MOHAWK VALLEY COMMUNITY COLLEGE UTICA AND ROME, NEW YORK

The meeting of the Board of Trustees of Mohawk Valley Community College will be held on Monday, November 19, 2012 at 4 p.m., in the Hall Board Room, Payne Hall 300, Mohawk Valley Community College, Utica, New York.

- 1. Call to Order
- 2. Chair's Report
- 3. Treasurer's Report
- 4. Committee Reports
- 5. Student Trustee's Report
- 6. President's Report
- 7. Consent Agenda
 - a. Minutes of October 15, 2012 Board of Trustees Meetings
 - b. Treasurer's Report
 - c. William V. Newman, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology
- 8. New Business
 - a. Amend Student Congress Constitution and Bylaws
- 9. Program Update International Education, Sandra Engel, Dan Ianno and Sara Boulanger
- 10. Discussion Items
- 11. Adjournment

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, Payne Hall, Mohawk Valley Community College, Utica, New York was called to order at 4:05 p.m. by Chair Falvo on Monday, October 15, 2012.

Members Present

Elaine Falvo
William Calli, Jr
Tony Colón (excused arrival at 5 p.m.)
David Mathis (excused departure at 5:05 p.m.)
Peter Rayhill
Christopher Sleys
John Stetson
Sheila Vandeveer
Mary Carmel Wolf

2. Chair's Report

Chair Falvo began by welcoming those members who have been traveling back for the October Board meeting. She extended the Board's condolences to Bill Calli for the untimely passing of his father. She went on to present him with the NYCCT Marvin A. Rapp Award for Distinguished Service. The awards' ceremony took place in September and Mr. Calli was unable to attend due to his father's passing. Chair Falvo said that she attended today's Rome scholarship luncheon along with Rob Angelicola, County Executive Picente, Mayor Fusco, President VanWagoner and many others. She extended her thanks for all of those involved in organizing such a lovely event. She concluded by asking for the Treasurer's report.

3. Treasurer's Report

Vice President Feola reported that the auditors are on site and will be here for several weeks reviewing accounts and records in the Business Office, including payroll, purchasing and payables. In addition they will be reviewing grants under federal 133 Audits Guidelines and Federal Title IV programs. Prior to the auditors' arrival the Business and Financial Aid offices have been involved in preparation for the audit. This month's Board material includes Budget Amendment #1, increasing the 2012-13 budget by \$1,458,477. The amendment represents the continuation of multiyear grants that cross over from the 2011-12 fiscal year and includes \$886,760 balance on the Department of Labor, Cybersecurity grant and Department of Education's Utica GEAR-UP grant of \$273,392. Additionally, there is receipt of a one year MV Upward Bound grant for \$250,000.

4. Committee Reports

Audit/Finance Committee

John Stetson reported that the Audit/Finance Committee met with the auditors just prior to today's Board meeting. D'Arcangelo will have a new managing partner taking the lead on this year's audit; otherwise the team is the same. The Audit Committee will report back at the November meeting followed by the audit report for review at the December meeting.

NYCCT report

David Mathis reported that he attended the October 2 Chancellor's meeting. He also reported on the NYCCT conference that took place in late September. He highlighted some of the speakers, including Stephen Acquario (NYSAC), Johanna Duncan-Portier (Senior Vice-Chancellor for CC's) and Deborah Glick who David said was the most important member of the NYS legislators when it comes to Community College support. Brian Hutzley (SUNY CFO), Lieutenant Governor, Bob Duffy and SUNY Board Chair, H Carl McCall also spoke at the conference. Mr. Mathis went on to say that he just returned from the ACCT Conference in Boston and shared that the overarching theme was student success and completion which he feels is what the College should be focusing on. He echoed Chair Falvo in regard to grants and their sustainability as a topic at the Conference. Program review, cybersecurity and student privacy were among the many topics discussed as well.

Chair Falvo thanked David for his continued participation in NYCCT and ACCT and for sharing the ideas and initiatives with the Board.

