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, March 18, 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 January 14, 2013 Board of Trustees Meeting
   b. Treasurer's Report
   c. Tiffany Azzarito, Youth Academic Specialist for GEAR-UP
   d. Nancey Koury, Instructor in the Center for Language and Learning Design
   e. Amend Staffing Plan: Kenderick Morrison, Assistant Director of Admissions
   f. Breanne Rathbun, Tutor/Mentor – Mathematics
   g. Margaret Reilly, Assistant Professor, Center for Science Technology, Engineering and Mathematics
   h. Thomas Squires, Vice President for Administrative Services
   i. AMVA Continuing Appointment

James Lynch	Director of Educational Technologies, Educational Technologies
Kim Overrocker	Director of Student Engagement & Outreach, Student Engagement & Outreach

   j. Professional Association - Career Appointment

Patricia Antanavige	Student Services Specialist, Student Service Center
Elizabeth DiRaimo	Financial Aid Advisor, Financial Aid
Oleg Donchuk	Programmer Analyst, Information Technology-System Analysis
Charles Hendricks	Network Specialist, Information Technology-Network Coordination
Marie Kohl	Coordinator, Annual Funds & Alumni Relations Institutional Advancement

   k. Professional Association - Continuing Appointment

Eileen Bush	Instructor, Center for Life and Health Sciences

Jamie Cuda	Instructor, Center for Life and Health Sciences
Shahida Dar,	Assistant Professor, Center for Science, Technology, Engineering and Mathematics
Anna Dousharm	Assistant Professor, Center for Life and Health Sciences
Emily Hantsch	Assistant Professor, Center for Language and Learning Design
Michelle Kelly	Assistant Professor, Athletics & Physical Education
Thomas Mihevc	Instructor, Center for Social Sciences, Business and Information Sciences
Fumin Pan	Instructor, Center for Science, Technology, Engineering and Mathematics
Robert Woodrow	Assistant Professor, Center for Life and Health Science

l. Excluded Administrative Appointments

Tania Bader	Assistant to the Vice President for Administrative Services
Jennifer Boulanger	Dean for the Center for Language and Learning Design
Marianne Buttenschon	Dean for the Center for Social Sciences, Business and Information Sciences
Frank DuRoss	Executive Director of Institutional Advancement
Kimberly Evans-Dame	Executive Director of Human Resources
Jill Heintz	Assistant to the President
Lewis Kahler	Dean for the Center for Arts and Humanities
Paul Katchmar	Executive Director of Information Technology
Brian Molinaro	Controller
Mary Noti	Assistant to the Vice President for Learning and Academic Affairs
Richard Pucine	Director of Academic Systems
Stephanie Reynolds	Vice President for Student Affairs
Terry Schwaner	Dean for the Center for Life and Health Science
Matthew Snyder	Director of Marketing and Communications

8. New Business
   a. 2013-2014 Academic Calendar
   b. Revise BOT Policy Section I - Emeritus
   c. Alcohol and Other Drug Policy

9. Program Update
   Social Media

10. Discussion Items
    a. Amend BOT Policy Section III – Students: Travel Warnings
    b. Administrative Topic

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 4:00 p.m. by Chair Falvo on Monday, January 14, 2013.

Members Present	**Members excused**
Elaine Falvo	William Calli, Jr
Tony Colón (excused delayed arrival 4:20 p.m.)	Matthew Hrycan
David Mathis	
Camille Kahler	
Peter Rayhill	
John Stetson	

2. Chair's Report

Chair Falvo began by welcoming everyone back for the new semester. She informed the Board that the new student trustee is ill and unable to attend tonight's meeting. Chair Falvo concluded her report by reminding the Board of the February 11 SUNY day where the College will meet with our five Assemblymen and two Senators; please attend if possible.

3. Treasurer's Report

Vice President Feola pointed out the summaries of investments and warrants issued during the month of December. Financials through December do not reflect increases in health and pharmaceutical costs which, along with retirement costs will begin to impact reports starting in January.

Vice President Feola also reported that enrollment for fall and intersession are at 98 FTE below budget target. There was a 4,000 credit hour drop in full & part-time enrollment or approximately 135 FTE, however this was offset with an 1,100 credit hour increase in dual credit offerings over the same period, generating an additional 37 FTE that help to offset the drop in the other areas.

4. Committee Reports

There were no committee reports.

5. Student Trustee's Report

There was no Student Trustee report as Matthew Hrycan was not in attendance.

6. President's Report

President VanWagoner reviewed the recent change to the agenda format that began in December. After further dialogue with Chair Falvo, Vice Presidents will now be asked to

highlight one item or activity from their respective areas.

Vice President Reynolds
Vice President Reynolds reported that the Student Services Advisory Council (SSAC) is currently assessing their main service area (1st floor Payne Hall). Conversations and evaluation of the area are ongoing.

Vice President Eannace
Vice President Eannace reported that Academic Affairs is working on a replacement plan for classrooms. There are currently 3 classrooms on the Utica campus and 1 on the Rome campus that will have new furniture for the start of the spring semester. She also reported that 2 new copiers are scheduled to be in place for faculty use by the start of the semester. President VanWagoner added that the addition of the copiers is a result of his Think Tank group.

