Laura	Mathematics	M.B.A.
Costanza, Richard	Education and Human Services	M.Ed.
DiMarco, Claudio	Mathematics	Ph.D.
Griffin, Rebecca	Hospitality	M.B.A.
Strobl, Erin	Biology	M.S.

Instructor to Assistant Professor

<u>Name</u>	<u>Department</u>	<u>Degrees</u>
Nguyen, Binh-Yen	Information and Computer Technologies	M.S.
Daniels, April	ESOL/Transitional Studies	M.A.
Shaffer, Candy	Information and Computer Technologies	M.A.
Strong, Eric	Applied Technologies	M.S.

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

WHEREAS, John L. Bartolotta is recognized as a champion for public higher education in the State of New York as demonstrated by his commitment to the success of Monroe Community College and the Monroe Community College Foundation for the past four decades; and

WHEREAS, John L. Bartolotta, a business and community leader, has generously contributed his time, significant experience and acumen as a member of the Monroe Community College Board of Trustees since July 2008; and

WHEREAS, John L. Bartolotta's distinguished leadership and outstanding service to benefit students have been recognized by the New York Community College Trustees, Inc. and the State University of New York through his receipt of the Marvin A. Rapp Award for Distinguished Trustee Service in 2012 and the Donald M. Mawhinney, Jr. Trustee Leadership Award in 2021, respectively; and

WHEREAS, John L. Bartolotta wholeheartedly believes in and supports MCC's mission to provide access to affordable academic and training programs, lead excellence and innovation in higher education, inspire diverse students to transform their lives and communities, drive regional economic development, and build global engagement and understanding; and

WHEREAS, John L. Bartolotta has helped secure and reinforce MCC's position among the most innovative community colleges in the nation and reputation as a model to sister institutions across New York; now, therefore be it

RESOLVED, that we, the members of the Monroe Community College Board of Trustees, hereby express our sincere appreciation to John L. Bartolotta, an unwavering advocate for public higher education and a respected leader, for his dedication to Monroe Community College, its employees and, most especially, the diverse students whom we proudly serve; and be it further

RESOLVED that John L. Bartolotta has had a significant and admirable impact on the College's inspiring success story and its ability to serve Greater Rochester, Monroe County and the Finger Lakes Region; may he be hereafter recognized as an Honorary Trustee of Monroe Community College on this, the 7th day of March 2022. (T05-2022)

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 (continued)

- President's Update
 - Strategic Plan and Factors that Influence Student Success – William Dixon, Director, Research
- 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, Executive Assistant, 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, Executive Assistant, 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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Board of Trustees (continued)

**

RESOLVED, that the Board of Trustees of Monroe Community College conduct an Executive Session pursuant to Public Officers Law §105, subsection (e) collective negotiations pursuant to Article 14 of the Civil Service Law; (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. (T06-2022)

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

- 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 January 31, 2022 as follows:
 - Enrollment is down 12.2% from the prior year, but has achieved 100% of the Fall 2021 budget. The decline in full-time enrollment of 15.6% exceeds that of the part-time cohort, which declined by 6.8%, and is the major driver for the YOY reduction.
 - Revenue decreased \$1.1M or 1.8% YOY when federal appropriations (i.e. HEERF) is included.
 - Expenses are down 3.9% YOY and has achieved 38% 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 provided commendations to John Bartolotta for his service to the Board and Foundation and for now being recognized as an honorary trustee. Based on a guidance from the CDC, NYS, SUNY and the Monroe County Commissioner of Health MCC has relaxed their mask mandate for vaccinated employees and students. Governor Hochul hosted a press conference at the MCC Downtown Campus to promote her commitment to the revitalization of the High Falls area. Last month President Burt-Nanna and Chair Williams, joined by Presidents Sunser of Genesee Community College and Nye of Finger Lakes Community College presented their legislative ask to representatives of the NYS Senate and Assembly. Dr. Burt-Nanna is honored to have been named to the RBJ Power 100 list alongside Trustee LaMar. President Burt-Nanna highlighted the MCC faculty, staff and administrators that will represent MCC at the American Association of Community Colleges (AACC) conference in New York City. A summary of the presentations was provided in the Board folders. With the support of Collaborative Brain Trust (CBT) MCC hosted over 60 listening sessions with internal and external stakeholders. Their input will be used to shape the strategic direction of the college over the next five years. A survey was also distributed to all employees and students inviting their input in addition to their participation in listening sessions.
- William Dixon presented on the current strategic plan metrics and factors influencing student success.
- Divisional highlights were shared with the Board and each cabinet member highlighted one to two items from their report.