5. Student Trustee's Report

Christopher Sleys reported that he met with the Vice Presidents last week and the dialog was once again, very productive. Student Congress has made some changes to their Constitution which the Board will see later on the agenda. Mr. Sleys said that Student Congress would like to create a Vice President of the Rome campus role to enhance the Utica/Rome student connection.

Mr. Mathis added that Chris attended the NYCCT conference in September. Mr. Mathis and President VanWagoner agreed that his attendance was good for him in making the "bigger" connections to the larger student trustee pool within SUNY.

6. President's Report

President VanWagoner began by asking for the Vice President's reports.

Vice President Reynolds

Vice President Reynolds reported the following:

ADMISSIONS AND INTERNATIONAL STUDENTS

- MVCC welcomed 23 <u>new</u>, <u>first-time</u> International Students for the Fall 2012 semester, compared to 18 the previous Fall, and 10 in the Fall of 2010.
- Sara Boulanger has just returned from a recruitment trip in Vietnam. Vice President Reynolds will be debriefing with Sara and Dan Ianno to determine next steps.

RESIDENCE LIFE

• Finalized the fall 2012 occupancy process and ended at an above budget occupancy rate of 98%; budgeted for a conservative 92%.

HEALTH CENTER

- Established new first responder protocol on campus.
- Established new "nurse hours."

DISABILITY SERVICES

- Significant increase in services provided:
 - Testing: (23% increase) 165 tests (134 for Sept. 2011) were administered (19 class days)- average 9 tests per day
 - Numbers of students registered with the Utica office is 433; (375 students 2011) Rome has 68 students registered at this time. (13% increase)
 - Coordinated and processed 20 e-text requests; a total of 256 requests have been processed thus far for this semester, the highest number we've seen to date (up 38%)

Mary Carmel Wolf asked if the College has increased staffing in response to student need. Vice President Reynolds said that staffing has increased over the past few years.

Vice President Eannace

Vice President Eannace reported the following:

Vice President Eannace introduced new Dean of STEM Center, Seyed Akhavi. Seyed
comes to us from the Technical Career Institutes in NYC where he was Dean of
Technology in the Engineering and information Technologies Division. Prior to that, he
served as Dean of Information and Engineering Technologies at Jefferson Community
College in Steubenville, Ohio. His baccalaureate and master's degrees are in Electrical
Engineering, earned at Youngstown State University.

• Enrollment

- With dual credit numbers beginning to come in ahead of schedule from last year, the College is at a -1.53% in FTE enrollment and up 4.34% in headcount compared to last year at this time. Dual credit numbers will not be fully reported until mid-November.
- Orion Bus is in the process of laying off what may amount to 500 employees by the end of March. The Academic Unit is working closely with Adult Learning Services colleagues and other Student Affairs partners including Admissions and Placement Testing in preparing to serve a potential 150 or more of Orion's former employees beginning in the Spring semester. There is early expressed interest in such areas as CNC-Machining, Air Conditioning, Electrical, Welding, Airframe and Powerplant, Cybersecurity and some healthcare programs. These displaced workers are eligible for Trade Act funding which will allow for three years of study to account for pre-requisites in pursuit of associate degrees as well as certificates. The first information session for these potential students is on October 30th with two sessions timed to accommodate shift times. The College is gearing up in academic areas of interest to be able to accommodate enrollment.

• With the nationwide focus on college completion, MVCC held **Commit to Complete** events on both campuses on October 3rd. Both were well attended. The Academic Affairs motto is that we want our students to not only complete but to flourish!

David Mathis said that when looking at programs for the dislocated workers from Orion Bus, the College should be offering and encouraging degree programs over certificates, according to the Trade Act guidelines.

