

**APPROVED**  
**APRIL 16, 2012**

**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 by Chair Falvo at 4 p.m. on Monday, March 19, 2012.

**Members Present**

William Calli, Jr  
Tony Colón  
Elaine Falvo  
Richard Marko  
David Mathis  
John Stetson  
Mary Carmel Wolf

**Members Excused**

Peter Rayhill  
Sheila Vandever

**2. Chair's Report**

Chair Falvo began by wishing everyone a happy spring and then welcomed the new Rome Dean, Dr. Richard Quest. She then went on to recognize the Women's Bowling team who recently won the NJCCA National championship. Coach, George Aylesworth introduced the team who is comprised of 5 freshmen and 1 sophomore. He also recognized his Assistant Coach, Crystal Walters who could not be present. The team was also recognized by Sodexo with cupcakes for their efforts.

Chair Falvo said that a retreat will be planned for April and that Jill will get some potential dates out for review. April 4 the facilities Master Plan will be presented to the Youth and Education committee at 5 p.m. Board members should attend if it fits into their schedules. President VanWagoner is being recognized by Phi Theta Kappa at the regional and national levels. He attended a program in Saratoga this past weekend and will be recognized again in Tennessee this April. President VanWagoner added that PTK won many awards this past weekend and should be proud of their efforts.

Chair Falvo then asked for the Treasurer's report.

**3. Treasurer's Report**

Revenues continue to run above budget projections through February as the Fall mix for both first time and continuing part time students were higher than Fall of 2010. The decline in out-of-county chargeback revenue was offset with an increase in out-of-state revenues which again is a reflection of the enrollment mix. Year-to-date we're seeing an increase in expenditures on the instructional side as both credit and non-credit activities are up, along with revenues in both areas. Note that the last several reports include estimates for year-end

accruals for retirement contributions for TRS and ERS, which when factored in provides a more accurate picture of what any year-end surplus will be.

Additionally the packet includes budget amendment number 3 totaling \$48,408 accepting a \$40,767 NSF sub award through HVCC Regional Center for Semiconductor and Nanotechnology Ed, Professor Decker is the Co-PI on this grant for the college and a \$7,641 annual SUNY Library Collection award.

#### **4. Committee Reports**

##### **Academic Committee**

Mary Carmel Wolf began by recognizing all involved in our DGV program for winning the National Council of Administrator's (NCIA) award for exemplary initiatives in the topic of DGV: World and Community. She reported that the partnering with high schools is going well and that we hope to launch a developmental placement program this fall implementing Accuplacer. She reported that the committee is also discussing the Learning Center spaces on the Utica and Rome Campuses. She concluded by stating that the search is underway for the LAHS Dean and the search to replace Dean Willner (STEM) is in the beginning stages.

David Mathis reminded board members to complete the self assessments and return them to Jill.

#### **5. Student Trustee's Report**

Richard Marko reported that Student Congress is continuing to discuss the idea of smoking shelters on campus. He said that Congress is encouraging clubs to interact more in the local community. He concluded by stating that Congress is also discussing the idea of Peace Officers carrying fire arms.

#### **6. President's Report**

President VanWagoner began by asking for the College Senate report to be followed by the Vice Presidents reports.

##### **College Senate Report**

David Katz reported that Senate rejected a recommendation from the Safety & Security Committee on Smoking Shelters by a vote of 12 for and 14 against with 4 abstentions. The Senate unanimously endorsed the Wellness Committee charter which will be up and running by the fall 2012. The Senate unanimously endorsed a by-law change to reflect the formerly approved reconfiguration of the Senate's committees. This will require in person reports to the Senate for 9 standing committees at least once per semester. The Senate heard an update on the Calendar Committee's work. Generally reaction was positive. There was strong concern over 1 ½ days as not enough time for "business" processes to occur. He concluded by reporting that the Civility workgroup will become a Design Team and that the workgroup made an appeal to the Senate for participants.

David Mathis reiterated his support of becoming a smoke free campus. He would like to continue the discussion at the April Board Retreat.

### **Vice President Feola**

- The contractor completed installation of cameras in the field house and staff will be working to install a monitor at the reception desk in the gym lobby. The next focus will be upgrading the camera system on the Rome campus.
- Renovation work and installation of a new circulation desk in the Library is substantially completed. The design team is working on punch list items in the gym and it should be noted that the County and College received a notice of claim from the general contractor, seeking release from any liability associated with back charges being assessed by the County over the delay in completing the project. The matter is being handled by the County Attorney. Notice was also given to our insurance carrier.
- The first disbursement of financial aid checks went out on March 9 to approximately 1800 students. The next major disbursement will take place on March 29.

