

**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, December 16, 2024 at 4 p.m. in the Stetson Board Room – Payne Hall 300, Mohawk Valley Community College, Utica, New York.

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
- Nominating Committee

Affiliations

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

6. President’s Report
 - a. KPI: MVCC provides accessible educational opportunities.
 - b. Jobs for the Future: \$75 Million Network
7. Vice President’s Reports: Academic Affairs Spotlight presented by Vice President Lew Kahler and Executive Director Todd Marshall
8. Discussion Items:
 - First Reading of Board Policy Revision 1001. Members of the Board
 - Middle States Update presented by Executive Director Jill Heintz and Middle States Co-Chairs Anne Nolan and Ross Wittenberg
9. Consent Agenda
 - a. Minutes of November 18, 2024 Board of Trustees Meeting
 - b. Treasurer’s Report
 - c. New Board Policy: Use of Wheeled Equipment on Campus
 - d. Amend Strategic Framework: Operational Excellence
 - e. Phantom Pro Drone Donation: MVCC Foundation to Mohawk Valley Community College
 - f. 2026-2029 Academic Calendars
 - g. Jessica Amerosa, Coordinator of Accessibility Resources

- h. Amend Staffing Plan: Nathan Edwards, Workforce Navigator
- i. Amend Staffing Plan: Danielle Kall-Marrone, Workforce Navigator
- j. Amend Staffing Plan: Erin Rooks, Instructor Health Sciences
- k. Amend Staffing Plan: Kristen Weiss, Instructor STEM Transfer

10. 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 in the Stetson Boardroom, Payne Hall, Room 300, Utica, New York was called to order at 4:00 p.m. by Chair Waters on Monday, November 18, 2024.

Members Present

Wendy Waters
Dana Jerrard
Anna D'Ambrosio
William S. Calli, Jr.
Elaine Falvo
Frank Dubeck, Jr.
Anthony (Tony) Colón
David Mathis
Camille Kahler
Student Trustee Alex Dunckel

Members Excused

Motion for an executive session to discuss contracts was made by Trustee William Calli and seconded by Trustee Frank Dubeck.
Unanimously approved.

The Board of Trustees entered into executive session at 4:01 p.m.

Motion to end executive session and resume the Board meeting was made by Trustee Frank Dubeck and seconded by Student Trustee Alex Dunckel.

The meeting reconvened at 4:12 p.m.

2. Chair's Report

Chair Waters highlighted several recent achievements and accolades. Four new members were inducted into the MVCC Hall of Fame. Associate Professor Mary Kate LaPaglia received the Pride of Workmanship award from the Rotary Club of Utica. The men's soccer team won their first-ever national championship, defeating the six-time defending champion. The women's soccer team finished as national runner-up. Two cross country students, Katie Buaer and Kaylee McQueenie, competed at nationals while maintaining high GPAs throughout their careers. Ross Wittenberg, Jenny Lewis, and the Fast Track Program will be recognized by the Genesis Group for outstanding education contributions later this week. Sarah Lam did an outstanding job presenting the Fast Track model to NYCCT during a panel presentation recently held.

3. Treasurer's Report

Vice President Squires presented the financial reports and noted that the revenue was slightly less than budgeted, but expected to event out by the end of the year due to grants and

reimbursements. He also pointed out that expenses were slightly higher than last year, mainly due to increased salaries and a change in the health insurance model. Vice President Squires further went on to report that the auditors have completed the fieldwork on campus and will continue to work on the audit of federal funds and financials. The College is waiting on a few more reports from the retirement system which are needed to complete the audit financials.

4. Student Trustee Report

Student Trustee Alex Dunckel reported on a number of recent student events and initiatives. The 24-hour gaming club was a success, with over 80 students participating. The Residence Halls are holding a 'Battle of the Halls' which is currently on-going with Butterfield in the lead. The Film Club is making a movie which they hope to premier on campus. The student leadership LEAD program has met with several community leaders, most recently Frank DuRoss, and took a tour of the ThINCubator. Student Congress is focusing on recruitment efforts for Resident Assistants and Student Congress Officers which include a VP of Rome, President and Program Board Director. The Trustee Idea Box included several suggestions that he is working with the Vice Presidents on including a music room, a Club Invention Fair, and gaming room. Further, Student Trustee Dunckel has been gathering feedback from students around updated menu options for the Snack Bar and has been meeting regularly with American Dining and Auxiliary Service Director Jim Suriano. His report concluded with updates around the auditors meeting with Student Congress Officers to review the financials of the Student Congress budget and his major takeaways from the recent ACCT Leadership Congress.

