

**APPROVED
SEPTEMBER 19, 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 the Hall Board Room of Mohawk Valley Community College, Utica, New York was called to order by Chair Falvo at 4:09 p.m. on Monday, August 15, 2011.

Members Present

Esther Caldwell
Bill Calli
Tony Colón
Elaine Falvo
David Mathis
John Stetson
Sheila Vandever
Mary Carmel Wolf

Members Excused

Peter Rayhill

A motion was made to enter Executive Session to discuss the budget at 4:10 p.m. by Sheila Vandever and seconded by Bill Calli. Unanimously approved.
The meeting reconvened at 4:30 p.m.

2. Chair's Report

Chair Falvo began by welcoming everyone to the new academic year. She recapped President VanWagoner's Convocation remarks and mentioned its overall theme of abundance. She welcomed some new faces to the College including Stephanie Reynolds and Esther Bankert. Chair Falvo congratulated Vice Chair, David Mathis on receiving the regional ACCT award and stated that it is one of five nationally. She announced that President VanWagoner has been appointed to the Governor's Mohawk Valley Regional Economic Development Council. The council is putting together a plan to be presented to the Governor and his team that will compete statewide for grants, to which President VanWagoner replied, "we're in it to win it". Chair Falvo reminded the group of the NYCCT Trustee Institute on September 16 and 17 and the ACCT Leadership Congress in Dallas, October 12 through 15. Chair Falvo asked the group if anyone noticed anything different in the Board Room. David Mathis said the portrait of the Student Trustee is new, to which Chair Falvo presented Mr. Mathis with a gift for noticing the change.

3. Treasurer's Report

Vice President Feola reported that summer revenues were below target however aggregate revenues are up approximately 5.5% above budget for the year mainly due to the increase in enrollments. He went on to say that YTD expenses are slightly below budget particularly in

utilities and general maintenance expenses. Fringe costs are tracking above budget due to retirement and social security payments. At this time it is estimated that approximately \$1.6 to \$2 million will be needed to underwrite the 2010-11 budget. The college's independent auditors also completed their preliminary on site review.

4. Committee Reports

Nominating committee

Vice Chair Mathis presented the following on behalf of the nominating committee:

Chair, Elaine Falvo
Vice Chair, David Mathis
Secretary, Jill Heintz
Treasurer, Ralph Feola

A motion was made by Tony Colón to approve the nominations and seconded by Sheila Vandever. Unanimously approved.

Vice Chair Mathis also updated the group on the Dorm Corp.'s officers for the upcoming year. They are as follows:

Chair, Peter Rayhill
Vice Chair, John Stetson
President, Randy VanWagoner
Secretary, Dennis Gibbons
Asst. Secretary, Stephanie Reynolds
Treasurer, Lynn Breen
Assistant Treasurer, Ralph Feola

5. Student Trustee's Report

Esther Caldwell reported the following:

- Student Congress had a retreat on July 21st to discuss leadership goals for the upcoming semesters. President VanWagoner met with us toward the end of the day. The retreat went very well.
- Met with the Vice President Reynolds and Morris Pearson on separate occasions regarding the civility committee. So far this summer there has not been much movement but everyone is ready to get off the ground running at the start of the semester.
- Attended the Rome kickoff event; as a student it was very inspirational to see the Rome community so willing to support the major gift campaign.
- New student orientation is off to a great start having completed three days last week and two more this week. Some students are a little nervous about returning to college yet very excited. A very large number of students attended this year. The Rome Atrium was full as was the Utica Commons which actually overflowed into ACC116.
- Phi Theta Kappa Honor Society is planning a College Completion Signing Event for Tuesday, August 30th as part of Welcome Week. The purpose of this event is to promote awareness of the importance of completing an Associate's Degree and to provide an opportunity for students to show their commitment. There will be a tent on the quad

from 9 a.m. to 5 p.m. for students to get information and sign their support to the challenge, with some giveaways to recognize their participation. In addition, there will be a special signing with President VanWagoner and student leaders during the day pledging their support, and a motivational speaker in the later afternoon sponsored by Phi Theta Kappa, Student Congress, and the CSTEP Program. The College Completion Signing Event is part of our honor society's chapter college project which positions us well to achieve the five-star level for this year.