### **Vice President Eannace**

- Added her excitement about the Utica Campus Library renovation being almost fully complete. She extended her gratitude to the Board, Ralph Feola's team for their work and to the library staff for their vision, advocacy and patience and encouraged Board members to visit the library to see the change.
  - The library now has three very functional, comfortable small group meeting rooms in use, a new circulation desk and new furniture and carpeting.
- The Library will have a formal open house in April.
- As was mentioned in her January report, we hosted a workshop conducted by Wayne State University's Steve Kahn, on Developmental Education in Mathematics in February that was attended by math teachers from BOCES, local school districts, our sister SUNY Community Colleges and our GEAR-UP staff, as well as by our own MVCC colleagues.
  - Related to that experience and as an outcome of last week's very successful Superintendents Meeting, Dr. Rick Quest, our new Dean of the Rome Campus, will serve as lead facilitator of a High School-to-College Math Pilot that will result in high school students becoming college ready in math—and will lead to our ability to offer dual credit college math in the high schools in the near future.
- Our fourth visiting professor from our partner college in Vietnam is arriving today and will be with us until the day after graduation. Mr. Thong (pronounced "Tom") is an English teacher in Vietnam and he will be sharing his culture with us and learning about our culture while he is with us.
- Each year SUNY Oneonta sends us a report on how our students who transferred to Oneonta are doing. Of the 37 MVCC students who graduated from Oneonta in 2011, 12 graduated with honors!

### **Vice President Reynolds**

#### **CAREER, TRANSFER & JOB PLACEMENT**

Career Services hosted the first Career Fair on the Rome Campus in the Atrium of the Plumley Complex. There were 18 employers that attended. There was strong attendance from both the students and the community and good coverage on local news.

### CIVIC RESPONSIBILITIES

- Hosted Dr. Christopher Emdin who is an Assistant Professor in the Department of Mathematics, Science and Technology at Teachers College, Columbia University, where he also serves as Director of Secondary School Initiatives at the Urban Science Education Center. He is author of the book, “Urban Science Education for the Hip-Hop Generation”
- He came to MVCC to address STEM students in our STEP/CSTEP Programs.

### CSTEP

- The NYS CSTEP Conference will be held at The Sagamore in Lake George, April 13-15, 2012. Two students enrolled in CSTEP will be presenting a research poster presentation Saturday afternoon at the conference. *This is the first year that CSTEP students from MVCC have presented their research at the conference.*

### RESIDENCE LIFE

- Approved the summer 2012 ceiling replacement project.

### FIRST YEAR EXPERIENCE & ACADEMIC ADVISEMENT

- Utica Advisement Walk-in traffic indicated a **35%** increase over February 2011. This was probably due to the students who were on intervention and were specifically contacted about the need to connect with their advisors.

### RECORDS & REGISTRATION

#### **Academic Amnesty**

- **With many colleagues from across the campus, the infrastructure for supporting academic amnesty is taking shape and form** - Mohawk Valley Community College's Academic Amnesty program is designed to give a fresh start to students who have been away from the College for four years or more and who return to complete a degree or certificate. Such students may apply to have unsatisfactory grades excluded from the calculation of the grade point average (GPA).

#### **(President's Report)**

President VanWagoner reported that he and Dr. Quest have been visiting 3 to 4 Rome businesses/organizations a week and that the visits are going well. He thanked Chair Falvo for attending the Superintendents' Breakfast on March 15 and said that it was well attended and a lot was accomplished. Based on feedback from the breakfast, Dan Ianno's suggestion of hosting a Guidance Counselors Summit on the same day as a future Superintendent's day will move forward. President VanWagoner announced that the Vice Chairman of the Iraqi transition team will be on campus Wednesday, March 21 at 11 a.m. to present to students and the community. He said that the budget out of Albany is expected to be completed ahead of schedule. President VanWagoner concluded by stating that the College's DGV program will also be nominated for an American association of community college trustees award later this year.

David Mathis expressed his concern about potential new legislation requiring nurses to complete their Baccalaureate degree within 10 years. Esther Bankert offered some clarification and said that she would provide the Board with documentation explaining the proposed legislation. President VanWagoner will follow up in his Board update and it may be added to the April retreat agenda.

## 7. **Consent Agenda**

President VanWagoner explained the consent agenda. Items 7a through 7d are new to the Board, 7e through 7n are from the February meeting when we did not have a quorum and 7o through 7s are also new to the Board.

<i>Attachment a</i>	Minutes of February 16, 2012 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Sarah Bogar, EOC Program Coordinator
<i>Attachment d</i>	Gloria Karol, EOC Program Technical Assistant

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

<i>Attachment e</i>	Minutes of January 23, 2012 Board of Trustees Meeting
<i>Attachment f</i>	Retirement Incentives for 2012 for: UPSEU (United Public Service Employees Union) PA (Professional Association) AMVA (Association of Mohawk Valley Administrators) Excluded Administrators
<i>Attachment g</i>	Amend Staffing Plan: Salina Billins, Youth Academic Specialist in the TRIO-Upward Bound and Gear-Up Department
<i>Attachment h</i>	Amend Staffing Plan: Douglas J. Higgins, Academic Specialist in the TRIO-Upward Bound and Gear-Up Department
<i>Attachment i</i>	Amend Staffing Plan: Linda Tettamant, Youth Academic Program Coordinator in the TRIO-Upward Bound and Gear-Up Department
<i>Attachment j</i>	Amend Staffing Plan: Jessica Woolheater, Youth Academic Specialist in the TRIO-Upward Bound and Gear-Up Department
<i>Attachment k</i>	Patricia H. Fox, Acting Assistant Dean of the Center for Life and Health Sciences
<i>Attachment l</i>	Luciann M. Gould, Publications Coordinator in the Marketing and Communications Department
<i>Attachment m</i>	Alicia Aiken, Licensed Mental Health Counselor in Student Support
<i>Attachment n</i>	Amend Staffing Plan: Dominick Nicotera, Licensed Mental Health Counselor in Student Support

Motion was made by Mary Carmel Wolf and seconded by John Stetson to approve Attachments 7e through 7n. Unanimously approved.

