

APPROVED 11.19.12

**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 Hall Board Room, Payne Hall, Mohawk Valley Community College, Utica, New York was called to order at 4:05 p.m. by Chair Falvo on Monday, October 15, 2012.

Members Present

Elaine Falvo
William Calli, Jr
Tony Colón (excused arrival at 5 p.m.)
David Mathis (excused departure at 5:05 p.m.)
Peter Rayhill
Christopher Sleys
John Stetson
Sheila Vandever
Mary Carmel Wolf

2. Chair's Report

Chair Falvo began by welcoming those members who have been traveling back for the October Board meeting. She extended the Board's condolences to Bill Calli for the untimely passing of his father. She went on to present him with the NYCCT Marvin A. Rapp Award for Distinguished Service. The awards' ceremony took place in September and Mr. Calli was unable to attend due to his father's passing. Chair Falvo said that she attended today's Rome scholarship luncheon along with Rob Angelicola, County Executive Picente, Mayor Fusco, President VanWagoner and many others. She extended her thanks for all of those involved in organizing such a lovely event. She concluded by asking for the Treasurer's report.

1. Treasurer's Report

Vice President Feola reported that the auditors are on site and will be here for several weeks reviewing accounts and records in the Business Office, including payroll, purchasing and payables. In addition they will be reviewing grants under federal 133 Audits Guidelines and Federal Title IV programs. Prior to the auditors arrival the Business and Financial Aid offices have been involved in preparation for the audit. This month's Board material includes Budget Amendment #1, increasing the 2012-13 budget by \$1,458,477. The amendment represents the continuation of multiyear grants that cross over from the 2011-12 fiscal year and includes \$886,760 balance on the Department of Labor, Cybersecurity grant and Department of Education's Utica GEAR-UP grant of \$273,392. Additionally, there is receipt of a one year MV Upward Bound grant for \$250,000.

2. Committee Reports

Audit/Finance Committee

John Stetson reported that the Audit/Finance Committee met with the auditors just prior to today's Board meeting. D'Arcangelo will have a new managing partner taking the lead on this year's audit; otherwise the team is the same. The Audit Committee will report back at the November meeting followed by the audit report for review at the December meeting.

NYCCT report

David Mathis reported that he attended the October 2 Chancellor's meeting. He also reported on the NYCCT conference that took place in late September. He highlighted some of the speakers, including Stephen Acquario (NYSAC), Johanna Duncan-Portier (Senior Vice-Chancellor for CC's) and Deborah Glick who David said was the most important member of the NYS legislators when it comes to Community College support. Brian Hutzley (SUNY CFO), Lieutenant Governor, Bob Duffy and SUNY Board Chair, H Carl McCall also spoke at the conference. Mr. Mathis went on to say that he just returned from the ACCT Conference in Boston and shared that the overarching theme was student success and completion which he feels is what the College should be focusing on. He echoed Chair Falvo in regard to grants and their sustainability as a topic at the Conference. Program review, cybersecurity and student privacy were among the many topics discussed as well.

Chair Falvo thanked David for his continued participation in NYCCT and ACCT and for sharing the ideas and initiatives with the Board.

3. Student Trustee's Report

Christopher Sleys reported that he met with the Vice Presidents last week and the dialog was once again, very productive. Student Congress has made some changes to their Constitution which the Board will see later on the agenda. Mr. Sleys said that Student Congress would like to create a Vice President of the Rome campus role to enhance the Utica/Rome student connection.

Mr. Mathis added that Chris attended the NYCCT conference in September. Mr. Mathis and President VanWagoner agreed that his attendance was good for him in making the "bigger" connections to the larger student trustee pool within SUNY.

4. President's Report

President VanWagoner began by asking for the Vice President's reports.

Vice President Reynolds

Vice President Reynolds reported the following:

ADMISSIONS AND INTERNATIONAL STUDENTS

- MVCC welcomed 23 new, first-time International Students for the Fall 2012 semester, compared to 18 the previous Fall, and 10 in the Fall of 2010.
- Sara Boulanger has just returned from a recruitment trip in Vietnam. Vice President Reynolds will be debriefing with Sara and Dan Ianno to determine next steps.

RESIDENCE LIFE

- Finalized the fall 2012 occupancy process and ended at an above budget occupancy rate of 98%; budgeted for a conservative 92%.

HEALTH CENTER

- Established new first responder protocol on campus.
- Established new "nurse hours."

DISABILITY SERVICES

- Significant increase in services provided:
 - Testing: (23% increase) 165 tests (134 for Sept. 2011) were administered (19 class days)- average 9 tests per day
 - Numbers of students registered with the Utica office is 433; (375 students 2011) Rome has 68 students registered at this time. (13% increase)
 - Coordinated and processed 20 e-text requests; a total of 256 requests have been processed thus far for this semester, the highest number we've seen to date (up 38%)

Mary Carmel Wolf asked if the College has increased staffing in response to student need. Vice President Reynolds said that staffing has increased over the past few years.

