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, December 17, 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 November 19, 2012 Board of Trustees Meetings
   b. Treasurer's Report
   c. Richard D. Kelly, Instructor in the Center for Social Sciences, Business and Information Sciences
   d. Frank C. Druse III, Instructor in the Center for Life and Health Sciences
   e. Robert Joseph Woodrow, Assistant Dean of the Center for Life and Health Sciences
   f. Jason Yager, Assistant Professor – Center for Social Science, Business and Information Sciences

8. New Business
   a. Emeritus – Sheila Vandeveer
   b. Emeritus – Mary Carmel Wolf
   c. Name Change: STEM Center (from Center for Mathematics, Engineering, Physical Science and Applied Technology to Center for Science, Technology, Engineering and Mathematics
   d. Ratification of Collective Bargaining Agreement

9. Program Update
   Language Coordination, Jennifer Boulanger, Dean in the Center for Language and Learning Design.

10. Discussion Items
    a. Amend BOT Policy – Section I, Board Professional Development (First Reading)
    b. Administrative topic

11. Adjournment

ATTACHMENT 7a

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK

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 4:06 p.m. by Chair Falvo on Monday, November 19, 2012.

Members Present
Elaine Falvo
William Calli, Jr
Tony Colón
Camille Kahler
Peter Rayhill (excused departure at 4:40 p.m.)
Christopher Sleys
John Stetson

Members Excused
David Mathis

Chair's Report

Chair Falvo began by welcoming members of the Women's Soccer Team (and coaches) who recently won the NJCAA national championship. Associate Dean of Athletics and Physical Education Gary Broadhurst spoke of their recent victory and shared that their heart and commitment to winning and playing as a team is what ultimately won them the championship. He went on to share that Cross Country and Track Coach, Gary Parker was recently inducted into the NJCAA 2012 Cross Country and Track Hall of Fame. During Coach Parker's time at MVCC, his teams have won over 80% of all of the races they have competed in. Mr. Broadhurst introduced Women's Soccer Head Coach, Steve Senior who went on to share his thoughts on the season and recent victory, as well as thanking his Assistant Coach, Jim Vitale. He said that he started with 22 players and finished with 22 players, again a reflection of their commitment to each other. The team introduced themselves and shared their hometowns; all but two were from the immediate four-county area. Chair Falvo stated how happy and proud she and the Board are of the team and their coaches.

Chair Falvo continued her report by welcoming new Board member, Camille Kahler who was recently appointed by County Executive Picente and approved at last week's Board of Legislators' meeting. Ms. Kahler replaces Sheila Vandeveer. The Board of Legislators also approved Bill Calli to replace Mary Carmel Wolf whose term ended in 2010.

Chair Falvo concluded her report by recognizing the start of the holiday season and reminding everyone to appreciate those around us as well as to remember those we have lost, particularly herself and fellow board member, Bill Calli. She asked everyone to keep in mind everything we do in life is a game of negotiating and to remember to always keep moving forward. She wished everyone at the College a happy Thanksgiving on behalf of the Board.

Treasurer's Report
Vice President Feola reported the Auditors have completed their on-site work and with that the SUNY Annual Report was submitted. All accounting records were closed and he anticipates having an updated monthly report for the December meeting. Currently the MD&A section of the report is being finalized and state and sponsor long-term debt data is being collected for inclusion in the report. Additionally, the audit report is on track for presentation to the Audit Committee and full Board at the December meeting.

The November Board packet also includes budget amendment #2, recognizing receipt of two new grants. The SUNY Diversity Honors Scholarship program for $7,283 and the second year of the Department of Education Educational Opportunity Center grant of $285,407.

Committee Reports
There were no committee reports.

Student Trustee's Report
Christopher Sleys reported that there are two remaining Student Congress meetings this semester. He was happy to share that they have completed their major project, the creation and election of a VP for the Rome campus. Kyle Fuller was elected to the position. Mr. Sleys said that this will solidify the "one college" concept on the student side. He concluded by sharing that he will be transferring to RIT for the spring 2013 semester and that his successor, Matt Hrycan, was recently elected as the new Student Trustee. Mr. Sleys last meeting will be December 17.

