

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

**COLLEGE SENATE MEETING MINUTES**  
**Tuesday, April 3, 2007, Rome campus**

**Present:** S. Bice, A. Broski, T. Capraro, E. Dailey, C. Domser, G. Donato, A. Doughtie, T. Fournier, D. Gibbons (for D. DiGiorgio), A. Glidden, K. Hartman, M. Kohl, R. Jubenville, D. Katz, D. Larson, J. Maio, A. Marchio, W. Perrotti, B. Quist, N. Rutishauser, R. Spetka, R. Stempien, D. Willner, and J. Zegarelli.

**Excused:** D. Boyce, D. DiGiorgio, R. Feola, T. Haroon, B. Kurtz, D. McDermott, M. Schafer, S. Selden, S. Senior, J. Smrtic, and R. Thomas.

**Absent:** C. Amato, H. Cross, C. DeGennaro-Ho, M. Pearson, and G. Slade.

**Guests:** F. Armstrong, R. Cantor, S. McGovern, M. Radlowski, and N. Rosero.

**CALL TO ORDER**

The meeting was called to order at 2:40 p.m.

**CONSENT AGENDA**

S. Bice moved, and D. Larson seconded, to approve the consent agenda, with the removal of the Affirmative Action Plan and the Green Campus Task Force update for discussion. The motion carried, with none opposed and no abstentions.

Affirmative Action Plan: D. Gibbons reviewed the Affirmative Action Committee's plan, based on Human Resources' 2004-2005 IPEDS report. Question was raised as to whether MVCC's employee body should reflect diversity in the national population or in the local population. The current report reflects its diversity compared to the national population. D. Gibbons stated that legally the Affirmative Action Plan should be accurate and updated at all times, but the last one was done in 1997. Chairperson Perrotti wondered how the college staff composition compares with the student body composition. He also expressed the desire for a yearly report to the Senate from the Affirmative Action Committee. R. Spetka moved, and B. Quist seconded, to accept the Affirmative Action Plan. The motion carried, with none opposed and no abstentions.

Green Campus Task Force report: N. Rutishauser reported that the Earth Day display is currently up in the Library. The landscaping plan was discussed. E. Dailey stated that it is part of a master plan for the campus approved in 2004. In January the county gave the College \$450,000 to renovate the dorm parking lots and for landscaping, which the College may have to spend or lose. Copies of the landscaping plan are available in both Campus Libraries, and everyone is urged to email suggestions to Eileen Dailey. S. Bice moved, and G. Donato seconded, to approve the Green Campus Task Force report. The motion carried, with none opposed and no abstentions.

**REPORT OF PRESIDENT OR DESIGNEE**

E. Dailey reported that the College's budget passed, with \$150.00/FTE. High-needs programs will be maintained at the 2006-2007 level. Nothing has changed with TAP, which remains the same as last year.

## **REPORT OF STUDENT CONGRESS**

None.

### **OLD BUSINESS**

College closure policies and procedures: Concern has been expressed that students are adversely affected by the timing of the College's decisions to close in inclement weather. Cancellations are made too late in the day, when students (and faculty/staff) are already trying to make their way in. In addition, if schools are closed, the increasing number of single-parent students need to stay home if their babysitting services are also closed. The College's closure policy and procedures were examined. It was urged that the College make "compassionate closings;" ie, err on the side of safety and cancel so that students are not at risk.

Dual Credit Accreditation Process and Progress: Shane McGovern was invited to show a PowerPoint presentation about the dual credit program, which is now called Concurrent Enrollment. Shane remarked that the first dual credit course was offered at MVCC in 1989, and that the bridge programs that offer these are becoming increasingly popular. Dual credit is open to any junior or senior with an average of 80 or above, and sometimes to an exceptional sophomore. Shane will be attending a conference on this on April 26 and hopes to obtain answers to some of the questions he has then.

### **NEW BUSINESS**

Senate Nominations and Elections: Chairperson Perrotti asked for volunteers to serve on the Ad hoc Nominations and Elections Committee. S. Bice, K. Hartman, and A. Marchio volunteered.

Due to the lateness of the hour, Chairperson Perrotti announced that the remainder of the business on the agenda would be discussed at a rollover meeting to be held on Tuesday, April 10, at 2:30 p.m.