5. Committee and Affiliation Reports

Audit & Finance Committee

Committee Chair Trustee Falvo reported that the Audit & Finance Committee convened on October 22 for the annual pre-audit meeting with D'Arcangelo. During the meeting, the auditors outlined their planned process, the programs they intend to review, and the updated accounting standards that will guide the College's audit.

Dormitory Corporation (DC)

DC Chair Trustee D'Ambrosio reported that the DC Board of Directors met on November 14. During the meeting, the Board reviewed the Fall and Spring occupancy reports, two policies, and investment reports, which highlighted a 12% return on investment. Trustee D'Ambrosio also noted that the residence halls will remain open during the Thanksgiving break.

The DC Board approved two appointments: Savannah Sherman as Residence Hall Housekeeper and Dr. Karey Pine as Assistant Secretary to the DC Board of Directors. Trustee D'Ambrosio concluded by announcing that a special meeting has been scheduled for December 16, from 3:00 to 4:00 p.m., to review the proposal and funding for the brick restoration project.

Foundation

Executive Director Deanna Ferro-Aurience reported significant progress in updating and enhancing MVCC's alumni records. Since MVCC's first graduating class, there have been over 52,636 unduplicated alumni. Utilizing AlumniFinder data, the Foundation has updated records for 41,377 alumni, with 81% residing in New York State and 62% located within Oneida,

Herkimer, and Madison counties. This updated data will support efforts to strengthen alumni relationships, grow the Alumni Annual Fund, and re-engage both new and lapsed donors.

The MVCC Foundation Board has recently welcomed two new members, Claire Parisi and Amy DeMetri, both with extensive experience in their respective fields. Claire, an engineer, has led research and collaborations, while Amy, with 40 years of financial industry experience, has served in various senior roles. Looking ahead, the Foundation's Governance and Nominating Committee is actively recruiting three new Board members to replace long-serving members concluding their terms in December. Updates on this effort will be shared at future meetings.

Executive Director Ferro-Aurience concluded her report with a Foundation financial update stating that the Foundation has approximately \$9,995,106 in the Strategic Financial Services portfolio. Upcoming Foundation meetings include:

- Annual Board Gathering at Fort Schuyler Club – December 3
- MVCC Foundation Board – December 12

ACCT/NYCCT

Trustee Colón reported that MVCC was well represented at the recent ACCT Leadership Congress. He shared key takeaways, including his re-election to a full term on the ACCT Board and the celebration of President VanWagoner's receipt of the ACCT Northeast Region CEO Award.

Chair Waters, who currently serves as NYCCT's Chair-Elect, provided an update on NYCCT activities. She discussed the Chancellor's Presidential Oversight and the proposed \$30 million spending plan. Updates on NYCCT advocacy efforts included a standing monthly meeting with Governor Hochul's office and the \$100 million funding request for community college budgets.

Chair Waters also noted that the Chancellor has been reopening lines of communication by reaching out to individual Trustees, and all Trustees are maintaining a consistent and united advocacy message. Trustee Mathis, who was selected by NYCCT to represent them, has not yet received any communication regarding the search for the SUNY Senior Vice Chancellor for Community Colleges.

SUNY/NYCCAP

There was no SUNY report.

6. President's Report

President VanWagoner shared his key takeaways from the recent ACCT Leadership Congress which included the success of the Agile Brain Emotional Assessment session lead by himself, Trustee Colón, and Lisa King with Leading Indicator. The ACCT session garnered significant interest from Trustees and Presidents in attendance.

He then reported on this month's Key Performance Indicator (KPI), which focused on how MVCC meets the diverse needs of its students. He highlighted metrics from the student profile, noting that the average age of the student body is 24 years old and that 55% of students are Pell-eligible. MVCC's student profile has remained comparatively consistent over the last five years with the shift in student course-taking behavior being the most dramatic shift from online hybrid

back to on-campus preferred post COVID. President VanWagoner noted that the college's mission to meet the diverse needs of students is a priority, and plans to develop a student survey to capture data around if students feel their needs are met at MVCC.

College Senate

There was no College Senate report.