Vice President Feola reported additional work at the Jorgensen will occur this semester. Repairs for leaks in the gym and pool areas will be paid for out of the County's capital fund.

College Senate Report
Don Kelly reported that faculty return tomorrow and that Senate has not met since the December meeting.

Next Meetings:
- Next Senate Advisory Committee meeting is Monday, January 28, 2013 in PH 304
- Next Senate meeting is Tuesday, February 4, 2013 in IT 225

(President's Report)
President VanWagoner shared that Dean Quest reports an increase in the Rome-Utica shuttle ridership; Fall 2011, 1122 riders up to Fall 2012, 1364 riders.

7. **Consent Agenda**

Attachment a	Minutes of December 17, 2012 Board of Trustees Meetings
Attachment b	Treasurer's Report
Attachment c	Breanne Rathbun, Tutor/Mentor – Mathematics
Attachment d	Amend Staffing Plan: Ibrahim Rosic, Director of the Learning Center
Attachment e	Michael Bailey, Instructor – Center for Social Science, Business and Information Sciences
Attachment f	William E. Hunt, Instructor in the Center for Science, Technology, Engineering and Mathematics
Attachment g	Heather Kesterson, Assistant Dean in the Center for Science, Technology, Engineering and Mathematics
Attachment h	Meredith A. Madden, Instructor in the Center for Social Sciences, Business and Information Sciences
Attachment i	Thomas Palumbo, Instructor in the Center for Social Sciences, Business and Information Sciences

Attachment j Vito J. Sparace, Instructor in the Center for Social Sciences, Business and Information Sciences

Motion was made by David Mathis and seconded by John Stetson to approve Attachments 7a through 7j. Unanimously approved.

8. **New Business**

Attachment a Amend BOT Policy – Section I, Board Professional Development

Motion was made by Peter Rayhill and seconded by John Stetson to approve attachment 8a.

Chair Falvo added that by creating and accepting this policy it adds responsibility to the Board members to attend educational sessions. She also pointed out that language was added with regard to the student trustee. Camille Kahler asked that board members please share what programs are valuable. In response, David Mathis reviewed some of the New York Community College Trustees (NYCCT) and Association of Community College Trustees (ACCT) programs. He added that the topic would be worth discussing further at the next Board retreat. With regard to SUNY day, John Bullis will send the itinerary to the Board for consideration.

Unanimously approved.

Attachment b Amend College Vision Statement

President VanWagoner reviewed the language change.

Motion was made by John Stetson and seconded by Tony Colón to approve attachment 8b. Unanimously approved.

Attachment c Program Proposal: A.A.S. in Entrepreneurship
Attachment d Program Proposal: Certificate in Entrepreneurship
Attachment e Program Proposal: A.A.S in Law Enforcement
Attachment f Program Proposal: Certificate in Law Enforcement

Motion was made by David Mathis and seconded by Peter Rayhill to approve attachments 8c through 8f.

President VanWagoner asked Vice President Eannace for clarification on the Law Enforcement degree and certificate. She explained that the Law Enforcement program currently resides in the Center for Corporate and Community Education (CCED) making the program not eligible for Financial Aid. Adding the programs to the credit curriculum allows for financial aid. Additionally the general education course requirements enhance the programs and increases employment opportunities.

Unanimously approved.

9. **Program Update**
Jim Lynch presented an update on the Enrollment Management Council's (EMC) efforts at the College.

10. **Discussion Items**

Administrative Topic: Student Success

President VanWagoner distributed a one-page overview of best practices (5) and questions trustees should be asking with regard to student success. Vice President Reynolds shared the College's current and future initiatives on required new student orientation and late registration (the possible elimination of late registration). Vice President Eannace shared the College's current and future initiatives on a required college success course (ED 100), required developmental education effectiveness and Supplemental Instruction availability.

Motion was made by John Stetson and David Mathis to enter into Executive Session with no further action to be taken at 5:10 p.m. Unanimously approved.

The meeting reconvened at 6:30 p.m.

11. **Adjournment**

Motion was made by John Stetson and seconded by David Mathis to adjourn the meeting at 6:30 p.m. Unanimously approved.

ATTACHMENT 7b

Warrants – January 2013

Warrant #	Date	Amount		
2013-25	01/01/2013	$	716,484.21	Payroll
2013-26	01/02/2013	$	496,143.11	General Expense
2013-27	01/10/2013	$	29,126.96	General Expense
2013-28	01/15/2013	$	568,663.75	Payroll
2013-29	01/16/2013	$	2,781,668.82	General Expense
2013-30	01/18/2013	$	61,109.97	General Expense
2013-31	01/25/2013	$	48,391.18	General Expense
2013-32	01/29/2013	$	698,996.61	Payroll
2013-33	01/30/2013	$	966,200.40	General Expense

