

**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, October 21, 2013 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 September 16 and October 3, 2013 Board of Trustees' Meetings
 - b. Treasurer's Report
 - c. Amend Staffing Plan & Appoint Staff: Franca Armstrong, Executive Director for Community Workforce Development
 - d. Amend Staffing Plan and Appoint Staff: Sarah Barcomb, YouthBuild Project Coordinator
 - e. Kenyetta Ivy, Licensed Mental Health Practitioner
 - f. Amend Staffing Plan and Appoint Staff: Nicole Kotary, Trade Adjustment Assistance (TAA) Program Coordinator in the Center for Corporate and Community Education
 - g. Salary increases for Exempt staff
8. Program Update
Center for Corporate and Community Education – Franca Armstrong, Executive Director for the Center for Corporate and Community Education Dean
9. Discussion Items
Trade Adjustment Act for Community Colleges Career Training Grant (TAACCCT) & SUNY 2020
10. 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 p.m. by Chair Mathis on Monday, September 16, 2013.

Members Present

Tony Colón
William Calli, Jr.
Elaine Falvo
Carol Fox
Camille Kahler
Bruce Karam
David Mathis
David Maxwell
John Stetson

Members Excused

Peter Rayhill

2. Chair's Report

Chair Mathis began by stating that this is his first time since 1983 serving as Board Chair and that he is honored that the Board selected him for the role. He pointed out the new seating arrangement and reviewed the new Board committee structure. Chair Mathis went on to review his agenda and vision for the next two years which includes student success, earlier Board involvement in budget planning and preparation, capital projects planning with a focus on facilities and campus safety, moving to a tobacco-free campus as well as bringing more attention to the MVCC Hall of Fame by perhaps relocating it and inducting new members.

Chair Mathis also shared that the Board has purchased a heritage lamp in recognition of Elaine Falvo's service as Board Chair. Mrs. Falvo added her thank you to the Board for allowing her to serve in that capacity and satisfaction with the progress over the past few years.

3. Treasurer's Report

Vice President Squires reported that financials will not be available again until December as the College is preparing for the audit which will begin in October. Ms. Falvo requested that the Finance Committee meet with the auditors prior to the audit.

4. Committee Reports

There were no Committee reports.

5. Student Trustee's Report

David Maxwell reported that the semester is off to a smooth start and that "Welcome Week" went very well. He thanked the VPs for their support with those efforts. He will have a more extensive report at the October meeting.

6. President's Report

President VanWagoner began by asking asked for the Vice Presidents' reports.

Vice President Eannace

Vice President Eannace reported the following:

- Enrollment continues to run close to level with Fall 2012. As of today, the College is up .51% in FTE over last year at this date. Institutional Research Director Mark Radlowski expects that as Dual Credit enrollment is included, the College will stay in the plus category for Fall. The focus for Spring enrollment includes careful scheduling in Rome and continued emphasis on retention and commitment to complete.
- Conversation continues with SUNY on Seamless Transfer and the Student Mobility Initiative. The College Wide Curriculum Committee (CWCC) and the IT Department are working closely to finalize a program that will allow clearer processing of the system for speedier and more streamlined work. It is anticipated that with Seamless Transfer and General Education changes, CWCC will be addressing more requests this year than ever before.
- CCED and Academic Affairs are scheduling regular meetings throughout this semester to address appropriate programming to meet the anticipated needs of the Quad C project. The two divisions will be working closely with EDGE, Workforce Development, WIB and SUNYIT to maximize workforce readiness for the identified needs.
- 72 students were inducted into PTK Lambda Beta Chapter this past week. Dean Marianne Buttenschon was the guest speaker. Advisor Steve Frisbee and Advisor Robert Christman received Service pins of 10 years and 5 years respectively. The PTK project this year focuses on helping students connect choices in majors with career opportunities and with the rich word of alum networking.

Chair Mathis added that the PTK induction was very nice and that he would like the Board to be kept informed of such activities. President VanWagoner agreed to have a monthly list of events sent to the Board at the beginning of every month.

Vice President Reynolds

Vice President Reynolds reported the following:

- With the Board's approval of the consent agenda the student affairs area will be transitioning one of the assistant registrar's Zyn Jackiw, to a Veteran's Education Coordinator. Zyn has very successfully provided the College's veterans and their families with information about benefits and the steps they need to take to secure them. Over the course of this next year, the College will begin working with Zyn and others to create a presence for an Office of Veteran's Affairs that will work towards understanding the needs of the College's veterans directly from them in order to develop the support services they feel they need.
- As a follow-up to Vice President Reynolds's report to the Board last spring regarding improving the space on the lower right side level of Payne Hall, a collaborative approach involving the Bursar/Business Office, Financial Aid and Registrar have resulted in an architectural drawing that was presented to the key stakeholders a week ago. Some minor revisions were shared and are being incorporated. The goal will be to have a

waiting area that serves the above mentioned areas and allows for a more seamless approach to service delivery to students.