Vice President Feola

Vice President Feola reported the following:

- Security completed and uploaded the Cleary Report to the Dept. of Education website.
- The first release of financial aid checks took place last week. Total disbursement was just under \$3.2 million of which \$1.8 million was distributed to ASC and the Dorm Corp to cover room, board and bookstore deferrals. The second major release of checks is scheduled for Friday October 26th.
- The Business Office completed preparations for the year-end audit and the auditors are on site. Last week auditors were on campus working on ASC and Dorm Corp audits.
- Bid packets for actuarial services required under GASB 45 (Other Post-Employment Benefits) were received last week and after reviewing the proposals and reference checks Armory Associates out of Syracuse, NY was selected. The selection will result in a cost reduction to the College of \$4,600 spread over 4-years of the contract.
- County work at the Hanger is complete with only punch list items remaining. The county also approved March Associates to develop drawings for repair of the brick at the area above the pool and performance gym that experience leaks during heavy wind driven rains. It is anticipated that the work will be done before winter. Work is also underway to re-side the Plumley penthouses and replace caulk at the entryways to the building.

Chair Falvo asked for clarification on the brink/tile repairs in the pool area. Vice President Feola clarified that the work is "old" work and not from the recent construction/renovation of the Jorgensen Center.

College Senate Report

Senate Chair, Don Kelly reported the following:

- Senate met on Tuesday, October 2 (Senate Advisory Committee met September 24).
- Chair Kelly continues to work with Albert Rudder, Student Congress President, on staffing Senate committees. Student Congress has appointed Sonia Tal as alternate representative to the Senate.
- Chair Kelly met with chairs of Civility Design Team to develop charge, proposed membership for Senate Civility Committee. These will be presented to the full Senate in November.
- Chair Don Kelly and Curriculum Committee Chair Steve Frisbee attended the Faculty Council of Community Colleges Fall Governance Leaders Conference at Hudson Valley Community College September 28-29. It included sessions on:
 - Shared campus concerns
 - o SUNY's approach to mobility, completion and success
 - o Governance issues

- Senate authorized formation of ad-hoc committees to report on:
 - o Revisions to College Policies and Procedures on Emeritus status;
 - Possible roles for a Senate Committee on Social Justice.
- Received report of the Academic Policies and Standards Committee.
- Received and considered a recommendation for Dean representation on the College Senate.
- Received, reviewed and recommended adoption of an Academic Integrity Policy.
- Was asked to consider modifications to procedures used to monitor activities in open computer labs. Senate authorized formation of an ad-hoc committee to recommend possible changes.

Upcoming Meetings:

- Next Senate Advisory Committee meeting is Monday, October 29.
- Next Senate meeting is Tuesday, November 6.

(President's Report)

President VanWagoner said that he too attended the ACCT conference with David Mathis and Tony Colón. He said that he attended workshops regarding Board involvement, financial aid programs, program development and review, K-12 relationships, and campus safety. He said that he has some ideas about future Board meeting agendas and he would like to eventually discuss with the Board. President VanWagoner distributed a draft agenda for the November retreat as well as a "Policy action agenda for student success". Jill will send an email with some possible retreat dates/times for Board feedback. Board members should contact Jill with any additional agenda items for the November retreat.

President VanWagoner invited Board members to attend the November 5 meeting with the BOL Economic Development Committee where the County Trustee replacements and the Master Plan will be discussed. David Mathis said that the College should have a firm commitment to Rome in the immediate future with regard to the Master Plan and funding. Chair Falvo stressed the importance of the College having a clear understanding of the Master Plan before meeting with the BOL committee on November 5. The Board had an active dialogue around this topic and agreed to have a special meeting to review the Master Plan prior to the BOL committee meeting. Jill will send meeting times out to the Board for consideration.

7. Consent Agenda

Attachment e

Chair Falvo asked for ratification of Attachments 7a - 7o which were carried over from the September meeting when the Board didn't have quorum and was unable to vote.

