

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

COLLEGE SENATE MEETING MINUTES
Tuesday, September 2, 2014, IT 225

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

Present: J. Baumann , C. Bolton, K. Capuana, L. Charbonneau, N. Chrisman, J. Coleman, S. Dar, A. Doughtie, D. Elseth, K. Hartman, D. Ianno, P. Katchmar, D. Kelly, M. Leahy, M. McHarris, B. Molinaro, S. Myalik, W. Perrotti, , M. Radlowski, J. Rahn, R. Spetka, M. Taverne, M. Treis, G. Warchol, J. Wilcox, J. Woodrow, and President R. VanWagoner.

Student Senators: M. Tyoe.

Absent/Excused: J. Brown, A. Haines-Stephan, M. Henningsen, R. Labuz, J. Livadas, D. McDermott, C. Miller, R. Mink, R. Pucine, R. Rosero, M. Sorrentino, and J. Yager.

Guests: M. Eannace, S. Engel, P. Fess, S. McCall, K. Overrocker, S. Reynolds, N. Rosero, and T. Squires.

CALL TO ORDER

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

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

C. Bolton moved, and R. Spetka seconded, to approve the minutes of the May 19, 2014, meeting. The motion passed with no objections and one abstention.

CHAIRPERSON'S REPORT

D. Kelly summarized the issues discussed at the Senate Advisory Committee's retreat with the Cabinet on May 22, 2014. The report included Senate accomplishments for the 2013-2014 academic year, Senate goals for the 2014-2015 academic year, actions taken by the Senate, and ideas for Senate consideration. See the full report appended at the end of these minutes. W. Perrotti inquired about the difference between a committee and a council. D. Kelly and R. VanWagoner replied that committees are bodies of the Senate and are permanent in nature, whereas councils and workgroups are bodies outside of the Senate, with workgroups being temporary and task-oriented.

D. Kelly also stated that he would be attending the Campus Governance conference of the Faculty Council of Community Colleges, and would report on what was discussed there at the October Senate meeting.

STUDENT CONGRESS

M. Tyoe reported that many events have been planned for the fall semester, including a barbecue and tomorrow's ice bucket challenge. The Student Congress hopes that faculty and staff will attend.

PRESIDENT'S REPORT

President VanWagoner commented briefly on the budget, stating that fewer students dropped out on the first day of classes than last year. Also, tomorrow the capital request for the Rome Campus project will be presented to the Oneida County Board. He announced that campus conversations will be scheduled again this year. He explained that Achieving the Dream will be a slow and steady happening, as our work plan has just been submitted and the data team will be reviewing the data gathered this coming spring. The plan is for

works, which may be something the college is already doing, to be implemented in the 2015-2016 academic year. W. Perrotti mentioned a study by the Community College Research Center of Teachers College, Columbia University and MDRC, that reports unfavorably on the results of Achieving the Dream. The report, published in 2011, is entitled "Turning the Tide: Five Years of Achieving the Dream," and can be found here: http://www.mdrc.org/sites/default/files/full_593.pdf

VICE PRESIDENT'S REPORT

T. Squires reported on projects started or completed during the summer. These include asbestos removal from the Jorgensen Center and the Academic Building, renovation of locker rooms in the gym, and pavement repairs in the parking lots. A loop road connecting all the parking lots is planned for the future. The renovations for ACC 116 have begun. The cement podium was replaced on the quad side of Payne Hall over the summer. It is hoped that the podium on the other three sides and the columns will be replaced next year. There are also plans to repair and renovate the exterior entrances of the Academic Building and the College Center and the columns around the dorms. A project is underway to create new signage for the campus, both exterior and interior. M. Leahy asked if faculty and staff will have a chance to preview these before they are made, and T. Squires replied in the affirmative. The STEM Center and Educational Technology offices have been swapped to make STEM more visible to visitors and prospective students.

Over the summer Information Technology integrated Degreeworks into the SUNY federation. The next phase of this project will be to create the ability for students to go into other SUNY colleges using their Degreeworks information in SIRS at MVCC to see what their degree would look like there (which courses would transfer over, etc.). A. Doughtie commented that Degreeworks, which replaced the old plan of study, does not work well for advisors. P. Katchmar stated that it is SUNY-mandated. He also stated that anyone who would like Degreeworks training can contact Jim Sunderhaft.

Also over the summer IT and the Business Office converted the college's banking to M & T. The student email server was changed to Microsoft 2013. The same upgrade will occur with the employee email server in October. Six new computers were purchased for the lab, and some software upgrades were made. P. Katchmar will update the procedures guide for IT, which will involve Senate input. Other IT upgrades will be made as the budget permits. IT will be looking at improving the online attendance reporting mechanism in the coming year.

S. McCall requested a lab be created that holds 40 computers in which to schedule and conduct classes. The current labs contain only half that, and students have to double up. S. Dar seconded that request.

T. Squires also reported that the results of last year's core workshops on public safety were presented by Dave Amico at Summer Institute. His presentation will be repeated at the Fall Institute in October.