The Board offered their congratulations to Chris and thanked him for his outstanding service over this past semester.

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

Vice President Feola
Vice President Feola reported the following:

- The College is working with Inceptia to review and conduct a detailed analysis of the College's 2010 cohort student loan/default status, which stands at 20.3% and assist in developing approaches to improve student repayment and lower the default rate. (If a college breaches the 30% threshold for three consecutive years, or hits a 40% default rate for a single year, schools could lose access to the federal student loans or Pell grants, or both.).
- Facilities is working with Towne Engineer to resolve an issue with the boilers in the Jorgensen Center that results in a drop of gas pressure when demand increases when the boilers first start. The overall pressure drops causing the boilers to shut down in safe mode that then requires a manual restart. A solution is being developed and it is anticipated that the necessary corrective measures could be installed as early as the holiday break in late December.

- With the Board's approval to add Sr. Campus Safety Officers, or Peace Officers, and the future possibility of arming officers, the College engaged a consultant to undertake a readiness assessment of the Public Safety Department. The process will entail a review of the department's organizational structure, its facilities layout, training level required and meetings with officers, students and staff.

Vice President Eannace

Vice President Eannace reported the following:

- Oneonta is the only SUNY Baccalaureate Institution that sends the College stats of our graduates; The newest numbers from Oneonta show that of the 23 graduates from MVCC who graduated from Oneonta this past May, 43% of them graduated cum laude, magna or summa cum laude!
- Enrollment numbers for fall are still lagging at minus 3.58% FTE, but intersession and spring are currently running ahead at +19.5 % and +15% respectively. Waitlists for spring are already being addressed by Assistant Deans who will monitor and add classes where able.
- The Deans and Vice President Eannace have been involved in scoring 82 applications for the prestigious Bellwether Awards from the Community College Futures Assembly. She shared what Dean Kahler had to say after he reviewed his group of applications: "I have to say, in regard to the applications, there were some interesting ones, but overall, I was again surprised at how far ahead we are. I think we could put up our DGV program, our new Honors Program, or a number of other things and be very competitive. It is good to know that we are doing good work." The review team plans to share (across the College) some of the tweaks and interesting add-ons the College can adopt to bring us even further ahead.
- The College has been asked by SUNY System to share our work on high school-college curricular alignment (under the able direction of Dean Quest) and developmental education (under the able direction of Dean Boulanger) at a Chief Academic officers meeting called by SUNY Provost David Lavalle at the end of this month in Albany. As the Board is aware from previous reports, the College is aggressively addressing these problems that are vexing community colleges across the country.

Vice President Reynolds

Vice President Reynolds reported the following:

<u>SSC/ FIRST YEAR EXPERIENCE & ACADEMIC ADVISEMENT</u>

- **Advisement** sign in traffic. <u>Once again, we far surpassed our numbers for all previous years, **up 73%,** from 643 last year to **1113** sign ins this October.</u> At first blush you would think that this is great. What we are realizing is that these students are not going to their faculty advisors so we will be working with our academic colleagues on understanding what we need to do better to funnel the students differently.

<u>STUDENT & COMMUNITY OUTREACH</u>

Student Activities

- Student Congress in collaboration with Team MVCC organized a Hurricane Sandy Disaster Relief Raffle and raised over $2700 to benefit the American Red Cross.

Magnet Bridge

- The Director has met with all 13 Magnet Bridge students to review mid semester grades and make appointment to schedule for Spring. Magnet Bridge serves Proctor High School and these students carry full-time college loads.

Civic Responsibilities

- In a collaborative venture between Academic and Student Affairs, Andrew Gladstone Highland and Patrick Johnson developed a panel discussion held in Rome and streamed to the Utica campus. The title was Building Bridges – A Community Dialogue for Better Race Relations. Approximately 120 people from both campuses participated.

ADULT LEARNER SERVICES

- Made preparations for two Orion Bus Information Sessions – provided information to approximately 120 employees and outlined both credit and non-credit offerings currently approved for Trade Act funding.

