

**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 Festine Auditorium, Plumley Building, Mohawk Valley Community College, Rome, New York, was called to order at 4:08 p.m. by Chair Falvo on Monday, June 11, 2012.

**Members Present**

William Calli, Jr

Tony Colón

Elaine Falvo

David Mathis

Peter Rayhill

Christopher Sleys

John Stetson

Sheila Vandever

Mary Carmel Wolf

**2. Chair's Report**

Chair Falvo began by welcoming the new student trustee, Chris Sleys. Chris responded by thanking the Board for the opportunity to serve. Chair Falvo stated that she (and the Board) is very pleased to have him participate as a Board member and encouraged him to ask Board members lots of questions and she hopes that he will feel comfortable serving.

Chair Falvo shared that Michael Austin's and Bill Calli's nominations have been sent to NYCCT. She concluded by asking for the Treasurer's report.

**3. Treasurer's Report**

Vice President Feola reported no significant shifts in revenues or expenses from last month. Overall revenues are up as reported last month due to the change in mix in enrollments and CCED activity that is trending above budgeted activity for the year. The application of fund balance remains at approximately \$2.9 million. He went on to report that there are several bids due over the next several weeks which could impact year-end estimates. These will be closely monitored.

**4. Committee Reports**

**NYCCT**

David Mathis reported that he has been selected to participate on the shared services steering committee. He reported that he recently visited Orange County Community College in Newburgh and said that their facilities were awesome. He said that he will be visiting Cayuga Community College where he will meet with former MVCC academic Vice President, President Dan Larson as well as tour the campus. He will share the Board's best wishes for success with President Larson.

Chair Falvo reported that the Budget and Finance Committee will report at the next meeting.

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

Chris Sleys had no report as classes are not currently in session and Student Congress is not meeting.

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

President VanWagoner began his report by adding his welcome to Chris Sleys. He said that following their initial meeting, Chris is anxious to learn more and will be meeting with the Vice Presidents to learn about their respective areas.

President VanWagoner then asked for the Vice Presidents' reports.

### **Academic Affairs**

Vice President Eannace reported the following:

- Action has commenced on the Honors Program Design Team recommendations; They are planning to implement Phase I this Fall. Academic Affairs is working with Admissions, Student Affairs and Marketing and Communications to launch the program. The Board will be informed of progress as the program develops. There is a clear tie-in with retention in this implementation, since the research shows that too often some of the brightest students drop out from boredom. By engaging students in this challenging program, the College is serving a sometimes underserved group to improve persistence and completion. Design Team co-chair Sarah Beck, an English faculty person from the Center for Arts and Humanities, is coordinating Honors Program development over the summer.
- The Geology 201 group has returned safe and sound from their adventures in the West. All 12 of the students will be presenting at a forum on Wednesday, June 27<sup>th</sup> from 1:30-2:30 in PH102. Geology faculty Lindsey Geary has extended an invitation to the Board to attend the forum. Meanwhile, there are some fascinating pictures on Facebook! [www.facebook.com/MvccG1201IntroductionToFieldGeology](http://www.facebook.com/MvccG1201IntroductionToFieldGeology)
- With the retirement of Dean Willner at the end of May—and with the search for the new Dean of STEM not successful—the following has been put in place: Assistant Dean from Arts and Humanities, Deborah Bogan will serve as Interim Dean for the STEM Center beginning June 12<sup>th</sup> through August 4<sup>th</sup>. On August 6<sup>th</sup>, Acting Dean Esther Bankert, who has led our Center for Life and Health Sciences for this past year—will take over as Acting Dean of STEM until a new Dean is found and Assistant Dean Bogan will return to the Center for Arts and Humanities. We have re-opened the STEM Dean Search and plan to interview candidates in August when faculty members have returned. Meanwhile, over the summer, Dr. Bankert has kindly agreed to make herself available to work with the new Life and Health Sciences Dean to help with his transition.

- Welcome Dr. Terry Schwaner, our new Dean of Life and Health Sciences, who began his work at the College officially on June 1<sup>st</sup>. Dr. Schwaner comes to us from the University of Findlay in Ohio, where he was Dean of the College of Sciences. He holds his doctorate in biology from the University of Kansas. He and his wife Lila are in the process of buying a home here in the Mohawk Valley.
- Finally, the Dean Team is hard at work on academic planning for the coming year and for a three year plan. Progress on the current plan will be posted to the governance site in the next few weeks.

Chair Falvo commented that the State Regents Board is proposing a STEM diploma; she wanted to make everyone aware.

### **Student Affairs**

Vice President Reynolds reported the following:

- With the Board's approval of the Student Affairs staffing plan, the reorganization of the Division will move from a draft plan to a working plan that will be implemented over the course of the summer. Vice President Reynolds commended the work of the entire division who worked on providing input into this final plan over the course of the past 10 months.
- Three teams have been developed – 1) Student Enrollment and Retention Services; 2) Student and Residence Life Services; 3) Student Development and Transition Services.
- The Student Enrollment and Retention Services Team will consist of Admissions, Advisement and Enrollment, the Office of Records and Registration and a dotted line connection to the SSCAC (getting us to the needed Financial Aid, Bursar and other office purposeful collaboration). There will be no one point person for this team. The three leaders of those offices will meet with Vice President Reynolds as a team on a biweekly basis.
- The Student and Residence Life Services Team will consist of Residence Life, Student Engagement and Outreach, the Dormitory Corporation, the Health Office and Civic Responsibilities. Dennis Gibbons will provide the structure for leading the team and will meet with Vice President Reynolds regarding the team on a biweekly basis.
- The Student Development and Transition Services Team will consist of Counseling, Career and Transfer Services (note change in department name from Career, Transfer and Job Placement Services), Disability Services, Child Care, Adult Learner Services and Upward Bound/Gear-Up. Jim Maio will provide the structure for leading the team and will meet with Vice President Reynolds regarding the team on a biweekly basis.
- Some personnel will be assigned to particular teams as the functionality and need is determined.
- Sodexo is not assigned to one particular team as they are a service to all teams.
- Morris Pearson, the Director of Civic Responsibilities and Todd Kubica, Director of Upward Bound and Gear –Up will be connected to the above teams but will retain their direct reporting to Vice President Reynolds.

