

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

COLLEGE SENATE MEETING MINUTES
Tuesday, December 3, 2013, IT 225

College Senate web page: <http://www.mvcc.edu/senate/senate-home>

Present: J. Baumann, C. Bolton, J. Brown, L. Charbonneau, J. Coleman, D. Elseth, S. Frisbee, A. Haines-Stephan, K. Hartman, D. Ianno, D. Kelly, R. Labuz, M. Leahy, D. McDermott, G. Melendez, C. Miller, R. Mink, B. Molinaro, W. Perrotti, R. Pucine, M. Radlowski, J. Rahn, R. Rosero, R. Spetka, M. Thomas, M. Treis, G. Warchol, J. Wilcox, and J. Woodrow.

Student Senator: A. Colucci, R. Marsden, and S. Teater.

Absent/Excused: N. Chrisman, S. Dar, J. Livadas, M. McHarris, S. Myalik, M. Sorrentino, J. Yager and President R. VanWagoner.

Guests: D. Amico, A. Doughtie, M. Eannace, D. Katz, S. McCall, J. Myers, N. Rosero, and T. Squires.

CALL TO ORDER

The meeting was called to order at 2:33 p.m.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

C. Bolton moved, and S. Teater seconded, to approve the minutes of the November 5, 2013, meeting, with one correction. The motion carried with none opposed and one abstention.

CHAIRPERSON'S REPORT

D. Kelly called for semester reports from the Senate committees.

STUDENT CONGRESS REPORT

S. Teater announced that there were changes made to the Student Congress Policies and Procedures Manual. She also announced that Deanna Hopkinson was hired as the new Program Board Director. S. Teater presented seven (7) resolutions recently passed at the Fall General Assembly of the SUNY Student Assembly. The resolutions were: 2013-2014 University-wide Policy Agenda, 2013-2014 Legislative Agenda, Textbook Affordability Solutions, Blood Donor Equity, Whistle Blower Protection, Child Care Services, and Seamless Transfer. To view the full text of these resolutions, go to:

<http://www.studentassembly.org/resources/public-documents/resolutions/>

PRESIDENT'S REPORT

None.

VICE PRESIDENT'S REPORT

T. Squires discussed the factors guiding budget preparation, which included a projected downward trend in enrollment, financial support from the county remaining the same, limited use of the fund balance, some increase in state aid, and an increase in personnel and facility expenses. The Senate can be more involved in the budget process by responding with ideas when he gives his reports to the Senate in February and March/April 2014. See Appendix 1 of these minutes for his report to the Senate.

T. Squires then asked D. Amico to address the emergency management plan. He explained that its three parts are the emergency operations plan (EOP), the emergency action plan (EAP), and the Continuity of

Operations Plan (COOP). This plan is based on the document entitled *Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*, available online at: http://www.whitehouse.gov/sites/default/files/docs/rem_s_ ihe_ guide_ 508.pdf

Once the EAP is fully developed, it will be posted on the MVCC web site. A Crisis Communication Committee has been formed. Methods of training and implementation of education were developed, resulting in a January Institute (2014) workshop on emergency procedures. C. Bolton asked what instructors are supposed to do if their class has to shelter in place. D. Amico answered that an audio message will broadcast through the telephone system informing everyone of the situation and providing instructions on what to do. This will work even if the electricity is off. M. Treis described the power outage incident of this past October 31, stating that her students were anxious because they weren't told what was going on and M. Treis herself didn't know whether or not she should continue teaching. She expected someone from security to come around and update them, but no one did. D. Amico responded that he thinks of the big picture and tends to forget the perspectives of the individuals. He will incorporate the perspectives of the instructors and students into his consciousness. See Appendix 2 of these minutes for D. Amico's full report.

FACULTY COUNCIL OF COMMUNITY COLLEGES REPORT

R. Labuz reported on two issues. First, the resolution for the suspension of seamless transfer, which was passed by 24 colleges and the SUNY Student Assembly, resulted in success. SUNY has responded with a different process. The governance people at each campus will identify a point person on every discipline path who will have conversations over the SUNY Learning Commons with point persons in the same discipline on other campuses. Each college will identify three (3) of their most prestigious or recognized paths, and a person from each of these paths will be leaders of the conversations. This will result in the development by March 2014 of lists of required course and recommended courses, *both* of which will be accepted for seamless transfer. Currently there are 38 transfer paths identified by SUNY; more transfer paths can be suggested. MVCC does not offer all of these paths. The waiver process has been extended to May 2014. AAS and AOS degrees are still included in the 64-credit limit. W. Perrotti requested that the track record of particular disciplines at particular colleges be considered.

