

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK**

The meeting of the Board of Trustees of Mohawk Valley Community College will be held on Monday, November 15, 2021 at 4 p.m. in the Payne Hall, room 300, Mohawk Valley Community College, Utica, New York and via Zoom per New York State Legislation S.50001/A.40001.

1. Call to Order
2. Chair's Report
3. Treasurer's Report
4. Student Trustee's Report
5. Committees and Affiliations Reports

Committees

- Academic and Student Success
- Audit and Finance
- Facilities and Campus Safety
- Governance/Personnel

Affiliations

- Auxiliary Services Corporation
- Dormitory Corporation
- Foundation
- Association of Community College Trustees
- New York Community Colleges Trustees
- SUNY/NYCCAP

6. President's Report
7. Discussion Items:
 - Board Policy Revisions Section II. Personnel – 2014, 2015, 2030
 - Board Policy Revisions Section VI. Academic Affairs
8. Consent Agenda
 - a. Minutes of October 18, 2021 Board of Trustees Meeting
 - b. Treasurer's Report
 - c. Program Deactivation and Discontinuation: Private Pilot A.A.S. degree, Professional Pilot A.A.S. degree, Professional Pilot Certificate
 - d. Program Revision Proposal: Culinary Arts Management A.O.S. degree
 - e. Program Proposal: Baking and Pastry Art A.O.S. degree
 - f. Association of Mohawk Valley Administrators (AMVA) – Continuing Appointment Sarah Lam Director of Community & Workforce Development
 - g. Amend Staffing Plan-Civil Service Title: Customer Relations Supervisor
 - h. Amend Staffing Plan: Todd Kubica, Director College Pipeline Programs
 - i. James Dixon, Youthbuild Case Manager
 - j. Joseph Kinney, Technical Assistant – Life and Physical Sciences
 - k. Amend Staffing Plan: Bedour Soliman, Programmer
 - l. Cymil Hamilton, STEP Coordinator
 - m. Amend Staffing Plan: Anne Nolan, Director of Compliance
 - n. Amend Staffing Plan: Marie Miknavich, Dean of Institutional Research and Organizational Performance
9. Adjournment

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK**

1. Call to Order

The meeting of the Mohawk Valley Community College Board of Trustees held on the Rome Campus in Plumley Complex Room 150 and via Zoom was called to order at 4:05 p.m. by Chair Colón on Monday, October 18, 2021.

Members Present

William S. Calli, Jr.
Tony Colón
Anna D'Ambrosio
Frank Dubeck, Jr.
Elaine Falvo (virtual)
Dana Jerrard
Wendy Waters
Fabiha Khan (virtual)

Members Excused

Camille Kahler
David Mathis

2. Chair's Report

Chair Colón announced that the meeting will be audio and video recorded. Chair Colón then went on to recognize faculty and staff who recently received awards and accolades as follows the Women's Tennis team finished their season 8-0 and is heading to Peachtree, Georgia later this month for the NJCAA Division III Women's Tennis Championship; five recent MVCC Airframe and Powerplant graduates have already received and accepted job offers from CommutAir in Albany; students in our Carpentry and Masonry program built a concrete walkway by the flagpoles in the Quad at our Utica Campus as part of their coursework for their Masonry classes, which include MVCC Job Corps Scholars working toward their Carpentry and Masonry Certificate; and Instructional Design Librarian Jocelyn Ireland has been elected President of the SUNY Librarians Association for the 2021-2022 year. Chair Colón asked Vice President Squires for the Treasurer's Report.

3. Treasurer's Report

Vice President Squires explained his report does not include the usual Revenue, Expenditure, and Fund Balance reports as the College has begun to close the books on the last budget year with the Auditors' field work to begin on November 1.

The first distribution of financial aid refund checks for the fall semester happened on Friday, October 15. Checks were distributed to 672 students in the amount of \$624,000. The next disbursement date will be October 29.

4. Committee Reports

Governance & Personnel

Committee Chair, William Calli, reported that the committee met prior to the Board meeting. The committee reviewed three personnel policies with no changes being proposed. These policies will come before the full board as a first reading at the November meeting. The committee further received an update on the hiring process around Diversity, Equity, and

Inclusion efforts and a benefits update. Committee Chair Calli reminded the Board that the annual Sexual Harassment Training needs to be completed by the end of November.

Academic and Student Success

The Academic and Student Success committee meeting has been rescheduled to October 28.

Auxiliary Services Corporation (ASC)

Vice President Squires reported that ASC is in process of scheduling the Board meetings for the academic year.

Foundation

Due to technical difficulties, Vice President DuRoss will submit a report to the Board following the meeting.

NYCCT/ACCT

Wendy Waters provided takeaways from the ACCT Leadership Congress that just concluded in San Diego. Chair Colón then went on to report that NYCCT will be announcing a new Executive Director at the Annual Conference being held in Saratoga Springs on November 5 and November 6.

