

APPROVED 10.15.12

**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 p.m. by Chair Falvo on Monday, September 17, 2012.

Members Present

Elaine Falvo
David Mathis
Peter Rayhill (departed at 4:30 p.m.)
Christopher Sleys
John Stetson

Members Excused

William Calli, Jr
Sheila Vandever
Tony Colón
Mary Carmel Wolf

Motion was made by John Stetson and seconded by Peter Rayhill to enter into Executive session at 4:01 p.m. The regular meeting resumed at 4:17 p.m.

2. Chair's Report

Chair Falvo began by sharing the conversation she heard in the elevator noting the smooth start to the semester. She thanked everyone for their efforts in getting the semester off to a great start. She went on to thank all involved in the planning and participation of the Schafer dedication that took place earlier this month. Chair Falvo reminded the Board of the NYCCT events later this week where Bill Calli and Michael Austin will be recognized for their Board service. She spoke of the 2013 Middle States PRR and offered her gratitude for forthcoming efforts by College staff and faculty. She looks forward to future PRR updates. Chair Falvo offered a final reminder that the ACCT Leadership Congress will be held this October in Boston and that Vice Chair Mathis will be the College's voting member. She concluded her report and asked for the Treasurer's report.

1. Treasurer's Report

Vice President Feola reported that financials will be delayed until later this fall because accounts for the 2011-12 year must remain open to accommodate the year-end audit.

Chair Falvo asked if the Audit Committee will be meeting ahead of the audit. Vice President Feola will coordinate a meeting with D'Arcangelo to meet with the Audit Committee.

2. Committee Reports

Chair Falvo will give updated committee assignments to Jill to post in Dropbox.

There were no additional committee reports.

3. Student Trustee's Report

Christopher Sleys reported that he has had his first meeting with the three Vice Presidents

and that the dialog was very productive. Student Congress has made some changes to their Constitution which the Board will see later on the agenda. In regard to student conduct while traveling or attending off-campus events (originally raised at the August meeting), Chris said that students are held to the same Code of Conduct that applies while on campus.

4. President's Report

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

Vice President Eannace

Vice President Eannace reported the following:

- Enrollment: With no dual credit numbers yet reported, the College is at a -4.25% in FTE enrollment. The gap should lessen once the dual credit numbers are included. Fill rate is 80.2%
- As a result of the honors design team, the Honors Program is being implemented in three phases, with phase one up and running with 45 presidential scholars enrolled and phase two is being readied for approval by the College Wide Curriculum Committee. Among the Design Team's recommendations was the planning of special events for the Honors students. Vice President Eannace is pleased to announce that the Latino Club students and the Honors Program students are joining together this Friday (9/21/12) for a pre-performance reception for Grupo Pagan—a Latin-American band featuring Emmy-Award winning percussionist Emedin Rivera—part of our DGV programming.
- Other major projects that have taken on renewed focus and enormous energy are a truly collaborative effort between Student Affairs and Academic Affairs to address best practices in advising. The divisions are engaged in cross-training, clarification of procedures and identification of roadblocks with a goal of addressing advising needs in ways that will allow the College to provide a stunning report to Middle States in the PRR next spring.
- The Academic and Learning Affairs division has the challenge this semester of conducting up to 14 searches to fill vacancies in teaching and administrative lines. This does not include the search for the new STEM Dean which will hopefully conclude in October.
- The new Academic Plan for 2012-13 features three overarching themes:
 1. Collection and analysis of data to assess pilots and innovations and to guide planning for future program and staffing decisions.
 2. Implementation of this past year's Design Team recommendations and completion of implementation on previous years' recommendations that may not yet have been implemented.
 3. Identification of procedural gaps and obstacles with emphasis on identification and implementation of remedies.
- Last summer, the College sponsored two faculty members—Erin Severs and Alexander Haines-Stephan—at the Kellogg Institute to learn the most advanced practices in Developmental Education. The Kellogg program is a year-long program that requires that a project be designed and executed over the course of the year. Erin and Alexander have received their completion certificates and their project has been awarded “Exemplary” status and will be used as a model for future Kellogg Institutes!

Vice President Feola

Vice President Feola reported the following:

- Work on the replacement of the steam heating system in ACC begins this week and is expected to be completed by October.
- Installation of energy management recommendations generated from the NationalGrid Audit begin this week and will take approximately 6 to 8 weeks to complete. Work includes upgrading lighting systems, installation of lighting controls and is scheduled to take place during 2nd & 3rd shifts to minimize disruption to students and staff.
- An ADA audit of the Utica and Rome Campuses and the Dorm Corp. facilities was completed by United Spinal Association. The project consisted of an assessment of physical barriers to accessibility based on ADA Title II Regulations. The report is due out in the next 30 to 45 days and will be incorporated into the Master Plan work and facilities operations over the next several years.
- The last of the Temporary Classrooms (or TCRs) is in the process of being removed from campus and will add an additional 10-12 parking spaces in the Service and Maintenance lot.
- Life Time Pell - Beginning with the Fall 2012, students are now limited to 12 semesters of Pell Grant eligibility during their entire lifetime. The change affects all students regardless of when or where they received their first Pell Grant. The new law includes all Pell Grant years including BEOG years prior to 1993-1994. In April of 2012 the Department of Ed. sent letters to students notifying them of the changes to the program. The College is beginning to receive inquiries from students that have received letters indicating that they have reached or are approaching their limit.

Vice President Reynolds

Vice President Reynolds reported the following:

ADMISSIONS

- With emphasis this year on increasing our international students enrollment, Sara Boulanger will be traveling to Vietnam for approximately 2 weeks of recruitment. She will also be representing SUNY and SUNY will offset some of this cost.
- In an effort to hear directly from area guidance counselors, we are hosting the first Area Guidance Counselor Summit on Friday, October 19th from 8:00-1:30 in the IT building on the Utica Campus. This Board is certainly invited and welcome to attend.