Attachment a	Minutes of August 20, and September 17, 2012 Board of Trustees
	Meetings
Attachment b	Treasurer's Report
Attachment c	Amend Staffing Plan: Human Resources
Attachment d	Joanne Marchetta, Assistant to the Office of Learning and
	Academic Affairs

Rosemarie Pastorella, Student Services Specialist-Adult Learner

Enrichment

Attachmentf	Breanne Rathbun, Tutor/Mentor – Mathematics
Attachment g	Ibrahim Rosic, Interim Coordinator of the Learning Center
Attachment h	Matthew J. Warchal, Upward Bound Tutor/Mentor
Attachment i	Professional Association Continuing Appointment
	David Nackley, Instructor, Center for Arts and Humanities
Attachment j	John Nehme, Career and Job Placement Counselor
Attachment k	Amend Staffing Plan: Douglas Higgins, TRIO-Upward Bound and
	Gear-Up
Attachment l	Patrick Mangino, Youth Academic Specialist
Attachment m	Joanna N. Nassimos, Interim Learning and Assistive Technology
	Support Specialist
Attachment n	Student Congress Constitution
Attachment o	Salary increases for Exempt Staff

Motion was made by David Mathis and seconded by Tony Colón to approve Attachments 7a through 7o. Unanimously approved.

8. New Business

Attachment a	Amend BOT Policy Section V – Physical Resources, Use of
	College Facilities: Conflict of Interest Use of Facilities
Attachment b	Seyed Akhavi, Dean of the Center for Mathematics, Engineering,
	Physical Sciences and Applied Technology
Attachment c	John Burns, Technical Assistant – Disabilities Services
Attachment d	Erica Carrock, Student and Residence Life Specialist
Attachment e	Thomas Gleason, Assistant Director of Facilities and Operations
Attachment f	Vincent R. Pellizzi, Educational Applications Assistant –
	Information Technology
Attachment g	Nolan Snyder, Technical Assistant-Placement Testing
Attachment h	Jenny Spinelli, Student Enrichment Associate
Attachment i	Promotions in Academic Rank
Attachment j	Program Announcement: Associate in Applied Science in Law
	Enforcement
Attachment k	Program Announcement: Certificate in Law Enforcement
Attachment l	Program Announcement: Associate in Applied Science in
	Entrepreneurship
Attachment m	Program Announcement: Certificate in Entrepreneurship

Motion was made by William Calli and seconded by Sheila Vandeveer to approve Attachments 8a through 8i. Unanimously approved.

Vice President Eannace reviewed the four program announcements at Chair Falvo's request.

Motion was made by John Stetson and seconded by David Mathis to approve Attachments 8j through 8m. Unanimously approved.

9. Program Update

John Bullis and Norayne Rosero presented an update on the Middle States Periodic Review Report (PRR).

10. Discussion Items

Attachment 10a Amend BOT Policy Section II – Emeritus Status

President VanWagoner reviewed the proposed change to the Emeritus status and stated his appreciation for the Senate's expanded view. He asked the Board if they would be in support of the "distinguished retiree" category of which they were all in support. The policy will be updated to reflect the appropriate positions as well as any additional Senate recommendations and revisited at the November meeting.

Motion was made by William Calli and seconded by Mary Carmel Wolf to enter into Executive Session with no further action to be taken at 5:30 p.m.

The meeting reconvened at 6:05 p.m.

11. Adjournment

A motion was made by William Calli and seconded by Sheila Vandeveer to adjourn the meeting at 6:06 p.m. Unanimously approved.

ATTACHMENT 7b

Warrants – October 2012

Warrant #	Date	Amo	ount	
2013-07	10/05/2012	\$	3,189,850.37	General Expense
2013-08	10/09/2012	\$	848,202.95	Payroll
2013-09	10/10/2012	\$	1,063,105.02	General Expense
2013-10	10/23/2012	\$	826,320.62	Payroll
2013-11	10/24/2012	\$	659,063.24	General Expense
2013-12	10/26/2012	\$	7,765,785.36	General Expense

Note – Details may not equal Warrant due to either cancelled check adjustments or rounding.