CAREER TRANSFER & JOB PLACEMENT SERVICES

- Hosted Career Fair in the Jorgensen Center on October 26th. 93 employers and more than 500 students and community members attended the event.
- Hosted the largest transfer fair to date with 75 four year institutions

COUNSELING

- Participated in the Purple Ribbon Campaign for Domestic Violence Awareness Month by selling bracelets and purple ribbons to benefit the YWCA. We raised total of $727 for the YWCA.

UPWARD BOUND

- The latest newsletter was disseminated
- Enrollment currently at 54, with applications in the pipeline that will meet the minimum requirement of 57.
- Project was audited with no major concerns.

College Senate Report

Senate Chair, Don Kelly reported that Senate met on Tuesday, November 6 (Senate Advisory Committee met October 29):

- Received a report from Public Safety Director Joe Palmer on engagement of the College on the topic of arming Peace Officers.
- Approved a resolution from the Faculty Council of Community Colleges supporting Rational State Aid and Tuition Plan for the Community Colleges.
- Approved a charge and membership for the Civility Committee.
- Received a report and endorsed the recommendation of the ad-hoc committee on emeritus status.
- Ad-hoc committee on improving the environment in open computer labs has been formed and is formulating recommendations.
- Reviewed process and criteria for evaluation of Distance Learning Instruction.

- Received reports from the following Senate Committees:
    - Facilities
    - General Education
    - International Initiatives

Upcoming Meetings:
- Next Senate Advisory Committee meeting is Monday, November 26.
- Next Senate meeting is Tuesday, December 4.

(President's Report)
President VanWagoner referred to the Senate's work on Emeritus and said that the Board should see follow up at the December meeting. He said that the College is working on updating the Affirmative Action Plan and that it may be a discussion item at a future Board meeting. He shared that the Board of Legislators approved the MOU to provide legal counsel to the College. He said that as he prepared for the orientation with new Board member Kahler, he realized that the section of (old) Board policy on Board Professional development and Orientation was overlooked. He will review and prepare something for a first reading at the December meeting. He concluded by stating that we will need an executive session to discuss negotiations.

Consent Agenda

Attachment a	Minutes of October 15, 2012 Board of Trustees Meetings
Attachment b	Treasurer's Report
Attachment c	William V. Newman, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology
Attachment d	Paul Gallagher, Director of Employee Relations

Motion was made by William Calli and seconded by John Stetson to approve Attachments 7a through 7d. Unanimously approved.

President VanWagoner apologized for the late add to the agenda – Paul Gallagher, Director of Employee Relations.

New Business

Attachment a	Amend Student Congress Constitution and Bylaws

Motion was made by Chris Sleys and seconded by Tony Colón to approve Attachment 8a. Unanimously approved.

Program Update
Sandra Engel, Sara Boulanger and Dan Ianno presented an update on the International Education plan.

Discussion Items
President VanWagoner proposed a possible format change to the Board agenda as a result of an ACCT workshop that he attended back in October at the National Meeting. He suggested written reports from the Vice Presidents be submitted ahead of the Board meetings to allow for more discussion on relevant College topics. The written reports will be a summary from the Vice Presidents' respective areas and time will be allowed for Board questions. The Board gave their approval to go ahead with this format for the December meeting.

Motion was made by William Calli and seconded by Tony Colón to enter into Executive Session with no further action to be taken at 5:10 p.m.

The meeting reconvened at 5:40 p.m.

Adjournment
A motion was made by William Calli and seconded by Tony Colón to adjourn the meeting at 5:41p.m. Unanimously approved.

