

**APPROVED
MAY 16, 2011**

ATTACHMENT 7a

**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, April 11, 2011.

Members Present

Bill Calli
Tony Colón
Elaine Falvo
David Mathis
Peter Rayhill
Heather Ryerson
Mary Carmel Wolf

Members Excused

Mike Austin
John Stetson
Sheila Vandever

2. Chair's Report

Chair Falvo announced that John Stetson will receive the Anne M. Bushnell Memorial Award for Special Achievement at the New York Community College Trustees Annual conference on April 15.

Chair Falvo congratulated Vice President DiGiorgio on receiving the Salute to Outstanding Women Award in Education at a luncheon on April 7. The event was sponsored by the YWCA.

Chair Falvo introduced Athletic Director Gary Broadhurst. Mr. Broadhurst introduced George Aylesworth, Coach of the MVCC Women's Bowling Team. Mr. Aylesworth introduced the members of the team: Emma Knight, Morgan Reid, Amber Kotary, Nicole Hughes, Kristina Porter, Krystal Walters. Members of the team who are unable to attend the meeting today are: Kylie Pasquerella, Kayla Brucker and Kim Johnson. The team captured their second NJCAA national championship in four years last week in Buffalo.

Chair Falvo congratulated Student Trustee Heather Ryerson; Heather was selected as a member of the 2011 All New York Academic Team for the Phi Theta Kappa International Honor Society.

3. Treasurer's Report

Vice President Feola reported that with the increase in enrollment, revenues continue to track above budget. Additionally, activity in non-aidable programs is also running above budget year-to-date as well. Budget Amendment #3 in your packet recognizes an increase in the WIB grant of \$15,000 providing construction skills to youth, and receipt of the SUNY Library grant for the year of just over \$7,600.

4. Committee Reports

There were no committee reports today.

Mr. Mathis commented that the second annual Community College Day was held in Albany on March 8. It was very well attended.

The Alumni Association held a successful event on Friday, April 8, at Turning Stone Casino with over 200 attendees.

5. Student Trustee's Report

Ms. Ryerson reported that there has been a positive student response to the Civility Forum. Many students hope this will become a regular event on the Utica campus as well as on the Rome Campus.

Student Congress Executive Committee nominations have been made and voting will be held on April 21.

The regional PTK Convention was very successful. Our chapter achieved a four-star rating. Eleven students attended the International Convention this past weekend in Seattle, Washington.

Through an effort initiated by Steve Frisbee and members of Student Congress, clubs on campus are pulling together to hold a raffle to raise funds to donate to Japanese Earthquake/Tsunami relief.

6. President's Report

President VanWagoner introduced Dr. Sandra Engel, Director of International Education. Dr. Engel introduced visiting professor and ambassador from Kien Giang Community College in Vietnam, Ms. Thanh. Ms. Thanh arrived March 20 and will be with us until May 21st.

Ms. Thanh thanked everyone for their hospitality during her visit.

President VanWagoner asked the Vice Presidents for their reports.

Vice President Eannace is attending an AACC Convention and is not with us today.

Vice President Feola

- The second disbursement of Financial Aid checks took place on April 1st. Approximately 3,700 checks were issued, valued in excess of \$7.8 million dollars.
- Business Office, Financial Aid and ASC are working with Rome staff to develop a student meal plan in association with the Rome Campus food service provider, Margy's.
- The Business Office is working with Nelnet and IT staff to complete testing of an on-line alumni donation application for the Foundation.
- With the recent retirement of a Safety Officer, a search committee was formed to screen potential candidates for Peace Officer over the next several weeks, and it is anticipated that a request will be brought to the Board to appoint additional Peace Officers.
- The County awarded design work for the Plumley roof and A & P. Application for state matching funds for the Plumley project were sent to the Dormitory Authority for approval. Design work is expected to start once contracts are in place.
- Bids for installation of sprinklers in the existing four dorms were received last week. The successful qualified bidder was Maurnane, and work is scheduled to begin on or about May 18. The project will be phased in over two summers, beginning with the south hall complex.
- Mike McHarris and staff attended an energy management program sponsored by National Grid at the casino last week and brought back information on possible lighting alternatives for the exterior of Payne Hall, employing LED technology. Lights in the current fixtures will no longer be available for purchase beginning next year. The department is looking for a sustainable replacement solution that could qualify for a lighting rebate program, helping to reduce the overall cost of replacement.