Vice President Eannace

Vice President Eannace reported the following:

- Vice President Eannace introduced new Dean of STEM Center, Seyed Akhavi. Seyed comes to us from the Technical Career Institutes in NYC where he was Dean of Technology in the Engineering and information Technologies Division. Prior to that, he served as Dean of Information and Engineering Technologies at Jefferson Community College in Steubenville, Ohio. His baccalaureate and master's degrees are in Electrical Engineering, earned at Youngstown State University.
- **Enrollment**
With dual credit numbers beginning to come in ahead of schedule from last year, the College is at a -1.53% in FTE enrollment and up 4.34% in headcount compared to last year at this time. Dual credit numbers will not be fully reported until mid-November.
- Orion Bus is in the process of laying off what may amount to 500 employees by the end of March. The Academic Unit is working closely with Adult Learning Services colleagues and other Student Affairs partners including Admissions and Placement Testing in preparing to serve a potential 150 or more of Orion's former employees beginning in the Spring semester. There is early expressed interest in such areas as CNC-Machining, Air Conditioning, Electrical, Welding, Airframe and Powerplant, Cybersecurity and some healthcare programs. These displaced workers are eligible for Trade Act funding which will allow for three years of study to account for pre-requisites in pursuit of associate degrees as well as certificates. The first information session for these potential students is on October 30th with two sessions timed to accommodate shift times. The College is gearing up in academic areas of interest to be able to accommodate enrollment.

- With the nationwide focus on college completion, MVCC held **Commit to Complete** events on both campuses on October 3rd. Both were well attended. The Academic Affairs motto is that we want our students to not only complete but to flourish!

David Mathis said that when looking at programs for the dislocated workers from Orion Bus, the College should be offering and encouraging degree programs over certificates, according to the Trade Act guidelines.

Vice President Feola

Vice President Feola reported the following:

- Security completed and uploaded the Cleary Report to the Dept. of Education website.
- The first release of financial aid checks took place last week. Total disbursement was just under \$3.2 million of which \$1.8 million was distributed to ASC and the Dorm Corp to cover room, board and bookstore deferrals. The second major release of checks is scheduled for Friday October 26th.
- The Business Office completed preparations for the year-end audit and the auditors are on site. Last week auditors were on campus working on ASC and Dorm Corp audits.
- Bid packets for actuarial services required under GASB 45 (Other Post-Employment Benefits) were received last week and after reviewing the proposals and reference checks Armory Associates out of Syracuse, NY was selected. The selection will result in a cost reduction to the College of \$4,600 spread over 4-years of the contract.
- County work at the Hanger is complete with only punch list items remaining. The county also approved March Associates to develop drawings for repair of the brick at the area above the pool and performance gym that experience leaks during heavy wind driven rains. It is anticipated that the work will be done before winter. Work is also underway to re-side the Plumley penthouses and replace caulk at the entryways to the building.

Chair Falvo asked for clarification on the brick/tile repairs in the pool area. Vice President Feola clarified that the work is “old” work and not from the recent construction/renovation of the Jorgensen Center.

College Senate Report

Senate Chair, Don Kelly reported the following:

- Senate met on Tuesday, October 2 (Senate Advisory Committee met September 24).
- Chair Kelly continues to work with Albert Rudder, Student Congress President, on staffing Senate committees. Student Congress has appointed Sonia Tal as alternate representative to the Senate.
- Chair Kelly met with chairs of Civility Design Team to develop charge, proposed membership for Senate Civility Committee. These will be presented to the full Senate in November.
- Chair Don Kelly and Curriculum Committee Chair Steve Frisbee attended the Faculty Council of Community Colleges Fall Governance Leaders Conference at Hudson Valley Community College September 28-29. It included sessions on:
 - Shared campus concerns

- SUNY’s approach to mobility, completion and success
- Governance issues
- Senate authorized formation of ad-hoc committees to report on:
 - Revisions to College Policies and Procedures on Emeritus status;
 - Possible roles for a Senate Committee on Social Justice.
- Received report of the Academic Policies and Standards Committee.
- Received and considered a recommendation for Dean representation on the College Senate.
- Received, reviewed and recommended adoption of an Academic Integrity Policy.
- Was asked to consider modifications to procedures used to monitor activities in open computer labs. Senate authorized formation of an ad-hoc committee to recommend possible changes.

Upcoming Meetings:

- Next Senate Advisory Committee meeting is Monday, October 29.
- Next Senate meeting is Tuesday, November 6.

(President’s Report)

President VanWagoner said that he too attended the ACCT conference with David Mathis and Tony Colón. He said that he attended workshops regarding Board involvement, financial aid programs, program development and review, K-12 relationships, and campus safety. He said that he has some ideas about future Board meeting agendas and he would like to eventually discuss with the Board. President VanWagoner distributed a draft agenda for the November retreat as well as a “Policy action agenda for student success”. Jill will send an email with some possible retreat dates/times for Board feedback. Board members should contact Jill with any additional agenda items for the November retreat.

