# APPROVED MARCH 7, 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 4:10pm on Monday, December 20, 2010.

### **Members Present**

Michael Austin
Bill Calli
Tony Colón
Elaine Falvo
David Mathis
Heather Ryerson
John B. Stetson
Mary-Carmel Wolf

## **Members Excused**

Peter Rayhill Sheila Vandeveer

# 2. Chair's Report

Chair Falvo congratulated MVCC's 2010 NJCAA Women's Cross Country National Champions. She introduced Associate Dean, Gary Broadhurst and Gary Parker, Woman's Cross Country Coach. Coach Parker introduced members of the team, Michelle Page, Nicole Hughes, Mary Dilley, Savannah Boucher, Cassie White, Shelby Knapp and Shelby Fiorini. This is the 10<sup>th</sup> national title and 18<sup>th</sup> overall team national championship for the school.

Chair Falvo reminded everyone that our Board Retreat is scheduled for Tuesday, January 11 at 9am in PH 300.

## 3. Treasurer's Report

Vice President Feola reported that in today's agenda, Budget Amendment number 2, recognition of just over \$2.88 million in grants including SUNY Diversity Honors Scholarship, HVCC Photovoltaic Training Network \$47,000, construction training program with the City of Rome, \$50,000 and \$2.7 million cybersecurity grant. The November financials include a delay in receiving approximately \$2.5 million in state aid. The \$2.5 million is expected to be released this week. Also, approximately \$2.28 million included in state support this year is comprised of federal stabilization funds that ends this year. Sponsor aid is reported on an accrual basis, the receipt of 50% of last year's aid and the first quarter payment are not expected until sometime in February.

## 4. Committee Reports

#### **Audit and Finance Committee**

Mr. Stetson, Chair of the Audit and finance Committee reported that the committee met prior to today's Board meeting. Mark Semo senior partner with D'Arcangelo & Co presented the audit report to the Committee for their review.

President VanWagoner introduced Mr. Semo. He addressed the Board and said D'Arcangelo issued an unqualified opinion for the financial statements.

Motion was made by Mr. Calli and seconded by Mr. Austin to accept the audit report. Unanimously approved.

# 5. Student Trustee's Report

Ms. Ryerson did not have a report this month.

## 6. President's Report

President VanWagoner asked the Vice Presidents for their reports.

#### Vice President Eannace

- Enrollment numbers for intersession are up 6.7% in FTE and spring enrollment is up 8.6% in FTE
- MVCC is moving classes into the community with offerings this Spring at the Cooperative Extension (Human Services 101) for the Mid-York Childcare Council, MVCC Education Center in Cornhill, Carpentry and masonry Certificate, Utica Public Library and the Stanley Theater 1<sup>st</sup> semester 13credit cohort with learning Community attributes and the Trinity Episcopal church in Booneville, American National Government
- The Learning and Academic Affairs Unit is working on Policies and Procedures for the following areas:

Advising

Placement Testing

Academic Amnesty

Graduation Requirements

• A very successful Academic Affairs Leadership Retreat was held on December 20. The Academic Master Plan for the coming one, three and five years was a topic of discussion. Also, discussed were the accomplishments made in collaboration with partners across the college in such areas as Design Team work, Learning Communities development and implementation, enrollment and hiring of new colleagues.

## Vice President DiGiorgio

- College Connection for spring 2011: 79 students scheduled from 15 schools with 345 credits. This represents approximately 1/3 of the total credits tracking to our 3 semesters with total credit hours of 1080.
- Under the leadership of our new Director of Admissions, the first batch of fall 2011 acceptance letters went out the first week of December to over 800 applicants. Thus far, over 100 "non-deposits" (remember we discontinued the admissions deposit last year and replaced it with a reservation form) have been returned.
- With a new part-time licensed mental health social worker, we hope to build a program for our previously incarcerated students. They number approximately 300 to date.
- Pre-scheduling for January (using priority registration techniques) was very busy and continued right up to Thanksgiving. Coupled with a 46% increase over November 2009 in traffic through the Advisement Center, the Student Service Center in general is a very busy place with a lot of different transactions occurring in a small square footage area.
- We have been selected as a BETA site by Sodexo for a new concept in "grab & go" called Zest. At no cost to the College or to the MVCC Sodexo account, the Inn Between Class in the Academic Building will be transformed into a ZEST location for January. There is only one other BETA site currently and we are the only community college in the country. Zest is Sodexo's version of Panera Bread.
- We are piloting a small (2 person) Call Center starting in January. With the help of Office Services, Financial Aid, IT, Facilities and Advisement, we have trained two part-time individuals from STAFFWORKS to cover calls to Financial Aid and Advisement only (we wanted to start slow and small). Hopefully, with additional telephone programming, this effort will help students navigate more effectively through those two processes for spring enrollment.
- Housing continues to utilize a wait list for spring beds. Currently, we have 98 new Resident students housed a combination of new to the College and those who were on the Fall wait list for housing yet still enrolled in classes.