- The end to late registration seems to have been received well by the campus community. An exception process for both new students and continuing students was operationalized. Any student who was making the request to register after that first day of class needed to meet with either the Director of Admissions or the Associate Dean of Student Enrollment and Advising and a comprehensive review of the student's readiness was conducted.
 - 75 continuing students were approved to register late. (69 Utica, 6 Rome)
 - 24 continuing students were not allowed to register late. (15 Utica, 9 Rome)
 - 12 brand new students were allowed to register late.
 - 5 brand new students were not allowed to register late.
 - All students who received an exception will be monitored for success to inform the process as it moves forward.

Vice President Squires

Vice President Squires reported that the capital request was presented to the county's Capital Projects Committee which resulted in revisions to the original request. The revised request will be presented again on September 11. Work for the Jorgensen Center locker rooms and exterior ceilings will be put out to bid at the end of the month. The boiler work in the IT building is underway with projected completion by the time the cold weather arrives. After further investigation of the epoxy product (for the podium of Payne Hall) that was presented to the Board in August, he and his team have decided that is not the appropriate solution. He continues to investigate an alternate. Vice President Squires concluded by updating the Board on some work that is taking place in the Rome Student Services area.

College Senate Report

Don Kelly reported that the first meeting of the Senate took place on September 3. Many new members were welcomed. Mr. Kelly has met with President VanWagoner to discuss committee staffing and vacancies. He reported that the Faculty Council of Community Colleges (FCCC) is looking for an endorsement from Community College Boards of Trustees on a resolution regarding seamless transfer exemptions. The Senate received a report from Norayne Rosero on the recent Periodic Review Report (PRR). They discussed a flag lowering policy for the MVCC flag. They also revisited smoking on campus, which remains a topic of contention. President VanWagoner added that the vote on smoking shelters last spring resulted in a 16 to 16 stalemate. The next meeting of the College Senate is scheduled for October 1.

Chair Mathis reminded the Board that the process the College underwent a few years ago when making the dorms smoke-free took some time as well. He also asked that the FCCC resolution be made available to the Board for review.

President VanWagoner added that Ron LaBuz, the MVCC faculty delegate on the FCCC, will report to the Board at the October meeting.

(President VanWagoner)

President VanWagoner began by thanking the Public Safety office for their efforts in this past weekend's Utica Music & Arts Festival. The College hosted more than 2000 visitor over the

course of the weekend and it went very well. He also shared that Dr. Ghandi, Mahatma Ghandi's grandson spoke on Sunday evening delivering a wonderful message of peace and understanding. President VanWagoner went on to thank the Board for attending the recent flurry of lunches and government official visits. He reported that he will be attending the SUNY Presidents' meeting later this week.

Chair Mathis added that next week the College will host two SUNY Board members, followed by the NYCCT conference later in the week. The ACCT Conference will take place the first week in October.

7. Consent Agenda

Attachment a Minutes of August 19, 2013 Board of Trustees Meeting

Attachment b Treasurer's Report

Attachment c Amend Staffing Plan – Title changes

Dominick Nicotera, License Mental Health Practitioner

Zynowij Jackiw, Veteran Education Coordinator

Joanna Nassimos, Disability Accommodations Specialist

Attachment d John Altdoerffer, Market Analysis and Project Development Director

Attachment e Tiffany Azzarito, Youth Academic Specialist for GEAR-UP

Attachment f John Burns, Technical Assistant – Disabilities Services

Attachment g Todd Marshall, Instructor in the Center for Language and Learning Design

Attachment h Kristen Raab, Tutor/Mentor in the Center for Language and Learning Design

Attachment i James R. Roberts, Instructor in the Center for Arts and Humanities

Attachment j Matthew Wagner, Technical Assistant – Events

Motion was made by Bill Calli and seconded by Elaine Falvo to approve Attachments 7a through 7j. Unanimously approved.

Ms. Falvo requested that in future, resolutions regarding job changes should indicate the original salary as well as the change for Board consideration.

8. New Business

Attachment a Amend BOT Policy Section II – Personnel: Sick Leave

Ms. Evans-Dame explained the need for new business items 8a and 8b. These policies will simplify the process by eliminating the county as an additional step. Tony Colón asked what the impact will be to the students. President VanWagoner will address the student impact in his next update to the Board.