ATTACHMENT 7b

Warrants – November 2012

Warrant #	Date	Amount		
2013-13	11/02/2012	$	248,426.84	General Expense
2013-14	11/06/2012	$	898,071.09	Payroll
2013-15	11/07/2012	$	906,302.86	General Expense
2013-16	11/16/2012	$	200,489.50	General Expense
2013-17	11/20/2012	$	1,046,642.31	Payroll
2013-18	11/21/2012	$	1,472,879.27	General Expense
2013-19	11/30/2012	$	38,196.05	General Expense

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

Total $ 4,811,007.92

Treasurer's Report
Monthly Investment Schedule

November 2012

Date Purchased	Date of Maturity	No Days	Rate	Amount	Bank

Money Market Activity – JPM Chase – Government Premier Money Market

11/30/2012	$	670.70	Interest
Balance at 11/30/2012	$	4,087,785.61	
Current Interest Rate	.20%		

Mohawk Valley Community College
General Unrestricted Fund Balance Analysis
Month Ending November 30, 2012

Fund Balance as of November 1, 2012		4,927,397
Additions (Subtractions) to Fund Balance:		
November Favorable (Unfavorable) Revenue Variance	(477,651)	
November Favorable (Unfavorable) Expense Variance	61,327	
Total Additions (Subtractions) to Fund Balance		(416,324)
Unreserved Fund Balance November 30, 2012		**4,511,073**
Unreserved Fund Balance November 30, 2011		3,864,818

Mohawk Valley Community College
General Unrestricted Fund Balance Analysis
3 Months Ending November 30, 2012

Fund Balance as of August 31, 2012 (Unreserved, per SUNY Annual Report)	$	5,179,003
Fund Balance Appropriation for 2012-13	$	(1,268,579)
Fund Balance Available as of September 1, 2012	$	3,910,424

YTD Favorable (Unfavorable) Revenue Variance	682,738	
YTD Favorable (Unfavorable) Expense Variance	(82,089)	
Total Additions to Fund Balance		600,649
Unreserved Fund Balance November 30, 2012		**4,511,073**
Unreserved Fund Balance November 30, 2011		3,864,818

MOHAWK VALLEY COMMUNITY COLLEGE
November 2012 Revenue Report

MONTHLY BUDGET COMPARISONS Source	Budgeted Revenue November	2012-13 Recognized Revenue Nov. 30 ,2012	Amount Of Variance	% Variance	YTD Cumulative Budget	2012-13 YTD Received at Nov. 30 ,2012	Amount Of Variance	% Variance	
Tuition - Fall '12	-42,429	-29,535	12,894	-30.39%	9,880,925	9,805,001	-75,924	-0.77%	
Tuition - Spring '13	0	0	0	0.00%	0	0	0	0.00%	
Tuition - Summer '13	0	0	0	0.00%	0	0	0	0.00%	
Sponsor Contribution	0	0	0	0.00%	0	0	0	0.00%	
Chargeback Revenue	61,109	30,458	-30,651	-50.16%	1,036,000	1,071,317	35,317	3.41%	
Out-of-State Tuition	-58,670	-11,770	46,900	-79.94%	178,200	175,001	-3,199	-1.80%	
State Aid	500,000	0	-500,000	-100.00%	3,374,893	3,500,580	125,687	3.72%	
Federal Aid	100	611	511	511.00%	1,541	1,663	122	7.92%	
Non Credit Programs	92,605	55,697	-36,908	-39.86%	400,443	440,984	40,541	10.12%	(1)
Other - Offsets to Exp.	39,145	68,748	29,603	75.62%	997,114	1,557,308	560,194	56.18%	(2)
Total Revenue from Operations	**591,860**	**114,209**	**-477,651**	**-80.70%**	**15,869,116**	**16,551,854**	**682,738**	**4.30%**	
Grants		46,065				196,553			
Federal Workstudy		16,700				22,517			
Total		**176,974**				**16,770,924**			

Variance Explanations (for categories greater than 5% & $10,000 over or under budget)

(1) Additional CCED program volume for current year. This category does not lend itself to the same year to year variation analysis due to the nature of the programs included.

(2) Revenue for these items varies from budget based on a variety of factors which do not allow for straight budget to actual comparisons.