<i>Attachment o</i>	Amend Staffing Plan: Maimum Khan, Career and Student
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Employment Specialist in Career, Transfer and Job Placement Services

*Attachment p* AMVA Continuing Appointment  
Deborah Bogan, Assistant Dean, Center for Arts and Humanities  
Walter Constantini, Director of Airframe and Powerplant, Center for Mathematics, Engineering, Physical Sciences & Applied Technology  
Jerylann George, Director of Child Care Services, Child Care Services

*Attachment q* Susan Halbritter, Administrative Services Director, Rome Campus  
Professional Association Continuing Appointment  
Joyce Baumann, Instructor, Center for Mathematics, Engineering, Physical Sciences and Applied Technology  
Dayton Elseth, Instructor, Center for Language and Learning Design  
Janet Fortnam, Instructor, Center for Life and Health Sciences  
Robert Huyck, Instructor, Center for Social Sciences, Business and Information Sciences  
John Swistak, Instructor, Center for Mathematics, Engineering, Physical Sciences and Applied Technology  
Melissa Thomas, Instructor, Center for Life and Health Sciences

*Attachment r* Professional Association Career Appointment  
Ronald Miller, Technical Assistant, Educational Technologies  
Robin Saxe, Assistant Coordinator, Child Care Center  
David Yahnke, Placement Testing Coordinator, Student Service Center

*Attachment s* Administrative Staff Appointments  
Jennifer Boulanger, Dean for the Center for Language and Learning Design  
Marianne Buttenschon, Dean for the Center for Social Sciences, Business and Information Science  
Frank DuRoss, Executive Director of Institutional Advancement  
Kimberly Evans-Dame, Director of Human Resources  
Ralph Feola, Vice President, Administrative Services  
Jill Heintz, Assistant to the President  
Lewis Kahler, Dean for the Center for Arts and Humanities  
Paul Katchmar, Executive Director of Information Technology  
Brian Molinaro, Controller  
Mary Noti, Assistant to the Vice President for Learning and Academic Affairs  
Richard Pucine, Director of Academic Systems  
Stephanie Reynolds, Vice President for Student Affairs  
Matthew Snyder, Director of Marketing and Communications  
Donald Willner, Dean for the Center for Mathematics, Engineering, Physical Sciences and Applied Technology

Motion was made by William Calli and seconded by John Stetson to approve Attachments 7o through 7s. Unanimously approved.

## 8. **New Business**

*Attachment a*                      2010 – 2011 Budget Amendment

President VanWagoner explained the increased enrollment's impact on the budget and Vice President Feola reviewed the timeline in response to John Stetson's question about the lag in receiving funds.

Motion was made by John Stetson and seconded by William Calli to approve Attachment 8a. Unanimously approved.

*Attachment b*                      GL201 Course Fee

President VanWagoner explained the proposed summer course fee as a result of a recently planned course with Florida State University that requires travel to Colorado. This is a one-time fee for students who are taking the course.

Motion was made by William Calli and seconded by Richard Marko to approve Attachment 8b. Unanimously approved.

*Attachment c*                      Program Discontinuances  
*Attachment d*                      Program Deactivations

Vice President Eannace explained that Attachments 8c and 8d are a result of reviewing and cleaning up the course catalog. These are programs that have either no enrollment or less than three students enrolled in them. If there is enrollment, the program will be kept active for two years in order for the student to complete the coursework.

Motion was made by David Mathis and seconded by Mary Carmel Wolf to approve Attachments 8c and 8d. Unanimously approved.

*Attachment e*                      Naming Opportunities

Motion was made by John Stetson and seconded by Richard Marko to approve Attachment 8e. Unanimously approved.

## 9. **Program Update**

Lynn Igoe provided the Program Update on Disability Services.

## 10. **Discussion Items**

a. Board Policy Manual – Section V

Motion was made by David Mathis and seconded by Mary Carmel Wolf to approve

Discussion Item 10a. Unanimously approved.

b. Board Policy Manual – Section VI – First reading  
Motion was made by David Mathis and seconded by Mary Carmel Wolf at 5:35 p.m. to enter into Executive Session with no further action to be taken.

The meeting reconvened at 6:34 p.m.

## **11. Adjournment**

A motion was made to adjourn the meeting at 6:35 p.m. by David Mathis and seconded by William Calli. Unanimously approved.