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, April 15, 2013 at 4 p.m., in the Festine Auditorium, Plumley Complex, Mohawk Valley Community College, Rome, 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 March 18, 2013 Board of Trustees Meeting
   b. Treasurer’s Report
   c. Promotion in Academic Rank
   d. Non-Teaching Professional Promotions
   e. Non-Teaching Administrator Promotions
   f. Professional Association - Continuing Appointment
       Pattina Keniston, Center for Language and Learning Design
       Debbie Schreppel, Center for Life and Health Sciences
   g. Excluded Administrative Appointment
       Richard Quest, Dean of the Rome Campus
   h. Diana DeFoe, Instructor in Allied Health Information Technology
   i. David R. Katz, III, Executive Director of Organizational Development
   j. Denise Smith, Health Services Laboratory Assistant

8. New Business
   a. Conferring of Degrees
   b. Alcohol and Other Drug Policy
   c. Amend BOT Policy Section III – Students: Travel Warnings
   d. Emeritus – Ralph Feola

9. Program Update
   Educational Opportunity Center (EOC)
   Franca Armstrong, Executive Director of CCED and Sara Bogar, EOC Program Coordinator
10. Discussion Items
   a. Amend Board Manual – Section III – Medical Leave of Absence
   b. Administrative Topic

11. Adjournment
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 3:35 p.m. by Chair Falvo on Monday, March 18, 2013.

**Members Present**  
Elaine Falvo  
Tony Colón (excused delayed arrival 3:50 p.m.)  
William Calli, Jr  
Matthew Hrycan  
David Mathis  
Camille Kahler  
Bruce Karam  
Peter Rayhill  
John Stetson  

Motion was made by John Stetson and seconded by Peter Rayhill to enter into Executive session at 3:35 p.m. The regular meeting resumed at 4:10 p.m.

2. **Chair’s Report**  
Chair Falvo began by thanking everyone for attending the Board meeting on their Spring Break. She went on to welcome recent Governor Appointee, Bruce Karam who is completing Michael Austin’s term. Mr. Karam is the Superintendent of the Utica School District and will serve on the MVCC Board’s academic committee. Chair Falvo also welcomed Student Trustee, Matthew Hrycan who was ill for the January meeting. Chair Falvo shared the recent excitement coming out of the athletic department; the women’s basketball and bowling teams finished 2nd and 4th respectively at the National level. She concluded by asking Brian Molinaro to deliver the Treasurer’s Report.

3. **Treasurer’s Report**  
Brian Molinaro reported the College’s cash position for January & February remain strong with the receipt of student tuition payments for the spring semester, as well as Oneida County sending in two sponsor payment installments in February totaling $3.6 million. The College also paid $1.6 million to the NYS Employee Retirement System in January for wages paid from 4/1/2012-3/31/2013.

On March 8th the College issued the first half of student financial aid refunds, with $3.5 million distributed that day in approximately 1,750 checks. It should be noted that this was the first refund issued under the new online attendance system, which allowed for a much
smoother and better refund process for students and staff members as well. Mr. Molinaro thanked all who worked on this new online attendance process, including the Registrar’s Office, IT Department, Bursar’s Office, Financial Aid Office, and the VP of Academics Office, along with all of the faculty members who participated. The second-half distribution of student refunds is scheduled for Friday, April 5th.

College expenditures are running on-target for the year and there are a couple of areas under budget, including Facilities, with much lower utility costs this year, due mainly to another mild winter and also a rate decrease that occurred in 2012. Employee Benefits are also running under budget due to a lower rate increase this year for health insurance, in addition to some changes in our health and drug insurance plans which are holding costs down.

Revenue for 2012-13 is just slightly ahead of budget with the higher state aid rate compared to last year ($2272/FTE vs. $2122/FTE) and the higher chargeback rate ($1480 vs. $1220) bringing up revenue for this year.