Vice President DiGiorgio

- Admissions applications continue to increase, up 4.16% over the same time last year.
- Dormitory Corporation staff (RDs and RAs) fed and walked dogs for the Stevens Swan Humane Society as part of their community service commitment.
- We have moved from an Admissions "deposit" to an Intent to Enroll Form and now to an Admissions Reservation Form. That form has seen almost a 25% increase over the same time last year. We think that the word "intent" scared some prospective students away for fear of locking themselves into an agreement.

- Our “call out” project featured close to 300 evening calls to students who were deleted from rosters for non-attendance. Most appreciated the call. They needed to do drop a course or risk an “F” in the course.
- Our academic eligibility for the Resident Halls is having significance. We have had 1600 admissions applications, with on campus housing as a desired choice; 350 of those were not eligible. Guidance counselors continue to attempt an appeal to the policy, but we are steadfast with the eligibility criteria.
- Our Outreach staff participated in the Genesis Career Day at HCCC with over 800 students from Herkimer County attending.
- First Year Experience team communicated with students in response to mid-term grades. Aimed at deficiencies, it was an effort to help re-direct for the remaining 8 weeks. Congratulation letters were also sent out.
- With the help of the Center for Life and Family Recovery (formerly Family Services & the Council on Alcoholism), we have a part-time counselor on the Rome Campus to assist Rome Campus students in their counseling needs.
- New dish room in the Resident Dining Hall is in and working very nicely.

College Senate Report

Chair Katz

- College Senate passed a recommendation to support FCCC’s “Program Deactivation & Shared Governance” resolution.
- Matt Snyder updated the senate on Crisis/General Communication Plan
- Senate received a report on the “Academic Amnesty Program” that was passed by the Academic Policies & Standards Committee and discussed implementation.
- Shared feedback on the “Open Forum on Civility & Respect” held March 31, 2011.

President VanWagoner continued with his report

- We are working very hard to align budget requests with projected revenue for next year and hope to have something for the Board to consider at the May meeting.
- We have drafted a crisis communication plan that emphasizes timely notification to the college community and connects with the College’s existing Crisis Management Plan. Matt Snyder presented the draft to the College Senate and is in the process of reviewing it with the Cabinet and the Crisis Response Team.

President VanWagoner announced the resignation of Mark A. Guidi, Instructor, Airframe & Powerplant and announced the following retirements:

Rose Button, Assistant Dean of Student Support

Nancy Caputo, Professor/Associate Dean, Nursing and Allied Health, Center for Life and Health Sciences

Toni Carbone, Assistant to the President/Secretary, MVCC Board of Trustees

Kitty Dack, Assistant to the Vice President for Learning and Academic Affairs
Denise DiGiorgio, Vice President of Student Services/Dean of Students
Bob Jubenville, Professor/Dean, Center for Life and Health Sciences
Tim B. Mesick, Assistant Professor, Center for Language and Learning Design
Dennis B. Rahn, Director of Student Engagement
Ellen Gage Searles, Professor, Center for Language and Learning Design

7. Consent Agenda

Attachment a Minutes of the March 7, 2011 Board of Trustees meeting
Attachment b Treasurer's Report
Attachment c Benjamin Duerr, Multimedia Instructional Designer
Educational Technologies Department

Motion was made by Mrs. Wolf and seconded by Mr. Rayhill to approve Attachments 7a through 7c. Unanimously approved.

8. New Business

Attachment a Naming Opportunity

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

Attachment b Student Activity, Intercollegiate Athletic and Cultural Committee Budgets

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

Attachment c Sabbatical Leave – Dr. Carolyn West-Pace

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

Attachment d Conferring of Degrees

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

Attachment e Revised Student Code of Conduct

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

Attachment f Promotion in Academic Rank

Motion was made by Mr. Calli and seconded by Mr. Mathis to approve Attachment 8f. Unanimously approved.

Attachment g Administrative Appointments

Motion was made by Mr. Rayhill and seconded by Mr. Calli to approve Attachment 8g. Unanimously approved.

Attachment h Non-Teaching Professional Promotions

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

Attachment i Non-Teaching Administrator Promotions

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

9. Discussion Item

Vice President Feola updated the Board on our security infrastructure and equipment.

- During the summer of 2007 the College engaged the services of a consultant to review the condition of the existing phone system that consisted of a mix of analog and digital components. An RFP was developed and issued. The award was made to RONCO/Nortel . In September, 2009, Avaya Networks acquired RONCO/Nortel. A meeting is scheduled later this week with Avaya representatives to review their proposal and cost for the needed upgrades.

A copy of the full report is available in the President's Office.

A motion was made to enter into Executive Session to discuss personnel issues and negotiations at 5:15pm by Mrs. Wolf 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. Rayhill. Unanimously approved.