NYCCAP/SUNY

President VanWagoner reported that NYCCAP will hold its fall meeting immediately prior to the NYCCT annual conference coming up at the beginning of November. He then went on to share that earlier in the month, SUNY communicated that MVCC was out of compliance with the SUNY vaccine mandate. Very shortly following that communication, the College has come into compliance with the SUNY mandate. MVCC continues to maintain its efforts to the safety of its students, faculty, and staff as the pandemic continues to evolve.

5. Student Trustee Report

Due to technical difficulties, Student Trustee Fabiha Khan will submit a report to the Board following the meeting.

6. President's Report

President VanWagoner began by congratulating Tony Colón and David Mathis both being elected to serve on the ACCT Board. This is the first time in ACCT history that two trustees from the same institute have been elected to serve on the ACCT Board at the same time. He concluded his report by providing an update to the Board on the College's 75th Anniversary events that will be coming up throughout the fall and spring semesters.

College Senate

Due to technical difficulties, Senate Chair Christine Miller will submit a report to the Board following the meeting.

Vice President Reports: Vice President Kahler Course Scheduling

The Board had no questions on the written reports from the Vice Presidents. Vice President Kahler provided the discussion item around course scheduling process and highlighted efficiencies and improvements that were made. In an effort to minimize disruption to student schedules and faculty load, Learning and Academic Affairs has been utilizing a new approach to course cancellations and the deregistration date. With the assistance of the Ad

Astra Scheduling and Analytic software, and a centralized office for scheduling, MVCC has been able to minimize disruption, improve student velocity data, and increase efficiency thus decreasing cost.

Discussion Item: Rome Campus Update

Associate Vice President Franca Armstrong led a Rome Campus update discussion around revitalization efforts and initiatives.

Consent Agenda

<i>Attachment a</i>	Minutes of September 20, 2021 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Collective Bargaining Agreement – Professional Association (PA)
<i>Attachment d</i>	Emeritus, Andrew Glidden
<i>Attachment e</i>	Alexandra Almanzar Rivera, Assistant Registrar
<i>Attachment f</i>	Amend Staffing Plan: Matthew Krush, Assistant Registrar
<i>Attachment g</i>	Amend Staffing Plan: Rachel Freiburger, Interim Assistant Payroll Manager
<i>Attachment h</i>	Amend Staffing Plan: Dominic DiMaggio, Director of Athletics
<i>Attachment i</i>	Edvina Ikeljic, Admissions Counselor

Motion was made by William Calli and seconded by Frank Dubeck to approve items 7a-i.

Unanimously approved.

President VanWagoner asked for an executive session to discuss personnel with no further action. Motion was made by William Calli and seconded by Dana Jerrard to enter into executive session at 5:15 p.m. Unanimously approved.

The meeting reconvened at 5:31 p.m.

8. Adjournment

Motion was made by Elaine Falvo and seconded by Dana Jerrard to adjourn the meeting at 5:32 p.m. Unanimously approved.

ATTACHMENT 7b

Warrants – October 2021

Warrant #	Date	Amount	
2022-07	10/01/2021	\$ 763,039.04	Payroll
2022-08	10/04/2021	\$ 1,076,425.37	General Expense
2022-09	10/15/2021	\$ 800,852.01	Payroll
2022-10	10/15/2021	\$ 1,351,747.00	General Expense
2022-11	10/18/2021	\$ 527,848.23	General Expense
2022-12	10/22/2021	\$ 417,008.91	General Expense
2022-13	10/29/2021	\$ 833,579.79	Payroll

Note – Details may not equal Warrant due to either cancelled check adjustments or rounding.

Total	\$ 5,770,500.35
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Please Note: A wire transfer in the amount of \$13,662.00 payable to Middle States Commission on Higher Education was also processed this month and is not included in the warrants listed above.

November 2021

Monthly financial statements are not available at this time as all accounts must remain open for review and verification by the College's independent auditors. The audit review includes direct and independent confirmation and reconciliation of cash balances with banks, vendor payables, amounts received and/or due the College from third parties, and comments from legal counsel. Because the College's financial records must remain open until audit fieldwork and verification of records is complete to allow for possible audit adjustments, and as this process is not expected to be completed until later this semester, publication of monthly financial statements will be delayed until that time.

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA, NEW YORK**

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Budget Amendment
2021-22 Operating Budget

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the following Budget Amendment #1 to the 2021-22 Operating Budget be and hereby is approved:

BUDGET AMENDMENT NO. 1
2021-22 OPERATING BUDGET

From: \$52,394,547 To: \$68,867,975 Increase: \$16,473,428

CHANGES TO APPROPRIATION ACCOUNTS

<u>Grants (100% Offset)</u>		<u>From</u>	<u>To</u>	<u>Difference</u>
Personal Services	60000	\$313,500	\$2,845,450	+ \$2,531,950
Equipment	72000	\$60,000	\$394,438	+ \$334,438
Contractual	74000	\$21,500	\$12,825,481	+\$12,803,981
Fringe Benefits	78000	\$55,000	\$858,059	+ \$803,059

TOTAL INCREASE IN GRANT APPROPRIATIONS \$16,473,428
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CHANGES TO REVENUE ACCOUNTS

Grant Revenues (100% Offset)	\$450,000	\$16,923,428	+ \$16,473,428
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BACKGROUND

The original 2021-22 Operating Budget included \$450,000 for grants. This resolution combines that estimate with the actual carryover balances of unexpired grant authorizations. Total approved grants to date equal \$16,473,428 as detailed on the attached.