7. **Vice President Reports:**

The Board had no questions regarding the written reports submitted by the Vice Presidents. Vice President Squires provided additional context to his report, highlighting key data points from the Lightcast Survey, which was distributed to the Board at the start of the meeting. He outlined next steps, including determining how and when to share the survey findings with the County and incorporating the data into ongoing advocacy efforts.

8. **Discussion Items:**

First Reading: Board Policy Use of Wheeled Conveyance on Campus

A first reading of the above policy was presented to the Board. The Board had no further questions or discussion around the proposed policy. The policy will move to the Consent Agenda at the next Board meeting.

Student LEAD Program

The Board had an opportunity to engage with students from our LEAD program, which focuses on student leadership development. LEAD students attended the Board meeting to gain insights into the functioning of a professional board. Trustees shared advice on the value of civic engagement for personal growth and community impact, emphasizing challenges and rewards of involvement. The students also provided an overview of the LEAD program and shared their key takeaways from the experience.

9. **Consent Agenda**

Attachment a. Minutes of October 21, 2024 Board of Trustees Meeting

Attachment b. Treasurer's Report

Attachment c. Food Service Kitchen Equipment Donation: MVCC Auxiliary Services Corporation to Mohawk Valley Community College

Attachment d. Revision to 2024-25 and 2025-26 Academic Calendars:
Discontinuance of Intersession

Attachment e. Amend Staffing Plan: Crystal Lewandrowski, Assistant Controller

Attachment f. Kayla Merrill, Community Coordinator

Motion to approve Consent Agenda Items 9a-9f was made by Chair Wendy Waters and seconded by Trustee Elaine Falvo. Unanimously approved.

10. **Adjournment**

Motion was made by Trustee William S. Calli and seconded by Vice Chair Dana Jerrard to adjourn the meeting at 5:13 p.m. Unanimously approved.

ATTACHMENT 9b

Warrants – November 2024

Warrant #	Date	Amount	
2025-11	11/06/2024	\$ 914,683.12	Payroll
2025-12	11/08/2024	\$ 1,496,345.32	General Expense
2025-13	11/20/2024	\$ 935,793.69	Payroll
2025-14	11/22/2024	\$ 657,726.05	General Expense

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

Total		\$ 4,004,548.18	
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**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA, NEW YORK**

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Budget Amendment
2024-25 Operating Budget

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

RESOLVED that the following Budget Amendment #2 to the 2024-25 Operating Budget be and hereby is approved:

BUDGET AMENDMENT NO. 2
2024-25 OPERATING BUDGET

From: \$71,053,649 To: \$71,220,216 Increase: \$166,567

CHANGES TO APPROPRIATION ACCOUNTS

<u>Grants (100% Offset)</u>	<u>From</u>	<u>To</u>	<u>Difference</u>
Personal Services 60000	\$2,231,859	\$2,459,434	+ \$227,575
Equipment 72000	\$206,286	\$214,286	+ \$8,000
Contractual 74000	\$9,613,041	\$9,469,523	- \$143,518
Fringe Benefits 78000	\$584,180	\$658,690	+ \$74,510

TOTAL INCREASE IN GRANT APPROPRIATIONS \$166,567

CHANGES TO REVENUE ACCOUNTS

Grant Revenues (100% Offset)	\$12,635,366	\$12,801,933	+ \$166,567
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BACKGROUND

To increase and reallocate carryover funding, per approval from the governing agency:

Utica GEAR-UP (Year 6 into Year 7)	US DOE	\$166,567
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To amend appropriations approved under FY'25 Perkins III, with no change in funding.

MOHAWK VALLEY COMMUNITY COLLEGE
November 2024 Revenue Report

MONTHLY BUDGET COMPARISONS	24-25				0			
	Budgeted Revenue November	Recognized Revenue Nov. 30 ,2024	Amount Of Variance	% Variance	YTD Cumulative Budget	YTD Received at Nov. 30 ,2024	Amount Of Variance	% Variance
Tuition - Fall 2024	0	-5,894	-5,894	#DIV/0!	8,406,016	8,419,994	13,978	0.2%
Tuition - Spring 2025	0	-10,460	-10,460	0.0%	0	25,678	25,678	0.0%
Tuition - Summer 2025	0	0	0	0.0%	0	0	0	0.0%
Sponsor Contribution	0	0	0	0.0%	0	0	0	0.0%
Chargeback Revenue	0	202,191	202,191	100.0%	1,850,000	1,772,385	-77,615	-4.2%
Out-of-State Tuition	0	-7,230	-7,230	#DIV/0!	230,328	241,500	11,172	4.9%
State Aid	0	0	0	0.0%	3,158,765	3,167,426	8,661	0.3%
Federal Aid	0	0	0	0.0%	0	0	0	0.0%
COVID Funding	0	0	0	0.0%	0	0	0	0.0%
Non Credit Programs	35,946	194,837	158,892	442.0%	756,250	871,282	115,032	15.2%
Other - Offsets to Expense	130,054	288,893	158,839	122.1%	2,689,772	2,095,059	-594,713	-22.1%
Total Revenue from Operations	165,999	662,338	496,339	299.0%	17,091,131	16,593,324	-497,807	-2.91%
Grants		25,715				8,683,182		
Federal Workstudy		0				8,421		
Total		688,053				25,284,927		