These positive financial items are somewhat offset by our enrollment decrease, with the latest report for spring showing we are approximately 2% down in credit hours from the projected budgeted enrollment. Some dual enrollment data is yet to be received from the local high schools, so that may slightly improve enrollment before the end of the spring semester.

4. Committee Reports

NYCCT Update
David Mathis attended the NYCCT Executive Committee Meeting this past weekend and announced some of the upcoming events which include:

- Faculty Council of Community Colleges Plenary – March 21, 2013
- Phi Theta Kappa Awards Luncheon – April 4, 2013
- NYCCT Trustee Institute & Annual Conference – September 19-22, 2013

5. Student Trustee’s Report
Matthew Hrycan reported that Student Congress is seeing an increase in attendance, with meetings reaching over 40 members and upwards of 10 Rome students present via webcam meeting interface. The following changes to the Student Congress Leadership are in place for this semester: Albert Rudder stepped down as Student Congress President, Carlos Pulquerio moved up from VP to President, Theodore Klotz (the former Vice President of Marketing), was elected the Vice President of Utica Campus. Kyle Fuller has been very active as the new Vice President of Rome resulting in a stronger sense of unification between the Utica and Rome students. Student Congress will be voting on combining the Vice President of Marketing and Program Board Director positions, due to the amount of overlap that exists between the two. The new student leadership decided to meet with Vice President Reynolds and Vice President Eannace in hopes of fostering a better relationship between the students and the Payne Hall administration.
The new classroom furniture has had some mixed reviews. Overall, most students find the chairs quite comfortable and enjoy the flexibility of the desk top. A feature to lock the desk in the desired position would be helpful. A larger desktop workspace would also be helpful, especially in the higher level science, math, and nursing classes. Additionally, movement throughout the classroom is somewhat limited as a result of the “unlocked” tops. Mr. Hrycan also shared that the Rome campus is getting more involved in the Lunch with Leaders program. Student Congress is working with Marketing to create a more user friendly online Carpool board. Rick Quest added that he is soliciting feedback from students on additional shuttle service to/from the Rome campus. Student Congress has also met with Dawson McDermott to review some student concerns with regard to advising. The advising team is working to implement changes to better serve the student body. Student Congress is confident these changes will positively impact retention at the College.

6. President’s Report
President VanWagoner began by recognizing the recent events in Herkimer and the impact on our colleagues at HCCC. After conversation with trusted colleagues at HCCC, he learned that activity was at times intense on their campus. The Herkimer events triggered our Crisis team to convene multiple times throughout the day. President VanWagoner then asked for Vice President Eannace’s report.

Vice President Eannace
Vice President Eannace reported that Andrew Platt was named winner of $1000 award from New York State Mathematics Association of Two Year Colleges and Kevin Farr won a $650 award from the same organization. In addition, Pawser Soe, Carlos Pulquerio, and Andrew Platt were all named as winners of the Chancellor’s Award as well. Carlos and Pawser were also winners of the National Coca Cola Award—2 of the 50 winners nationally. This followed the news that our Women’s Basketball Team came in second nationally in the NJCAA Division III division play-offs.

John Stetson added that he likes the new advance format for the VP reports.

Vice President Reynolds
Vice President Reynolds was excused from the meeting.

College Senate Report
Don Kelly reported that Senate has met two times since the last Board meeting in January. At the February meeting Senate received reports on Emeritus and Open labs. They have met with Norayne Rosero regarding assessment. One suggestion they have already implemented is regular timely reporting. Senate also hopes to achieve a goal of 100% of their committees reporting annually. In March Senate heard reports on the International Plan as well as the PRR efforts. Mr. Kelly asked the Student Trustee to provide him with written feedback he has received on the new furniture. Peter Rayhill asked if the College provides an area for student gaming and Tony Colón asked if the College tracks bandwidth usage. President VanWagoner will research and report back to the Board. Matt Hrycan added that students are proposing an internet/gaming lounge.
President VanWagoner resumed his report by sharing the latest information he has heard regarding the State budget which includes a $150 increase to FTE. There is also proposed legislation around developmental education and increased Community College accountability. Performance based funding appears to have traction in both houses; based on graduation/completion rates and funding based on program alignment which will force increased attention to data collection. John Bullis added that the State is shooting for a Thursday approval. Mr. Bullis also shared his most recent communication with Senators Griffio and Valesky regarding the recommendations from the SUNY Remediation Task force. Mr. Mathis and Mr. Calli exchanged dialogue regarding the impact some of these budget measures could have on Community Colleges. Vice President Eannace said a consortium of schools is being developed to address joint ownership of programs among the Community Colleges and other potential budget implications.