Analysis of Budget Amendment No. 1

To adjust and carry forward balances of previous Grants originally budgeted at \$450,000:

Developing Math Corps for Youth - M&T & Local Share	Local	\$19,028
SUNY PIF Apprentice Program (Year 3)	SUNY	\$3,082,591
ATE Regional Center Nanotech (Year 3 - SUNY Poly)	NSF	\$45,911
SUNY Guided Pathways - Cohort II	SUNY	\$11,169
Remote Lab Sharing Models for Manufacturing Skills	NSF	\$337,243
FY'21 Small Business Development Center (SBDC)	Federal	\$78,869
Utica GEAR-UP (US DOE), Year 3	Federal	\$401,090
Reintegration of Ex-Offenders, DOL Reentry (3 yr)	Federal	\$871,618
Scaling Apprenticeship Strategies, USDOL pass thru SUNY	Fedl	\$3,086,769
2020 Susan Harwood Training Grant, US DOL - OSHA	Federal	\$47,849
Youthbuild 2020 – US DOL (3 year Grant)	Federal	\$792,408
Develop Semiconductor Workforce Cert Prog, NSF pass thru SUNY		\$47,196
2021 MEP Advanced Institute for Manufacturing (Year 1)	NYSTAR	\$305,057
FY'21 Americorps - Youthbuild Utica	Federal	\$36,637
2020 NCAE-C Cybersecurity – MVCC, NSA (2 yr Grt)	Federal	\$1,086,874
JobCorps Scholars Program (3 year Grant), USDOL	Federal	\$936,675
DOD Cybersecurity Assistance, NYESD	Federal	\$256,057
Next Generation Manufacturing Training, Job Linkage	SUNY	\$498,250
SUNY Apprenticeship – Other	SUNY	\$903,408
SUNY Apprenticeship – IT	SUNY	\$1,548,178
SUNY Apprenticeship – Healthcare	SUNY	\$387,738

To include the following new Grants:

Mohawk Valley Upward Bound Program (Year 5 of 5)	Federal	\$369,354
FY'22 Perkins III (VATEA)	Federal	\$392,924
FY'22 Diversified Honors Scholarship Program	SUNY	\$6,264
FY'22 Library Collection Aid	SUNY	\$7,871
FY'22 CJII College in Prison Reentry @ Marcy CF	DANY	\$109,128
FY'22 STEP Award	SUNY	\$279,222
FY'22 Small Business Development Center (SBDC), Yr.4	Federal	\$394,736
Utica GEAR-UP (US DOE), Year 4	Federal	\$536,000
FY 21 Susan Harwood Targeted Training, USDOL	Federal	\$47,314

TOTAL GRANTS

\$16,923,428 *

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York**

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph. D.
President

SUBJECT: Program Deactivation and Discontinuation
Private Pilot A.A.S. degree, Professional Pilot A.A.S. degree,
Professional Pilot Certificate

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the submission of the degrees and certificate deactivation, effective spring 2022, for the Private Pilot A.A.S. degree; the Professional Pilot A.A.S. degree; and for the Professional Pilot Certificate to the State University of New York.

BACKGROUND

These Pilot programs have not had any students enrolled since 2005, the College does not intend to actively recruit students for these programs, and there is a lack of robust local employer pool for the programs' graduates.

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York**

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Program Revision Proposal: Culinary Arts Management A.O.S.

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the submission of the Program Revision Proposal for the Culinary Arts Management A.O.S. degree to the State University of New York.

BACKGROUND

The program proposal includes curriculum changes proposed by the Hospitality Advisory board that will keep the program current with the future needs of the food service industry and allow for a more diverse employment pool for graduates.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Program Proposal: Baking and Pastry Arts A.O.S. Degree

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the submission of the Program Proposal for the Baking and Pastry Arts A.O.S. degree to the State University of New York.

BACKGROUND

A new Baking and Pastry Arts AOS degree is being established. Currently Baking and Pastry Arts is an option embedded into the Culinary Arts AOS. Baking and culinary arts attract students with different skill sets and interests and employers with different needs. Separation of these through the creation of a standalone Baking and Pastry Arts AOS degree program will enable a more seamless and sensible pathway to ultimate career placement for students.

This program prepares students for positions in the baking industry. With experience and additional training, students may be qualified for positions leading to pastry chef, pastry finisher, cake designer, artisan baker, and/or production baker. Instruction in this program takes place primarily on the Rome campus.

