# APPROVED APRIL 11, 2011

# 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 PH300 of Mohawk Valley Community College, Utica, New York was called to order by Chair Falvo at 4:05pm on Monday, March 7, 2011.

## **Members Present**

**Members Excused** 

Michael Austin

Mary-Carmel Wolf

Bill Calli

Din Cam

Tony Colón

Elaine Falvo

David Mathis

Peter Rayhill

Heather Ryerson

John B. Stetson

Sheila Vandeveer\*

# 2. Chair's Report

Chair Falvo introduced Associate Dean Broadhurst.

Mr. Broadhurst thanked everyone for the support given to College Athletics and mentioned the following:

- Women's Bowling team are the 2011 NJCAA National Champions
- College's overall 19<sup>th</sup> national championship, programs' second in five years
- Women's Basketball team will be competing this Thursday-Saturday for the NJCAA Women's Basketball National Championship

Chair Falvo announced the following date changes for upcoming Board of Trustees meetings as well as dates for upcoming events:

April 18 meeting will be changed to April 11 June 20 meeting will be changed to June 13

<sup>\*</sup>Mrs. Vandeveer participated by video conference.

MVCC Foundation Golf event will be held on Monday, June 20 at The Valley View Golf and Country Club

Tuesday, March 8 is NYCC Advocacy Day in Albany

Chair Falvo congratulated the President and the faculty and staff on the positive happenings on campus. Please accept a thank you from the entire Board.

# 3. Treasurer's Report

Vice President Feola reported that tuition for the fall 2010 semester was 3% over budget and for the spring 2011 semester tuition is tracking at just over 4% as actual enrollments continue to exceed budget expectations for the year. The College's December State aid payment was received in January and continues to reflect the 2% mid-year reduction in aid to community colleges assessed in the fall.

#### 4. Committee Reports

There were no committee reports today.

Mr. Mathis reported that he attended the ACCT Community College National Legislative Summit in Washington, DC, February 13-16. While in Washington he met with Congressman Hanna who indicated that he would like to visit our campus.

## 5. Student Trustee's Report

Mrs. Ryerson reported that Student Congress is holding a retreat on March 14. In light of the new proposed system for funding clubs, the policies and procedures will be revised.

Election for Student Congress executive members will be held in early April.

MVCC's chapter of Phi Theta Kappa is hosting the New York Region of Phi Theta Kappa's convention. It will be held March 11-13 at the Radisson Hotel.

The Faculty Select Student Art Show is currently running in the Small Works Gallery in the IT Building, March 8-11, from 1-6pm.

#### 6. President's Report

President Van Wagoner asked the Vice Presidents for their reports.

#### Vice President Eannace

- Spring enrollment numbers are up 4.52% in FTE and up 5.31% in head count.
  - These numbers are not a true comparison since Dual Credit numbers are coming in now but were not in last year at this time. We anticipate that our Dual Credit numbers will be up slightly from last year once registration is complete.
- In December, I reported on our moving into the community with some of our classes. I am pleased to report that all of those sections are running and doing well. Dean Boulanger, the President and I met with the faculty who are teaching the cohort at the Library/Stanley and they are enthusiastic about the work they are able to do with our late-start cohort there. There was a news article about our section on American National Government that is running in Booneville with 14 students.
- I attended the League of Innovation Conference in SanDiego along with two of our innovative faculty, Cheryl Plescia and Dr. Janice Bell. The conference was dynamic with multiple presentations on critical topics.
- We have worked collaboratively with HCCC to respond to their concerns about our new Cybersecurity and Criminal Justice degree proposals. We are now clear to move forward with Criminal Justice and very near to fully resolving the concern about Cybersecurity.