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

Total $ 6,366,785.01

Warrants – February 2013

Warrant #	Date	Amount		
2013-34	02/08/2013	$	16,922.96	General Expense
2013-35	02/12/2013	$	771,048.90	Payroll
2013-36	02/13/2013	$	486,963.38	General Expense
2013-37	02/15/2013	$	67,565.76	General Expense
2013-38	02/22/2013	$	15,094.55	General Expense
2013-39	02/26/2013	$	800,275.20	Payroll
2013-40	02/27/2013	$	706,145.47	General Expense

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

Total $ 2,864,016.22

Treasurer's Report
Monthly Investment Schedule
January 2013

Date Purchased	Date of Maturity	No Days	Rate	Amount	Bank

Money Market Activity – JPM Chase – Government Premier Money Market

01/31/2013	$	693.28	Interest
Balance at 01/31/2013	$	4,089,172.06	
Current Interest Rate	.20%		

Monthly Investment Schedule
February 2013

Date Purchased	Date of Maturity	No Days	Rate	Amount	Bank

Money Market Activity – JPM Chase – Government Premier Money Market

02/28/2013	$	626.30	Interest
Balance at 02/28/2013	$	4,089,798.36	
Current Interest Rate	.20%		

Mohawk Valley Community College		
General Unrestricted Fund Balance Analysis		
Month Ending February 28, 2013		
Fund Balance as of February 1, 2013		3,364,148
Additions (Subtractions) to Fund Balance:		
December Favorable (Unfavorable) Revenue Variance	102,216	
December Favorable (Unfavorable) Expense Variance	94,673	
Total Additions (Subtractions) to Fund Balance		196,889
Unreserved Fund Balance February 28, 2013		**3,561,037**
Unreserved Fund Balance February 29, 2012		3,086,051

Mohawk Valley Community College		
General Unrestricted Fund Balance Analysis		
Six Months Ending February 28, 2013		
Fund Balance as of August 31, 2012		5,179,003
Fund Balance Appropriation for 2012-13		(1,268,579)
Fund Balance Available as of September 1, 2012		3,910,424
Additions (Subtractions) to Fund Balance:		
YTD Favorable (Unfavorable) Revenue Variance	772,033	
YTD Favorable (Unfavorable) Expense Variance	(271,420)	
Estimated Accrual for 2012-13 Retirement Expenses	(850,000)	
Total Additions to Fund Balance		(349,387)
Unreserved Fund Balance February 28, 2013		**3,561,037**
Unreserved Fund Balance February 29, 2012		3,086,051

MOHAWK VALLEY COMMUNITY COLLEGE
February 2013 Revenue Report

MONTHLY BUDGET COMPARISONS Source	Budgeted Revenue February	2012-13 Recognized Revenue Feb. 28, 2013	Amount Of Variance	% Variance	YTD Cumulative Budget	2012-13 YTD Received at Feb. 28, 2013	$ Amount Of Variance	% Variance	
Tuition - Fall 2012	-3,036	-41	2,995	-98.65%	9,919,184	9,788,638	-130,546	-1.32%	
Tuition - Spring 2013	53,339	171,419	118,080	221.38%	9,145,782	9,273,617	127,835	1.40%	
Tuition - Summer 2013	0	0	0	0.00%	0	0	0	0.00%	
Sponsor Contribution	0	0	0	0.00%	0	0	0	0.00%	
Chargeback Revenue	550	-105	-655	-119.09%	949,250	1,077,699	128,449	13.53%	(1)
Out-of-State Tuition	-33,240	-29,943	3,297	-9.92%	308,775	372,204	63,429	20.54%	(2)
State Aid	0	0	0	0.00%	6,416,274	6,806,644	390,370	6.08%	(3)
Federal Aid	416	286	-130	-100.00%	5,172	2,712	-2,460	-47.56%	
Non Credit Programs	144,133	110,742	-33,391	-23.17%	819,524	851,864	32,340	3.95%	(4)
Other - Offsets to Expense	74,737	86,757	12,020	16.08%	2,658,616	2,821,232	162,616	6.12%	(5)
Total Revenue from Operations	**236,899**	**339,115**	**102,216**	**43.15%**	**30,222,577**	**30,994,610**	**772,033**	**2.55%**	
Grants		285,805				817,823			
Federal Workstudy		0				40,758			
Total		**624,920**				**31,853,191**			

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

(1) Chargeback Rate is higher for 2012-13 at $1,480 versus $1,220 for prior year, so additional revenue is generated in this category.

(2) Enrollment and/or student mix higher than budget

(3) State Aid rate per student FTE increased in 2012-13 from $2,122 to $2,272, so additional revenue is generated in this category.

(4) 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.