Variance Explanations (for categories greater than 10% & \$20,000 over or under budget)

- (1) Increased enrollment in CCED classes and additional classes due to Fast Track. There are fully funded classes by a variety of funding sources.
- (2) Offset to expenses are slightly behind budget for the first quarter. The Calendar quarter for billing and the Fiscal year quarter are not aligned for the first quarter.

MOHAWK VALLEY COMMUNITY COLLEGE
November 2024 Expenditure Report

<u>Area of Expense</u>	Month of November 2024				YTD Cumulative at November 30, 2024				
	2023-24 Last Year Actual Expense November	Expense as of Nov. 30, 2024	Amount of Variance	% Variance	YTD 2023-24 Last Year Actual	YTD Expensed at Nov. 30, 2024	Amount of Variance	% Variance	
Instruction	1,478,175	1,414,776	-63,399	-4.3%	4,667,121	5,070,046	402,925	8.6%	
Learning Resources	103,911	113,843	9,932	9.6%	335,828	326,589	-9,239	-2.8%	
Student Affairs	308,799	328,314	19,515	6.3%	914,385	909,616	-4,769	-0.5%	
Administration	488,744	542,749	54,005	11.0%	1,430,539	1,684,650	254,111	17.8%	1
Facilities and Operations	354,848	444,681	89,833	25.3%	894,258	908,848	14,590	1.6%	
Public Safety	69,265	74,799	5,534	8.0%	207,428	236,956	29,528	14.2%	
Rome Campus Admin	32,283	25,588	-6,695	-20.7%	81,497	70,467	-11,030	-13.5%	
Non Credit Programs	205,815	177,508	-28,307	-13.8%	488,720	494,925	6,205	1.3%	
Institutional	50,787	76,797	26,010	51.2%	249,599	360,817	111,218	44.6%	2
Fringe Benefits	715,315	782,561	67,246	9.4%	2,373,454	2,087,353	-286,101	-12.1%	3
Total Operating Expenditures	3,807,942	3,981,616	173,674	4.6%	11,642,829	12,150,267	507,438	4.4%	
Grants		480,722				1,508,702			
Federal Workstudy		9,630				15,946			
Total		4,471,969				13,674,914			

SUMMARY BY CATEGORY:

Personal Services	2,157,545	2,428,620	271,075	12.6%	6,175,207	6,564,885	389,678	6.3%
Equipment	41,797	28,672	-13,125	0.0%	41,955	35,938	-6,017	-14.3%
Contractual	562,332	741,764	179,432	31.9%	2,650,812	3,462,092	811,280	30.6%
Fringe Benefits	705,664	782,561	76,897	10.9%	1,759,682	2,087,353	327,671	18.6%
Total Operating Expenditures	3,467,338	3,981,616	514,278	14.8%	10,627,656	12,150,267	1,522,611	14.3%
Grants		480,722				1,508,702		
Federal Workstudy		9,630				15,946		
Total	340,604	4,471,969				13,674,914		
					-1,015,173			

Variance Explanations (for categories greater than 10% & \$20,000 over or under last year's actual)

- (1) Administration Includes expenses paid in the first quarter 2024-2025 that were not paid through out the year in 2023-2024
- (2) Institutional Expenses timing of expenses from year to year.
- (3) health Insurance in 2024-2025 year is self insured and 2023-2024 was Premium payments. The self insured plan is paid claims paid.

Note: Generally, the majority of expenditure categories are running under-budget at this point in the year mainly based on seasonal fluctuations in expenditure payments.

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

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: New Board Policy: Use of Wheeled Recreational Equipment on Campus

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the new Board Policy Use of Wheeled Recreational Equipment on Campus as attached.