R. Labuz also reported on a Leadership Academy, which is being developed by an FCCC committee. Its purpose is to create leaders from within the college, and is structured on a 2-year plan. In the first year skill-building will be emphasized. In the second year participants will develop a project. The work group that is forming the MVCC's Leadership Academy consists of Ron Labuz, David Katz, Jennifer Boulanger, Bill Hysell, Jim Lynch, and Annette Broski. The work group would like ideas for projects from the campus community. At the end of the two years a booklet will be produced. Twelve (12) participants will be chosen from volunteers; anyone can participate. After the first 2-year Academy, a second one will start up.

OLD BUSINESS

Smoking policy revisions: K. Hartman presented the proposal for revising the college smoking policy as drafted by the Ad hoc Smoking Policy Committee, whose members she thanked. A. Colucci suggested that the name of the policy be changed to College Smoking and Tobacco Use Policy. It was also suggested that the last word in the first sentence of the first paragraph be changed to "buildings." S. Teater pointed out that students who are off campus for a game are expected to behave by the same rules as if they were on the MVCC campus. C. Bolton asked if this also applied to students who are abroad in countries where smoking is allowed on campus. K. Hartman responded that the same expectation of conduct applies, though enforcement might not be possible. W. Perrotti moved to approve the policy as amended; J. Woodrow seconded. The motion carried with one (1) opposed and four (4) abstentions. The policy, which will be sent to President VanWagoner next, reads:

Smoking **and the use of tobacco products** is prohibited in all Utica and Rome Campus buildings **as well as all campus-affiliated buildings. Smoking and the use of tobacco products are prohibited within 25 feet of**

building entrances. Smokers are expected to properly dispose of their own tobacco waste in designated outside containers. This policy is subject to revision.

Tobacco products are defined as all tobacco-derived or containing products, including and not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, clove cigarettes (kreteks), bidis, synthetic marijuana, smokeless tobacco, and oral tobacco (smokeless, chew, snus, and snuff).

Civility Committee charge revision: D. Kelly presented the change in charge to the Civility Committee. Some members are still needed. M. Treis commented on the negativity of the term “civility,” as it focuses on what is lacking instead of on what you have. She feels that it should not be a separate committee, but should fall under the Committee for Diversity and Global View. W. Perrotti did not think that it should be a Senate committee at all. After further discussion, S. Frisbee moved to accept the charge with the provision that this Senate conversation be shared with the members of the committee. M. Radlowski seconded the motion, which carried, with 22 in favor, three (3) opposed, and four (4) abstentions.

Classroom space management: Since M. McHarris was not present to lead this discussion, the topic was tabled until the next Senate meeting.

NEW BUSINESS

Rome Campus Library hours: W. Perrotti reported that three (3) of his students complained to him that there were no weekend hours at the Rome Campus Library. S. Frisbee responded that he would check our staffing and budget and be prepared to report on it at the next Senate meeting. He asked W. Perrotti to have those three (3) students meet with him to determine what they need at the Rome Campus Library—computer access, a place to study, resources, or librarian assistance.

OTHER CONCERNS

Impact of the 64-credit limit on AA, AS, AOS, and AAS degree programs: W. Perrotti voiced concern over the 64-credit limit’s effects on 4-credit courses with a lab, which brings them up to 4.5 credits. He feels that making the course-with-lab a 4-credit course would devalue it for future students, who would receive only 4 credits for the same amount of work.

ADJOURNMENT

R. Labuz moved, and D. McDermott seconded, to adjourn the meeting. The meeting was adjourned at 4:35 p.m.

NEXT MEETINGS

The next meeting of the College Senate will be **Tuesday, February 4, 2014, at 2:30 p.m. in IT 225.**

The next meeting of the Senate Advisory Committee will be Monday, January 27, 2014, at 3:00 p.m. in PH 304.

Respectfully submitted,

Krista Hartman
Senate Recording Secretary

APPENDIX 1: TOM SQUIRES' REPORT TO THE SENATE ON THE BUDGET

MVCC College Senate Meeting Tuesday, December 03, 2013 Budget Overview

Operating Environment:

- Projected downward trend in high school enrollments for the next several years;
- Support from Oneida County is expected to be flat;
- Use of Fund Balance limited to amount allocated last year;
- Some increase in State Aid expected;
- Increase in personnel costs;
- Inflationary pressures on contractual expenses (utilities, supplies, equipment, etc.)

Summary: Expenses are up; Revenues overall should improve.

