

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

COLLEGE SENATE MEETING MINUTES
Tuesday, April 5, 2011, IT 225

Present: D. Boyce, K. Capuana, L. Charbonneau, S. Cummings, J. DeWeerth, D. Elseth, D. Horton, D. Hydellund, P. Katchmar, D. Katz, D. Kelly, A. Light, D. McDermott, M. McHarris, B. Molinaro, M. Parry, C. Plescia, B. Quist, M. Radlowski, G. Searles, J. Smrtic, R. Spetka, M. Syed, C. Way, J. Wilcox, and J. Yager.

Student Senators: None.

Absent/excused: N. Chrisman, S. Dar, S. Frisbee, E. Griffith, C. Miller, J. Palmer, R. Pucine, J. Roberts, J. Shumway, D. Skibitski, M. Sorrentino, M. Vogt, W. Zogby, and President R. VanWagoner.

Guests: J. Bullis, R. Cantor, D. DiGiorgio, R. Feola, K. Hartman, R. Haubert, L. Kahler, J. Myers, N. Rosero, and M. Snyder.

CALL TO ORDER

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

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Since the minutes of the March 1, 2011, were not complete by the time of the Senate Advisory Committee meeting, D. Katz asked the Senators to look them over and report any errors to K. Hartman. These minutes will be voted on by the Senate at the May meeting.

CHAIRPERSON'S REPORT

D. Katz attended the Board of Trustees meeting on March 7, 2011, at which he updated the Trustees on the February and March Senate actions. Enrollment was up 4.5% this spring. He also reported the interesting fact that the USA ranks 9th globally in the number of graduates from college. D. Katz met with the Cabinet on March 15, 2011. He reported three Senate recommendations to them: to construct a "clear crisis communication plan;" to develop a plan for short-term/immediate responses to safety incidents; and to develop a long-term process for mentoring and monitoring civility throughout our college community. D. Katz met with the planning committee on the open forum on civility on March 15 and March 24. The open forum will take place on March 31, 2011. Some civility events are also planned for the upcoming Summer Institute. D. Katz also attended the spring plenary session of the Faculty Council of Community Colleges (FCCC) in Johnstown, NY, on March 24 to 26 with Beverly Quist, at which he gave a presentation on shared governance at MVCC as part of a panel. MVCC is more advanced in shared governance than many other institutions.

STUDENT CONGRESS REPORT

None.

PRESIDENT'S REPORT

None.

VICE PRESIDENT'S REPORT

V. P. Feola reported that renovation of the gymnasium has begun with asbestos removal. It is hoped that both the gym renovation and the field house will be finished by August or September. The county has passed funds for two projects: fixing the roof of Plumley Building in Rome and renovating the airframe building. Security officers now carry tasers. The search is progressing for a new peace officer, with the retirement of one. Two disbursements of financial aid have been made. The Governor passed the budget, which included a 6.1% decrease in state aid to community colleges. MVCC has around 50 million dollars in the budget, but has received 53 million dollars in budget requests; therefore cutting some requests will have to be made.

FACULTY COUNCIL OF COMMUNITY COLLEGES REPORT

B. Quist presented a general report on the spring plenary session, which she attended on March 24-26 in Johnstown, NY, with Senate Chair D. Katz. She recommended two web sites that Senators should look at: <http://www.suny.edu/student/transfer> (SUNY's page on student transfer) and <http://www.fccc.suny.edu/index.html> (the FCCC web page). B. Quist also introduced for Senate endorsement a resolution from the FCCC about how programs should be discontinued and deactivated. This resolution was precipitated by SUNY's recent deactivating of several programs without due process. G. Searles moved to endorse, and J. Wilcox seconded. D. Elseth pointed out that a design team of which he was a part was charged with creating a process which was presented to the Senate. D. Boyce added that MVCC has a process for creating curriculum through the Curriculum Committee. B. Quist replied that the Chancellor is in agreement with this document and that the Senate's endorsement of this resolution gives support to our sister colleges who lack the process we have. R. Spetka moved to call the question; J. DeWeerth seconded. The motion carried with all in favor. The vote was then taken on the motion to endorse the resolution. The motion carried with 26 in favor, none opposed, and no abstentions.