BACKGROUND

This new Board Policy is being forwarded by the Governance Personnel Committee for approval and has been vetted through the shared governance process. The policy was first presented to the Board at the November 18, 2024 meeting as a first reading.

Mohawk Valley Community College
Use of Wheeled Recreational Equipment on Campus Policy

Policy Name:	5015 Use of Wheeled Recreational Equipment on Campus
Issued:	December 16, 2024
Revision Date:	
Responsible Office:	Vice President for Administrative Services

Policy Statement

Mohawk Valley Community College (MVCC) is committed to ensuring the safety of its employees, students, and visitors. To maintain a secure environment and reduce potential fire hazards and other safety risks, the use of wheeled recreational equipment is allowed on campus grounds but is strictly prohibited inside all campus buildings, including academic buildings, and other indoor facilities. Batteries from wheeled recreational equipment are also prohibited inside all campus buildings to further mitigate fire hazards. The policy is designed to prevent accidents and address safety concerns associated with these devices when used indoors. Violations may result in disciplinary action as per college regulations, and unauthorized wheeled recreational equipment inside buildings are subject to removal.

Definitions of Wheeled Equipment:

For the purposes of this policy, "wheeled recreational equipment" include but are not limited to the following:

- Electric Bikes (E-Bikes): Bicycles powered by an electric motor, either fully or partially.
- Electric Scooters (E-Scooters): Motorized scooters that are battery-operated and designed for personal transportation.
- Hoverboards: Self-balancing scooters powered by rechargeable batteries.
- Skateboards: Both traditional and motorized versions.
- Bicycles: Both traditional pedal-powered bicycles and those with motor assistance.
- Rollerblades/Inline Skates: Footwear equipped with wheels, typically used for recreational activities.
- Manual Scooters: Non-motorized scooters powered by human force.
- Electric Unicycles: Single-wheeled devices powered by an electric motor.

- Segways: Personal transporters equipped with two wheels and powered by an electric motor.

Possession vs. Use:

- **Possession:** Students are permitted to **possess** non-motorized wheeled recreational equipment, such as traditional skateboards, within campus buildings, provided they are not used indoors. For example, a student may carry a non-motorized skateboard into a classroom if there is no place to secure it outside. However, motorized wheeled recreational equipment, particularly those with Lithium-Ion batteries, such as electric skateboards, are prohibited from being possessed inside any campus building.
- **Use:** As stated, the use of any wheeled recreational equipment is prohibited inside campus buildings.

Wheeled recreational equipment, including bicycles and scooters, may be secured in designated bike racks on campus at the owner's risk. The college is not responsible for theft or damage.

Exemptions:

This policy does not apply to:

- Wheelchairs
- Wheeled equipment that are uses as mobility aids for individuals with disabilities
- Authorized campus vehicles used by public safety, facilities management, or other college departments.
- Strollers for infants and toddlers.
- The possession of non-motorized wheeled equipment within residence halls. Students may keep items such as rollerblades or traditional skateboards in their rooms but are not permitted to use them indoors.

Revision History

Date	Revision Description	Revisions Made by:
2024	Creation of Policy and vetted through shared governance process including Student Congress and College Senate	Anne Nolan, Director of Compliance
11.18.24 12.16.24	Policy appeared as a first reading before the Board of Trustees Adopted by the Board of Trustees	

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Strategic Framework: Operational Excellence

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

RESOLVED that the Board of Trustees of Mohawk Valley Community College adopt the Strategic Framework with the addition of a fifth pillar, *Operational Excellence*, effective at the start of fiscal year 2025-26.

BACKGROUND:

MVCC's Strategic Framework has previously consisted of four Institutional Pillars that call for the college to increase student completion; strengthen the educational pipeline; advance diversity, equity, and inclusiveness; develop the community and workforce. The Annual Planning Council (APC) is proposing that a fifth goal, Operational Excellence, be added. This Pillar will allow for projects and initiatives that advance the mission and operations of the college, but do not directly map to the other 4 pillars, to be acknowledged, and to more seamlessly link those initiatives to the colleges budget and resource allocation processes. The College Senate has endorsed the addition of this Institutional Pillar.