Attachment b Amend Board Manual Section II - Retiree Health Insurance

Motion was made by Elaine Falvo and seconded by Bill Calli to approve Attachments 8a and 8b. Unanimously approved.

9. Program Update

Jennifer Boulanger provided an overview on the College's Honor's program.

10. Discussion Items

Administrative Topic – Nanotechnology preparation-readiness

President VanWagoner distributed an overview of the College's efforts with regard to the arrival of the Marcy NanoCenter.

Ms. Falvo added that it is great to observe the community collaboration around the NanoCenter. President VanWagoner thanked Bob Decker for keeping the fire stoked on the nano front.

Mr. Colón added the College should be marketing our work in this area. Matt Snyder commented that those efforts are underway.

Additionally, Chair Mathis recommended sharing the overview with the Board of Legislators in October.

Motion was made by Tony Colón and seconded by John Stetson to enter into Executive Session with no further action to be taken at 5 p.m. Unanimously approved.

The meeting reconvened at 5:50 p.m.

11. Adjournment

Motion was made by Tony Colón and seconded by John Stetson to adjourn the meeting at 5:51 p.m. Unanimously approved.

**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 12:01 p.m. by Chair Mathis via “Go To” Meeting on Thursday, October 3, 2013. Chair Mathis asked for a roll call of the Board members participating in the meeting, including those participating by way of “Go To” meeting.

Members Present

William Calli, Jr.
Carol Fox
Camille Kahler
Bruce Karam
John Stetson

Members Excused

Tony Colón
David Maxwell

“Go To” Meeting participation

David Mathis
Elaine Falvo
Peter Rayhill

2. New Business

Attachment a Ratification of Collective Bargaining Agreement

Motion was made by Carol Fox and seconded by John Stetson to approve Attachment 8a. Unanimously approved.

3. Adjournment

Motion was made by Peter Rayhill and seconded by John Stetson to adjourn the meeting at 12:04 p.m. Unanimously approved.

ATTACHMENT 7b

Warrants – September 2013

Warrant #	Date	Amount	
2014-01	09/06/2013	\$ 43,224.90	General Expense
2014-02	09/10/2013	\$ 594,551.73	Payroll
2014-03	09/11/2013	\$ 753,896.64	General Expense
2014-04	09/20/2013	\$ 11,230.20	General Expense
2014-05	09/24/2013	\$ 714,116.49	Payroll
2014-06	09/25/2013	\$ 685,859.27	General Expense

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

Total		\$ 2,802,879.23	
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**Treasurer's Report
Monthly Investment Schedule
September 2013**

<u>Date</u> <u>Purchased</u>	<u>Date of</u> <u>Maturity</u>	<u>No</u> <u>Days</u>	<u>Rate</u>	<u>Amount</u>	<u>Bank</u>
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Money Market Activity – JPM Chase – Government Premier Money Market

09/30/2013		\$	671.81	Interest	
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Balance at 09/30/2013		\$	4,094,588.20		
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Current Interest Rate			.20%		
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October 2013

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 College's financial records must remain open until audit 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 semester, publication of monthly financial statements will be delayed until that time.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appoint Staff

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

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the title, Executive Director, Center for Corporate and Community Education, position number 426
- Create the title, Executive Director for Community and Workforce Development, position number 426

AND BE IT FURTHER RESOLVED that Franca Armstrong be appointed to the position of Executive Director for Community Workforce Development effective October 1, 2013.

BACKGROUND

This position will provide primary leadership for all workforce development efforts at the College in collaboration with Academic Affairs administrators and others. She will work closely with the President and others to develop community partnerships that lead to inter-agency collaborations and strategic community development efforts. She will also be responsible for directing programs, activities, personnel, mission, and overall smooth running of the Center for Corporate and Community Education (CCED).

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Franca Armstrong
RESIDENCE: Rome, New York

EDUCATION

1999 M.S. in Educational Administration and Policy Studies
State University of New York at Albany
Albany, New York

1994 B.A. in Sociology
Utica College of Syracuse University
Utica, New York

1992 A.A. in Liberal Arts
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

2008 - Present Executive Director, Center for Corporate and Community Education
2007 – 2008 Executive Director of the Center for Community and Economic
Development
2006 – 2007 Coordinator, Continuing and Adult Education
Mohawk Valley Community College
Utica and Rome, New York

1996 – 2000 Education Director
1994 – 1996 Community Educator
Utica Community Action, Inc.
Utica, New York

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York**

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appoint Staff
YouthBuild Project Coordinator
Center for Corporate and Community Education
Position Number 712

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

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the grant funded title, Cybersecurity Career Specialist in the Center for Corporate and Community Education, position number 712
- Create the grant funded title, YouthBuild Project Coordinator in the Center for Corporate and Community Education, position number 712

AND BE IT FURTHER RESOLVED that Sarah Barcomb be appointed to the position of YouthBuild Project Coordinator effective October 1, 2013 at her current salary of \$43,076.