7. Consent Agenda

- Attachment a Minutes of January 14, 2013 Board of Trustees Meetings
- Attachment b Treasurer’s Report
- Attachment c Tiffany Azzarito, Youth Academic Specialist for GEAR-UP
- Attachment d Nancy Koury, Instructor in the Center for Language and Learning Design
- Attachment e Kenderick Morrison, Assistant Director of Admissions
- Attachment f Breanne Rathbun, Tutor/Mentor – Mathematics
- Attachment g Margaret Reilly, Assistant Professor, Center for Science Technology, Engineering and Mathematics
- Attachment h Thomas Squires, Vice President for Administrative Services
- Attachment i AMVA Continuing Appointment
  - James Lynch, Director of Educational Technologies, Educational Technologies
  - Kim Overrocker, Director of Student Engagement & Outreach, Student Engagement & Outreach
- Attachment 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
Attachment 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

Attachment 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

Attachment m

Mary Jane Parry, Programmer Analyst

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

8. **New Business**

**Attachment a**

2013-14 Academic Calendar

President VanWagoner shared that the Calendar is a little later than usual due to logistical solutions to the calendar and the timing of grade processing.
Motion was made by Peter Rayhill and seconded by William Calli to approve attachment 8a. Unanimously approved.

Attachment b  Revise BOT Policy Section I - Emeritus

President VanWagoner revisited the changes to the Emeritus policy to reflect a Distinguished Retiree title. This is the second reading of the policy and is up for approval.

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

Attachment c  Alcohol and Other Drug Policy

President VanWagoner explained the policy but recommended waiting until Vice President Reynolds returns for a more thorough interpretation.

Peter Rayhill asked for clarification on the language around presence means guilt.

The Board was in favor of waiting until the April meeting to vote on Attachment 8c.

9. Program Update
Matthew Snyder presented an update on Social Media efforts at the College.

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

President VanWagoner reviewed the background on Travel Warnings. Item 10a will be considered for approval at the April meeting.

   b. Administrative Topic

President VanWagoner distributed a two-page overview of the Achieving the Dream network/initiative. He shared the positive feedback that he has received from participating schools as well as our own Institutional Effectiveness Council. MVCC is the only Strategic Horizons Network school not participating in the group. The Board is in support of any efforts that could make a positive impact on College outcomes. President VanWagoner will talk about possible funding opportunities with the Grants Council.

Steve Frisbee, Advisor for Phi Theta Kappa, expressed appreciation to the MVCC community – including faculty, staff, administration, Board, Student Congress, Foundation, ASC – for their support of the college’s chapter of the international honor society. He stated what an amazing year it has been so far, with both individual and chapter recognitions. Among the student accolades includes Andrew Platt – with Clarkson and NYSMATYC scholarships as well as Chancellor’s Award, Carlos Pulquerio – with Coca-
Cola Gold Scholarship, Chancellor’s Award, and NYS Academic First Team, and Pawser Soe – with Coca-Cola Gold Scholarship, Chancellor’s Award, and NYS Academic First Team. The Lambda Beta Chapter was recently recognized for College Project [3rd in NYS], Honors in Action Project [3rd in NYS], Most Distinguished Chapter [3rd in NYS], and Most Distinguished Chapter Officer Team of Carlos Pulquerio, Pawser Soe, Mia DeGironimo, Danielle Brown, Olga Kirk, and Jimmie Rush III [1st in NYS]. In addition, the chapter achieved the highest Five-Star level in PTK’s Chapter Development Program for the second year in a row.

