

**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 Complex, Mohawk Valley Community College, Rome, New York was called to order at 4:20 p.m. by Vice Chair Mathis on Monday, April 15, 2013.

Members Present

Tony Colón
William Calli, Jr
Matthew Hrycan
David Mathis
Camille Kahler
Bruce Karam
John Stetson

Members Excused

Elaine Falvo
Peter Rayhill

2. Chair's Report

Vice Chair Mathis reported that he attended the second forum on Community College chargebacks at Genesee Community College on March 22. He represented the MVCC Board of Trustees at the Senator Schumer press conference regarding the TAACCCT grant on April 2. He also attended the Retirees luncheon on April 3 and the PTK luncheon in Albany the following day. He concluded his report by sharing that the NYCCT Board met on April 4 and 5 to plan their May 4 retreat in Syracuse.

3. Treasurer's Report

Brian Molinaro reported that the College's cash position continues to be strong as NYS provided another installment of aid in March. This was the 3rd of four in 2012-13, for \$3.3 million. Also in March, Oneida County sent its first of four installments of Sponsor Support for 2012-13, in the amount of \$1.8 million. He added for clarification, the 2 payments he reported on last month from the county were for the 2011-12 college fiscal year, which is how the County pays the college each year, due to its cash-flow needs. As the County receives taxes in January and February, their cash position allows them to make other large distributions, including those to the College.

The College issued the second half of student financial aid refunds on April 5th, which is the larger distribution of the two for the spring semester at approximately double the first round of payments which were made on March 8th. The April 5th disbursement equaled \$ 7.1 million distributed in approximately 3,650 checks. This was the first semester that a student refund was issued using the new online attendance system. The April 5th distribution of checks was again much smoother than in the past when paper attendance cards were used for verification of refund eligibility. Now that the College has completed both portions of the

refunds for spring there will be a review of the entire process to see if any modifications are necessary under the new online attendance system reporting as it relates to the refunds. The departments that will review this include the Registrar's Office, Bursar's Office, and Financial Aid Office, in consultation with the IT Dept. and the VP of Academics. Recommendations will be made, if necessary.

Expenditures are continuing to run very close to budget, overall. Utility expenses in the facilities division are still lower this year, standing at 62% unspent with half of the year already gone by. The other item holding down expenses in the facilities area is one of the main renovations accounts has only a portion drawn down so far, with \$431,000 unspent of the \$500,000 budgeted. This is normal as many of those renovations projects are done during the summer months, depending on affordability against other expenditures at that point in the year. As reported previously, Employee Benefits are also still running under budget due to a lower rate increase this year for health insurance, in addition to some changes in our health and drug insurance plans which are holding costs down.

On the revenue side, spring enrollment has improved slightly from last month's report, but the College is still almost .5% under budget at this time for spring. That is combined with the approximately 3.4% decline in enrollment versus budget for fall 2012. Summer enrollment looks positive at this point.

4. Committee Reports

There were no Committee reports.

5. Student Trustee's Report

Matthew Hrycan reported that Vice President Reynolds attended the last Student Congress Executive Committee meeting to discuss student involvement in budget planning. The Executive Committee is looking forward to the opportunity to make a bigger impact on the College's budget in the next budget process. He reported that Student Congress elections are next week. Mr. Hrycan concluded his report by sharing that Student Congress is in the process of collecting the furniture surveys and will share the feedback once completed.

6. President's Report

President VanWagoner began by welcoming the new VP for Administrative Services, Tom Squires. Tom shared his excitement for the new position and is looking forward to working with the Board. President VanWagoner said that he learned a lot in his interim role and is happy that Tom is joining us. He then asked for President Eannace's report.

Vice President Eannace

Vice President Eannace reported three of our Student Athletes have won the SUNY Chancellor's Award this year. Their names will be released at the Athletics Banquet in May. Professor Gabriel Melendez took 13 members of the Latino Club to the 23rd Annual National Latino Collegiate Conference in Albany this month. Six of the Engineering Science/Engineering Tech students won a total of \$142,000 in scholarships from Clarkson

and RPI. These were awarded at the MVEEC banquet this month. MVCC's standing among the best two-year colleges in New York State is currently 7th place for Spring and 9th place for 2012-13—as announced by NYSMATYC (New York State Math Association of Two-Year Colleges.) There are over 50 colleges represented in NYSMATYC.

Vice President Reynolds

Vice President Reynolds reported the following on the Kiddie Campus Toddler Room Conversion:

- Through efficient investigation, planning and budget management, the College is moving towards the conversion of one Pre-K room to a toddler room.
- MVCC is one of three out of 51 SUNY Campus Childcare Centers that does not offer toddler care.
- The tracking over the past several years indicates that this is an appropriate move and will provide the continuity of care allowing us to serve parents whose children are 18 months to 5 years.
- Current enrollment, which has decreased this year, allows for this conversion with current operating dollars.
- The College anticipates 85% occupancy for the first year (aiming of course for 100%). Jeri George reported that 70% of the children served are children of students.