6. President's Report

President VanWagoner began by thanking Chair Falvo and all those who attended Convocation this morning. He also thanked Sheila Vandever and Mary Carmel Wolf for attending Ron Cantor's farewell reception this past week. President VanWagoner welcomed Stephanie Reynolds and then asked for the Vice President's reports.

Vice President Eannace

Vice President Eannace reported the following:

- Faculty have returned and we are ready-to-go on advising with the new DegreeWorks software and teaching to the Completion Call to Action!
- We are up 4.70% in FTE compared to last year at this time.
- We are finalizing an agreement with Keuka College to offer full transfer at junior status to our Human Services graduates into a Bachelor of Social Work degree program to be taught on our Utica Campus.

Vice President Feola

Vice President Feola reported the following:

- Field House and Fitness Center equipment and will be ready for the start of classes next week. Work began this week on the installation of the athletic flooring, a process that is expected to take approximately 4 to 5 weeks with a projected completion date of mid-September. Work in the gym has progressed to a point that the Codes Office and Department of Social Services will allow the Day Care Center, classes and offices to be occupied while work continues in the lobby and other areas of the building. Despite the progress in getting to this point not all building systems in the gymnasium will be operational until early fall. The contractor will also begin filling the pool next week.
- Officers Katz, Polak and Tracy completed the state's 12-week Peace Officer Program. Training took place at the Zone Five training facility in Schenectady, N.Y. The class consisted of 22 graduates from seven organizations (RPI, St. Rose, HCCC, MVCC, Skidmore, Albany Medical Center and University Heights Association). Currently the college has 5 Peace Officers, which carry the County title of Sr. Campus Safety Officer. Additionally Mike Mosher, a part-time safety officer on the Rome Campus was hired as our dispatcher and will work Tuesday through Sunday from 7 p.m. to 3 a.m.
- Installation of the new camera system is expected to be completed by mid-September. The process entails a one-for-one replacement of the existing units.

- The MOU with the Utica Police Department was approved by the NYS Division of Criminal Justice and with that officially recognized the College as a Public Safety agency. Security is now working with the Rome Police Department to work out an MOU agreement with them as well.
- It has been a very busy July/August for staff in the Business Office and Financial Aid. As of last Tuesday, Financial Aid had processed over 7,800 aid applications. The Business Office had issued 3 e-mail billings to students, sent out final reminder post cards on August 8 and notified students by phone on August 9 reminding them of the pending August 11 payment due date. To date the office has processed 5,800 payments.

Vice President Reynolds

Vice President Reynolds reported the following:

- She has been here since July 5 and has worked with President VanWagoner on developing a 100 day plan, which includes:
 - Understand Student Affairs goals for 2011-2012 Strategic Plan
 - Identify all units actions steps in support of goals
- Met with many people and learned that people are feeling one constant: change is afoot and most are very ready for it.
- The new MVCC online application will be ready by mid-September and available for applicants for the Spring 2012 semester.

Career Transfer and Job Placement

- Populating Banner tables to effectively centralize transfer credit evaluations and facilitate the application of credit to the student record.

First Year Experience and Academic Advising

- Advisors started migrating more and more to the Degree Works environment, and we began working with Financial Aid and the DW team to improve the process and consider how we will respond when students register for non-aidable courses.
- A charter was drafted for the Early Alert Response team (for Fall pilot per the retention plan).

Registrar

- Degree verification on line. Staff is working with IT and the National Student Clearing House testing the transmission of data to set up the on-line service

College Senate Report

David Katz reported that Senate is on track for earlier elections and that Committee Chairs will meet on Wednesday for training which will include learning how to populate the website with minutes and other important information.

(President's Report)

President VanWagoner continued his report with the following:

- Congratulations to Maryrose Eannace on being appointed to the NCIA Board.
- MMR legislation was not passed, but there are signals to try again this year.