Mohawk Valley Community College
Strategic Framework
Effective at the start of fiscal year 2025-26

- 1. Increase Student Completion**
- 2. Strengthen the Educational Pipeline**
- 3. Advance Diversity, Equity, and Inclusion**
- 4. Develop the Workforce and Community**
- 5. Operational Excellence**

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Phantom Pro Drone Donation: MVCC Foundation to Mohawk Valley
Community College

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

Whereas, on December 12, 2024, the MVCC Foundation Board of Directors approved the donation of three Phantom Pro Drones to Mohawk Valley Community College, at a value of \$4,500.

RESOLVED, the MVCC Board of Trustees hereby accepts such donation of three Phantom Pro Drones from the MVCC Foundation, at the value of \$4,500, effective December 17, 2024.

BACKGROUND

The New York Power Authority donated three drones to the MVCC Foundation with the goal of increasing Unmanned Aircraft Service training in the workforce. The estimated combined value of the drones is \$4,500 as determined by the New York Power Authority. The drones will be used by MVCC's Remotely Piloted Aircraft Service department for educational purposes. Based on the significant dollar value of this donation from the MVCC Foundation, it is recommended by the College's independent auditors, D'Arcangelo & Company, that such donations be formally accepted by the Board of Trustees for purposes of fixed asset recordkeeping and audit trail.

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

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: 2026-2029 Academic Calendar

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

RESOLVED that the attached Academic Calendars for 2026-2027, 2027-2028, and 2028-2029 be approved.

BACKGROUND

This three-year calendar is a result of the Calendar workgroup's recommendation. It has been vetted through the shared governance process.

Academic Calendar Year 2026-27

FALL 2026

Aug 19	Faculty Obligation begins
Aug 25	New Student Convocation
Aug 26	First day of Instruction
Sept 7	Labor Day (College closed)
Sept 9	Wednesday runs a Monday schedule
Oct 15-20	Fall Break (No classes, faculty under obligation)
Nov 25-27	Thanksgiving Recess (No classes)
Dec 11	Last Day of Instruction
Dec 14-16	Final Exams
Dec 18	Commencement
Dec 18	Grades Due at noon

Dec 242 - Jan 1, 2027 - College Ajar

SPRING 2027

Jan 18	MLK Day (College Open)
Jan 25	First day of Instruction
Mar 15-19	Spring break (faculty under obligation)
May 7	Last Day of Instruction
May 10	Study Day
May 11-13	Final Exams
May 14	Commencement
May 18	Grades Due at noon
May 21	Faculty Obligation ends

SUMMER 2027

Term 1 May 24 - Aug 17, 2027

May 24	First day of Instruction
May 31	Memorial Day (College Closed)
Jun 19	Juneteenth (Classes in session)
Jul 5	Independence Day observed (College Closed)
Aug 17	Last Day of Instruction
Aug 20	Grades Due at noon

Academic Calendar Year 2027-28

FALL 2027

Aug 18	Faculty Obligation begins
Aug 24	New Student Convocation
Aug 25	First day of Instruction
Sept 6	Labor Day (College closed)
Sept 8	Wednesday runs a Monday schedule
Oct 14-19	Fall Break (No classes, faculty under obligation)
Nov 24-26	Thanksgiving Recess (No classes)
Dec 10	Last Day of Instruction
Dec 13-15	Final Exams
Dec 17	Commencement
Dec 20	Grades Due at noon

Dec 27 - Jan 2, 2028 - College Ajar

SPRING 2028

Jan 17	MLK Day (College Open)
Jan 24	First day of Instruction
Mar 13-17	Spring break (faculty under obligation)
May 5	Last Day of Instruction
May 8	Study Day
May 9-11	Final Exams
May 12	Commencement
May 16	Grades Due at noon
May 19	Faculty Obligation ends

SUMMER 2028

Term 1 May 22 - Aug 16, 2028

May 22	First day of Instruction
May 29	Memorial Day (College Closed)
Jun 19	Juneteenth (Classes in session)
Jul 3	College Closed
Jul 4	Independence Day (College Closed)
Aug 16	Last Day of Instruction
Aug 21	Grades Due at noon

Academic Calendar Year 2028-29

FALL 2028

Aug 16	Faculty Obligation begins
Aug 22	New Student Convocation
Aug 23	First day of Instruction
Sept 4	Labor Day (College closed)
Sept 6	Wednesday runs a Monday schedule
Oct 12-17	Fall Break (No classes, faculty under obligation)
Nov 22-24	Thanksgiving Recess (No classes)
Dec 8	Last Day of Instruction
Dec 11-13	Final Exams
Dec 15	Commencement
Dec 18	Grades Due at noon