- The newly revised organizational chart is available via Jill if Board members are interested in seeing it on paper.

### **Administrative Services**

Vice President Feola reported new FCC requirements mandate that the College must use narrow band frequencies for both Security and Facilities by the end of the year. As the FCC application process can take upwards of 3 months to complete and to ensure timely startup of the systems the College is moving forward to secure frequencies for both Public Safety and Facilities and expect to be in compliance with the requirement before the end of the year.

The “County Residency Chargeback Project” is on schedule for completion by the end of July. The County Finance Office provided the format that meets their needs and once the second summer term classes are secured the report should be able to be completed. Under wind driven rain conditions water is entering the Plumley building from two locations; along the curtain walls (entryways) and from the roof mechanical penthouses and stair towers. Based on test results the County is moving forward with re-sealing the joint between the curtain walls and masonry side walls and will install metal siding at the penthouses and stair towers. Repairs to the practice soccer field were completed this spring and the area is expected to be useable in time for the fall season. Vice President Feola concluded by stating with the warmer weather there’s been a noticeable increase in activity between the Utica Campus and Housing Authority. As a result, Security has initiated an evening bike patrol across campus, which is helping to minimize loitering activities.

Mary Carmel Wolf asked how many hours have been spent on the “Chargeback” project. Vice President Feola will report the number of hours spent on the project at the next Board meeting.

### **(President’s Report)**

President VanWagoner reported that the budget is at the County for review. The Master Plan is on the agenda for the Ways and Means committee and the full Board of Legislators this Wednesday, June 13 at 11 a.m. and 2 p.m. respectively. He does not foresee any problems getting the Master Plan to SUNY on time. President VanWagoner said that he will be presenting on the College’s employee enrichment & recognition programs to NYCAAP later this week. He will share his presentation (in writing) with the Board at a later time. President VanWagoner thanked Sheila Vandever and Mike Evans for their assistance on the Foundation Office’s Planned Giving efforts. He also thanked Marketing for their efforts on this project. President VanWagoner shared his excitement for the upcoming Boilermaker expo and thanked everyone in advance for their involvement. President VanWagoner stated that he was pleased to be having the Board meeting on the Rome campus and said the Dr. Quest is off to a great start. President VanWagoner and Dr. Quest are working with various people on campus prioritizing facilities work. President VanWagoner concluded by distributing copies of “Reclaiming the American Dream” to the Board members for their review prior to the July retreat.

Mary Carmel Wolf stated that the Boilermaker was a great way to showcase the campus. A suggestion was made to invite Tim Reed to a future meeting to discuss the Boilermaker's perspective of this year's expo at MVCC.

**7. Consent Agenda**

<i>Attachment a</i>	Minutes of May 23, 2012 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Amend Staffing Plan: Student Affairs
<i>Attachment d</i>	Anna Dousharm, Instructor in the Center for Life and Health Sciences
<i>Attachment e</i>	William V. Newman, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology
<i>Attachment f</i>	Amend Staffing Plan: Jonelle Ritchie, Health Services Laboratory Assistant
<i>Attachment g</i>	Timothy M. Thomas, Instructor in the Center for Language and Learning Design
<i>Attachment h</i>	Amend Staffing Plan: Sarah B. Tierney, Student Services Specialist
<i>Attachment i</i>	Rachel K. Young, Technical Assistant in the Office of the Vice President of Learning and Academic Affairs
<i>Attachment j</i>	Amend Staffing Plan: Information Technology
<i>Attachment k</i>	Glenn A. Ballard, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology

Motion was made by David Mathis and seconded by William Calli to approve Attachments 7a through 7k.

Unanimously approved.

**8. New Business**

<i>Attachment a</i>	Amend Student Code of Conduct
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Motion was made by Mary Carmel Wolf and seconded by Sheila Vandever to approve Attachment 8a. Unanimously approved.

<i>Attachment b</i>	Naming Opportunity
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Motion was made by John Stetson and seconded by William Calli to approve Attachment 8b. Unanimously approved.

<i>Attachment c</i>	2012-13 Tuition and Fee Schedule – Correction to National Student Nurses Association Fee
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Motion was made by John Stetson and seconded by Mary Carmel Wolf to approve Attachment 8c. Unanimously approved.

#### **9. Program Update**

Paul Katchmar provided the Program Update on Information Technology.

#### **10. Discussion Items**

- a. Amend BOT Policy Section V – Physical Resources, Use of College Facilities – Pets on Campus

Motion was made by Mary Carmel Wolf and seconded by John Stetson to approve Discussion Item 10a. Unanimously approved.

- b. Revise BOT Policy Section I – 1004 Responsibilities of the Board of Trustees

Motion was made by William Calli and seconded by David Mathis to approve, without a second reading, Discussion Item 10b. Unanimously approved.

Motion was made by William Calli and seconded by David Mathis at 5:10 p.m. to enter into executive session to discuss personnel and negotiations with no further action to be taken. Unanimously approved.

The meeting reconvened at 5:45 p.m.

#### **11. Adjournment**

A motion was made to adjourn the meeting at 5:46 p.m. by John Stetson and seconded by Peter Rayhill. Unanimously approved.