

APPROVED
AUGUST 15, 2011

ATTACHMENT 7a

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK

1. Call to Order

The meeting of the Mohawk Valley Community College Board of Trustees held in the Hall Board Room of Mohawk Valley Community College, Utica, New York was called to order by Chair Falvo at 4:03 p.m. on Monday, June 13, 2011.

Members Present

Esther Caldwell
Bill Calli
Tony Colón
Elaine Falvo
Peter Rayhill
John Stetson
Sheila Vandever
Mary Carmel Wolf

Members Excused

David Mathis

2. Chair's Report

Chair Falvo introduced and welcomed the new student trustee, Esther Caldwell and asked her to brief the BOT on her campus activities and involvement. Chair Falvo also commented on the new format of the recent Commencement Ceremony and congratulated those involved with its success. She stated that over 700 students walked at graduation. Chair Falvo also extended the Board's appreciation to John Stetson for all of his involvement and efforts in the Jorgensen Complex Project. She also thanked him for arranging for today's tour that preceded the BOT meeting. John Stetson responded by crediting Ralph Feola and his staff, as well as Jim Fawcett from HR Beebe. Chair Falvo also said that following a conversation with President VanWagoner, they were proposing no July BOT meeting. She also announced a surprise can be expected at the August BOT meeting.

3. Treasurer's Report

Vice President Feola reported that Summer Enrollment continues to track above budget, however not all revenues have been collected. Also CCED activity continues to show positive variances from budget, however the nature and demand for their offerings make it difficult to accurately predict just what and when various programs will run.

4. Committee Reports

There were no committee reports today.

5. Student Trustee's Report

There was no Student Trustee's Report as it was the end of the semester and Esther Caldwell's first meeting.

6. President's Report

President VanWagoner began by congratulating Vice President Eannace for being appointed to the National Council of Instructional Administrators (NCIA) Board. President VanWagoner asked the Vice Presidents for their reports.

Vice President Eannace

- Enrollment Numbers
 - Spring numbers ended with an increase in FTE of 4.23% and Headcount of 3.85.
 - Summer Enrollment is up 3.11% in FTE and up 5.16% in Headcount.
 - Fall Enrollment is up marginally at .9% in FTE and up 2% in Headcount.
 - Relevant to enrollment, Dr. Eannace added that we have made significant gains in building enrollment in Rome and online for Summer and so far for Fall. We are continuing to build toward capacity and more efficient use of space and time in all venues, including use of off-campus sites.
- We are beginning an exciting pathway toward better guidance of students with interest in health-related careers. We recently created a curriculum that allows students to explore health career aptitudes and interests while building solid accomplishments in general education areas to allow for maximum flexibility in choices of majors. We are, in this same interest, working with Associate Vice President Cantor and CCED Director Franca Armstrong in filling the position of Health Career Coordinator so that students will be apprised of all of their options in the health care industry.
- During the Spring Semester we ran 19 searches and have concluded 11 of them with hires—some of which are pending Board approval--, 2 with term appointments. The others are on-going at the moment and should conclude within a month or are being postponed until fall.
- On Thursday we hosted the Awards Banquet and Ceremony of the NYS Dept. Of Transportation and the NYS Association of Transportation Engineers Conference. This statewide affair brought about 600 folks to the Mohawk Valley and about 300 to our IT building and theater. Our own Maggie Reilly helped play host for the group of very congenial folks who repeatedly told us how awed they were with the campus, our facilities and Sodexo feast. We were the recipients of a lovely object d'art from the organization.
- A number of our faculty retired this year, and we had the presenting of the chairs and lamp this past week. Our Board Chair and our President were eloquent at this bitter-sweet event. (Some of the hires this Spring were to address vacancies created by retirements.)
- Vice President Eannace expressed her appreciation for the kindness and thoughtfulness of the Board at this time of her family's loss.

Vice President Feola

- Bid specifications for equipment needed for the new fitness center were issued last week by the County. The bid opening is scheduled for later this week with delivery and installation scheduled for the end of July.
- Last weekend a campus-wide power shutdown was necessary to complete testing of the new transformer for the Jorgensen Center and we're happy to report that the system performed as specified.
- Facilities will be removing some trees and do additional landscaping around the Utica AB building over the summer.

- Renovation work at the gym has fallen behind schedule and the construction manager held a meeting last week with the contractor at which both the County and College were present. A recovery schedule was developed with the contractor and the construction manager followed up with a letter to the contractor. The letter advised them of their contractual responsibilities and consequences associated with failure to comply with critical submittal and completion dates. A delay could seriously impact the opening of the Child Care Center and adversely affect students who rely on the Center for services. The contractor faces the possibility of liquidated damages if there is a significant delay.