Total \$ 14,352,327.56

Treasurer's Report Monthly Investment Schedule October 2012

Date of No

Purchased Maturity Days Rate Amount Bank

Money Market Activity – JPM Chase – Government Premier Money Market

10/31/2012 \$ 692.93 Interest

Balance at 10/31/2012 \$ 4,087,114.91

Current Interest Rate .20%

November 2012

Monthly financial statements are not available at this time as all accounts must remain open for review and verification by the College's independent auditors. The audit review includes direct and independent confirmation and reconciliation of cash balances with banks. Vendor payables, amounts received and/or due the College from third parties and comments from legal counsel. Because the books must remain open until fieldwork and verification of records is complete to allow for possible audit adjustments and as this process is not expected to be completed until later this month, publication of monthly financial statements will be delayed.

MOHAWK VALLEY COMMUNITY COLLEGE UTICA, NEW YORK

MEMORANDUM November 19, 2012

TO: MVCC Board of Trustees

FROM: Randall VanWagoner

President

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the following Budget Amendment #2 to the 2012-13 Operating Budget be and hereby is approved:

BUDGET AMENDMENT NO. 2 2012-13 OPERATING BUDGET

From: \$52,011,687 To: \$52,304,377 Increase: \$292,690

CHANGES TO APPROPRIATION ACCOUNTS

Grants (100% Offset)		<u>From</u>	<u>To</u>	<u>Difference</u>
Personal Services	60000	\$619,903	\$813,017	+ \$193,114
Equipment	72000	\$5,104	\$5,104	+ \$0
Contractual	74000	\$1,001,287	\$1,038,520	+ \$37,233
Fringe Benefits	78000	\$282,183	\$344,526	+ \$62,343

TOTAL INCREASE IN GRANT APPROPRIATIONS \$292,690

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CHANGES TO REVENUE ACCOUNTS

Grant Revenues (100% Offset) \$1,908,477 \$2,201,167 + \$292,690

BACKGROUND

To include the following new Grants approved for another year:

FY'13 Diversity Honors Scholarship Program	SUNY	\$7,283
FY'13 Mohawk Valley Educational Opportunity Center, Year 2	USDOE	\$285,407

ATTACHMENT 7c

MOHAWK VALLEY COMMUNITY COLLEGE Utica and Rome, New York

MEMORANDUM November 19, 2012

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.

President

SUBJECT: Appointment of William V. Newman

Instructor in the Center for Mathematics, Engineering, Physical Science and

Applied Technology Position Number 258

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that William V. Newman be appointed to the position of Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology. This is a term appointment beginning January 15, 2013 through June 3, 2013 at a prorated salary of \$41,149 for the term.

BACKGROUND

This position is vacant because of the retirement of Gemma Rodrigues. Mr. Newman will be teaching Chemistry courses while a permanent replacement is sought.

MOHAWK VALLEY COMMUNITY COLLEGE Utica and Rome, New York

MEMORANDUM November 19, 2012

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.

President

SUBJECT: Background Information on William V. Newman

RESIDENCE: Stittville, New York

EDUCATION

1968 M.S. in Chemistry and Education
1966 B.S. in Chemistry and Education
1963 A.A.S. in Electrical Technology

State University of New York at Oswego

Oswego, New York

EXPERIENCE

Spring & Fall 2012 Instructor (Term)
2008 – 2011 Instructor (Part-time)
Fall 2007 Instructor (Term)
1968 – 2006 Associate Professor

Mohawk Valley Community College

Utica and Rome, New York

NEW BUSINESS 8a

MOHAWK VALLEY COMMUNITY COLLEGE Utica and Rome, New York

MEMORANDUM November 19, 2012

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.

President

SUBJECT: Student Congress Constitution and Bylaws

I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Student Congress Constitution and Bylaws be amended as follows:

Constitution

Article IV – Structure of the Student Congress

Section 3 and Section 4

Section 3 –

Any student who is a member of Student Congress is eligible to hold an elected or appointed position in Student Congress. Such positions are: President, Vice-President of Utica Campus, Vice President of Rome Campus, Student Trustee, Program Director, Vice President of Marketing & Promotion, and Treasurer. Upon assuming the duties of a position, the student must carry and continue to carry, while holding the position, a minimum of nine (9) credit hours (or equivalent hours) and maintain a minimum GPA of 2.5 as recorded in the Registrar's Office and may not be a designated delegate of a club or a member of a Standing Committee of Student Congress.