Dec 22 - Jan 1, 2029 - College Ajar

SPRING 2029

Jan 15	MLK Day (College Open)
Jan 22	First day of Instruction
Mar 12-16	Spring break (faculty under obligation)
May 4	Last Day of Instruction
May 7	Study Day
May 8-10	Final Exams
May 11	Commencement
May 15	Grades Due at noon
May 18	Faculty Obligation ends

SUMMER 2029

Term 1 May 21 - Aug 14, 2029

May 21	First day of Instruction
May 28	Memorial Day (College Closed)
Jun 19	Juneteenth (Classes in session)
Jul 4	Independence Day (College Closed)
Aug 14	Last Day of Instruction
Aug 17	Grades Due at noon

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Jessica Amerosa
Coordinator of Accessibility Resources
Position Number 0455

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

RESOLVED that Jessica Amerosa be appointed to the position of Coordinator of Accessibility Resources in the Student Accessibility and Wellness department. This is a probationary appointment beginning December 18, 2024 at a prorated salary based upon an annual salary of \$60,000 for a twelve-month professional obligation.

BACKGROUND

This position is vacant due to the resignation of Tamara Mariotti. Jessica Amerosa will coordinate and monitor College programs and services to assure compliance with the American with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to individuals with disabilities. Jessica will collaborate with faculty, staff, and students to provide accommodations, support services, and teach self-advocacy for students with disabilities. Jessica will assess individual needs, coordinating accommodations, and promoting a campus culture of inclusivity and accessibility.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Jessica Amerosa
RESIDENCE: Utica, New York

EDUCATION

12/2005 Master of Science, College Student Development, Student Services
Kansas State University
Manhattan, Kansas

05/2000 Bachelor of Arts, Sociology and Criminal Justice
Mississippi State University
Starkville, Mississippi

05/1998 Associate of Arts
Butler Community College
El Dorado, Kansas

EXPERIENCE

08/2018– Present Assistant Director, Office of Learning Services
Utica University
Utica, New York

01/2015 – 07/2018 Assistant Director for Athletics Academic Support Services
04/2006 – 01/2015 Athletics Academic Advisor
San Diego State University
San Diego, California

12/2003 – 03/2006 Assistant Academic Counselor
Kansas State University
Manhattan, Kansas

04/2002 – 12/2003 Athletic Academic Advisor/Assistant Coordinator of Special Needs

01/2001 – 04/2002 Academic Advisor
Butler Community College
El Dorado, Kansas

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Nathan Edwards
Workforce Navigator
Position Number 0837

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

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Workforce Navigator, Position Number 0837

AND BE IT FURTHER RESOLVED that:

The appointment of Nathan Edwards to the position of Workforce Navigator, in the Center for Corporate and Community Education be ratified. This probationary appointment began December 09, 2024 at a prorated salary based upon an annual salary of \$45,752 for a twelve-month professional obligation.

BACKGROUND

This is an additional Workforce Navigator position in the Center for Corporate and Community Education. Nathan Edwards will be responsible for meeting community workforce development needs by working with individuals to onboard them into training opportunities, connect trainees with jobs, and maintain relationships with completers to facilitate subsequent upskilling.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Nathan Edwards
RESIDENCE: Yorkville, New York

EDUCATION

05/2020 Professional Science Master, Zoo, Aquarium and Animal Shelter
Management
Colorado State University
Fort Collins, Colorado

05/2018 Bachelor of Science, Biology
Elmira College
Elmira, New York

EXPERIENCE

04/2024 – Present Zoo Attendant
Rosamond Gifford Zoo
Syracuse, New York

09/2023 – 03/2024 Animal Keeper III
Utica Zoo
Utica, New York

07/2021 – 08/2023 Rainforest Revealed Keeper II
Brevard Zoo
Melbourne, Florida

08/2020 – 07/2021 Chimpanzee Care Technician I
Save the Chimps Inc.
Fort Pierce, Florida

01/2020 – 05/2020 Educator/Exhibit Interpreter
Butterfly Pavilion
Westminster, Colorado

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Danielle Kall-Marrone
Workforce Navigator
Position Number 0838

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

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Workforce Navigator, Position Number 0838

AND BE IT FURTHER RESOLVED that:

Danielle Kall-Marrone be appointed to the position Workforce Navigator. This is a professional appointment beginning December 23, 2024 at a prorated salary based upon an annual salary of \$50,000 for a twelve-month professional obligation.