(5) 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
February 2013 Expenditure Report

Area of Expense	Month of February, 2013				YTD Cumulative at February 28, 2013				
	Budgeted Expense February	Expense as of Feb. 28, 2013	Amount of Variance	% Variance	Ytd Cumulative Budget	YTD Expensed at Feb. 28, 2013	$ Amount of Variance	% Variance	
Instruction	$ 1,408,237	$ 1,634,263	$ 226,026	16.1%	$ 9,575,627	$ 9,751,939	$ 176,312	1.8%	
Learning Resources	119,468	187,720	68,252	57.1%	961,136	958,044	-3,092	-0.3%	
Student Services	184,568	180,114	-4,454	-2.4%	1,108,299	1,133,508	25,209	2.3%	
Administration	649,965	721,635	71,670	11.0%	3,059,066	3,170,843	111,777	3.7%	
Facilities and Operations	392,480	340,148	-52,332	-13.3%	2,184,535	1,730,589	-453,946	-20.8%	(1)
Security	69,910	63,126	-6,784	-9.7%	400,703	417,193	16,490	4.1%	
Rome Campus Administration	32,502	31,767	-735	-2.3%	190,037	195,479	5,442	2.9%	
Non-Credit Programs	89,716	104,044	14,328	16.0%	495,175	659,607	164,432	33.2%	(2)
Institutional	64,720	22,010	-42,710	-66.0%	373,549	902,484	528,935	141.6%	(3)
Employee Benefits	764,576	396,642	-367,934	-48.1%	5,258,287	4,958,148	-300,139	-5.7%	(4)
Total Operating Expenditure	**$ 3,776,142**	**$ 3,681,469**	**$ (94,673)**	**-2.5%**	**$ 23,606,414**	**$ 23,877,834**	**$ 271,420**	**1.1%**	
Grants		162,021				995,949			
Federal Workstudy		9,694				50,452			
Total		**3,853,184**				**24,924,235**			
SUMMARY BY CATEGORY:									
Personal Services	$ 2,123,772	$ 2,267,506	$ 143,734	6.8%	$ 13,663,265	$ 14,674,634	$ 1,011,369	7.4%	
Equipment	60,000	15,059	-44,941	-74.9%	240,000	168,663	-71,337	-29.7%	
Contractual	827,794	1,002,262	174,468	21.1%	4,444,862	4,076,389	-368,473	-8.3%	
Fringe Benefits	764,576	396,642	-367,934	-48.1%	5,258,287	4,958,148	-300,139	-5.7%	
Total Operating Expenditure	**$ 3,776,142**	**$ 3,681,469**	**$ (94,673)**	**-2.5%**	**$ 23,606,414**	**$ 23,877,834**	**$ 271,420**	**1.1%**	
Grants		$ 162,021				$ 995,949			
Federal Workstudy		$ 9,694				$ 50,452			
Total		**$ 3,853,184**				**$ 24,924,235**			

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

(1) Facilities Contractual Expenses under budget by $430,000 due primarily to significantly lower utility costs (gas/electric) and very low snow removal costs.

(2) 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) Employee Benefits are still underbudget due mainly to health insurance rate increase not taking effect until January, and rate increase was lower than budgeted.

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA, NEW YORK

MEMORANDUM **March 18, 2013**

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 #3 to the 2012-13 Operating Budget be and hereby is approved:

BUDGET AMENDMENT NO. 3
2012-13 OPERATING BUDGET

From: $52,304,377 To: $53,087,181 Increase: $782,804

CHANGES TO APPROPRIATION ACCOUNTS

Grants (100% Offset)		From	To	Difference
Personal Services	60000	$813,017	$1,136,647	+ $323,630
Equipment	72000	$5,104	$5,104	+ $0
Contractual	74000	$1,038,520	$1,398,720	+ $360,200
Fringe Benefits	78000	$344,526	$443,500	+ $98,974
	TOTAL INCREASE IN GRANT APPROPRIATIONS			$782,804

CHANGES TO REVENUE ACCOUNTS

Grant Revenues (100% Offset)	$2,201,167	$2,983,971	+ $782,804

Background:
To include the following new grants:

HVCC Regional Center for Semiconductor and Nanotechnology Education (NATEC) - Year 3	NSF	$33,861
FY'13 Library Collection Aid	SUNY	$8,170
FY'13 College Science & Tech Entry Program (CSTEP)	SUNY	$104,267
FY'13 Science & Tech Entry Program (STEP)	SUNY	$91,716
Utica GEAR-UP, US Dept of Labor - Year 2	Federal	$519,790
MVCC Youth Construction Program, Rome CDBG & Local Match		$25,000

To amend the VATEA line item budget with no increase in funding.

ATTACHMENT 7c

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Tiffany Azzarito
Youth Academic Specialist for GEAR-UP
Position Number: G13

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

> RESOLVED that the appointment of Tiffany Azzarito to the position of Youth Academic Specialist in the GEAR-UP Program be ratified. This is a term grant-funded appointment beginning February 1, 2013 through September 25, 2013 at a prorated salary based upon an annual salary of $32,092.