11. Adjournment

Motion was made by David Mathis and seconded by John Stetson to adjourn the meeting at 5:55 p.m. Unanimously approved.
**ATTACHMENT 7b**

Warrants – March 2013

<table>
<thead>
<tr>
<th>Warrant #</th>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-41</td>
<td>03/08/2013</td>
<td>$3,503,050.19</td>
<td>General Expense</td>
</tr>
<tr>
<td>2013-42</td>
<td>03/12/2013</td>
<td>$821,634.50</td>
<td>Payroll</td>
</tr>
<tr>
<td>2013-43</td>
<td>03/13/2013</td>
<td>$822,162.23</td>
<td>General Expense</td>
</tr>
<tr>
<td>2013-44</td>
<td>03/15/2013</td>
<td>$46,704.36</td>
<td>General Expense</td>
</tr>
<tr>
<td>2013-45</td>
<td>03/22/2013</td>
<td>$239,111.98</td>
<td>General Expense</td>
</tr>
<tr>
<td>2013-46</td>
<td>03/26/2013</td>
<td>$815,331.88</td>
<td>Payroll</td>
</tr>
<tr>
<td>2013-47</td>
<td>03/27/2013</td>
<td>$667,253.13</td>
<td>General Expense</td>
</tr>
</tbody>
</table>

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

Total $6,915,248.27
### Monthly Investment Schedule

**March 2013**

<table>
<thead>
<tr>
<th>Date Purchased</th>
<th>Date of Maturity</th>
<th>No Days</th>
<th>Rate</th>
<th>Amount</th>
<th>Bank</th>
</tr>
</thead>
</table>

**Money Market Activity – JPM Chase – Government Premier Money Market**

- **03/31/2013**: $693.51 Interest
- Balance at 03/31/2013: $4,090,491.87
- Current Interest Rate: .20%
### Mohawk Valley Community College
### General Unrestricted Fund Balance Analysis
### Month Ending March 31, 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance as of March 1, 2013</td>
<td>$ 3,561,037</td>
</tr>
<tr>
<td>Additions (Subtractions) to Fund Balance:</td>
<td></td>
</tr>
<tr>
<td>March Favorable (Unfavorable) Revenue Variance</td>
<td>$ 168,067</td>
</tr>
<tr>
<td>March Favorable (Unfavorable) Expense Variance</td>
<td>$ 236,034</td>
</tr>
<tr>
<td>Total Additions (Subtractions) to Fund Balance</td>
<td>$ 404,101</td>
</tr>
<tr>
<td>Unreserved Fund Balance March 31, 2013</td>
<td>$ 3,965,138</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unreserved Fund Balance March 31, 2012</td>
<td>$ 3,139,267</td>
</tr>
</tbody>
</table>

### Mohawk Valley Community College
### General Unrestricted Fund Balance Analysis
### Six Months Ending March 31, 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance as of August 31, 2012</td>
<td>$ 5,179,003</td>
</tr>
<tr>
<td>Fund Balance Appropriation for 2012-13</td>
<td>$ (1,268,579)</td>
</tr>
<tr>
<td>Fund Balance Available as of September 1, 2012</td>
<td>$ 3,910,424</td>
</tr>
<tr>
<td>Additions (Subtractions) to Fund Balance:</td>
<td></td>
</tr>
<tr>
<td>YTD Favorable (Unfavorable) Revenue Variance</td>
<td>$ 939,748</td>
</tr>
<tr>
<td>YTD Favorable (Unfavorable) Expense Variance</td>
<td>$ (35,034)</td>
</tr>
<tr>
<td>Estimated Accrual for 2012-13 Retirement Expenses</td>
<td>$ (850,000)</td>
</tr>
<tr>
<td>Total Additions to Fund Balance</td>
<td>$ 54,714</td>
</tr>
<tr>
<td>Unreserved Fund Balance March 31, 2013</td>
<td>$ 3,965,138</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unreserved Fund Balance March 31, 2012</td>
<td>$ 3,139,267</td>
</tr>
</tbody>
</table>
### MOHAWK VALLEY COMMUNITY COLLEGE