### **ADJOURNMENT**

G. Donato moved, and R. Spetka seconded, to adjourn. The meeting was adjourned at 4:35 p.m.

**ROLLOVER COLLEGE SENATE MEETING**  
**Tuesday, April 10, 2007, PH 300**

**Present:** S. Bice, T. Capraro, E. Dailey, D. DiGiorgio, C. Domser, A. Doughtie, R. Feola, T. Fournier, A. Glidden, T. Haroon, K. Hartman, R. Jubenville, D. Katz, D. Larson, J. Maio, A. Marchio, M. Pearson, W. Perrotti, B. Quist, N. Rutishauser, S. Selden, J. Smrtic, R. Spetka, R. Stempien, and D. Willner.

**Excused:** D. Boyce, A. Broski, B. Kurtz, D. McDermott, M. Schafer, S. Senior, and R. Thomas.

**Absent:** C. Amato, H. Cross, C. Gennaro-Ho, G. Donato, M. Kohl, G. Slade, and J. Zegarelli.

**Guests:** F. Armstrong, R. Cantor, P. Katchmar, M. Radlowski, and N. Rosero.

**CALL TO ORDER**

The meeting was called to order at 2:36 p.m.

**OLD BUSINESS**

Update on faculty/staff SSN: R. Spetka reported that full-time faculty and staff as well as adjuncts will have the new M identification numbers soon. P. Katchmar added that in about three weeks notification will arrive with each person's paycheck as to what their M number is.

**NEW BUSINESS**

Senate Nominations and Elections Committee: S. Bice announced that nomination forms have gone out and should be returned by Monday, April 16. The ballot will then be put together on May 17<sup>th</sup>. Election results should be obtained by May 1<sup>st</sup>.

Ad hoc Committee to Plan the Senate's Welcome of the New College President:

Chairperson Perrotti asked for volunteers to plan an event (perhaps a forum) to welcome the new College President on behalf of the Senate. B. Quist, D. Willner, C. Domser, and R. Spetka volunteered.

Implications of the 2007-2008 Academic Calendar: R. Jubenville pointed out that this calendar has no fall semester recess, which is what was originally wanted. W. Perrotti stated that a 15/0 calendar, with no finals week, impacts some courses more than others. Some science courses give national tests during finals week, and if humanities courses have final papers to grade there may not be enough time to get them all done before grades are due. J. Smrtic pointed out that this calendar does make an intercession realistic. It was suggested that W. Perrotti send out a message on behalf of the Senate to all faculty reminding them that the calendar will be different, and to plan accordingly.

College-Wide Cell Phone Use Policy: Student use of cell phones during class, causing interruptions, was discussed. N. Rutishauser pointed out that cell phones can be used to cheat via text messaging. Also, students can use cell phones to take pictures of other students without their permission. Every instructor should put a cell phone use policy in their course outline. E. Dailey suggested that a policy be placed in the Student Handbook. D. DiGiorgio pointed out that in the code of conduct in the Student Handbook one of the definitions of "misconduct that may initiate judicial procedures" is:

"Obstruction, disruption, or prevention of orderly classes, meetings, and other College

activities” (Student Handbook, p.31). She suggested that instructors should write students up for judicial procedures when they use cell phones in class. It was suggested that something more specific than what is written in the Student Handbook be created. Chairperson Perrotti called for volunteers for an ad hoc committee to write something up. R. Jubenville, J. Smrtic, and D. Katz volunteered.

College Forum Topics: Chairperson Perrotti requested that ideas for forum topics be sent to him.

### **OTHER BUSINESS**

Green Campus Task Force: N. Rutishauser reported that the digital design class made an animation on recycling, but that the campus television network cannot play it. Therefore, computers will be set up in various places on campus for viewing this animation.

Landscaping project: R. Jubenville inquired as to the status of the landscaping project. E. Dailey reported that there will be about \$250,000 for landscaping after the dorm parking lot is renovated. R. Jubenville suggested that Chairperson Perrotti contact the landscape architect, Mr. Stetson, for a possible talk to the Senate.

### **ADJOURNMENT**

D. Katz moved, and K. Hartman seconded, to adjourn. The meeting adjourned at 3:55 by common consensus.

### **NEXT MEETINGS**

The next College Senate meeting will be **Tuesday, May 1<sup>st</sup>**, at **2:30 p.m.** in PH 300.  
The next Senate Advisory Committee meeting will be Monday, April 16<sup>th</sup>, at 2:00 p.m.

Respectfully submitted,

Krista Hartman  
Senator and Recording Secretary