#### Vice President DiGiorgio

- Applications for fall 2011 are currently at pace with last year. There is, however, a 12.3% increase in returned reservation forms.
- To date, there have been 40 applications that have not been eligible for oncampus housing. But, on-campus housing eligible applications are also coming in at about the same pace as last year. At this point we do not see a significant impact with the new housing eligibility policy.
- Fourteen out of 18 Proctor Magnet bridge students will be attending MVCC in the fall.
- The Sustainability Committee has approved an Upward Bound Community garden. It will be maintained by Upward Bound students. Location – TBA
- Our child care accreditation application has been submitted. An onsite visit in the fall is the next step.
- Spring Career Fair is scheduled for March 30<sup>th</sup> with 34 employers confirmed.
- Our Call Center in January has been labeled a success. Approximately 100 students per day were assisted, mostly on Financial Aid and general enrollment questions. We hope to expand to three operators in August.
- The Sodexo ZEST concept is reporting that it is above sales projections.
- Sodexo will be renovating their retail operation over the summer. This will include a Pizza Hut, Sub Connection and 167 Grill. Those renovations are expected to increase sales and bring branded concepts to the table.

# Vice President Feola

- An outside consultant has been engaged to begin preparation of bid specs for dial tone and also to review traffic studies in an effort to determine if the present telephone trunk configuration is adequate to handle the increasing volume of incoming and outgoing calls. We have received complaints that at times it's been difficult for callers to reach various offices.
- The County released bids for Phase II associated with the construction and renovations for the Jorgensen Athletic Events Center; last Friday, the contractor poured the 27,000 sq.ft. floor, which is a significant project milestone. The process started at 7am and ran until late in the evening. Sunday, March 13<sup>th</sup> a college-wide power outage is scheduled, which is necessary to connect to the new gym/field house transformer, and the new emergency generator for the facility will be placed in service. The old generator in use at the gym will be moved to the Science and Technology building as that building's emergency generator is no longer serviceable.
- Work in the pool area is underway, with demolition of and establishment of the
  walk of fame from the current gym lobby through the pool area and into the field
  house, along with repainting of the pool area and re-hanging of pool lights.
- A new Security vehicle is on order and the four Peace Officers underwent taser training. Over the next several weeks, the Peace Officers are also scheduled to undergo additional evaluation with an independent consultant to further assess their readiness for duty.
- Approximately 6,000 1098-T forms were mailed to students. Last Friday was the first scheduled release of Financial Aid checks; approximately 1,900 checks were issued at just under \$3.2 million. The second and final refund disbursement will take place on Friday, April 1. All Title IV Aid, which includes grants in aid and loans, accrue to students during the semester and is based on student attendance. It is not until week 10 of the semester that Title IV Aid is fully earned and can be distributed to a student's account. Withdrawal prior to the tenth week requires a prorated calculation of funds due back to the program.

# College Senate Report

#### Chair Katz

- Updates on Senate action from the March 1, 2011 meeting
  - a. MVCC Staff plan to reach out to other colleges to learn from their experiences with regard to Peace Officers on their campus. Once this data is collected, it will be shared with the College community.
  - b. An open lab "content control" committee has been formed with Paul Katchmar.

- c. Classroom usage issues will be sent to the Facilities Committee which will coordinate with Jim Lynch's committee, the Education Technology Advisory Board.
- d. The Senate passed a recommendation to construct a clear crisis communication plan.
- e. The Senate passed a recommendation to develop short term immediate response to safety incidents and long term plans to develop a process for mentoring and modeling civility throughout the college community.

# President VanWagoner

- The incident on the Utica Campus last weekend prompted a number of activities at the College over the past week. The College Senate and Student Congress are to be applauded for their leadership in raising the level of conversation along with the efforts of all the staff involved with this unfortunate event. As a result, a college-wide conversation regarding civility on campus will be taking shape in the days and months to come.
- During the first five weeks, our campus shuttle has transported 218 passengers (an average of three per route). We will continue to assess the situation and would like to make a final decision by mid-April as to what we might do for the fall so students can arrange their schedules accordingly.
- The Challenge and Opportunity Campaign is off to a successful start. We started going on visits in mid-November and to date, we've raised \$1.3 million and have secured six six-figure gifts. We're headed into the next phase of the campaign where the Campaign Executive Committee will be increasing their level of engagement and accelerating the number of visits we make between now and the end of May.