Student Services Report

President VanWagoner provided the Student Services Report.

- The College Connection program has nearly 200 students enrolled this year, an all-time high.
- The Upward Bound program: 36 of the 40 are graduating and 9 are top 10% pres scholars. The program also has 45 potential graduates vs. 8 last year.
- Our applications are still up about 2.5% and deposits are up 14%.
- The Residence halls are waitlisted and we are watching it closely as the list is smaller than recent years with the new academic policy. Dorm Corp. is happy with the future of their program having implemented the new academic policy.
- The MVCC Foundation presented the Promise scholarship to a rising JFK 9th grader, providing him entry into Upward Bound & STEP.

(President's Report)

- We have tentative confirmation on the MMR legislation with help from Dutchess County Community College.
- The SUNY Report Card was released earlier this month. It does not indicate rank of SUNY schools rather a cumulative look at SUNY.
- Human Resources has launched PeopleAdmin and there are currently four searches being conducted using this software.
- The Budget letter will be sent to the County Executive this week.
- The final RFP for benefit broker services interview will be this Wednesday, June 15 and a decision will be made immediately following.
- There will be a few media events around the Campaign in the next month including a Rome kick-off event. More information will follow.

College Senate Report

There was no College Senate Report today.

7. Consent Agenda

Attachment a. Minutes of the May 16, 2011 Board of Trustees meeting

Attachment b. Treasurer's Report

Attachment c. Sara E. Boulanger, Coordinator of Services for International Students

Attachment d. Alexander Haines-Stephan, Instructor in the Center for Language and Learning Design

Attachment e. Robert N. Mineo, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology

Attachment f. Stephanie C. Reynolds, Vice President, Student Services and Dean of Students

Attachment g. James R. Roberts, Instructor in the Center for Arts and Humanities

Attachment h. Jennifer L. Schrader, Instructor in the Center for Life and Health Sciences

Attachment i. Barbara Turner, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology

Attachment j. Mary T. Noti, Assistant to the Vice President for Learning & Academic Affairs

Motion was made by Bill Calli and seconded by John Stetson to approve attachments 7a through 7j. Unanimously approved.

8. New business

Attachment a. Amend 2011-12 Tuition and Fee Schedule

Motion was made by Mary Carmel Wolf and seconded by Sheila Vandever to approve Attachment 8a. Unanimously approved.

Attachment b. Academic Calendar 2012-2013

Motion was made by Tony Colón and seconded by Bill Calli to approve Attachment 8b. Unanimously approved. Dr. VanWagoner added that this Calendar will be a one-year extension of the last three years' version.

Attachment c. Amend Student Code of Conduct

Motion was made by Sheila Vandever and seconded by Tony Colón to approve Attachment 8c. Unanimously approved.

9. Program Update

An overview of the Information and Technology Department was presented by Paul Katchmar.

10. Discussion items

Attachment 10a. Board Policy Manual – Section I

President VanWagoner stated that Patty Fox had begun coordinating the review of the MVCC Board Policy manual. Section I – Board of Trustees was presented to the Board for a first reading. Several areas were raised for editing by Board members as well as Dr. VanWagoner. The changes will be addressed and presented at the August BOT Meeting for approval. Section II will be ready for a first review by the Board at the August BOT Meeting. Peter Rayhill suggested the importance of the inclusion of some kind of social media policy.

Attachment 10b. Master Plan

President VanWagoner stated that the Master Plan would be ready to go to the County following the August BOT Meeting. Chair Falvo suggested that an overview be presented to the County with a focus on concept versus finances at that point. John Stetson asked where we stand with

the Consultant. VP Feola said that we do not have a large outstanding amount with them. President VanWagoner handed out an amendment to the Plan and the BOT members were pleased with the proposed changes to the Cornhill Education Center concept. President VanWagoner also stated that through wayfinding, the College worked with March & Associates regarding the Plumley Building signage. He also indicated that the Foundation may be able to assist with the funding. Chair Falvo requested pricing and suggested that the look be consistent with current signage or what will be used on the Joregensen Athletic Center.

A motion was made to enter into Executive Session to discuss personnel issues at 5:35 p.m. by Bill Calli and seconded by Tony Colón. Unanimously approved.

The meeting reconvened at 6:10 p.m.

11. Adjournment

A motion was made to adjourn the meeting at 6:11 p.m. by John Stetson and seconded by Bill Calli. Unanimously approved.