BACKGROUND

This is an additional Workforce Navigator position in the Center for Corporate and Community Education. As the Workforce Navigator, Danielle Kall-Marrone will be responsible for meeting community workforce development needs by working with individuals to onboard them into training opportunities, connect trainees with jobs, and maintain relationships with completers to facilitate subsequent upskilling.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Danielle Kall-Marrone
RESIDENCE: Utica, New York

EDUCATION

05/2016 Bachelor of Science, Child Life
Utica University
Utica, New York

05/2014 Associate of Science, Human Services
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

12/2022 – Present Site Coordinator
Connected Community Schools
New Hartford, New York

04/2021 – 12/2022 Assistant Director of Community Services and College Partnerships
07/2016 – 04/2021 Coordinator of Home & Community Services; Manager of Independent
Living

07/2014 – 06/2016 Mentor; Camp Counselor
Kelberman Center
Utica, New York

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Erin Rooks
Instructor - Nursing
Position Number 0839

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

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Instructor - Nursing, Position Number 0839

AND BE IT FURTHER RESOLVED that:

Erin Rooks be appointed to the position of Instructor - Nursing. This is a probationary appointment beginning January 15, 2025 at a prorated salary based upon an annual salary of \$58,000 for a ten-month professional obligation.

BACKGROUND

This is an additional Instructor position in School of Health Sciences. As the Instructor - Nursing, Erin Rooks will provide instruction; assist senior faculty in course revisions and curriculum writing; advise students; serve on College and departmental committees; and perform other appropriate professional obligations.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Erin Rooks
RESIDENCE: Canastota, New York

EDUCATION

09/2021 Bachelor of Science, Nursing
Western Governors University
Millcreek, Utah

05/2017 Associate in Applied Science, Nursing
Mohawk Valley Community College
Utica and Rome, New York

12/2008 Certification, Practical Nursing
GST BOCES Coopers Plain
Painted Post, New York

EXPERIENCE

09/2022 – Present Health Professions Resources Specialist
Mohawk Valley Community College
Utica and Rome, New York

05/2020 – 08/2022 Registered Nurse - Clinical Coordinator, Interim Nurse Manager
05/2018 – 04/2020 Registered Nurse
Loretto Health and Rehabilitation – Restorative Care Unit
Syracuse, New York

10/2017 – 04/2018	Registered Nurse Syracuse VA Hospital Syracuse, New York
06/2017 – 12/2017 11/2014 – 05/2017	Registered Nurse Licensed Practical Nurse St. Joseph's Hospital Utica, New York
01/2009 – 05/2014	Licensed Practical Nurse Finger Lakes Health Geneva General Hospital

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appointment of Kristen Weiss
Instructor
Position Number 0840

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

RESOLVED that the College Staffing Plan be amended as follows:

- Create the position, Instructor - Life Sciences/Biology, Position Number 0840

AND BE IT FURTHER RESOLVED that:

Kristen Weiss be appointed to the position of Instructor in the School of STEM Transfer. This is a probationary appointment beginning January 15, 2025 at a prorated salary based upon an annual salary of \$54,273 for a ten-month professional obligation.

BACKGROUND

This is an additional Instructor position in the School of STEM Transfer. As the Instructor - Life Sciences/Biology, Kristen Weiss will provide instruction; assist senior faculty in course revisions and curriculum writing; advise students; serve on College and departmental committees; and perform other appropriate professional obligations.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

December 16, 2024

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Kristen Weiss
RESIDENCE: Rome, New York

EDUCATION

05/2016 Master of Science, Biological and Biomedical Sciences, Neuroscience
Emory University
Atlanta, Georgia

05/2010 Bachelor of Science, Integrated Neuroscience
Binghamton University, SUNY
Binghamton, New York

EXPERIENCE

08/2024 – 12/2024 Adjunct, School of STEM-Transfer
Mohawk Valley Community College
Rome and Utica, New York

01/2020 – 05/2023 Assistant Professor, Department of Life Science
08/2018 – 12/2019 Instructor (Part Time)
Dalton State College
Dalton, Georgia

01/2010 – 05/2011 Teaching Assistant, Department of Psychology
Emory University
Atlanta, Georgia

08/2006 – 07/2010 Teaching Assistant, Department of Special Education
Rome City School District
Rome, New York

01/2006 – 05/2006 Teaching Assistant, Department of Chemistry
Binghamton University, SUNY
Binghamton, New York