MOHAWK VALLEY COMMUNITY COLLEGE
November 2012 Expenditure Report

Area of Expense	Month of November, 2012				YTD Cumulative at November 30, 2012				
	Budgeted Expense December	Expense as of Nov. 30, 2012	Amount of Variance	% Variance	Ytd Cumulative Budget	YTD Expensed at Nov. 30, 2012	Amount of Variance	% Variance	
Instruction	$1,523,249	1,482,287	-40,962	-2.7%	$4,825,879	4,886,408	60,529	1.3%	
Learning Resources	$124,961	124,045	-916	-0.7%	$441,791	447,097	5,306	1.2%	
Student Services	$198,631	206,655	8,024	4.0%	$538,463	522,387	-16,076	-3.0%	
Administration	$511,307	465,849	-45,458	-8.9%	$1,233,246	1,213,020	-20,226	-1.6%	
Facilities and Operations	$371,211	278,614	-92,597	-24.9%	$851,849	717,474	-134,375	-15.8%	(1)
Security	$69,134	66,019	-3,115	-4.5%	$178,075	183,127	5,052	2.8%	
Rome Campus Admin	$32,502	32,442	-60	-0.2%	$85,025	84,893	-132	-0.2%	
Non Credit Programs	$92,542	150,372	57,830	62.5%	$241,486	344,558	103,072	42.7%	(2)
Institutional	$60,145	498,477	438,332	728.8%	$171,400	651,021	479,621	279.8%	(3)
Fringe Benefits	$1,124,260	741,856	-382,404	-34.0%	$2,576,653	2,175,971	-400,682	-15.6%	(4)
Total Operating Expenditures	**4,107,943**	**4,046,616**	**-61,327**	**-1.5%**	**11,143,867**	**11,225,956**	**82,089**	**0.7%**	
Grants		120,553				442,456			
Federal Workstudy		12,959				22,517			
Total		**4,180,128**				**11,690,929**			

SUMMARY BY CATEGORY:

Personal Services	$2,228,608	2,709,042	480,434	21.6%	$6,784,027	7,159,191	375,164	5.5%
Equipment	$60,000	47,738	-12,262	-20.4%	$60,000	47,738	-12,262	-20.4%
Contractual	$695,076	547,980	-147,096	-21.2%	$1,723,187	1,843,056	119,869	7.0%
Fringe Benefits	$1,124,259	741,856	-382,403	-34.0%	$2,576,653	2,175,971	-400,682	-15.6%
Total Operating Expenditures	**4,107,943**	**4,046,616**	**-61,327**	**-1.5%**	**11,143,867**	**11,225,956**	**82,089**	**0.7%**
Grants		120,553				442,456		
Federal Workstudy		12,959				22,517		
Total		**4,180,128**				**11,690,929**		

Variance Explanations (for categories greater than 5% & $10,000 over or under budget)

(1) Facilities Contractual Expenses under budget $131,000 due mainly to lower utilities and Personal Services costs are under budget $ 25,000.

(2) CCED Contractual Expenses over budget due to increased program enrollment.

(3) General Institutional Expenses are significantly higher due to union contract settlements for retroactive payments being charged to this area.

(4) Health Insurance Expenses are running behind budget by $380,000 as rate increase not effective until January.

ATTACHMENT 7c

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of Richard D. Kelly
Instructor in the Center for Social Sciences, Business and Information Sciences
Position Number: 275

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

> RESOLVED that Richard D. Kelly be appointed to the position of Instructor in the Center for Social Sciences and Business Information Sciences. This is a term appointment beginning January 15, 2013 through June 3, 2013 at a salary of $20,575 for the term.

BACKGROUND

This position is vacant because of the retirement of Beverly Quist. Mr. Kelly will be teaching Criminal Justice courses.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Richard D. Kelly
RESIDENCE: Frankfort, New York

EDUCATION

5/2003	M.S. in Economic Crime Management Utica College Utica, New York
5/1994	B.S. in Biology Cortland State University Cortland, New York

EXPERIENCE

8/2012 – Present	Instructor in the Center for Social Sciences and Business Information Sciences (term) Mohawk Valley Community College Utica and Rome, New York
6/2012 – Present	Adjunct Professor
8/2006 – 5/2012	Assistant Professor of Criminal Justice (term appointments)
2008 – 2012	Economic Crime and Justice Internship Coordinator Utica College Utica, New York
1/2009 – Present	Senior Partner Predegate, LLC Fraud Consulting Firm Utica, New York