BACKGROUND

This position will work with GEAR-UP students to improve their academic performance in mathematics, science, and language arts through the delivery of a wide range of instructional support and intervention services. Grant-Funded appointments expire either at the end of the stated term or whenever funding for the position ceases.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Tiffany Azzarito
RESIDENCE: Westmoreland, New York

EDUCATION

2011	M.S. in Literacy Education State University of New York at Cortland Cortland, New York
2008	B.S. in Education Medaille College Buffalo, New York

EXPERIENCE

2/2011 – Present	Teacher's Aid Summit Educational Resources Getzville, New York
2/2012-6/2012	Customer Service Barnes & Noble Bookseller Clarence, New York
11/2011 – 2/2011	Teacher's Aid Windermere Blvd. Elementary Amherst, New York
3/2009 – 10/2009 & 9/2011 – 10/2011	Substitute Teacher Utica City Schools Utica, New York

10/2009 – 7/2011	Teaching Assistant Jones Elementary School Utica, New York
1/2009 – 6/2009	Substitute Teacher Westmoreland Central Schools Westmoreland, New York

ATTACHMENT 7d

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Nancey Koury
Instructor in the Center for Language and Learning Design
Position Number F13

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

> RESOLVED that Nancey Koury be appointed to the position of Instructor in the Center for Language and Learning Design. This is a term appointment beginning January 15, 2013 through June 3, 2013 at a prorated salary based upon an annual salary of $41,149.

BACKGROUND

This position needs to be filled temporarily during Carmelita Lomeo-Smrtic's leave of absence. Ms. Koury will teach courses in Education.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Nancey Koury
RESIDENCE: Utica, New York

EDUCATION

August 1988 M.S. in Special Education
Syracuse University
Syracuse, New York

May 1985 B.A. in Sociology/Minor in Secondary Education
Utica College
Utica, New York

May 1983 A.S. in Human Service/Departmental Disabilities
Mohawk Valley Community College
Utica, New York

EXPERIENCE

2006 – 2010 Instructor for the College Works Program (part-time)
Mohawk Valley Community College
Utica and Rome, New York

2006 – 2009 Instructor for TOPS
ARC
Utica, New York

2005 – 2009 Special Education Itinerant Teacher
United Cerebral Palsy and ARC
Utica, New York

1992 - 2005	High School Teacher
2002 - 2005	Assistant Department Chair in Special Education Co-Manager – Instructional Support Team
1996 – 2002	Department Chair in Special Education New Hartford Central School New Hartford, New York
1987 - Present	Adjunct Professor in Psychology, Human Services & Education Department Mohawk Valley Community College Utica and Rome, New York

ATTACHMENT 7e

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Amend Staffing Plan - Appointment of Kenderick Morrison
Assistant Director of Admissions
Position Number: 488

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

RESOLVED that the College Staffing Plan be amended as follows:

- Delete the position of Admissions Specialist, position number 488.

- Create the position, Assistant Director of Admissions, position number 488.

AND BE IT FURTHER RESOLVED that Kenderick Morrison be appointed to the position of Assistant Director of Admissions. This is a probationary appointment beginning March 19, 2013 at a prorated salary based upon the annual salary of $43,575 for a twelve-month professional obligation.

BACKGROUND

This position will serve as the primary Assistant to the Director of Admissions and will assist the Director in the development and implementation of an Admissions Recruitment Plan that is consistent with the College's strategic plan and initiatives.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Background Information for Kenderick Morrison
RESIDENCE: Rome, New York

EDUCATION

1999 B.S. in Public Relations/Journalism
Utica College of Syracuse University
Utica, New York

1996 A.A.S. in Radio/Television Broadcasting
Herkimer County Community College
Herkimer, New York

EXPERIENCE

3/2011 – Present Admissions Specialist
Mohawk Valley Community College
Utica and Rome, New York

10/2007 – Present On-Air Personality
Roser Communications Network
Utica, New York

2/2000 – 4/2007 Promotions Director/Web/On-Air Personality
Clear Channel Radio
Utica, New York

ATTACHMENT 7f

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Breanne Rathbun
Tutor/Mentor - Mathematics
Position Number 555

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

> RESOLVED that the appointment of Breanne Rathbun to the position Tutor/Mentor-Mathematics in the Center for Language and Learning Design be ratified. This is a term grant-funded appointment beginning December 21, 2012 through August 31, 2013 at a prorated salary based upon an annual salary of $32,092.

BACKGROUND

This position is vacant because Ibrahim Rosic has taken the position of Director of the Learning Center. Grant-funded appointments expire either at the end of the stated term or when the grant-funding for the position ceases. This was originally approved at the January 14, 2013 Board meeting and has since been revised.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Breanne Rathbun
RESIDENCE: Utica, New York

EDUCATION

8/2009	B.S. in Aeronautical Engineering Rensselaer Polytechnic Institute Troy, New York

EXPERIENCE

9/2012 – Present	Tutor/Mentor-Mathematics (term grant-funded)
8/2009 – 9/2012	Adjunct Instructor in Developmental Math Learning Center – Math Tutor Mohawk Valley Community College Utica and Rome, New York
Summer 2008	Engineering Intern Goodrich Corporation Rome, New York
Summer 2007	Engineering Intern Custom Tool and Model Frankfort, New York

ATTACHMENT 7g

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Margaret Reilly
Assistant Professor, Center for Science Technology, Engineering and Mathematics
Position Number 206

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

> RESOLVED that the appointment of Margaret Reilly to the position of Assistant Professor in the Center for Science Technology, Engineering and Mathematics be ratified. This is a Continuing Appointment effective January 15, 2013 at a prorated salary based upon an annual salary of $51,474 for a ten-month professional obligation.

