

**MOHAWK VALLEY COMMUNITY COLLEGE**  
**Utica and Rome, NY**

**COLLEGE SENATE MEETING MINUTES**  
**Tuesday, December 4 & Tuesday, December 11, 2007, PH300**

***Tuesday, December 4***

**Present:** F. Armstrong, S. Bice, A. Broski, T. Capraro, C. Domser, A. Doughtie, T. Fournier, D. Hoffman, D. Ianno, R. Jubenville, B. Judycki, D. Katz, M. Kohl, J. Maio, W. Perrotti, R. Pucine, M. Radlowski, T. Schink, S. Selden, S. Senior, J. Smrtic, R. Spetka, R. Stempien, D. Willner, and J. Zegarelli.

**Student Senators:** N. Lawrence

**Guests:** G. Aylesworth, C. Basic-Snyder, M. Buttenschon, R. Cantor, T. Carbone, E. Dailey, J. DeWeerth, B. Evans, P. Fox, A. Glidden, J. Palmer, P. Long (student), N. Rosero, E. Searles, C. West-Pace, and President VanWagoner.

**Absent/Excused:** D. Bogan, D. Boyce, T. Fournier, K. Hartman, A. Marchio, A. Salisbury and J. Wells-Tsiatsos.

**CALL TO ORDER**

The meeting was called to order by Chairperson Perrotti at 2:34 p.m.

**APPROVAL OF MINUTES & CONSENT AGENDA ITEMS**

A. Doughtie moved and M. Kohl seconded to approve the November 6, 2007, minutes. Motion carried. W. Perrotti asked that the Senators allow him to re-arrange the agenda items based on people's availability; this was approved by common consensus.

**CHAIRPERSON'S REPORT:**

- Attended several meetings including the Board of Trustees and Senate Advisory Committee as well as others.
- Announced the resignation of A. Marchio and noted that the Senator positions in Life Science as well as Engineering, Computers & Physical Science remain open.
- Met several times with E. Dailey regarding the various Awards Committees regarding bringing them into line with SUNY composition requirements. There are six committees; Excellence in Librarianship and Excellence in Classified Staff Services will be included. W. Perrotti also met with P. Fox and R. Jubenville on the topic of Awards. W. Perrotti has notified the current Awards Chairpersons of the changes to be made effective in January.
- Informed the Senate that L. Igoe asked that her recommendation regarding disbanding the Committee for Services to Students with Disabilities be tabled until the spring.
- Met with the Senate Work Group regarding elections/voting procedures. As a result there will be a significant shift to open voting.

- Met with C. Domser regarding the Promotion Review Task Force.
- Announced that it was the last meeting for two retiring Senators, S. Bice and R. Stempien. W. Perrotti thanked each one for the years of Senate service.

D. Willner moved and A. Doughtie seconded a motion to approve the Chairperson's Report. The motion carried.

### **STUDENT CONGRESS REPORT:**

N. Lawrence announced that Camilla Ramos ran unopposed as the new Student Trustee. Ashley Salisbury has resigned as Program Coordinator; a replacement is being sought. N. Lawrence informed the Senate that Student Congress supports the NY Alert program and thanked Administration for implementing this. She also brought up an issue of concern. Weapons on Campus is an issue and she would like to see some precautions put in place for those students who serve on the Disciplinary Appeals Committee, for their personal safety. N. Lawrence also announced that additional money had been allocated to the various Student Clubs.

At this point P. Long, an international student and member of Student Congress addressed the Senate. She stated that there are approximately 200 international students who will be displaced from the dorms over the break. This is a real burden to these students as they are in a foreign country, have no transportation, don't know the area, etc. They have to find temporary housing, usually in motels, at an additional expense. Ms. Long also stated that more activities are needed for the international students; she suggested activities that would help the students learn more about American culture.

A good deal of discussion took place. The Senate referred this matter to the International Initiatives Committee and asked that they look at ways to minimize the impact on these students when the dorms are closed. They were also directed to explore more offerings on American culture and to survey the students on what they would like to learn and perhaps see while in America.

### **COMMITTEE REPORTS:**

**Staff Development Committee** B. Evans on behalf of J. Dewan provided an update on Staff Development; please refer to the report in the Senate Public Folder. The recommendations included the requirement of 12 contact hours annually of all full-time employees; 6 hours would be related to job and professional responsibilities and 6 hours would be related to exploration and personal growth. The number of hours would be met during the course of an employee's normal workday or academic schedule. A number of questions were raised; mandatory versus optional was discussed at some length, availability of enough courses at various times, resources (availability of speakers, money for speakers, videoconferences, etc.). Overall, the Senate found the concept acceptable realizing that a number of details still need to be worked out.

### **REPORT OF THE PRESIDENT:**

R. VanWagoner shared that the Executive Team had met earlier today with a facilitator to explore their interaction(s) as a group. R. VanWagoner stated that his leadership style is miles

apart from the former President's and that "his team" is learning more about his leadership style and his vision for the College. His hope is that together we will all see great things at MVCC.

R. VanWagoner announced that the draft curriculum for the first continuing education program is nearly set and will be presented at multiple times during the spring semester. The program is three hours in length and will include a historical retrospect of the College, the accreditation process and the strategic plan including common values. President VanWagoner assured the Senate that the program would be in an interactive learning environment.