OLD BUSINESS

Crisis/general communication protocol: M. Snyder presented an informational report on the status of crisis and general communication protocol. He was charged with creating an enhanced crisis communication protocol. To do this he examined best practices across higher education, some from institutions that have had crises, and some not. He also reviewed legal implications, especially concerning the Clery Act (34 CFR 668.46e ; criminal acts). The Senate asked for notification of non-criminal incidents as well. The College's current protocol addresses major emergencies such as weather disasters, bomb threats, shooters, death of an employee, but doesn't have any provision for anything below that level (i.e., the level of a New York Alert).

M. Snyder presented a Powerpoint of the draft of his plan, which needs to go before the Cabinet and the Crisis Response Team. He defined crisis as "any circumstance or event that requires immediate coordinated action; and/or will significantly impact college operations and reputation." Emergency was defined as "anything that threatens or potentially threatens business continuity or lives." There is a need to establish standards for how crises are documented, working with first responders to establish a flow of information. A subset plan needs to be created for weather closures, including timing of updates and methods of notification. He hopes that the new plan will then come before the Senate in the Fall 2011. The priority is to inform the college community before the public. However, FERPA (privacy) requirements must be balanced with the community college's need to know.

M. Snyder then presented an outline of the plan itself. 1) Receive complete information. 2) Identify the audience to which the information needs to go. 3) Prepare internal and external communication, the who, what, when, where, how, and so what, and indicate that more information will be shared when it

becomes available. The primary conduits will be email, the web, and news releases because these are most reliable and can be updated quickly. For crimes that trigger the Clery Act, he would also add posters/flyers around campus and information on the campus TV screens. For life-threatening emergencies, the New York Alert sirens will be sounded, as well as other emergency tools. A. Light asked if this process would be used on the Rome Campus. M. Snyder responded that it would be the same process except that security and equipment such as sirens are different. R. Cantor added that the Rome campus has a good system of communication. M. Snyder added that supervisors need to call him as part of their protocol. It was pointed out that, in the Student Handbook, it says that the cut-off time for decision-making in the event of bad weather is 6:00 a.m. and 3:00 p.m. However, in the crisis plan it's 5:30 a.m. and 2:30 p.m.

M. Snyder also mentioned that as of the previous week MCCC's web site is not hosted on a cloud server, which means that it is hosted on multiple servers, so that if one goes down, the other servers will continue to provide access to the web site.

NEW BUSINESS

Senate Elections -- D. Katz announced that Senate elections were currently occurring, with the deadline being April 7th. He urged everyone to encourage their constituencies to vote.

Academic Amnesty Policy -- This policy was presented as information to the Senate from the Academic Policies and Standards Committee. As a result of this policy, a student's poor academic performance (Ds and Fs) may be removed from the calculation of his/her grade point average if the student so requests it (by petition); however, the courses will still show on his/her transcript. K. Barefoot did research on similar policies in 16 other institutions. This policy has been set to be implemented in Fall 2011, and J. DeWeerth recommended that all employees who are in charge of rearticulation should be trained on this policy. P. Katchmar was concerned that IT was not informed of this, and asked if any of the 16 institutions examined used Banner, as MVCC does. J. Yager replied that, in most institutions, this is a manual process that may not involve a lot of programming for Banner. C. Plescia added that, though the policy is to take effect in Fall 2011, it cannot be implemented until January 2012 because students first need to take at least 12 credit hours and get a 2.5 GPA before they can take advantage of this policy. J. DeWeerth noted that Center Deans will ultimately be making decisions on what courses will be granted amnesty. R. Spetka added that, in most institutions, few take advantage of this option. However, we will not know how many will request this option until after it is implemented.

OTHER BUSINESS

S. Cummings announced that a raffle will be held all during the following week to raise money for the Red Cross to provide relief to the victims of the Japanese earthquakes and tsunami.

ADJOURNMENT

K. Capuana moved, and D. Elseth seconded, to adjourn. The meeting was adjourned at 4:05 p.m.

NEXT MEETINGS

The next meeting of the Senate Advisory Committee will be Tuesday, April 26, 2011, at 3:30 p.m. in PH 304.

The next meeting of the College Senate will be **Tuesday, May 3, 2011, at 2:30 p.m. in IT 225.**

Respectfully submitted,

Krista Hartman

Recording Secretary