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- Lauren Dixon, MCC Foundation Chair, gave an update on the Voluntary Support of Education (VSE) survey administered by the Council for the Advancement and Support of Education (CASE) showing how the MCC Foundation compared with their SUNY Public Associate peers. The MCC Foundation ranked second in total support exceeding \$5 million, number one in unrestricted support and top three for total support, unrestricted support and restricted support since 2018. The endowment market value increased 20% in 2021. The Gold Star Gala will be held on April 30 at the Country Club of Rochester presented by M&T Bank with a theme of Alchemy, Unearth your Creative Chemistry. The event seeks to raise over \$200K in support of student success.
- Student Trustee Paula Barlow announced that MCC's Phi Theta Kappa (PTK) Honors Society chapter has been named among the 453 chapters earning free regalia through the PTK REACH Rewards program. In order to qualify, the MCC chapter had to increase membership by 15% or more. The MCC chapter will also attend a conference in Albany where they will see if their Honors in Action and College Projects earn rewards for being the chapter that had a significant impact on our community and our college. Trustee Barlow will be running for the VP of the Western Region as a new leadership role within the PTK Honors Society. Trustee Barlow attended the NYCCT Legislative Summit in February where she was given the opportunity to advocate for MCC meeting with congressmen, senators and legislatures to expand the Pell Grant and advocate for more funding. Trustee Barlow continues to assist English for Speakers of Other Language (ESOL) and Transitional Studies (TRS) students and activities with the Student Government Association.
- SGA President Isabella DeRubeis provided a report on Student Government activities. This past month, the SGA has hosted an ice cream social event where they were able to meet and recruit new students to the organization; created 250 healthy packages which include various items such as hand sanitizer, tissues, etc.; and worked with the Celtic society to plan a St. Patrick's day event which will include Irish dancers, and traditional Irish food for all MCC students. SGA has finished preparing their elections material and participated in the SUNY-wide dream big tiktok campaign where they shared why they chose SUNY. Lastly, the SGA has been discussing ways they can support the Ukrainian students and those affected by the war.
- Faculty Senate President Nayda Pares-Kane highlighted the work Senate members are currently engaged in which includes policy review, development of a hiring manual, Strategic Plan development, DEI initiatives and SUNY Gen Ed implementation. Professor Gena Merliss was the recipient of a professional leave last year where she developed a course for adjunct faculty so they could have both professional development and a shared cohort experience. Professor Merliss also developed the "Theory in Action" program focusing on Culture/Community Attendance, Recognize, Encourage (CARE) practices. Department Chair elections will take place on March 9th.

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- Support Staff Planning Council Co-Chair Diane Wilson highlighted their participation in the Collaborative Brain Trust (CBT) listening session where they shared support staff perspectives for the College's next 5-year strategic plan. Training was the common topic of discussion. Anne Bauer, Learning Support Systems, met with the SSPC to explain the Project Based Strategic Planning Initiatives, the SSPC is polling support staff for project-based ideas. SSPC is teaming up with the Student Nurses' Organization to collect supplies for the Ukrainian Federal Credit Union.
- President Burt-Nanna provided an update for Administration expressing gratitude to the Support Staff Planning Council's willingness to partner with the Office of the President and Human Resources to develop an onboarding for administrative assistants as a launching off point for similar onboarding tools for similar and other positions across the college. In consultation with the Faculty Senate, President Burt-Nanna is preparing to initiate consultation on a proposal to enhance the organizational structure of Academic and Student Services which will initiate college wide consultation for input.
- Faculty Association President Bethany Gizzi provided an update for the FA. Ms. Gizzi attended the NYSUT Legislative Reception to advocate for additional funding for community colleges in the state budget. This is the first time since 2007 where the budget does not cut funding to community colleges but provides 100% of the funding received last year. They asked legislators to tie funding to the amount funded in 2018-19, this would restore \$35M to community college budgets. Funding the community colleges is a direct investment in students and their futures. Ms. Gizzi also asked the Board to invest in the FA contract to support their work to service students. The contract represents quality of services to students. MCC cannot recover without their work.
- The Board entered into Executive Session at 6:10 pm and adjourned at 6:41 pm.
- The meeting reconvened and adjourned at 6:45 pm.

Respectfully submitted,



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