RESIDENCE LIFE

- Launched the Morris Protection Agency Front Door Security program.

HEALTH CENTER

- Reduced the number of pre-class MMR non-compliant students from approximately 1500 to 270. This positions the College very well to connect with those students to avoid deregistration.

STUDENT & COMMUNITY OUTREACH

- Student engagement and connecting early means the College is more likely to retain students. To that end the Student Activities held its Club and Student Affairs Offices event within the first two weeks of classes.

ADULT LEARNER SERVICES

- In an effort to target the specific needs of our Adult Learners – a special Orientation was held on the Utica Campus for the first time with approximately 50 in attendance.

DISABILITY SERVICES

- Installed Zoomtext on all computers on the Utica Campus. Software is a visual computer access solution used primarily for the vision impaired, but also people with learning disabilities have accessed this for screen reading. ZoomText automatically speaks all program controls, including menus, dialogs, list views and messages to assist a student with understanding where they are on the computer screen independently.
- “A Campus Conversation” will be held on October 4th to open dialogue on the type of environment we provide to our LGBTQ students and employees. This will be facilitated by Amit Taneja from the Days-Massolo Center at Hamilton College.

SODEXO CAMPUS SERVICES

- Sodexo has made it to Rome opening the Zebi concept. This is a new venture and is replacing Margy’s Café.
- The Interude Café reopened on the Utica campus and is hoping to drive more volume by offering a \$5.00 daily special.

College Senate Report

Don Kelly reported the following:

- September 4 Senate Meeting:
 - Senate voted to establish Civility Committee as ongoing Senate Committee.
 - Senate Chair is working with co-chairs of Civility Design Team to develop charge, propose membership.
 - Senate also endorsed the recommendations of the Civility Design Team.
 - At the recommendation of the Enrollment Management Council, Senate voted to administer the Community College Survey of Student Engagement (CCSSE) as a means to collect data to support development, implementation and assessment of the college’s Enrollment and Retention Plans.
 - Senate received report from the Employee Recognition Council on Award of Emeritus status: Senate voted to recommend adoption the following recommendations:
 - Board of Trustees should charge the administration with establishing a list of positions within the College eligible to receive Emeritus status;
 - A separate honorary title (Distinguished Retiree) should be established making all other positions eligible for recognition.

- Senate recommends further consideration of report's first recommendation regarding procedures for the nomination and consideration of faculty.
- Chair Kelly continues to work with President VanWagoner to fill vacancies on Senate Committees.
- Upcoming meetings:
 - Senate Advisory Committee: Monday September 24, 3 p.m.
 - Full Senate Meeting: Tuesday, October 2, 2:30 p.m.
 - Senate Chair, Curriculum Committee Chair will be attending Campus Governance Leaders Conference of the Faculty Council of Community Colleges (FCCC) at Hudson Valley Community College, September 28-29.

(President's Report)

President VanWagoner began by adding that the Senate's proposed Emeritus policy will likely be brought to the October Board meeting. He also recognized David Katz, Bill Perrotti and Don Kelly for their collaboration on Senate Chair succession. He is appreciative of their cooperative efforts and leadership in the transition. President VanWagoner has been notified that MVCC is once again been recognized in "GI Jobs" for the College's efforts in working with veterans. He shared that the PRR will be the Program Update at next month's Board meeting. He added that he has volunteered to be a Middle States evaluator and is confident that the experience will help provide additional insights for our full Middle States site visit in five years. He is attending an evaluator training in Philadelphia October 1 and 2. President VanWagoner shared that SUNY Community College Presidents are talking about the impact of chargebacks and Community College survival in some cases. Vice President Feola said that Oneida County pays about 2.5 million in chargebacks and that some counties are more difficult to work with than others. David Mathis added at a recent SUNY meeting, several colleagues spoke about county residency requirements and the varying degrees of proof requirements by county. President VanWagoner updated the Board on the SUNY 2020 grant initiative. He said that MVCC could benefit from up to \$200,000 in grants. He said that all of the SUNY schools are collaborating on the 20 million dollar grant. President VanWagoner concluded by asking for Board feedback on the October Student Leader Dinner. All agreed that a spring dinner would be better as we may have new Board members by then.

5. Consent Agenda

President VanWagoner said with Chair Falvo's approval the Consent and New Business items will be presented at the October Board meeting as ratifications due to the lack of quorum at today's meeting.

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| <i>Attachment a</i> | Minutes of August 20, 2012 Board of Trustees Meeting |
| <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
<i>Attachment j</i>	David Nackley, Instructor, Center for Arts and Humanities
<i>Attachment k</i>	John Nehme, Career and Job Placement Counselor
	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

6. New Business

<i>Attachment a</i>	Student Congress Constitution
<i>Attachment b</i>	Salary increases for Exempt Staff

7. Program Update

John Bullis and David Katz presented an update on Employee Enrichment.

8. Discussion Items

<i>Attachment 10a</i>	Amend BOT Policy Section IV – Financial Issues: Non-Competitive Private Sector (first reading)
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President VanWagoner asked to table Discussion Item 10a as there is an emerging conversation among staff on the proposed Non-Competitive policy.

<i>Attachment 10b</i>	Amend BOT Policy Section V – Physical Resources, Use of College Facilities: Conflict of Interest Use of Facilities (first reading)
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After some dialogue among staff, revisions to Discussion Item 10b will be presented at the October Board meeting.

David Mathis asked about an event for retiring Board members. Arrangements will be made once the College receives official word on new appointments.

9. Adjournment

A motion was made by David Mathis and seconded by John Stetson to adjourn the meeting at 5:10 p.m. Unanimously approved.