BACKGROUND

Margaret Reilly has accepted re-assignment from Assistant Dean to Assistant Professor. Ms. Reilly was Assistant Professor prior to her appointment to Assistant Dean in September 2009. Ms. Reilly will be teaching Civil Engineering courses.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Margaret Reilly
Assistant Professor in the Center for Science Technology, Engineering and Mathematics
Position Number 206

EDUCATION

2009 – 2013	Assistant Dean
2004 – 2009	Assistant Professor
2001 – 2004	Instructor Center for Science Technology, Engineering and Mathematics Mohawk Valley Community College Utica and Rome, New York
1984 – 2001	New York State Department of Transportation – Region 2 Design Squad Leader Oneida West Program Engineer Assistant Regional Maintenance Engineer Regional Woodstock ’99 Coordinator Project Development Environmental Analysis Pavement Evaluation Engineer Project Management Highway Design Section
1982 – 1984	Field Inspector/office Engineer Bryant Associates Syracuse, New York

ATTACHMENT 7h

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Thomas Squires
Vice President for Administrative Services
Position Number 279

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

> RESOLVED that Thomas Squires be appointed to the position of Vice President for Administrative Services. This is an Administrative Appointment beginning April 15, 2013 at a prorated salary based upon the annual salary of $118,500 for a twelve-month professional obligation.

BACKGROUND

This position is vacant because of the retirement of Ralph J. Feola. Mr. Squires must have full-time residence in Oneida County or an adjacent county and be within one-hour standard commute time prior to May 1, 2014.

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Thomas Squires
RESIDENCE: Cato, New York

EDUCATION

2007	M.A. in Public Administration Maxwell School of Syracuse University Syracuse, New York
1990	B.S. in Accounting State University of New York at Oswego Oswego, New York

EXPERIENCE

3/2010 – Present	County Administrator Cayuga County Auburn, New York
1/1997 – 3/2012 7/1990 – 1/1994	Deputy Comptroller Internal Auditor Onondaga County Comptroller's Office Syracuse, New York
5/2009 – 4/2010	Budget Officer Town of Cicero Cicero, New York

10/1995 – 12/1996	Staff Accountant Price Waterhouse LLP Syracuse, New York
1/1994 – 10/1995	Audit Associate Fust, Charles, Chamber & Harfosh LLP DeWitt, New York
1992 – 2009	Adjunct Instructor Bryant and Stratton College Syracuse, New York

ATTACHMENT 7i

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: AMVA Continuing Appointment

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

RESOLVED that the following individuals be granted Continuing Appointment effective September 1, 2013:

James Lynch	Director of Educational Technologies Educational Technologies
Kim Overrocker	Director of Student Engagement & Outreach Student Engagement & Outreach

ATTACHMENT 7j

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Career Appointment - Professional Association

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

RESOLVED that the following individuals be granted Career Appointment effective September 1, 2013:

Patricia Antanavige	Student Services Specialist Student Service Center
Elizabeth DiRaimo	Financial Aid Advisor Financial Aid
Oleg Donchuk	Programmer Analyst Information Technology-System Analysis
Charles Hendricks	Network Specialist Information Technology-Network Coordination
Marie Kohl	Coordinator, Annual Funds & Alumni Relations Institutional Advancement

ATTACHMENT 7k

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Continuing Appointment – Professional Association

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

RESOLVED that the following individuals be granted Continuing Appointment effective September 1, 2013:

Eileen Bush	Instructor Center for Life and Health Sciences
Jamie Cuda	Instructor Center for Life and Health Sciences
Shahida Dar	Assistant Professor Center for Science, Technology, Engineering and Mathematics
Anna Dousharm	Assistant Professor Center for Life and Health Sciences
Emily Hantsch	Assistant Professor Center for Language and Learning Design
Michelle Kelly	Assistant Professor Athletics & Physical Education
Thomas Mihevc	Instructor Center for Social Sciences, Business and and Information Sciences

Fumin Pan	Instructor Center for Science, Technology, Engineering and Mathematics
Robert (Joseph) Woodrow	Assistant Professor Center for Life and Health Science

ATTACHMENT 7l

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Excluded Administrative Appointments

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

RESOLVED that the following individuals be granted Administrative Appointment effective September 1, 2013 through August 31, 2014:

*Seyed Akhavi	Dean for the Center for Science, Technology, Engineering and Math
Tania Bader	Assistant to the Vice President for Administrative Services
Jennifer Boulanger	Dean for the Center for Language and Learning Design
Marianne Buttenschon	Dean for the Center for Social Sciences, Business and Information Sciences
Frank DuRoss	Executive Director of Institutional Advancement
Kimberly Evans-Dame	Executive Director of Human Resources
*Luciana Flynt	Human Resources Specialist
*Paul Gallagher	Employee Relations Director
Jill Heintz	Assistant to the President
Lewis Kahler	Dean for the Center for Arts and Humanities
Paul Katchmar	Executive Director of Information Technology
* Joanne Marchetta	Assistant to the Vice President for Learning and Academic Affairs
*Mary Ann Mastrovito	Human Resources Specialist
Brian Molinaro	Controller
Mary Noti	Assistant to the Vice President for Learning and Academic Affairs
Richard Pucine	Director of Academic Systems
Stephanie Reynolds	Vice President for Student Affairs
Terry Schwaner	Dean for the Center for Life and Health Science
Matthew Snyder	Director of Marketing and Communications

BACKGROUND

The above appointments follow procedure as adopted by the Board of Trustees at the October 2010 Board of Trustees meeting. These appointments are renewed on an annual basis for the period of September 1, 2013 through August 31, 2014. (*)Appointees must be employed prior to September 1, 2012 to be considered for renewal.

NEW BUSINESS 8a

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Academic Calendar

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

RESOLVED that the attached Academic Calendar for 2013-14 be approved.

BACKGROUND:

This calendar is a result of the Calendar Design Team's recommendation to move to a later start. Cabinet members have reviewed the calendar and have endorsed its approval.

Fall 2013*

Faculty Return	Aug 21
First Day of Instruction	Aug 28 – Wednesday
Thanksgiving Break (No Classes)	Nov 27–29
(College Closed)	Nov 28-29
Last Day of Instruction	Dec 16 – Monday
Final Exam Days	Dec 17-19
Grades Due	TBD
Commencement	Dec 19

Intersession Dec 23-Jan 17 (4 weeks)

Spring 2014

Faculty Return	Jan 14
MLK Day	Jan 20
(College Open, No Classes)	
First Day of Instruction	Jan 21
Spring Break	Mar 17-21
Last Day of Instruction	May 12
Snow Days/Study Days	
Final Exam Days	May 13-15
Grades Due	May 19
Commencement	May 16

Summer 2014

First 5-Week Session

First Day of Instruction	May 27
Last Day of Instruction	June 30
Grades Due	July 3

Second 5-Week Session

First Day of Instruction	July 7
Last Day of Instruction	Aug 8
Grades Due	Aug 12

First 8-Week Session

First Day of Instruction	May 27
Last Day of Instruction	July 17
Grades Due	July 21

75 class meetings
Same class times (MWF 50 mins, TR 75mins)
*Classes on Columbus Day

NEW BUSINESS 8b

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Revise/Amend Board Policy Manual Section II

PROPOSED REVISION TO 2007, EMERITUS STATUS.

Emeritus Status & Distinguished Retiree

Certain individuals who have brought great credit to themselves, their professions, and this College are eligible to be recognized by having the title "Emeritus" conferred upon them following their retirement from the institution. Others, who have brought great credit to themselves, their professions, and this College are eligible to be recognized by having the title "Distinguished Retiree" conferred upon them following their retirement from the institution. Procedures outlining the specific positions eligible within the College for either honorary title, and the processes by which these titles are conferred are published at (link) and on file in the President's office.

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BACKGROUND

This revision is being proposed on the recommendation of the College Senate. An overall review of College Policy related to the awarding of the honorary title of Emeritus/Emerita on selected MVCC employees, commissioned by the Senate and conducted by the Employee Recognition Council, revealed that many positions within the institution have not been historically eligible to receive this honor. The Senate and administration, therefore, recommend the establishment of the title "Distinguished Retiree", with the very same set of eligibility criteria, for all positions not deemed eligible for Emeritus/Emerita status.

NEW BUSINESS 8c

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: Alcohol and Other Drug Policy

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

RESOLVED that the Student Handbook amended immediately and the Employee Handbook be amended upon its next publication as follows:

Policy Name: Alcohol and Other Drug Abuse

I. Policy Statement

Mohawk Valley Community College is committed to an environment which supports the academic success and health of our students. Alcohol abuse or the use of illicit drugs may be harmful to the user and may be harmful to the educational environment, an environment which must be conducive to learning.

II. Reason for Policy

Mohawk Valley Community College is committed to providing an environment where students, employees and guests have the right to study and work in a healthy and safe environment. The Student Code of Conduct specifically prohibits the use of alcohol or illicit drugs. These regulations are printed in the Student Handbook which is also on the College website.

III. Applicability of the Policy

All members of the College community including visitors to the College should be familiar with and abide by this policy.

The procedures for students are outlined below. The procedures for employees, contractors and vendors are outlined in the Employee Handbook.

This policy shall also apply to conduct of students, employees, contractors and vendors when representing the College at College sponsored events at off campus locations including but not limited to campus activities, school sponsored trips, school sponsored study abroad programs and school sponsored social events.

IV. Related Documents

Mohawk Valley Community College Student Handbook
Mohawk Valley Community College Employee Handbook
New York State Penal Law, Article 220, 221

V. Procedures

The College prohibits the use, possession, distribution or sale of controlled substances at the College. Further, the College prohibits the use, possession, distribution or sale of alcohol except when authorized by the President.