BACKGROUND

This is a new position under different grant funding. This position will manage daily program operations, including oversight of the trainee, payroll, disciplinary systems; coordinates staff assignments; focuses on promoting trainees' total well-being; oversees the education counseling, leadership development, and graduate programs for the Mohawk Valley YouthBuild grant-funded project. This project is designed to provide youth of diverse backgrounds from high-needs population of the City of Utica with rigorous academic instruction, occupational skills training and viable pathways to college and careers. Grant-funded appointments expire either at the end of the stated term or whenever funding for the position ceases, whichever comes first.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Sarah Barcomb
RESIDENCE: Verona, New York

EDUCATION

2008 M.A. in Education in Literacy
State University of New York at Cortland
Cortland, New York

2007 B.S. in Childhood Education
State University of New York at Potsdam
Potsdam, New York

EXPERIENCE

1/2011 – Present Cybersecurity Career Specialist (grant-funded)
8/2012 – Present Adjunct Instructor
Mohawk Valley Community College
Utica and Rome, New York

7/2009 – 12/2009 Oneida County
Project Director
Utica, New York

9/2007 – 7/2009 Substitute Teaching
Poland Central School
Poland, New York

5/2004 – 8/2009 Counselor/Coordinator
Oneida County
Utica, New York

ATTACHMENT 7e

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York**

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Kenyetta Ivy
Licensed Mental Health Practitioner
Position Number: 620

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

RESOLVED that the appointment of Kenyetta Ivy to the position of Licensed Mental Health Practitioner be ratified. This is a probationary appointment beginning October 9, 2013 at an annual salary of \$46,160 for a twelve-month professional obligation.

BACKGROUND

This position is vacant because of the resignation of Alicia Aiken.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Kenyetta Ivy
RESIDENCE: Utica, New York

EDUCATION

5/2010 M.S. in Social Work
University at Albany
Albany, New York

10/2007 B.S. in Community and Human Services
Empire State College
Saratoga Springs, New York

5/2006 A.A.S. in Human Services
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

4/2012-7/2013 Part-time Counselor Associate in the New Directions Program
and Civic Responsibilities

10/2004 – 3/2013 Alumni Phonation Manager (Part-time)
Mohawk Valley Community College
Utica and Rome, New York

10/2010 – 8/2011 School Clinician
Parsons Child and Family Center
Gloversville, New York

3/1999 – 11/2003 Live Source 411 Operator
Verizon
Peekskill, New York

ATTACHMENT 7f

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York**

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan and Appoint Staff
Trade Adjustment Assistance (TAA) Program Coordinator
Center for Corporate and Community Education
Position Number 713

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

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the grant funded title, Cybersecurity Career Specialist in the Center for Corporate and Community Education, position number 713
- Create the grant funded title, TAA Program Coordinator in the Center for Corporate and Community Education, position number 713

AND BE IT FURTHER RESOLVED that Nicole Kotary be appointed to the position of TAA Program Coordinator effective October 1, 2013 at her current salary of \$43,076.

BACKGROUND

This is a new position under different grant funding. This position will design and coordinate contract objects and program activities for the Trade Adjustment Assistance Community College and Career Training (TAA) grant-funded project. This project is designed to work with faculty to support curriculum development and coordinator efforts across the state through the TAA-CCT state-wide project.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Nicole Kotary
RESIDENCE: Rome, New York

EDUCATION

2008 B.A. in Political Science and History
State University of New York at Albany
Albany, New York

2006 A.S. in General Studies
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

2011- Present Cybersecurity Career Specialist (grant-funded)
Mohawk Valley Community College
Utica and Rome, New York

2002 – 2010 Assistant Manager I
Carrols L.L.C.
Rome, New York

Summer 2007 District Office Intern
Office of Congressman Michael Arcuri
Utica, New York

2004 – 2008 Student Assistant
Mohawk Valley Community College
Utica and Rome, New York

ATTACHMENT 7g

**MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York**

MEMORANDUM

October 21, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Salary increases for Exempt staff

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

RESOLVED that the President of the College be and hereby is authorized to increase the 2013-2014 base salaries for Exempt staff employed at Mohawk Valley Community College by an aggregate amount not to exceed \$62,000 effective September 1, 2013.