6/2009 – 5/2010	Interim Director of Economic Crime Investigation Program Utica College Utica, New York
8/2005 – 2006	Finance – Program Planning & Scheduling Analyst BAE Systems Rome, New York
12/2003 – 2005	Liability Claims Specialist
7/2001 – 2003	Assistant Programmer
8/1999 – 2001	Claims Specialist Utica National Insurance Group New Hartford, New York

ATTACHMENT 7d

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of Frank C. Druse III
Instructor in the Center for Life and Health Sciences
Position Number: 0551

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

> RESOLVED that Frank C. Druse be appointed to the position of Instructor in the Center for Life and Health Sciences. This is a probationary appointment beginning January 15, 2013 at a salary of $41,149.

BACKGROUND

This position is vacant because of the resignation of Mary Berg. Mr. Druse will be teaching Nursing courses.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Frank C. Druse III
RESIDENCE: Port Chester, New York

EDUCATION

5/2011	M.S. in Nursing University of Phoenix Phoenix, AZ
5/2011	M.S. in Healthcare Administration University of Phoenix Phoenix, AZ
2/2010	B.S. in Nursing University of Phoenix Phoenix, AZ
5/2005	A.A.S in Nursing Mohawk Valley Community College Utica, NY

EXPERIENCE

6/2012 – Present	Nursing Supervisor Nyack Hospital Nyack, NY
10/2011 – Present	Clinical Performance in Nursing Examination Examiner Excelsior College Albany, NY
6/2010 – Present	Independent Contractor

	S.N.O. Nurse Consulting Utica, NY
5/2010 – 8/2010 3/2012 – 6/2012	ER Travel RN Trustaff Travel Nursing Cincinnati, OH
6/2010 – 1/2012	Assistant Nurse Manager Lenox Hill Hospital New York, NY
6/2009 – 4/2010	Transplant Coordinator New York Organ Donor Network New York, NY
11/2007 – 12/2009	Per Diem Staff RN Emergency Room Greenwich Hospital Greenwich, CT
12/2006 – 11/2007	Travel RN Onward Healthcare Melville, NY
4/2005 – 12/2006	Per Diem RN Faxton-St. Luke's Healthcare Utica, NY

ATTACHMENT 7e

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of Robert Joseph Woodrow
Assistant Dean of the Center for Life and Health Sciences
Position Number: 0185

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

RESOLVED that Robert Joseph Woodrow be appointed to the position of Assistant Dean of the Center for Life and Health Sciences. This is a probationary appointment beginning December 18, 2012 at a prorated salary of $71,500 for a ten-month professional obligation.

BACKGROUND
This position is vacant because of the reassignment of Donald Kelly.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO:	MVCC Board of Trustees
FROM:	Randall J. VanWagoner, Ph.D. President
SUBJECT:	Background Information on Robert Joseph Woodrow RESIDENCE: Richfield Springs, New York

EDUCATION

12/1997	Ph. D. in Entomology University of Hawaii at Manoa College of Tropical Agriculture and Human Recourses Honolulu, Hawaii
1993 1191	M.S. in Environmental and Forest Biology B.S. in Environmental and Forest Biology State University of New York College of Environmental Science and Forestry Syracuse, New York

EXPERIENCE

9/2012 – Present	Acting Assistant Dean of the Center for Life and Health Sciences
9/2012	Assistant Professor
8/2010 – 9/2012	Instructor in Biology
9/2008 - 8/2010	Instructor in Biology Term Appointment
1/2008 – 5/2008	Adjunct Instructor of Life Science Mohawk Valley Community College Utica and Rome, New York
9/2004 – 11/2007	Research Entomologist Department of Plant and Environmental Protection Sciences Honolulu, Hawaii

1/2001 – 8/2004	Medical Entomologist Civilian Scientist Tripler Arm Medical Center Honolulu, Hawaii
12/1997 – 11/1999	Postdoctoral Researcher Department of Entomology University of Hawaii Honolulu, Hawaii
1991 – 1993	Research Assistant Department of Environmental and Forest Biology State University of New York College of Environmental Science and Forestry Syracuse, New York

ATTACHMENT 7f

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Appointment of Jason Yager
Assistant Professor – Center for Social Science, Business and Information Sciences
Position Number: 082

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

> RESOLVED that the appointment of Jason Yager to the position of Assistant Professor in the Center for Social Science, Business and Information Sciences be ratified. This is a term appointment beginning January 15, 2013 through June 3, 2013 at a prorated salary of $52,000 for the term.