Section 4 –

The President, Vice-President of Utica Campus, Vice President of Rome Campus and the Student Trustee will be elected officers of Student Congress. They shall be elected by a plurality vote from and by the voting membership of Student Congress at the annual elections or when there is a vacancy.

Article VI – Branch Campuses

Section 3 -

Students at the Rome Campus of Mohawk Valley Community College may elect to be an active member of either Rome Campus Student Congress or Utica Campus Student Congress. No distinction or preference shall be shown to students of either body of Congress. Rome Campus Student Congress is not a separate entity from Utica Campus Student Congress and exists to facilitate concerns from the Rome Campus to the Utica Campus in a clear and concise manner. Continuation or the availability of Go-To-Meeting will occur each Thursday at Utica Campus Student Congress meetings.

By-Laws

Article II -

Section 3 - Meetings of Congress

D. Rome Campus shall hold Student Congress meetings after all proposals are posted on Blackboard but before Utica Campus Student Congress meetings. The Rome Campus student body shall cast their vote for each proposal that is eligible to be voted on at this meeting.

Article III – Officers and Administrators

Section 1

- A. Student Congress at a meeting in the month of April prior to the 20th of that month shall receive the nominations of current members for the offices of President, Vice-President of Utica Campus, Vice-President of Rome Campus, and the Student Trustee for the next academic year.
- B. Nominations may be made at this meeting only. Nominations may be made from the floor or received in writing. Members may self nominate. Members need not be present to be nominated and may be nominated in writing prior to this meeting from interested members or may be made from the floor. In order to be nominated for the position of Vice President of Rome Campus, the nominee must be a student of the Rome Campus.
 - G. In the event of a vacancy in the office of Vice-President of Utica Campus, Vice-President of Rome Campus or Student Trustee, nominations will be accepted at one meeting of Student Congress and elections will take place at the next regularly scheduled meeting or online.

Section 2

E. If there is an unexpected event or emergency occurrence the President (first) or the Vice-President of Utica Campus (second), Vice President of Rome Campus

(third) after consultation with the Student Activities Office shall be empowered to sign documents in the absence of administrators.

Section 4

If the Office of President of Congress is vacant, the Vice-President of Utica Campus will serve as President of Congress. A new Vice-President of Utica Campus shall be elected. If both positions are vacant the order of succession shall be Vice-President of Rome Campus, Treasurer, Program Director, Vice President of Marketing & Promotions, then the Student Trustee.

Section 5 – Duties of Officers and Administrators

A. President of Congress

8. If the President is unable to chair a meeting of Executive Committee, or cannot fulfill the duties of office, the following is the order of succession: Vice-President of Utica Campus, Vice-President of Rome Campus, Treasurer, Program Director, Vice-President of Marketing & Promotion, then the Student Trustee.

C. Vice-President of Rome Campus

- 1. Shall call and chair Student Congress meetings on the Rome campus.
- 2. Shall act as a spokesperson for the Rome Campus.
- 3. Shall be elected from and by the voting members of Student Congress who attend the Rome Campus.
- 4. Shall be a voting member of the Executive Board.
- 5. Shall call into the Executive Meeting to represent the Rome Campus Student Body. Concerns and questions from the Rome Campus student body shall be clarified and documented on Blackboard.
- 6. Shall attend the Student Congress meeting on the Utica Campus.
- 7. May act as a representative of all Rome based clubs.
- 8. Shall bring all Rome Campus votes to the Utica Campus Student Congress meeting for the proposals to be voted on that week.

Article IV. Committees, Boards, Councils and Other Organizations

Section I. Subcommittees

H. Executive Committee

2. Shall have as a membership all elected officers, Vice President of Utica Campus Vice President of Rome Campus, the Treasurer, Program Director, and Vice-President of Marketing & Promotion.

BACKGROUND

The students recognize that we are one college with two campuses and there was a need to formalize that within the Student Governance body.