FACULTY COUNCIL OF COMMUNITY COLLEGES REPORT

None.

OLD BUSINESS

Procedures used to propose, review, and approve curricular changes: D. Kelly will talk to Cheryl Plescia, chair of the Academic Policies and Standards Committee, and whoever the new chair of the Curriculum Committee will be about forming a group comprised of members from both committees to work on this issue.

Overload pay and contracts: More problems occurred this summer with overload pay—many people were not paid on June 17. D. Kelly met with Kim Evans-Dame and Dianne Head from payroll, and determined that in

2015 an overload payday of June 16 has been scheduled. Several senators asked that, if for some reason this date cannot be met, people be notified ahead of time. C. Bolton also asked if, when a faculty member acknowledges an overload contract, an acknowledgement email be sent. P. Katchmar said he thought that it is possible for such a modification to be made to the contract acknowledgment process and that he and IT staff would look into it and report back to the Senate.

NEW BUSINESS

Faculty and staff listings in the college catalog: Though the Senators were told at a Senate meeting last academic year that faculty and staff would be listed, they were not included in the latest college catalog. Matt Snyder will come to the October Senate meeting and report on this. Listings should include one's alma mater, degrees, awards, honors, and year one started working at MVCC.

OTHER BUSINESS

D. Kelly stated that in October agenda items will include the dissolution of the Civility Committee and the transition of the Wellness Committee into a Council.

W. Perrotti brought up the issue of how faculty can post their office hours so that everyone, not just the students who are taking their classes, can see them.

A. Doughtie requested a presentation on how classrooms are assigned to faculty. M. Eannace stated that Rich Pucine has created a rolodex of faculty and their classroom/technology needs. The assistant deans made the classroom assignments this year, and some of them did not use the rolodex. A. Doughtie reported a rumor she heard that each center has access only to a certain number of rooms. M. Eannace replied that that is not true, and Rich Pucine will provide an explanation at the next Senate meeting.

W. Perrotti stated that he had heard that the reason Educational Technology and STEM switched office locations is because the STEM people wanted an office with a window. M. Eannace stated that that is not true, and proceeded to explain the need to give more visibility to STEM.

W. Perrotti commented on the inequity of travel funding. He was seconded by Norayne Rosero. M. Eannace stated that events about subjects that affect the entire college are usually completely funded. She said that a formula has been developed for travel funding whereby each center receives funding which it then allocates equally to its members.

ADJOURNMENT

K. Capuana moved, and R. Spetka seconded, to adjourn the meeting. The meeting was adjourned at 4:20 p.m. with none opposed and no abstentions.

NEXT MEETINGS

The next meeting of the College Senate will be **Tuesday, October 7, 2014, at 2:30 p.m. in IT 225.**

The next meeting of the Senate Advisory Committee will be Monday, September 29, 2014, at 3:00 p.m. in PH 304.

Respectfully submitted,

Krista Hartman
Recording Secretary

Cabinet/College Senate Annual Review Meeting May 22, 2014

Discussion clarified governance principles regarding the importance of a mix of communication strategies; administration engaging Senators sooner rather than later in processes; Senators presenting their ideas, insights, and perspective constructively; and the importance of shared goals.

2013-14 College Senate/Governance Accomplishments

1. Increased budget awareness among Senators.
2. Provided a forum for dialogue regarding the Achieving the Dream initiative.
3. Prompted development of a monthly publication entitled "Where We're Headed."
4. Considered and acted upon several FCCC resolutions.
5. Developed, recommended, and secured approval for a Board policy and related procedure regarding the lowering of flags at the College.
6. Recommended and secured approval for changes to the tobacco-use policy.
7. Sunset the focused civility initiative.
8. Continued to provide a forum for dialogue regarding improvements to campus safety at the College.

2014-15 College Senate/Administration Joint Goals for Governance

1. Improve the accuracy of the College Catalog/**Align schedules for curricular and college catalog changes**
2. Provide a forum for dialogue and work to **develop processes for proposal, consideration and decision making on curricular changes.**
3. Continue to provide a forum for dialogue and fully engage in the work of the Achieving the Dream initiative.
4. **Continue to provide a forum for dialogue on processes to improve the classroom environment.**
5. Continue to provide a forum for dialogue regarding improvements to campus safety at the College.
6. Provide a forum to engage the College **on** SUNY initiatives throughout the year.
7. Engage wherever **whenever and** however possible in the process to update the Strategic Plan for the College.

Action Items

1. Discontinue the Civility Committee
2. Transition the Wellness Committee from a College Senate **committee** to a Council
3. Award committees should add a process step and add a check-in with Human Resources to confirm employee classification.
4. Clarify roles & responsibilities for tracking vacancies and positions for all elections.

Considerations

1. Offer a governance workshop at the January Institute to raise awareness of opportunities to serve.
2. Have Councils follow College Senate annual reporting format and archive all the reports to document governance activity in total.
3. Create a Senate task force to create expectations for committee/council service