- The President's Report to the Chancellor is complete.
- President VanWagoner is scheduled in Rome 2-3 days a week through October and appreciate the Vice Presidents scheduling themselves to spend time at the Rome Campus also.
- Distributed the SUNY Report Card.

Sheila Vandever asked for an update on the Plumley Building signage. The aluminum signage (eventually with up lighting, pending budget) is in production and will hopefully be installed by the start of classes.

David Mathis expressed his concern, in addition to ACCT's regarding the SUNY resource alignment. He asked if there is a movement to bring Community Colleges and SUNY's together (i.e. SUNY IT and Morrisville). He stated that the Chancellor communicates well with the Presidents and not the Trustees. As a result they are feeling a diminished role across the board. The Community College Trustees are considering requesting a meeting with the Chancellor.

7. Consent Agenda

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| <i>Attachment a</i> | Minutes of the June 13, 2011 Board of Trustees meeting |
| <i>Attachment b</i> | Treasurer's Report |
| <i>Attachment c</i> | Michelle Adler, Instructor in the Center for Life and Health Sciences |
| <i>Attachment d</i> | Belinda C. Alvarado, English – ESL Instructor in the Center for Language and Learning Design |
| <i>Attachment e</i> | Esther Bankert, Dean of the Center for Life and Health Sciences |
| <i>Attachment f</i> | Pamela Fess, Associate Dean of Nursing and Allied Health |
| <i>Attachment g</i> | Danielle Ingber, CSTEP Project Assistant |
| <i>Attachment h</i> | Tia M. Lockwood, ESL Instructor in the Center for Language and Learning Design |
| <i>Attachment i</i> | Andrea Roberts, Instructor in the Athletics and Physical Education Department |
| <i>Attachment j</i> | Brandon Shaw, Instructor in the Center for Language and Learning Design |
| <i>Attachment k</i> | Vito J. Sparace, Instructor in the Center for Social Sciences, Business and Information Sciences |
| <i>Attachment l</i> | Susan Weikel, Instructor in the Center for Life and Health Sciences |
| <i>Attachment m</i> | Michael S. Zombek, Technical Assistant – Video/ Educational Technologies |
| <i>Attachment n</i> | Amy M. Warmingham, Instructor in the Center for Social Sciences, Business and Information Sciences |

Motion was made by Mary Carmel Wolf and seconded by John Stetson to approve Attachments 7a through 7n. Unanimously approved.

8. New Business

Attachment a Continuing Appointment (PA), Justin Wilcox
Motion was made by Sheila Vandever and seconded by Bill Calli to approve Attachment 8a. Unanimously approved.

Attachment b December Break
Motion was made by David Mathis and seconded by Sheila Vandever to approve Attachment 8b. Unanimously approved.

Attachment c Capital Project – Field House
Motion was made by Sheila Vandever and seconded by David Mathis to approve Attachment 8c. Unanimously approved.

David Mathis asked for clarification on this resolution. Vice President Feola said that the State is requiring a resolution by the Board of Trustees.

9. Program Update

Dr. Eannace presented a program update on Support for Under Prepared Students.

10. Discussion Items

a. Board Policy Development, Keith Fenstemacher
Keith Fenstemacher provided a PowerPoint presentation regarding the MVCC Board Policy Manual and what it should/may include.

Chair Falvo suggested that the Board form a Governance Committee or group to work with the administration that is currently revising the Board Policy Manual. President VanWagoner's hope is to have a policy manual with a comprehensive set of related administrative procedures. Mr. Fenstemacher stated that while writing policy, it is important to keep in mind, "why are we doing this, not how are we doing this."

Tony Colón and Sheila Vandever volunteered to work with the administration in revising and developing a new Board Policy Manual.

b. Board Policy Manual – Section I

Chair Falvo suggested we not move on Discussion Item 10b. until the policy group meets.

11. Adjournment

A motion was made to enter into Executive Session to discuss personnel items at 6:10 p.m. by David Mathis and seconded by Mary Carmel Wolf. Vice Chair Mathis stated that the meeting would not reconvene for any action. Unanimously approved.