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York**

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Continuing Appointment – Association of Mohawk Valley Administrators

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the following individuals be granted Continuing Appointment effective September 1, 2021:

Sarah Lam

Center for Corporate & Community Education
Director of Community & Workforce Development

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York**

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Amend Staffing Plan: Customer Relations Supervisor

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the College Staffing Plan be amended as follows:

- Create the title Customer Relations Supervisor in conjunction with Oneida County Civil Service.

BACKGROUND

(From the Oneida County Civil Service job description)

This position involves responsibility for planning and implementing customer services activities. The work is performed under the general supervision and in accordance with established objectives, policies and detailed procedures. Considerable leeway is permitted for the exercise of independent judgment in carrying out work assignments. The incumbent may supervise the work of clerical personnel. The incumbent does related work as required.

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 10/15/2021

CUSTOMER RELATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and implementing customer services activities. The work is performed under the general supervision, and in accordance with established objectives, policies, and detailed procedures. Considerable leeway is permitted for the exercise of independent judgment in carrying out work assignments. The incumbent may supervise the work of clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees the collection of accounts receivable and overdue accounts by planning and controlling work flow in accordance with established policy and procedure;
Handles complaints and suggests solutions to problems and conducts correspondence;
Reviews and analyzes delinquent accounts, monthly and quarterly billings, and prepares the information needed for the processing of delinquent notices;
Makes arrangements with customers for payment of overdue bills in accordance with established policy;
Prepares, institutes, maintains and administers billing and collection policies, procedures and controls;
Performs public relations activities relating to collection of accounts and resolutions of billing errors and customer complaints;
Recommends when accounts should be sent to a collection agency for non-payment;
May perform account audits occasionally;
Prepares written communications and reports to clients, customers, or students which include billing statements, certificate of residence notices, past due statements, and/or refund checks;
May be assigned to prepare special studies and evaluations of various billings and collection activities;
Supervises billing and collection of tuition and fees, retiree insurance payments, vendor payments, or other miscellaneous payments;
Consults with management on customer service and various account receivable matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; good knowledge of modern methods used in collecting and controlling delinquent accounts; good knowledge of office practices; ability to develop and install efficient office methods and procedures; ability to understand and interpret written material; ability to understand and carry out oral and written directions; ability to maintain accurate office records and prepare comprehensive reports; ability to secure the cooperation of others; ability to deal effectively with the public; demonstrated awareness of the importance of consumer relations; clerical aptitude; good judgment in solving consumer problems; physical condition commensurate with the demands of the position.

continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in business administration or public management, accounting, economics, or a closely related field and one (1) year of experience involving the billing and collection of accounts and related record keeping activities; **OR**
- (B) Graduation from a regionally accredited or a New York State registered college with an Associate's Degree in business administration or public management, accounting, economics, or a closely related field and three (3) years of experience as listed in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as listed in (A) above; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

Adopted: 10/12/1988

Revised: 08/22/1991, 11/25/1992, 10/15/2021

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Amend Staffing Plan and Appointment of Todd Kubica
Director, College Pipeline Programs
Position Number 0595

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the position, Director, TRIO-Upward Bound and GEAR UP, position number 0595
- Create the position, Director, College Pipeline Programs, position number 0595

AND BE IT FURTHER RESOLVED that:

The appointment of Todd Kubica to the position of Director, College Pipeline Programs in the Office of TRIO-Upward Bound and GEAR UP be ratified. This grant-funded, administrative appointment began November 1, 2021 at a prorated salary based upon an annual salary of \$89,148.87 for a twelve-month professional obligation.

BACKGROUND

This is a new position at the College. Mr. Todd Kubica will be responsible for administration and oversight of externally funded Federal United States Education Grants such as TRIO-Upward Bound and GEAR UP and NYS Grant: STEP. The Director is responsible for program planning and implementation, staff supervision, budget development and management, program curricula, assistance with grant application, federal and state reports. Grant-funded appointments expire either at the end of the stated term or whenever funding for the position ceases.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Todd Kubica
RESIDENCE: Little Falls, New York

EDUCATION

2007 Masters of Science, Education
University of New England
Biddeford, Maine

1981 Bachelor of Arts, Music
Metropolitan State College
Denver, Colorado

EXPERIENCE

2007 – Present Director, TRIO-Upward Bound and GEAR UP
Mohawk Valley Community College
Utica and Rome, New York

2000 – 2007 Music Teacher
Oneida County BOCES
Oneida County, New York

1999 – 2000 Music Teacher, Itinerant
Herkimer County and Oneida County BOCES
Herkimer County and Oneida County, New York

1995 – 1999 Residential Counselor
The House of the Good Shepherd
Group Emergency Foster Care Program
Utica, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

JOB DESCRIPTION

POSITION

Director, College
Pipeline Programs

REPORTS TO

Vice President of
Student Affairs

DEPARTMENT

TRIO-Upward Bound and
GEAR UP

BROAD FUNCTION:

Responsible for the administration and oversight of externally funded Federal United States Education Grants such as TRIO-Upward Bound and GEAR-UP and New York State Grant: Science, Technology Entry Program (STEP). The Director, College Pipeline Programs Duties is responsible for program planning and implementation, staff supervision, budget development and management, program curricula, assistance with grant application, internal, external, federal and state reports, and assures compliance with federal/state regulations and MVCC policies and procedures.