College Senate Report

Don Kelly reported that the College Senate met on April 2. The Senate hosted the Heart of the Hawk and Pride of the Hawk presentations and received the FCCC report from Ron LaBuz. Mr. Kelly reported that in the next month Senate will be holding their elections for the 2013-2014 academic year. Elections will include several terms that are ending as well as 15 positions that will be available on College Councils. Officers will be elected on May 21. David Mathis suggested that the College consider regular reporting of the FCCC representative at future Board meetings. The Board may wish to discuss at the April Board retreat.

(President's Report)

President VanWagoner spoke of the recent Senator Schumer press conference around the trade adjustment act. MVCC's portion of the grant is focused on workforce development training. Greg Evans from Indium and Bill Milligan from Sovena were in attendance and will be working with the College on some initiatives. President VanWagoner went on to share that Pawser Soe was recently awarded the Jack Kent Cooke award for transfer students in the amount of \$30,000 annually for the next two years toward her bachelor's degree. She plans to attend American University to pursue a degree in International Studies and ultimately wants to work at the UN with refugee populations. President VanWagoner stated the accreditation periodic review report (PRR) is in the final stages and will be placed in DropBox for the Board's review. Jill will also add the 2008 Self-Study. President VanWagoner reminded the Board that the annual budget presentation to the Board of Legislators is scheduled for May 7 at 5 p.m. President VanWagoner invited the Board to stay for the Cultural Series Roswell speaker that will follow the BOL presentation.

7. **Consent Agenda**

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| <i>Attachment a</i> | Minutes of March 18, 2013 Board of Trustees Meetings |
| <i>Attachment b</i> | Treasurer's Report |
| <i>Attachment c</i> | Promotion in Academic Rank |
| <i>Attachment d</i> | Non-Teaching Professional Promotions |
| <i>Attachment e</i> | Non-Teaching Administrator Promotions |
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| <i>Attachment f</i> | Professional Association - Continuing Appointment Pattina Keniston, Center for Language and Learning Design Debbie Schreppel, Center for Life and Health Sciences |
| <i>Attachment g</i> | Excluded Administrative Appointment Richard Quest, Dean of the Rome Campus |
| <i>Attachment h</i> | Diana DeFoe, Instructor in Allied Health Information Technology |
| <i>Attachment i</i> | David R. Katz, III, Executive Director of Organizational Development |
| <i>Attachment j</i> | Denise Smith, Health Services Laboratory Assistant |
| <i>Attachment k</i> | Mohammed Atiyeh, Peace Officer |

President VanWagoner explained the late addition of Attachment 7k.

Motion was made by William Calli and seconded by Tony Colón to approve Attachments 7a through 7k. Unanimously approved.

8. **New Business**

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| <i>Attachment a</i> | Conferring of Degrees |
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President VanWagoner reminded the Board that this is a standard April item allowing him to award degrees in May.

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

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| <i>Attachment b</i> | Alcohol and Other Drug |
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President VanWagoner stated this is a second reading of the policy and it is up for approval as the resolution indicates.

Motion was made by Camille Kahler and seconded by Matthew Hrycan to approve attachment 8b. Unanimously approved.

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| <i>Attachment c</i> | Amend BOT Policy Section III – Students: Travel Warnings |
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This is the second reading of this Board policy amendment. It was presented as a first reading at the March Board meeting.

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

9. Program Update

Franca Armstrong and Sara Bogar presented an update on the Educational Opportunity Center (EOC).

10. Discussion Items

- a. Amend Board Manual – Section III – Medical Leave of Absence

Vice President Reynolds explained the background on the development of the Medical Leave of Absence policy. It will be on next month's agenda for Board approval.

- b. Administrative Topic

President VanWagoner shared the recent efforts of the Crisis Management team. He highlighted the table top exercise facilitated by Frank Lawrence that took place earlier this month. Participants completed three online NIMMS training sessions prior to participating in the table top exercise which simulated a bomb threat scenario. The exercise helped identify deficiencies with the current process. Another table top is planned for later this spring. The leadership team is working to improve Rome's involvement. President VanWagoner also added that the classroom telephones did not "pass" in a recent test of the broadcast system. A solution to the system's failure is rapidly being worked on. Deliberate scheduling of these types of programs will improve the College's responsiveness in a real crisis situation.

Motion was made by Tony Colón and William Calli to enter into Executive Session with no further action to be taken at 5:20 p.m. Unanimously approved.

The meeting reconvened at 6:15 p.m.

11. Adjournment

Motion was made by William Calli and seconded by John Stetson to adjourn the meeting at 6:15 p.m. Unanimously approved.