#### March 2013 Revenue Report

<table>
<thead>
<tr>
<th>Source</th>
<th>Budgeted Revenue</th>
<th>Recognized Revenue</th>
<th>Amount Of Variance</th>
<th>Variance %</th>
<th>YTD Cumulative Received at Mar. 31, 2013</th>
<th>Variance %</th>
<th>YTD Of Variance</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition - Fall 2012</td>
<td>-3,170</td>
<td>-4,219</td>
<td>-1,049</td>
<td>33.09%</td>
<td>9,916,014</td>
<td>33.09%</td>
<td>9,784,420</td>
<td>-131,594</td>
</tr>
<tr>
<td>Tuition - Spring 2013</td>
<td>182,139</td>
<td>114,606</td>
<td>-67,533</td>
<td>-37.08%</td>
<td>9,307,921</td>
<td>-37.08%</td>
<td>9,388,223</td>
<td>80,302</td>
</tr>
<tr>
<td>Tuition - Summer 2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sponsor Contribution</td>
<td>1,820,025</td>
<td>1,820,025</td>
<td>0</td>
<td>0.00%</td>
<td>1,820,025</td>
<td>0</td>
<td>1,820,025</td>
<td>0</td>
</tr>
<tr>
<td>Chargeback Revenue</td>
<td>910,000</td>
<td>938,723</td>
<td>28,723</td>
<td>30.00%</td>
<td>1,907,055</td>
<td>30.00%</td>
<td>2,016,422</td>
<td>109,367</td>
</tr>
<tr>
<td>Out-of-State Tuition</td>
<td>31,785</td>
<td>13,685</td>
<td>-18,100</td>
<td>-56.95%</td>
<td>340,560</td>
<td>-56.95%</td>
<td>385,889</td>
<td>45,329</td>
</tr>
<tr>
<td>State Aid</td>
<td>3,138,057</td>
<td>3,346,464</td>
<td>208,407</td>
<td>6.64%</td>
<td>9,724,961</td>
<td>6.64%</td>
<td>10,153,108</td>
<td>428,147</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>832</td>
<td>23,086</td>
<td>22,254</td>
<td>267.47%</td>
<td>19,004</td>
<td>267.47%</td>
<td>25,797</td>
<td>6,793</td>
</tr>
<tr>
<td>Non-Credit Programs</td>
<td>88,588</td>
<td>20,219</td>
<td>-68,369</td>
<td>-74.74%</td>
<td>897,202</td>
<td>-74.74%</td>
<td>922,084</td>
<td>24,882</td>
</tr>
<tr>
<td>Other - Offsets to Expense</td>
<td>81,507</td>
<td>95,219</td>
<td>13,714</td>
<td>16.85%</td>
<td>2,540,123</td>
<td>16.85%</td>
<td>2,916,645</td>
<td>376,522</td>
</tr>
<tr>
<td>Total Revenue from Operations</td>
<td>6,249,763</td>
<td>6,417,830</td>
<td>168,067</td>
<td>2.69%</td>
<td>36,472,865</td>
<td>2.69%</td>
<td>37,412,613</td>
<td>939,748</td>
</tr>
</tbody>
</table>

| Grants                      | 0                |                     |                    |            |                                       |            |                | 817,823  |
| Federal Workstudy           | 15,997           |                     |                    |            |                                       |            |                | 56,756   |
| Total                       | 6,433,827        |                     |                    |            |                                       |            |                | 38,287,192|

**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. 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
March 2013 Expenditure Report