MAJOR RESPONSIBILITIES:

1. Plans and directs MVCC's GEAR UP, Upward Bound and the Science Technology Entry Programs (STEP) with the goal of increasing college access and preparation for low-income, first generation, and underrepresented populations;
2. Fosters college-going and completion cultures in partnership with K-12, post-secondary and community partners, and program staff. Identifies barriers to college preparation, works collaboratively with key partners and creates systematic change to address barriers;
3. Builds, coordinates, and sustains flexible intersegmental partnerships with internal and external partners that support student college preparation, access and success;
4. Manages and mentors staff to support their success in meeting performance goals. Conducts regular meetings with staff to review program and staff activities, goal and objective progress, etc.;
5. Manages fiduciary processes and procedures to ensure compliance with internal and external expectations. Ensures accurate and timely reporting;

DATE

October 11, 2021

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<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Director, College Pipeline Programs	Vice President of Student Affairs	TRIO-Upward Bound and GEAR UP

6. Works closely with school district and College faculty for curriculum development and enhancement, ensuring that program interventions work in conjunction with target school academic initiatives and the needs of program participants;
7. Works closely with the College marketing staff in promoting and recruiting for initiatives for all responsible programs;
8. Performs other duties as assigned by the Vice President of Student Affairs.

QUALIFICATIONS:

Master's degree in educational administration, student personnel, or related area and three years' experience in an educational setting, preferably in a college environment working with low income, first generational, diverse student body required.

<u>SALARY:</u>	<u>AFFILIATION:</u>	<u>TERM:</u>
Level J	AMVA	12 months
<u>FLSA:</u>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of James Dixon
Youthbuild Case Manager
Position Number 0711

I recommend that the Board of Trustees adopt the following resolution:

The appointment of James Dixon to the position of Youthbuild Case Manager in the Education Outreach Center (EOC) be ratified. This grant-funded, probationary appointment began November 15, 2021 at a prorated salary based upon an annual salary of \$43,547 for a twelve-month professional obligation.

BACKGROUND

This position is vacant due to Michael Grider transitioning to another position at the College. Mr. James Dixon will provide counseling, advocacy and guidance to program members of the Mohawk Valley YouthBuild grant-funded project to assist them in dealing with their academic, personal, legal and social service needs, especially those needs that interfere with their ability to meet the program requirements and their personal goals. He will work closely with the entire staff to build the youths' leadership skills; serves as the lead staff member referral to community services. Grant-funded appointments expire either at the end of the stated term or whenever funding for the position ceases.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on James Dixon
RESIDENCE: Utica, New York

EDUCATION

2012 Bachelor of Science, Sociology
SUNY Polytechnic University
Utica, New York

EXPERIENCE

2019 – Present After-School Program Manager / RIYS Program Mentor
2012 – 2019 Middle School Youth Counselor
John F. Kennedy Advantage After-School Program
Utica, New York

2019 – Present Program Assistant
ACR Health
Utica, New York

2014 – 2017 Rites of Passage Program Coordinator / Community Associate / Restorative
Dean
Nelson Mandela School for Social Justice (NMSSJ)
Brooklyn, New York

2013 – 2014 Math and English Tutor
Police Athletic League, Youth Link Division
Brooklyn, New York

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York**

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of Joseph Kinney
Technical Assistant – Life and Physical Sciences
Position Number 0595

I recommend that the Board of Trustees adopt the following resolution:

Joseph Kinney be appointed to the position of Technical Assistant – Life and Physical Sciences in the School of STEM. This is a professional appointment beginning November 22, 2021 at a prorated salary based upon an annual salary of \$43,547.

BACKGROUND

This position is vacant due to the retirement of Deborah Cornish. Mr. Joseph Kinney will provide skilled assistance to faculty, professional or administrative staff in Life and Physical Sciences or other educationally related programs or projects.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Joseph Kinney
RESIDENCE: Frankfort, New York

EDUCATION

2010	Masters of Science Forensic Molecular Biology
2008	Bachelor of Science in Biology University at Albany Albany, New York
2006	Associates of Science Liberal Arts and Sciences Herkimer County Community College Herkimer, New York

EXPERIENCE

06/2018 – Present	Adjunct Instructor Mohawk Valley Community College Utica and Rome, New York
03/2020 – Present 07/2010 – 04/2013	Project Leader / Principal Investigator Quality Control Analyst ICON Development Solutions Whitesboro, New York
04/2013 – 03/2020	Microbiologist F.X. Matt Brewing Company Utica, New York

02/2010 – 07/2010	Office Operations Supervisor U.S. Census Bureau Utica, New York
08/2008 – 12/2009	Lecturer and Teaching Assistant (Part Time) University at Albany Albany, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Amend Staffing Plan and Appointment of Bedour Soliman
Programmer
Position Number 0803

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Programmer position number 0803

AND BE IT FURTHER RESOLVED that:

Bedour Soliman be appointed to the position of Programmer in the Information Technology Department. This is a professional appointment beginning November 22, 2021 at a prorated salary based upon an annual salary of \$43,547.