#### Vice President Feola

- Work in the Foundation and Dean's offices is nearing completion. Next week the architect will do a final walk through and establish a punch list for the contractor with tentative move-in set for January.
- Bids for Phase II construction at the gym are due 12/28/10. A pre-bid meeting was held by H.R. Beebe and JMZ on 12/9/10 to review and tour the areas under construction. Work under Phase I continues on schedule.

• The pool was closed last Friday and work on demolition of the locker room and the rear connecting link to the field house is underway. The contractor also began draining the pool last Friday. Over the holiday break, the pool corridor will be isolated to allow for the removal of asbestos floor tile. In January, work to create the walk of fame connecting entry from the gym lobby area across the north end of the pool deck into the field house lobby will begin

# College Senate Report

#### Chair Katz

- Updates on Senate action from the December 7 meeting
  - a. Recommendations for training on how to control student textbook costs were made to the Employee Enrichment Committee
  - b. Recommendation of the Safety Committee to replace and update all existing security cameras on both campuses was supported
  - c. Met with President VanWagoner and LaToya Richardson to begin a process of establishing a user friendly, active and informative public presence on our new web site for the governance structure of the College which includes the Senate and all its committees
- Attended President's Cabinet meeting on December 14, 2010:
  - a. Discussed student access to outside phone lines
  - b. In the future, we will be discussing content control on computers

### President VanWagoner

- As a result of the College Senate Task Force on Parking, we engaged Birnie Bus in the development of a pilot shuttle service between the Rome and Utica Campuses and we'll be implementing that pilot next semester with four shuttles on Tuesday and Thursday. We had 424 students living in Rome and taking classes at the Utica Campus and 90 students living in Utica taking classes in Rome, so we'll be watching the ridership on this pilot shuttle closely and evaluate the results to consider its continuation.
- The Major Gifts Campaign is well underway in the lead gift phase. So far, we've secured four six-figure gifts and with more than 84% participation among faculty and staff, we've broken the \$1 million mark.
- Congratulations to Dr. Sandra Engel. Dr. Engel was selected to the Chancellor's innovation team.

### 7. Consent Agenda

Attachment a Minutes of the November 15, 2010 Board of Trustees meeting

Attachment b Treasurer's Report Attachment c Railda Albegic,

Instructor, Center for Language and Learning Design

Attachment d Eric M. Brindisi

Instructor, Center for Life and Health Science

Attachment e Brandon Burkhart

**Educational Applications Assistant** 

Information Technology

Attachment f John Hawranick

Instructor, Airframe and Powerplant Program

Attachment g Michael H. Henningsen

Coordinator of Transfer Services

Career, Transfer and Job Placement Services

Attachment h Jean M. Leandre, Events coordinator

**Events Office** 

Attachment i Joanna N. Nassimos

Technical Assistant, Disabilities Services Office

Attachment j James R. Roberts

Instructor, Center for Arts and Humanities

Attachment k Delete – Technical Assistant, Registrar's Office

Create - Registrar Specialist, Registrar's Office

Appoint – James Sunderhaft

Attachment l Brian J. Molinaro

Controller, Business Office

Attachment m Mary Noti

Technical Assistant, Institutional Advancement Office

Attachment n Mark E. Jankowski

Peace Officer, Security Department

Timothy J. Hajec

Peace Officer, Security Department

Christopher B. Katz

Peace Officer, Security Department

Joseph Palmer

Peace Officer, Security Department

Attachment o Danielle Ingber

CSTEP Technical Assistant, Student Service Center

Attachment p

Rosemary Hite

College Advisor, Student Service Center

Attachment q

Nicole Kotary

Cybersecurity Career Specialist,

Center for Corporate and Community Education

Attachment r

Sarah Gatley

Cybersecurity Career Specialist

Center for Corporate and Community Education

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

## 8. New Business

Attachment a

Delete Assistant Director of Admissions

Create Admissions Specialist

Motion was made by Mrs. Wolf and seconded by Mr. Calli to approve Attachment 8a. Unanimously approved.

Attachment b

Adoption of 2010-2011 Staffing Plan/Organizational Chart

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

Attachment c

Retirement Incentives – 2011

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

Attachment d

Drogo - Anatomy and Physiology Laboratory

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

Attachment e

Employment of Close Relatives Policy

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

Attachment f Contracts for Services Policy

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

Attachment g Geospatial Technology, A.A.S. Degree, Proposed Program Proposal

Motion was made by Mrs. Wolf and Mr. Austin to approve Attachment g. Unanimously approved.

# 9. <u>Discussion Item</u>

Vice President Feola distributed a summary on the chargeback system. A copy is available in the President's Office.

# 10. Program Update

Matt Snyder, Director of Marketing and Communications gave a presentation on MVCC's recently launched, redesigned and redeveloped website.

A motion was made to enter into Executive Session to discuss personnel issues at 5:20pm by Mr. Stetson and seconded by Mr. Calli. Unanimously approved.

The meeting reconvened at 6:30pm.

# 10. Adjournment

Motion was made to adjourn the meeting at 6:31pm by Mr. Calli and seconded by Mr. Austin. Unanimously approved.