### Summary by Category:

<table>
<thead>
<tr>
<th>Area of Expense</th>
<th>Budgeted Expense as of March 31, 2013</th>
<th>Amount Variance</th>
<th>% Variance</th>
<th>YTD Cumulative Amount of Expense as of Mar. 31, 2013</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>1,874,570</td>
<td>-245,181</td>
<td>-13.1%</td>
<td>10,891,375</td>
<td>11,381,269</td>
<td>-489,984</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>114,338</td>
<td>4,039</td>
<td>3.5%</td>
<td>1,039,876</td>
<td>1,076,419</td>
<td>36,743</td>
</tr>
<tr>
<td>Student Services</td>
<td>192,540</td>
<td>-9,754</td>
<td>-5.1%</td>
<td>1,352,468</td>
<td>1,316,616</td>
<td>-35,852</td>
</tr>
<tr>
<td>Administration</td>
<td>641,367</td>
<td>7,232</td>
<td>1.1%</td>
<td>3,762,586</td>
<td>3,818,652</td>
<td>56,066</td>
</tr>
<tr>
<td>Facilities and Operations</td>
<td>469,600</td>
<td>-132,133</td>
<td>-28.1%</td>
<td>2,770,471</td>
<td>2,068,091</td>
<td>-702,380</td>
</tr>
<tr>
<td>Security</td>
<td>60,549</td>
<td>2,747</td>
<td>4.5%</td>
<td>463,804</td>
<td>480,486</td>
<td>16,682</td>
</tr>
<tr>
<td>Rome Campus Administration</td>
<td>32,502</td>
<td>1,052</td>
<td>3.2%</td>
<td>236,367</td>
<td>229,033</td>
<td>-7,334</td>
</tr>
<tr>
<td>Non Credit Programs</td>
<td>114,163</td>
<td>57,170</td>
<td>50.1%</td>
<td>605,366</td>
<td>830,993</td>
<td>225,157</td>
</tr>
<tr>
<td>Institutional</td>
<td>64,719</td>
<td>89,205</td>
<td>137.8%</td>
<td>488,339</td>
<td>1,056,408</td>
<td>568,069</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>725,860</td>
<td>-10,411</td>
<td>-1.4%</td>
<td>6,285,698</td>
<td>5,873,597</td>
<td>-412,101</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>4,290,206</td>
<td>-236,034</td>
<td>-5.5%</td>
<td>27,896,620</td>
<td>27,931,654</td>
<td>35,034</td>
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</tbody>
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### Grants:
- $224,353

### Federal Workstudy:
- $13,146

### Total:
- $4,291,671

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

1. Facilities Contractual Expenses are still running under budget due primarily to significantly lower utility costs (gas/electric). Overall, 62% of utilities budget remains unspent after 6 months. Also, one of the main budget accounts for Renovations, budgeted at $500,000, is still significantly intact at $431,000 unspent since many of those projects are held for summer work and/or decided later in the budget year, based on affordability at that point.

2. CCED Contractual Expenses are higher than budget due to increased program enrollment in Non-Credit courses.

3. General Institutional Expenses are significantly higher due to union contract settlements for retroactive payments being charged to this area where the reserve account is budgeted.

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

Changes to the prescription drug plan this year are also holding down these expenditures.
MEMORANDUM

April 15, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Promotion in Academic Rank

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

RESOLVED that the following individuals be promoted to Assistant Professor with $1,500 added to their base salary effective September 1, 2013:

    Eileen Bush
    Melissa Copperwheat
    Lindsey Geary
    Thomas Jennings
    David Nackley
    Fumin Pan
    Todd Rankins
    John Swistak

RESOLVED that the following individuals be promoted to Associate Professor with $2,000 added to their base salary effective September 1, 2013:

    Douglas Hyldelund
    Kyle Lince
    Rosemary Mink
    Roman Santos
    Michael Sorrentino

RESOLVED that the following individual be promoted to Professor with $2,500 added to his base salary effective September 1, 2013:

    David Katz
MEMORANDUM

April 15, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Non-Teaching Professional Promotions

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

RESOLVED that the following individual be promoted to Level IV with $2,500 added to her base salary effective September 1, 2013:

Kathryn Barefoot

RESOLVED that the following individuals be promoted to Level III with $2,000 added to their base salary effective September 1, 2013:

Terry Kipers-Szatko
Joyce Palmer
Mary Jane Parry
Bernard Raynor

RESOLVED that the following individuals be promoted to Level II with $1,500 added to their base salary effective September 1, 2013:

Michael Alsheimer
Todd Behrendt
Lizabeth Doherty
Justin Rahn
Ibrahim Rosic
Sergey Staskevich
Kevin Siembab
MEMORANDUM

April 15, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Non-Teaching Administrator Promotion

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

RESOLVED that the following individual be promoted to Level III with $2,000 added to her base salary effective September 1, 2013:

    Jennifer DeWeerth
MEMORANDUM

TO: MVCC Board of Trustees

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

SUBJECT: Continuing Appointment – Professional Association
Pattina Keniston – Center for Language and Learning Design
Debbie Schreppel – Center for Life and Health Sciences

April 15, 2013

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

RESOLVED that Pattina Keniston and Debbie Schreppel be granted Continuing Appointment effective September 1, 2013 be ratified.

BACKGROUND

Ms. Keniston and Ms. Schreppel’s names were inadvertently left off the March 2013 resolution for Continuing Appointment.
MEMORANDUM

TO: MVCC Board of Trustees

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

SUBJECT: Excluded Administrative Appointment

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

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

Richard Quest  Dean of the Rome Campus

BACKGROUND

Mr. Quest’s name was inadvertently left off the March 2013 resolution for Administrative Appointment
MEMORANDUM

April 15, 2013

TO: MVCC Board of Trustees

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

SUBJECT: Appointment of Diana DeFoe
Instructor in Allied Health Information Technology
Position Number 688

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

RESOLVED that Diana DeFoe be appointed to the position of Instructor in Allied Health Information Technology. This is a probationary appointment beginning August 21, 2013 at a prorated salary based upon an annual salary of $41,149 for a ten-month professional obligation.

BACKGROUND

Ms. DeFoe will teach in the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredited Associated Degree Health Information Technology program. Her responsibilities include teaching core health information and allied health courses along with administrative responsibilities of the health information program. Instruction may consist of a combination of day, evening, and on-line courses. Travel to clinical sites required.
MEMORANDUM

TO: MVCC Board of Trustees
FROM: Randall J. VanWagoner, Ph.D.
President

SUBJECT: Background Information on Diana DeFoe
RESIDENCE: Sharon Springs, New York

EDUCATION

May 2011 B.S. in Health Information Management
State University of New York Institute Technology at Utica/Rome

EXPERIENCE

4/2011 – 9/2011 Nursing Unit Clerk
Bassett Healthcare Network
Cooperstown, New York

Nathan Littauer Hospital
Gloversville, New York

St. Mary’s Hospital
Amsterdam, New York

St. Elizabeth Medical Center
Utica, New York

SIMS Metal
Albany, New York
MEMORANDUM

TO: MVCC Board of Trustees

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

SUBJECT Appointment of David R. Katz, III
Executive Director of Organizational Development
Position Number 002

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

RESOLVED that David R. Katz, III be appointed to the position of Executive Director of Organizational Development. This is an Administrative Appointment beginning July 1, 2013 at a prorated salary based upon the annual salary of $84,682 for a twelve-month professional obligation.

BACKGROUND

This position will be vacant due to the retirement of John Bullis.
MEMORANDUM

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on David R. Katz, III
RESIDENCE: Utica, New York

EDUCATION

1980 M.A. in Political Science
Villanova University
Villanova, Pennsylvania

1978 B.A. in Political Science
University of Massachusetts
Amherst, Massachusetts

1976 A.A. in Liberal Arts
Camden County Community College
Blackwood, New Jersey

EXPERIENCE
2009 - Current Associate Professor
1986 Assistant Professor
1981 Instructor
Mohawk Valley Community College
Utica and Rome, New York
MEMORANDUM  

April 15, 2013

TO:  
MVCC Board of Trustees

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

SUBJECT:  
Appointment of Denise Smith
Health Services Laboratory Assistant
Position Number:  214

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

RESOLVED that Denise Smith be appointed to the position of Health Services Laboratory Assistant. This is a probationary appointment beginning May 6, 2013 at a prorated salary based upon the annual salary of $36,535 for a ten-month professional obligation.