#### **OLD BUSINESS:**

C. Domser provided a brief update regarding the Promotion Review Task Force. Although the time line has been adjusted there is still work to be done on the appeals mechanism and other procedures, e.g. timely notification. This Task Force originally included faculty, administration and non-teaching faculty; another group needs to be added and that is classified staff. C. Domser reported that she will call the subgroups together and begin their task(s).

J. Palmer addressed the Senate regarding the College Smoking Policy. He reported that he found only one college, of those contacted, that plans to go "smoke free" in 2008. He went on to state that MVCC has designated smoking areas with seating away from the entrance doors and that his officers patrol for compliance. At this time, nothing other than asking people to move to the designated areas is being done. A few Senators remarked that there seemed to be good compliance in front of the Academic Building for the most part. At this time, the College will not entertain going entirely smoke free; what is being done seems to be working.

#### **NEW BUSINESS:**

W. Perrotti and E. Dailey presented the proposed guidelines for the 2007-2008 Local Committee Composition; please refer to the complete report under the Senate's Public Folder. The guidelines call for the existing award committees to be disbanded and new committees reconstituted to meet the SUNY guidelines for Chancellor's Awards. There will be six committees under the umbrella of the Senate; they are Excellence in Classified Staff Service, Excellence in Faculty Service, Excellence in Librarianship, Excellence in Professional Service, Excellence in Scholarship and Creative Activities and Excellence in Teaching. A few questions were raised about any limits on the local awards and how often someone could win a Chancellor's Award. Not knowing these answers offhand, E. Dailey agreed to look at the SUNY Guidelines and report back. A motion was made (F. Armstrong) and seconded (N. Lawrence) to approve the Guidelines for 2007-2008 Local Awards Committee Templates inclusive of the composition for each committee. Motion carried.

#### **ADJOURNMENT**

S. Bice and R. Stempien moved to adjourn the meeting; it was adjourned at 4:34 p.m. by common consensus.

#### **NEXT MEETINGS**

A rollover meeting of the College Senate will be held on Tuesday, December 11, 2007, @ 2:30 p.m. in PH 300 to complete work on the Bylaws revisions.

Respectfully submitted,

Sue Bice, Senator and  
Acting Recording Secretary

***Tuesday, December 11***

**Present:** F. Armstrong, S. Bice, D. Bogan, A. Broski, T. Capraro, A. Doughtie, T. Fournier, K. Hartman, D. Ianno, R. Juvenville, M. Kohl, J. Maio, W. Perrotti, R. Pucine, T. Schink, S. Senior, J. Smrtic, R. Spetka, and D. Willner.

**Student Senator:** N. Lawrence.

**Guests:** E. Dailey.

**Absent/Excused:** C. Domser, D. Hoffman, B. Judycki, D. Katz, A. Marchio, M. Radlowski, A. Rudwall, A. Salisbury, S. Selden, R. Stempien, R. Thomas, J. Wells-Tsiatsos, J. Zegarelli, and President VanWagoner.

### **CALL TO ORDER**

The meeting was called to order at 2:35 p.m.

### **CHAIRPERSON'S REPORT**

W. Perrotti reported that Maria Ramos requested to be off the Academic Appeals Committee, and that Bryan Alguire is willing to serve as a replacement. A. Doughtie moved, and J. Maio seconded, to accept this recommendation. The motion carried with none opposed and no abstentions.

W. Perrotti also announced that Bryon Burns is Student Congress' new Vice President of Governmental Affairs, and will be a new Senator.

### **OLD BUSINESS**

**Reexamination of Senate Bylaws, Article 3: Membership:** W. Perrotti presented the proposed changes in wording in Article 3 of the Senate Bylaws. These changes open up voting and will make composing the ballot easier. There are even hopes that in the future voting may be online. It was proposed that an asterisk be added to 3.1, sentence 2, end of the sentence, to read: "Full-time constituencies refers to full-time employees of the college," as a note of clarification. S. Bice moved, and A. Broski seconded, to accept the new wording as revised. The motion carried, with none opposed and no abstentions. This change will now move forward to the President for Board approval.

**Unfilled new at-large Senate positions:** It was suggested that W. Perrotti should call for volunteers and appoint people to fill those positions after the Board approves the positions. S. Bice recommended that W. Perrotti inform the college community of this decision.

**Senate Committees:** W. Perrotti reviewed the revisions in wording of the list of College Senate Committees. Basically unneeded wording was removed. It was suggested that a note be made on the cover page that "combined constituencies of the college" means "full-time employees of the college." Question was raised as to the possibility of the Disciplinary Appeals Board becoming a Senate Committee. S. Bice moved, and N. Lawrence seconded, to approve the changes in language with the assurance that all titles will be changed according to the college staffing plan. The motion carried, with none opposed and no abstentions.

**NEW BUSINESS**

Abolishment of the Committee for Services to Students With Disabilities: Tabled until February.

Student Chancellor Award Committee: Discussion of this was tabled until W. Perrotti could obtain information on confidentiality.

**ADJOURNMENT**

K. Hartman moved, and N. Lawrence seconded, to adjourn. The meeting adjourned by common consensus at 3:28 p.m.

**NEXT MEETINGS**

The next College Senate meeting will be Tuesday, February 5, 2008, at 2:30 p.m. in PH 300.

The next Senate Advisory Committee meeting will be Monday, January 21, 2008, at 3:00 p.m., place TBA.

Respectfully submitted,

Krista Hartman  
Senator and Recording Secretary