#### 7. Consent Agenda

Minutes of the December 20, 2010 Board of Trustees meeting
Treasurer's Report
Natalie A. Carraway, Assistant Dean
Center for Social Sciences, Business & Information Sciences
Tracy Coulson, College Advisor
Student Service Center
Delete - Student Services Specialist, Student Service Center
Create - Advisement Specialist, Student Service Center
Appoint – Carla Zupancic

Attachment f Delete – STEP Technical Assistant, School and Community Outreach

Department

Create - STEP Project Assistant, School and Community Outreach

Department

Appoint - Christy L. Stephenson

Attachment g Delete - CSTEP Technical Assistant, Student Service Center

Create - CSTEP Project Assistant, School and Community Outreach

Department

Appoint - Danielle Ingber

Attachment h Mystic R. Jordan, Instructor (Psychology courses)

Center for Life and Health Sciences

Attachment i Donald Kelly, Associate Professor (Biology courses)

Center for Life and Health Sciences

Attachment j Michael E. Emmerich, Assistant Director of Facilities and Operations

Facilities and Operations

Attachment k Ned A. Ferris, Instructor

Center for Social Sciences, Business and Information Sciences

Attachment 1 Robert N. Mineo, Instructor

Center for Mathematics, Engineering, Physical Science and Applied

Technology

Attachment m Jennifer Rotundo, Media Content Coordinator

Marketing and Communications

Attachment n Jennifer L. Schrader, Instructor

Center for Life and Health Sciences

Attachment o Kendrick W. Morrison

Admissions Specialist

Attachment p Career Appointment – PA

Sergey Staskevich, Educational Applications Assistant

Information Technology - Systems Analysis

Attachment q Continuing Appointment – AMVA

William Dustin, Events Administrator

President's Office

Richard Haubert, Assistant Director of Communications

Marketing and Communications

Shane McGovern, Director of Dual Credit Center for Language and Learning Design Attachment r Continuing Appointment PA

Scot Connor, Assistant Professor, Center for Arts and Humanities

Dale Horton, Assistant Professor, Center for Mathematics, Engineering, Physical Sciences and Applied Technology Kyle Lince, Assistant Professor, Center for Social Sciences,

**Business and Information Sciences** 

Matthew St. Croix, Instructor, Center for Life and Health Sciences Michael Sorrentino, Assistant Professor, Center for Mathematics,

Engineering, Physical Sciences and Applied Technology

John Susenburger, Instructor, Center for Social Science, Business

And Information Sciences

Motion was made by Mr. Mathis and seconded by Mr. Rayhill to approve Attachments 7a through 7r. Unanimously approved.

#### 8. New Business

Attachment a Retirement Incentives – 2011 (REVISED)

Motion was made by Mr. Colón and seconded by Mr. Mathis to approve Attachment 8a. Unanimously approved.

Attachment b Rescind Appointment – Rosemary Hite, College Advisor, Student

Service Center

Motion was made by Mr. Calli and seconded by Mr. Stetson to approve Attachment 8b. Unanimously approved.

Attachment c Emeritus Status, Tom Capraro

Motion was made by Mr. Mathis and seconded by Mr. Rayhill to approve Attachment 8c. Unanimously approved.

Attachment d MVCC Mission and Vision statements

Motion was made by Mr. Stetson and seconded by Mrs. Ryerson to approve Attachment 8d. Unanimously approved.

Attachment e

NYCCT 2011 Anne M. Bushnell Memorial Award for special Achievement – John B. Stetson, P.E.

Motion was made by Mr. Mathis and seconded by Mr. Colón to approve Attachment e. The vote of this resolution is as follows:

Yes: Elaine Falvo, David Mathis, Bill Calli, Sheila Vandeveer, Mike Austin, Peter Rayhill, Tony Colón, Heather Ryerson. Abstention: John Stetson

Attachment f

Amend College Staffing Plan – Create Security Dispatcher Title (UPSEU)

Motion was made by Mr. Colón and seconded by Mr. Calli to approve Attachment f. Unanimously approved.

#### 9. Discussion Item

Today's discussion item, Security Infrastructure/equipment update will be presented at the April Board meeting

# 10. Program Update

Vice President Feola and Associate Dean Broadhurst presented a field house update and Phase II overview. A copy of their presentation is available in the President's Office.

A motion was made to enter into Executive Session to discuss personnel issues at 5:40pm by Mr. Colón and seconded by Mr. Calli. Unanimously approved.

The meeting reconvened at 6:20pm.

# 10. Adjournment

Motion was made to adjourn the meeting at 6:21pm by Mr. Calli and seconded by Mr. Austin. Unanimously approved.