BACKGROUND

This position is vacant because of the resignation of Jonelle Ritchie.
MEMORANDUM

TO: MVCC Board of Trustees

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

SUBJECT: Background Information on Denise Smith

RESIDENCE: Marcy, New York

EDUCATION

2004 M.B.A. in Business Administration
University of Phoenix
Phoenix, Arizona

2000 B.S. in Nursing
State University of New York Institute of Technology at Utica/Rome
Marcy, New York

1985 A.A.S. in Nursing
Mohawk Valley Community College
Utica and Rome, New York

EXPERIENCE

2009 – Present Bariatric Program Coordinator/Office manager
State University of New York, Upstate Medical University
Syracuse, New York

2005 – Present Adjunct Faculty
Mohawk Valley Community College
Utica and Rome, New York

2007 – 2009 Hospice and Palliative Care, Inc.
New Hartford, New York

2008 – 2009 Director of Nursing/Patient Services

2008 Patient Case Manager

2007 – 2008 Admissions Nurse
<table>
<thead>
<tr>
<th>Year Range</th>
<th>Position</th>
<th>Location</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Utica, New York</td>
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<tr>
<td>1986 - 2000</td>
<td>Nurse Manager</td>
<td>St. Luke’s Memorial Hospital Center</td>
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<tr>
<td></td>
<td></td>
<td>Utica, New York</td>
</tr>
<tr>
<td>1996 – 1998</td>
<td>Critical Care Coordinator</td>
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<tr>
<td>1994 – 1996</td>
<td>Critical Care Educator</td>
<td></td>
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<tr>
<td>1990 – 1994</td>
<td>CCU Charge Nurse</td>
<td></td>
</tr>
<tr>
<td>1986 – 1990</td>
<td>Staff RN</td>
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</tr>
</tbody>
</table>
MEMORANDUM

TO: MVCC Board of Trustees
FROM: Randall J. VanWagoner, Ph.D.
President
SUBJECT: Conferring of Degrees

April 15, 2013

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

RESOLVED that the Degree of Associate in Applied Science, Associate in Arts, Associate in Science, Associate Degree in Occupational Studies or appropriate Certificates be conferred upon the members of the graduating class whose names have been recommended by the President and the Faculty with the understanding that the President and the Faculty be authorized to make such changes as circumstances warrant.
I recommend that the Board of Trustees adopt the following resolution:

RESOLVED that the Student Handbook be 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.
MEMORANDUM

April 15, 2013

TO: MVCC Board of Trustees

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

SUBJECT: DRAFT Resolution; Amend Board Policy Section III

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.
MEMORANDUM

TO: MVCC Board of Trustees

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

SUBJECT: Emeritus Status
         Ralph Feola, Vice President for Administrative Services

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

RESOLVED that Ralph Feola in recognition of his many years of outstanding service to Mohawk Valley Community College be recognized as Vice President Emeritus 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.
PROPOSED POLICY AMENDMENT TO SECTION III, STUDENTS

3014 Medical Leave of Absence

Policy
Mohawk Valley Community College is committed to an environment that supports the academic success and health of our students. An Interim Medical Withdrawal and/or long-term Medical Leave of Absence due to medical reasons may be deemed necessary for the long term health and wellness of the student. Procedures for this policy can be found at (link) or in the Office of the Vice President for Student Affairs.

Background
Heretofore the College has not had an official Medical Leave of Absence Policy. The College has operated under procedures that have been aligned with a procedure rather than a policy. From a Registrar perspective, an official Medical Leave of Absence Policy clearly differentiates this from other leaves and provides clear alignment with policies that cascade from it.