The MVCC Student Code of Conduct broadens this policy in its residence halls to include but not be limited to being in a room where alcohol or drugs are present, possessing paraphernalia, selling or purchasing alcoholic beverages to minors and possession of empty alcohol containers.

There are recommended sanctions for violations of the Alcohol and Drug Policies. If a student is found responsible for violating the alcohol and drug policy through the standard judicial process the sanctions include the following:

First Offense – Alcohol Infraction (there may be additional repercussions from a Residence Hall perspective – please refer to the Student Handbook for information)

1. Disciplinary Probation – the amount of time is directly related to the individual circumstances
2. Educational component
3. Notification of parent(s) (written) if permitted by law including without limitation to FERPA
4. Specific notification within the first offense communication to the student and the parent(s) regarding the severity of a second violation and its subsequent sanction (dismissal from the College) if the student is found responsible.
5. Additional sanctions if deemed appropriate

Second Offense

1. Dismissal
2. Notification of parent(s) (written) if permitted by law including without limitation to FERPA

First Offense – All other drugs - (there may be additional/different repercussions from a Residence Hall perspective – please refer to the Student Handbook for information)

1. Residence hall dismissal, college dismissal

Compliance with Sanctions and Timelines

All sanctions will be communicated in writing with clearly established timelines for completion. If the student has not completed the sanction within the timeline and has not received approval by a Conduct Officer for an extension the student will be subject to additional sanctions.

Federal, State and Local laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. These laws carry penalties for violations which range from fines to prison. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held or sold. It is noteworthy that a gift of drugs is treated as a sale under the law.

New York State Alcohol Beverage Control law sets twenty-one (21) as the minimum age to purchase or possess any alcoholic beverage. Parts of that law include:

- Persons under 21 found possessing alcohol may be given a maximum fine of $50.
- Persons convicted for fraudulently using a driver's license to buy or attempt to buy alcohol may have their driver's licenses suspended up to 90 days.
- Persons convicted of buying alcohol through fraudulent means face a possible $100 fine and/or may be required to work up to 30 hours of community service work.
- Persons convicted of selling, giving or serving alcohol to persons less than 21 years of age face significant fines.

VI. Appendix

Appendix A: Health Risks, Symptoms and Treatment Options Associated with Alcohol and Drug Abuse

Appendix A: Health Risks, Symptoms and Treatment Options Associated with Drug Abuse

Health Risks:

Risks associated with substance abuse cannot be easily summarized, but the information that follows should give the reader an appreciation of the severity of these risks.

Substance abuse is usually **acute** or **chronic**. An **acute** problem results from a single episode of drug/alcohol use such as sudden heart failure (cocaine use), an automobile accident with personal injuries or misbehaviors with legal ramifications. While under the influence of alcohol or drugs, rational decision-making may indeed be altered which can result in many unwanted outcomes such as unwanted pregnancies, sexually transmitted disease, violence, and rape. Substance abuse by anyone can cause unwanted and unnecessary acute problems.

Chronic problems result from long-term habits of abuse of alcohol or drugs. It is typical for individuals with chronic problems to hide or deny the existence of a problem. In most cases, an individual's ability to perform any task is diminished which negatively affects one's relationships, ability to work and overall performance in life. Substance abuse creates changes in one's life that are very gradual and many times the negative affects go unnoticed by the abuser and those around him or her. Addiction is a disease that is not easily detected in the early stages.

Symptoms of Addiction Include:

- Drinking or getting high for relief
- Increased tolerance
- Feeling guilt or remorse (as a result of behavior while under the influence)
- Negative attitudes or blaming others for problems
- Anxiety or depression
- Complaints from family/friends about drinking or drug use
- Decline in work performance
- Inability to remember what happened when drinking (blackouts)

Counseling and Treatment Programs:

If you or a friend have a problem (or suspect a problem) with alcohol or drug abuse, there are several ways you may seek assistance or support. MVCC has a number of counselors who can assist students who have concerns with alcohol or drug abuse. These counselors can also refer individuals to off campus services if desired. Please contact the Counseling Office at 792-5326.

BACKGROUND

An ad hoc committee led by the VP for Student Affairs researched multiple college Alcohol and Other Drug policies and determined this policy best serves MVCC.

ATTACHMENT 10a

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

MEMORANDUM **March 18, 2013**

TO: MVCC Board of Trustees

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

SUBJECT: DRAFT Resolution; Amend Board Manual Section III
First Reading

PROPOSED POLICY AMENDMENT TO SECTION III, STUDENTS

3013 Travel Warnings

Mohawk Valley Community College will not support or encourage travel of students, faculty and staff to any country listed on the Travel Warning list maintained by the United States State Department. This resolution does not exclude our engaging in "armchair recruitment" from countries that are on the list should the College choose to do so.

BACKGROUND

The United States State Department issues a Travel Warning for a country so that citizens can consider very carefully the risk of travel to that country, often because of long-term, protracted conditions. Reasons for issuing a Travel Warning include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. Travel Warnings remain in place until the situation changes, and some have been in place for years.