BACKGROUND

This is a new position at the College. Ms. Bedour Soliman will provide assistance with daily programming tasks, writing reports and troubleshooting. The duties are performed under the general direction of the Manager IT Administrative Computing Services and the Executive Director of Information Technology.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Bedour Soliman
RESIDENCE: Whitesboro, New York

EDUCATION

05/2021 Associates Degree, Computer Applications in Programming
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

05/2021 – Present Help Desk Assistant (part-time), IT Department

07/2021 – 08/2021 Part-Time Professional, Gencyber Camp

09/2020 – 05/2021 Student Assistant, IT Department
Mohawk Valley Community College
Utica and Rome, New York

05/2021 – 08/2021 Summer Intern
Mohawk Valley Economic Development District, Inc.
Mohawk, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Programmer	Executive Director of Information Technology	Information Technology

BROAD FUNCTION:

Provides assistance with daily programming tasks, writing reports, and troubleshooting. Duties are performed under the general direction of the Manager IT Administrative Computing Services and the Executive Director of Information Technology.

MAJOR RESPONSIBILITIES:

1. Provides initial assistance and troubleshoots calls regarding computer software and/or other satellite systems;
2. Assists programming staff with the implementation of solutions;
3. Performs assigned routine duties in maintaining third-party systems;
4. Performs programming duties per specifications provided by and under the direction of upper level programming staff that includes Programmer Analyst and/or Database Administrator;
5. Assists end-users in the usage of computerized solutions;
6. Performs other duties related to this job description and as assigned by the Manager IT Administrative Computing Services or Executive Director of Information Technology.

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<u>POSITION</u>	<u>REPORTS TO</u>	<u>DEPARTMENT</u>
Programmer	Executive Director of Information Technology	Information Technology

QUALIFICATIONS:

Required:

Associate's Degree, with a minimum of 12 credit hours in Computer Science related course work with at least one of the courses dealing with a relational database environment. Familiarity with SQL structure. Basic troubleshooting skills.

Preferred:

Associate's Degree in Computer Science; Experience using PL/SQL or other data reporting tools; Banner, Degree Works or Argos experience; higher education programming experience.

SALARY:

Grade 2

AFFILIATION:

Professional

TERM:

12 months

FLSA:



Exempt



Non-Exempt

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MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of Cymil Hamilton
STEP Coordinator
Position Number 0767

I recommend that the Board of Trustees adopt the following resolution:

Cymil Hamilton be appointed to the position of STEP Coordinator in the Department of College Pipeline Programs. This a grant-funded, professional appointment beginning November 22, 2021 at a prorated salary based upon an annual salary of \$51,145. Grant-funded appointments expire either at the end of the stated term or whenever funding for the position ceases

BACKGROUND

This position is vacant due to the resignation of Ushona McLean. Ms. Cymil Hamilton will be responsible for the daily oversight of the Science and Technology Entry Program, overseeing all activities as outlined in the STEP project. She will track and process STEP budget transactions, prepare promotional materials and maintain an updated web presence. She will chair the STEP Advisory Board and recruit students for STEP projects and programs. Grant-funded appointments expire either at the end of the stated term or whenever funding for the position ceases.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Cymil Hamilton
RESIDENCE: Utica, New York

EDUCATION

2010 Bachelor of Science, Sociology
SUNY Polytechnic Institute
Utica, New York

2007 Associate of Science, Criminal Justice
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

08/2021 – Present STEP Program Specialist
Mohawk Valley Community College
Utica and Rome, New York

5/2016 – 9/2021 Long-Term Care Ombudsman Coordinator
Resource Center for Independent Living (RCIL)
Utica, New York

06/2006 – 08/2021 Residence Counselor
12/2011 – 5/2006 Behavioral Specialist Assistant
Upstate Cerebral Palsy
Utica, New York

9/2010 – 12/2011 Teacher Assistant
Utica City School District
Utica, New York

03/2014 – Present Program Coordinator
Partners Uplifting Our Daughters and Sons Inc.
New York City, New York

01/2019 - Present Director of Operations
Voices International Publications Inc.
New York City, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Amend Staffing Plan and Appointment of Anne Nolan
Director of Compliance
Position Number 0804

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the College Staffing Plan be amended as follows:

- Create the title, Director of Compliance, position number 0804

AND BE IT FURTHER RESOLVED that:

Anne Nolan be appointed to the position of Director of Compliance in the Office of Institutional Research. This is an administrative appointment beginning November 22, 2021, at a prorated salary based upon an annual salary of \$60,000 for a twelve-month professional obligation.