Specific Budget Assumptions as of Now:

- Enrollment:

| Year | Enrollment History | | 6 Year % |
|-----------|--------------------|----------|-----------|
| | FTE | 1 Year % | |
| 2008 – 09 | 4,812.3 | | |
| 2009 – 10 | 5,400.9 | 12.2% | |
| 2010 – 11 | 5,714.3 | 5.8% | |
| 2011 – 12 | 5,880.5 | 2.9% | |
| 2012 – 13 | 5,741.0 | -2.4% | |
| 2013 – 14 | 5,480.3 | -4.5% | Budget |
| 2013 – 14 | 5,646.0 | 3.0% | Projected |
| 2014 – 15 | 5,380.0 | -1.8% | 11.8% |

- ⑩ State Aid increase of \$150 per FTE, matching the increase in last year's budget; Impact = \$800,000
- Some increase in tuition is being considered; Impact = \$260,000
- No increase in sponsor contribution, may not receive additional \$100,000 for equipment as we did last year; Impact = -\$100,000
- Initial allocation of Fund Balance = \$1 Million; last year = \$1,396,877

MOHAWK VALLEY COMMUNITY COLLEGE 2014 - 2015 Budget Development Calendar

Nov 26th, 2013 Distribution of Budget Request Files and Annual Plan to Budget Departments

December 2013 Status update and parameters overview with College Senate

January 2014 Meetings to review departmental Objectives, measurable outcomes and assessment statements

January 15th Human Resources completes salary and wage updates in Banner System

February 1st Completed Budget Files due to appropriate V.P./President from Departments

February 2014 Status update with College Senate

February 2014 Status Update in open forums

March 1, 2014 Approved Dept. Budget Requests submitted to V.P. Administrative Services

March 2014 VP Administrative Services reviews Budget Requests with V.P.'s and Departments as needed.

March/April Status update with College Senate

2014 Status update in open forums

April 2014 Budget presented to Cabinet

April 2014 Refine Budget Draft to attain a balanced Budget for submission to the Board of Trustees

May 2014 Budget presented to the Board of Trustees

June/July 2014 Budget submitted to County Committees & Legislature for adoption

August 2014 Sponsor adopted Budget submitted to SUNY

August 2014 Copies of County Adopted Budgets sent to Budget Departments

APPENDIX 2: CHIEF AMICO'S REPORT TO THE SENATE OF EMERGENCY MANAGEMENT PLANNING

As with all institutes of higher learning, MVCC has an active emergency plan in place. The plan is a typical standardized emergency response plan. As it stands, should MVCC have a crisis, the plan would stand on its merits. The plan contains key information such as:

1. List of key personnel
2. Crisis team contact list and information
3. Notification system
4. Minor and major emergency definitions
5. Emergency shelter provisions
6. Hazmat plans
7. Dormitory emergency plans
8. Critical incident check list

The plan has been distributed to essential personnel who have familiarized themselves with the planning. Further, a chain of command is in place, an incident command area is in place, a secondary incident command area and a campus wide notification system is operational.

As with any emergency plan, MVCC's plan is dynamic and forward thinking. Currently, the college is redeveloping the emergency planning to better protect its stakeholders. To do so requires time, effort, and a hard look at what works and what is outdated. As we move forward, there emergency plans will provide for:

1. An updated Emergency Operations Plan (EOP)
2. An updated Emergency Action Plan (EAP)
3. An effective Continuity of Operations Plan (COOP)

(To develop a better understanding of plan development, the "Guide for Developing High-Quality Emergency Plans for Institutions of Higher Education" is highly recommended and can be found online.)

While the development of an updated EOP, EAP and COOP is important, other facets of planning must be considered. Probably the most important aspect of emergency planning is the communication of the plan with those who need to know. In the case of a college the students, faculty and the staff are all stakeholders. To adequately implement an EOP, all stakeholders must have knowledge of the plan(s) and be active participants in the development, training and implementation of the plan.

To accomplish the aforementioned task, several actions will be taking place.

The first action is the Crisis Communication Committee. The CCC is composed of college personnel from several disciplines and who have agreed to help with the development of an updated EOP, EAP and COOP.

The second action is through education and training. As the planning continues, methods of training and education will be developed and implemented for the college stakeholders.

The third action will be communication. Communication may be through venues such as email, websites, publications and so forth.

It is important to remember that emergency planning is an ever-changing concept. What may work today may not work tomorrow. Emergency planning stakeholders may change depending upon the situation. Some crisis may apply only to the college where others may apply to the county, state or nation. As we progress, the key to good emergency planning policy is for stakeholder involvement.

Sincerely,

Chief David J. Amico

Executive Director of Public Safety and Emergency Management

damico@mvcc.edu