BACKGROUND

This position is vacant due to the retirement of Isabeth Cominsky. Mr. Yager will continue to teach Computer Science courses.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO:	MVCC Board of Trustees
FROM:	Randall J. VanWagoner, Ph.D. President
SUBJECT:	Background Information on Jason Yager RESIDENCE: Poland, New York

EDUCATION

2009	M.B.A. in Technology Management with a major in marketing.
2003	B.S. in Computer Science SUNY Institute of Technology of Utica/Rome Marcy, New York
1996	A.S. in Science Butler County Community College Wichita, Kansas

EXPERIENCE

2012 - Present	Assistant Professor (Term)
2010 – 2012	Director of Network and Workflow Systems
2009 – 2010	Assistant Dean of the Center for Social Science, Business and Information Sciences
2000-2009	Network Coordinator Mohawk Valley Community College Utica and Rome, New York
1998-2000	Network Administrator Oneida BOCES New Hartford, New York
1997-1998	Computer/Network Associate Team Leader Herkimer County Trust Little Falls, New York

NEW BUSINESS 8a

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Emeritus Status
Sheila Vandeveer, Board of Trustees

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

RESOLVED that Sheila Vandeveer in recognition of her many years of outstanding service to Mohawk Valley Community College be recognized as Trustee Emerita with such of the following privileges as are relevant and possible: use of study and library facilities, use of office and laboratory space as available, eligibility for research grants and representation of the College in professional groups.

NEW BUSINESS 8b

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Emeritus Status
Mary Carmel Wolf, Board of Trustees

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

RESOLVED that Mary Carmel Wolf in recognition of her many years of outstanding service to Mohawk Valley Community College be recognized as Trustee Emerita with such of the following privileges as are relevant and possible: use of study and library facilities, use of office and laboratory space as available, eligibility for research grants and representation of the College in professional groups.

NEW BUSINESS 8c

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

M**EMORANDUM** **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner
President

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

> RESOLVED that the Board of Trustees of Mohawk Valley Community College approve the name of the STEM Center from Center for Mathematics, Engineering, Physical Science and Applied Technology to **Center for Science, Technology, Engineering and Mathematics.**

BACKGROUND:

During the Academic Affairs reorganization, the attempt was made to create the most scripted name possible for the new Center. However, it quickly became obvious that the new name was cumbersome and that STEM (Science, Technology, Engineering and Mathematics) was the common reference for the Center. Therefore, we are requesting an official name change for the Center from Center for Mathematics, Engineering, Physical Science and Applied Technology to Center for Science, Technology, Engineering and Mathematics.

NEW BUSINESS 8d

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner
President

SUBJECT: Ratification of Collective Bargaining Agreement

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

RESOLVED that the Board of Trustees approve the Agreement negotiated by the College and the Association of Mohawk Valley Administrators for the period of September 1, 2011 through August 31, 2014, proposed among and between the Association of Mohawk Valley Administrators, the Board of Trustees of Mohawk Valley Community College and the Board of Legislators of the County of Oneida.

ATTACHMENT 10a

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **December 17, 2012**

TO: MVCC Board of Trustees

FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: DRAFT Resolution; Amend Board Manual Section I

PROPOSED POLICY AMENDMENT TO SECTION I

The Board of Trustees is committed to the professional development of faculty and staff at the College and also to their own development as board members. New board members will complete an orientation program as directed by the Board chair and facilitated by the College President. Board members will also commit to the following:

- Participate in a minimum of one board development retreat per year.
- Attend a minimum of one New York Community College Trustees (NYCCT) Association Institute once every three years.
- Attend a minimum of one American Association of Community College Trustees event once every seven years.
- Attend other community college professional development opportunities as appropriate.

BACKGROUND:
This policy existed under the old policy manual and needs to be included in the newest version.