BACKGROUND

This is a new position at the College. Ms. Anne Nolan will provide collaborative leadership to ensure the College meets all external data/information compliance requirements for institutional level reporting, included but not limited to, accreditation, grants, human resources, finance, institutional research and other areas as necessary. The Director of Compliance adds data analysis capacity in the Office of Institutional Research as needed.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Anne Nolan
RESIDENCE: Sauquoit, New York

EDUCATION

2002 Bachelor of Arts, Psychology
State University of New York, University at Albany
Albany, New York

EXPERIENCE

10/2018 – Present	Assistant to the Vice President for Community Development and Executive Director of the MVCC Foundation
08/2017 – 09/2018	Human Resources Specialist
06/2017 – 08/2017	Assistant to the Office of Human Resources Mohawk Valley Community College Utica and Rome, New York
2013 – 2017	VP, Sr. Business Control Specialist
2011 – 2013	AVP, Business Control Specialist
2009 – 2011	Officer, Sr. Recruiting Coordinator
2006 – 2009	Recruiting Coordinator Bank of America New York

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NY**

JOB DESCRIPTION

POSITION	REPORTS TO	DEPARTMENT
Director of Compliance	Dean of Institutional Research & Organizational Performance	Institutional Research

BROAD FUNCTION:

The Director of Compliance provides collaborative leadership to ensure the College meets all external data/information compliance requirements for institutional level reporting, including but not limited to, accreditation, grants, human resources, finance, institutional research and other areas as necessary. The Director of Compliance adds data analysis capacity in the Office of Institutional Research as needed.

MAJOR RESPONSIBILITIES:

1. Engages with all members of the College and the community in a manner that that is welcoming, friendly, respectful, cooperative, and collaborative;
2. Collaborates with principle investigators for all institutional grants to meet all reporting requirements and success measures;
3. Collaborates with the MVCC Accreditation Liaison Officer and academic deans and faculty to ensure that all institutional and field-specific accreditation reporting requirements are completed and submitted in a timely manner;
4. Collaborates with College employees to ensure that all institutional level external reporting requirements related to personnel, affirmative action, and diversity are completed and submitted in a timely manner;
5. Collaborates with College employees to ensure that all institutional level external Institutional Research reporting, including but not limited to IPEDS data reports, are accurately completed and submitted in a timely manner;
6. Collaborates with College employees to ensure that all Institutional Research SUNY data reports are accurately completed and submitted in a timely manner;
7. Provides support to the College's Title IX Officer to ensure that all Title IX reporting requirements are met in a timely manner

DATE

November 4, 2021

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POSITION	REPORTS TO	DEPARTMENT
Director of Compliance	Dean of Institutional Research & Organizational Performance	Institutional Research

8. Provides support to the College's Public Safety employees to ensure that all Clery Act and other campus safety reports are completed in an accurate and timely manner;
9. Provides support to Administrative Services employees to ensure that all institutional level financial reporting obligations are met in an accurate and timely manner;
10. Assists college offices to ensure the College remains in compliance with any records retention protocols;
11. Provides, develops and presents effective training to appropriate staff as necessary and make presentations upon request;
12. Provides leadership relevant information to address changes to any policies and procedures related to compliance as necessary;
13. Provides data analysis in the Office of Institutional Research as needed;
14. Assist the Vice President of Administrative Services and Dean of Institutional Research and Organizational Performance on special projects as needed; and
15. Other related duties as assigned by the Dean of Institutional Research & Organizational Performance.

QUALIFICATIONS:

Bachelor's Degree in a related field and at least three (3) years of experience performing increasingly responsible work in compliance, grants, human resources, student affairs or a related field required. Valid driver's license at the time of hire and throughout the duration of employment required. Attention to detail and project management skills are required. Effective interpersonal skills with demonstrated comfort level in working with others required. Effective oral and written communication skills required.

SALARY:

Level L

AFFILIATION:

AMVA

TERM:

12 months

FLSA:

☒ Exempt

☐ Non-Exempt

DATE

November 4, 2021

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MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Amend Staffing Plan and Appointment of Marie Miknavich
Dean of Institutional Research and Organizational Performance
Position Number 0375

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the position, Director of Institutional Research and Analysis, position number 0375
- Create the position, Dean of Institutional Research and Organizational Performance, position number 0375

AND BE IT FURTHER RESOLVED that:

Marie Miknavich be appointed to the position of Dean of Institutional Research and Organizational Performance in the Department of Institutional Research. This administrative appointment begins November 22, 2021 at a prorated salary based upon an annual salary of \$90,000 for a twelve-month professional obligation.

