

**MOHAWK VALLEY COMMUNITY COLLEGE  
UTICA AND ROME, NY**

**COLLEGE SENATE MINUTES**

September 7, 2004, PH 300

**PRESENT:** S. Bice, A. Broski, T. Capraro, N. Caputo, E. Dailey, D. DiGiorgio, B. Evans, R. Feola, C. Harrington, K. Hartman, D. Hoffman, B. Hysell, B. Kurtz, D. Larson, W. Lewis, U. McLean, M. Pearson, W. Perrotti, B. Quist, N. Rutishauser, B. Scantlebury, M. Schafer, M. Sewall, R. Spetka, J. Zegarelli, W. Zogby. Student Senator: C. Jones  
**Absent:** A. Glidden, S. Machuca, K. Mokry, J. Myers, S. Senior.  
**Guests:** P. Katchmar, J. Palmer, N. Rosero.

**CALL TO ORDER**

The meeting was called to order at 3:38 p.m.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Nancy Caputo moved, and Beverly Quist seconded, to accept the minutes of the May 25, 2004, meeting. The motion carried by common consensus.

**CHAIRPERSON'S REPORT**

Chairperson Bice reported that she:

- attended the Executive Committee meeting;
- asked Bill Perrotti as Vice-Chair to attend the Board of Trustee meetings this semester in her place, as she has a schedule conflict;
- discussed Bylaws changes with the Chair of the ad hoc Bylaws Committee, and prepared and sent out ballots to all Senators;
- consulted with President Schafer and Dr. Larson, Vice President for Instruction, concerning an earlier starting time, 2 p.m., for the Senate meetings and compensation (for covering faculty) when needed for faculty attending meetings;
- prepared the Policy/Procedure for Student Government representation on the College Senate and on Senate Committees;
- began work on Committee assignments;
- received correspondence from President Schafer to be forwarded to the Calendar Committee.

Dan Larson moved, and Nelissa Rutishauser seconded, to accept the Chairperson's report. The motion carried by common consensus.

**COMMITTEE REPORTS**

Ad hoc Memorial Committee: Barbara Evans, Chair, reported that shrubs and plants purchased with money from the Employees Foundation have already been planted in the designated area. The Committee is currently working on a PowerPoint slide presentation to use for fundraising.

Ad hoc Honor Code Committee: Krista Hartman, Chair, reported that the Committee finished its designated work in May, and therefore has been dissolved.

Ad hoc Bylaws Committee: Bill Perrotti reported that 23 ballots were returned, all voting in favor of the changes to the Bylaws. It was determined that the three appendices that were not examined do not need to be forwarded to the Board of Trustees as they are filed with the Bylaws for convenience only. The changes to the Bylaws become effective after approval by Board of Trustees. The Committee was dissolved with the thanks of the Senate.

Ad hoc Senate Committees Committee: Christie Harrington, Chair, had no report but hoped to hold a meeting before the next Senate meeting in October.

### **OLD BUSINESS**

Safety Committee: Chief Palmer, Chair, submitted a written copy for the Senate regarding a Committee name change and change in charge to be ratified by the Senate at this time; it reads:

Mohawk Valley Community College's Campus **Security and Safety Committee** is in place to review current security policies and procedures and make recommendations for improvement. This advisory committee is responsible for ensuring that the procedures for educational programs on safety, sexual assault, and crime prevention are in place and that reporting, referral, counseling, and response mechanisms for security and safety are also updated and monitored regularly. The committee shall report, in writing, to the College President and the College Senate on its findings and recommendations at least twice yearly and such report shall be available upon request.

Dan Larson moved, and Bill Lewis seconded, to ratify the above statement. The motion carried.

Student Congress Appointment Policy: Chairperson Bice presented for the Senators' information the policy written by herself and reviewed by Denise DiGiorgio for appointing student representatives to the College Senate and to College Senate Committees.

Change in Senate Meeting Time: Chairperson Bice shared her conversation Regarding faculty compensation for a faculty member to cover a Senator's class if Necessary. After some discussion, in which Chairperson Bice stressed that Senators should make every effort to get to the meetings on time, Rosemary Spetka moved, and Nelissa Rutishauser seconded, for an earlier meeting time of 2:30 p.m., to begin with the February Senate meeting. The motion carried (22 yes, 3 no, 1 abstention).

Election of Senate Advisory Committee members: Rosemary Spetka, Krista Hartman, and Tom Capraro were nominated. Barbara Scantlebury moved, and Sue Bice seconded, to accept the nominations. The motion carried, and the three

Senators were elected.

Diversity and Global View: The General Education Committee presented a proposed description of “diversity and global view”, based on faculty and staff input. Dr. Larson felt that the proposed statement, which is geared toward students, should be geared toward faculty and staff as well, and should “match” the College’s mission statement, which includes the entire College community. Eileen Dailey proposed that Diversity and Global View should be a permanent Senate Committee separate from the General Education Committee. Rosemary Spetka proposed that the Affirmative Action Committee should add diversity and global view to its charge. Denise DiGiorgio moved that Diversity and Global view should incorporate the Affirmative Action Committee, i.e., that the Affirmative Action Committee should change its name and charge. Eileen Dailey seconded this. Mike Sewall moved that the matter be tabled until a new charge and composition could be drafted for the Senate to examine. Rosemary Spetka and Beverly Quist volunteered to meet with Sarah Coleman and Ron Labuz to draft the new charge and composition.

### **NEW BUSINESS**

Grading: Bill Perrotti proposed on behalf of some faculty members that plus and minus grades be included in the College’s grading system. After discussion, it was decided to make grading the topic of the next Senate-Sponsored Open Forum.

Automated Attendance: Bill Perrotti and Tom Capraro proposed that attendance be automated, perhaps with a scanner for the students’ SUNY cards in every classroom. Rosemary Spetka replied that technically it is possible. Rosemary, Tom Capraro, and Bill Lewis volunteered to form an ad hoc Committee and meet with Paul Katchmar to investigate the possibility.

SUNY-wide Assessment: Chairperson Bice presented for the Senators’ information the latest statement from the Faculty Council of Community Colleges on their view of system-wide assessment.

College Senate Committee appointments: Chairperson Bice reported that she is currently working on appointments to the Committees, some of which no one has volunteered to serve on.

### **REPORT OF PRESIDENT SCHAFFER OR DESIGNEE**

President Schaffer reported that the county has not yet responded to the College’s proposed budget. The state cannot give any aid to the College until SUNY approves the budget, which they have not received from the county. The Governor cut state aid by \$298,000, but if the county approves what the College asks for the cut will only be \$228,000.

President Schaffer announced that, because of Denise DiGiorgio’s leadership in marketing for the College, he will recommend to the Board of Trustees that her title be changed to Vice President of Marketing and Student Services.

The Strategic Planning Committee will hold a forum on the Rome campus on the Rome architectural master plan and a forum on the Utica campus on the athletic architectural master plan, both on September 16.

**OTHER BUSINESS**

Barbara Evans reported that Dean Cantor sent his apologies for being unable to attend the Senate meeting, but said he plans to attend in the future.

**REPORT OF STUDENT GOVERNMENT:** None.

**ADJOURNMENT**

Denise DiGiorgio moved, and Dan Larson seconded, to adjourn. The meeting adjourned by common consensus at 5:02 p.m.

**NEXT MEETING(S)**

The next Senate meeting will be **Tuesday, October 5**, at 3:30 p.m. in PH 300. The next Senate Advisory Committee meeting is TBA.

Respectfully submitted,

Krista Hartman  
Recording Secretary