President VanWagoner invited Board members to attend the November 5 meeting with the BOL Economic Development Committee where the County Trustee replacements and the Master Plan will be discussed. David Mathis said that the College should have a firm commitment to Rome in the immediate future with regard to the Master Plan and funding. Chair Falvo stressed the importance of the College having a clear understanding of the Master Plan before meeting with the BOL committee on November 5. The Board had an active dialogue around this topic and agreed to have a special meeting to review the Master Plan prior to the BOL committee meeting. Jill will send meeting times out to the Board for consideration.

5. Consent Agenda

Chair Falvo asked for ratification of Attachments 7a – 7o which were carried over from the September meeting when the Board didn’t have quorum and was unable to vote.

<i>Attachment a</i>	Minutes of August 20, and September 17, 2012 Board of Trustees Meetings
<i>Attachment b</i>	Treasurer’s Report
<i>Attachment c</i>	Amend Staffing Plan: Human Resources

<i>Attachment d</i>	Joanne Marchetta, Assistant to the Office of Learning and Academic Affairs
<i>Attachment e</i>	Rosemarie Pastorella, Student Services Specialist-Adult Learner Enrichment
<i>Attachment f</i>	Breanne Rathbun, Tutor/Mentor – Mathematics
<i>Attachment g</i>	Ibrahim Rosic, Interim Coordinator of the Learning Center
<i>Attachment h</i>	Matthew J. Warchal, Upward Bound Tutor/Mentor
<i>Attachment i</i>	Professional Association Continuing Appointment David Nackley, Instructor, Center for Arts and Humanities
<i>Attachment j</i>	John Nehme, Career and Job Placement Counselor
<i>Attachment k</i>	Amend Staffing Plan: Douglas Higgins, TRIO-Upward Bound and Gear-Up
<i>Attachment l</i>	Patrick Mangino, Youth Academic Specialist
<i>Attachment m</i>	Joanna N. Nassimos, Interim Learning and Assistive Technology Support Specialist
<i>Attachment n</i>	Student Congress Constitution
<i>Attachment o</i>	Salary increases for Exempt Staff

Motion was made by David Mathis and seconded by Tony Colón to approve Attachments 7a through 7o. Unanimously approved.

6. New Business

<i>Attachment a</i>	Amend BOT Policy Section V – Physical Resources, Use of College Facilities: Conflict of Interest Use of Facilities
<i>Attachment b</i>	Seyed Akhavi, Dean of the Center for Mathematics, Engineering, Physical Sciences and Applied Technology
<i>Attachment c</i>	John Burns, Technical Assistant – Disabilities Services
<i>Attachment d</i>	Erica Carrock, Student and Residence Life Specialist
<i>Attachment e</i>	Thomas Gleason, Assistant Director of Facilities and Operations
<i>Attachment f</i>	Vincent R. Pellizzi, Educational Applications Assistant – Information Technology
<i>Attachment g</i>	Nolan Snyder, Technical Assistant-Placement Testing
<i>Attachment h</i>	Jenny Spinelli, Student Enrichment Associate
<i>Attachment i</i>	Promotions in Academic Rank
<i>Attachment j</i>	Program Announcement: Associate in Applied Science in Law Enforcement
<i>Attachment k</i>	Program Announcement: Certificate in Law Enforcement
<i>Attachment l</i>	Program Announcement: Associate in Applied Science in Entrepreneurship
<i>Attachment m</i>	Program Announcement: Certificate in Entrepreneurship

Motion was made by William Calli and seconded by Sheila Vandever to approve Attachments 8a through 8i. Unanimously approved.

Vice President Eannace reviewed the four program announcements at Chair Falvo's request.

Motion was made by John Stetson and seconded by David Mathis to approve Attachments 8j through 8m. Unanimously approved.

7. Program Update

John Bullis and Norayne Rosero presented an update on the Middle States Periodic Review Report (PRR).

8. Discussion Items

Attachment 10a Amend BOT Policy Section II – Emeritus Status

President VanWagoner reviewed the proposed change to the Emeritus status and stated his appreciation for the Senate's expanded view. He asked the Board if they would be in support of the "distinguished retiree" category of which they were all in support. The policy will be updated to reflect the appropriate positions as well as any additional Senate recommendations and revisited at the November meeting.

Motion was made by William Calli and seconded by Mary Carmel Wolf to enter into Executive Session with no further action to be taken at 5:30 p.m.

The meeting reconvened at 6:05 p.m.

9. Adjournment

A motion was made by William Calli and seconded by Sheila Vandever to adjourn the meeting at 6:06 p.m. Unanimously approved.