BACKGROUND

This is a new position at the College. Ms. Marie Miknavich will provide leadership for the Institutional Research Department in fulfilling its responsibility for coordinating compliance efforts as well as data gathering management, assessment, and analysis to inform planning and decision-making and improve overall organizational performance at the College.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

November 15, 2021

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Marie Miknavich
RESIDENCE: Utica, New York

EDUCATION

1984 Masters of Arts, Geography
State University of New York at Albany
Albany, New York

1982 Bachelor of Arts, Geography
Plattsburgh State University College
Plattsburgh, New York

EXPERIENCE

2016 – Present Director of Institutional Research and Analysis
Mohawk Valley Community College
Utica and Rome, New York

2013 – 2016 Director of Academic Assessment
Utica College
Utica, New York

2008 – 2013 Director of Institutional Research
Herkimer County Community College
Herkimer, New York

2006 – 2008 Educational Data Analyst
Mohawk Regional Information Center
Madison Oneida BOCES
Vernon, New York

8/2007 – 10/2007	Private Consultant The House of the Good Shepherd Utica, New York
05/2006 – 07/2006	Private Consultant John Zogby International Utica, New York
1996 – 2006	Quality Improvement Specialist The House of the Good Shepard Utica, New York
1994 – 1996	Program Office Utica Foundation Utica, New York
1989 – 1994 1987 – 1989	Associate Planner Planner Herkimer – Oneida Counties Comprehensive Planning Program Utica, New York
1985 – 1987	Senior Planner City of Utica Utica, New York

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NY**

JOB DESCRIPTION

POSITION	REPORTS TO	DEPARTMENT
Dean of Institutional Research and Organizational Performance	Vice President of Administrative Services	Institutional Research

BROAD FUNCTION:

The Dean of Institutional Research and Organizational Performance provides leadership for the Institutional Research Department in fulfilling its responsibility for coordinating compliance efforts as well as data gathering management, assessment, and analysis to inform planning and decision-making and improve overall organizational performance at the College.

MAJOR RESPONSIBILITIES:

1. Engages with all members of the college and the community we serve in a manner that that is welcoming, friendly, respectful, cooperative, and collaborative;
2. Infuses strengths-based positive leadership that helps nurture and shape a high-performing, vibrant and inclusive organizational culture that sustains organizational health and wellness;
3. Develops and leads cross-functional teams to coordinate college-wide and departmental efforts to continually strengthen compliance efforts and infuse data throughout the College to improve decision-making and performance;
4. Establishes, administers and coordinates the College's institutional research activities including but not limited to collecting, analyzing, interpreting, and reporting data and information;
5. Oversees the data collection and reporting system to monitor and benchmark (where possible) Key Performance Indicators (KPIs) that measure organizational performance at the institutional level and guidance for program and departmental-level performance.
6. Oversees, prepares and presents data analyses and reports for the College's administration and faculty and facilitates understanding of the data to support decision making;
7. Develops a reliable system of periodic reporting and dissemination of planning, assessment, and other data needed for quality management to College divisions and departments, governance groups (e.g., Councils, Committees, Workgroups, etc.);

POSITION	REPORTS TO	DEPARTMENT
Dean of Institutional Research and Organizational Performance	Vice President of Administrative Services	Institutional Research

8. Ensures the integrity quality of data systems, and works with departments to correct data discrepancies;
9. Certifies the accurate and timely completion of all external reporting requirement such as SUNY, New York State Education, and Federal reporting requirements;
10. Oversees the accuracy and consistent formatting of institutional reports for appropriate audiences and monitors the data on the College's Institutional Effectiveness webpage;
11. Guides timely departmental responses to requests for reports, questionnaires, and data or analysis
12. Directs the implementation of internal College surveys and supports and assists College departments in survey tool use;
13. Develops and designs surveys, and analyzes, reports and makes recommendations based on survey results to support College departments;
14. Serves as the College's contact for human and animal research requests, and as Chair of the Research Review Team (RRT) as MVCC's IRB function;
15. Supports the College's academic program review, institutional and outcomes assessment, accreditation reviews, and institutional planning committees and task forces;
16. Contributes to the College's strategic planning process and provides appropriate data in support of the College's goals and objectives;
17. Collaborates with the faculty, staff, and administrators Assessment Director to implement the College's Institutional Effectiveness Plan and serves as the College's primary leader for the assessment of organizational performance institutional outcomes assessment;
18. Serves on College committees and councils as assigned, and provides leadership for data-related governance groups.
19. Collaborates with SUNY counterparts, alliances, consortia, and College affiliates, and maintains professional associations to share formation, and to gather/interpret reliable and useful data and information for the College

POSITION	REPORTS TO	DEPARTMENT
Dean of Institutional Research and Organizational Performance	Vice President of Administrative Services	Institutional Research

20. Supervises, assigns, recruits, evaluates, develops, promotes and disciplines assigned staff

21. Performs other duties as assigned by the Vice President for Administrative Services.

QUALIFICATIONS:

Master's degree, five (5) years of institutional research or related experience, and effective communication skills and analytical skills required. Must be proficient in Microsoft Office and data analysis software. Experience working in a college or university setting and working knowledge of Oracle/Banner preferred.

SALARY:

Level H

AFFILIATION:

AMVA

TERM:

12 months

FLSA:

☒ Exempt

☐ Non-Exempt

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November 4, 2021

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