

**APPROVED
DECEMBER 20, 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, Payne Hall, Mohawk Valley Community College, Utica, New York was called to order by Chair Falvo at 4 p.m. on Monday, November 21, 2011.

Members Present

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

2. Chair's Report

Chair Falvo began by thanking everyone for taking time out of their busy schedules to attend the Board meeting. She stated that she and the Board are thankful for those at the College, their talents, character and the value that they bring to their students and wished everyone a happy Thanksgiving. She went on to say that tonight's meeting would be relatively quick as a Student Leadership dinner is set to begin at 5:30 p.m. Chair Falvo stated her disappointment for missing Friday's Jorgensen dedication, but she had to be away. Chair Falvo went on to say that she received a letter from someone in the community who attended the program sharing their excitement and kudos for a great facility and event. She informed the group that some MVCC employees recently received recognition at the Genesis Celebration of Education dinner. Chair Falvo said that she attended the dedication of the Nursing Lab earlier today and an entrepreneurship meeting last week. She concluded by again recognizing how busy everyone is at the College and expressed her gratitude for everyone's efforts.

3. Treasurer's Report

The following report was mailed ahead of the Board meeting:

With completion of the auditors field work last month the Business Office has submitted to them for their review the College's financial statements needed for publication. In addition to this, preparations are now underway for the Foundation audit which is scheduled to take

place this week. Once completed the result from the Foundation audit will be incorporated into a comprehensive report that includes the College as the primary institution along with component units consisting of ASC, Foundation and Dormitory Corp reports. The Audit Report is due to the state by December 31, 2011.

The budget packet also includes Budget Amendment #2, recognizing the receipt of \$710,209 in additional grant funds consisting of the STEP and CSTEP SUNY grants valued at \$86,715 and \$103,704 respectively along with the award from the US Department of Ed for the GEAR-UP grant at \$519,709.

Vice President Feola added that the auditors are about to finish and will meet with the Board Audit Committee ahead of the December meeting. They will follow with a presentation at the December Board meeting. Vice President Feola is expecting a clean audit.

4. Committee Reports

Academic Committee

Mary Carmel Wolf highlighted the following items as a result of the committee's earlier meeting:

- Student and Academic Affairs are working to implement an intervention for those students going into probation. The plan is to use StrengthsQuest as part of the intervention process.
- A design team will be created to discuss the honors program this spring.
- ED100 will be revised in the near future.
- Acuplasure will be in place by fall 2012.

NYCCT and ACCT (liaison)

David Mathis was invited to participate in a panel discussion at the State School Board Association this past weekend regarding Community College and K-12 partnerships. He thanked Shane McGovern, Kim Overrocker and Maryrose Eannace for their assistance in gathering information for the presentation.

President VanWagoner congratulated the Genesis award recipients: Jim Smrtic, Patti Antanavige, Denise DiGiorgio and PTK. He said that they would all be highlighted in a future Communitas.

5. Student Trustee's Report

Student Congress is now using a program called Go to Meeting which is similar to skype to conduct Student Congress meetings between the Utica and Rome campuses. Students are approaching the Civility Project in a broader, more far reaching way, giving more students an opportunity to be involved. Ms. Caldwell said that Student Congress held a raffle to benefit the Challenge and Opportunity Campaign and that they will be presenting a check to the Foundation at an upcoming Student Congress meeting. Phi Theta Kappa has attended conferences in NYC and Seneca Falls this past semester. She concluded by stating that Student Congress has been working with the three Vice Presidents addressing handicap parking abuse and some issues with handicap entrances on campus. She said that they have

already seen positive results from these efforts.

6. President's Report

The following report was mailed ahead of the Board meeting:

Frank DuRoss, Deanna Ferro and I presented a concurrent session titled "Campaign as Catalyst" at the National Council for Resource Development conference recently. It was well attended and we received good feedback on our presentation about our experiences with the Challenge and Opportunity Campaign.

Frank and I also attended the 2nd annual SUNY Advancement Summit that brought together presidents and foundation directors to talk about SUNY's intent to launch a system-wide fundraising campaign in the very near future.

Congratulations to all of our deserving Genesis Education Award winners – Jim Smrtic – psychology professor and amazing advisor for the Kids N Coaches club; Patti Antinaviege from the Adult Learner Services area for her tireless work with our returning adult students; and our PTK Honor Society for their nationally recognized efforts at the College and in the community. And finally, congratulations to Denise DiGiorgio on her well-deserved induction into the Genesis Education Hall of Fame.

Denise DiGiorgio has also agreed to be our commencement speaker for the December graduation next month.

The Dean of the Rome Campus position is posted and the committee is set to begin reviewing applications very shortly as the applications are received.

Vice President Feola

The following report was mailed ahead of the Board meeting:

- *Rome Campus - repairs to the Plumley roof and brick started on 10/24 and are nearing completion. Work is also underway to re-point brick at the Rome Academic Building as well.*
- *Bids to expand the emergency notification system over the current phone system came in at just over \$85,000. The only bidder was RANCO and at present we are waiting for the County to issue a purchase order so that the project can move forward.*
- *The new camera system for the Utica Campus has now been installed by the vendor and staff trained on the system's operation. IT is now in the process of confirming locations for cameras in the Jorgensen Center.*
- *The bid to expand Wi-Fi was awarded to CISCO. Funding is through VATEA and will double the present wireless transmission rate from 50 Meg to 100 Meg.*
- *Installation of a new fiber connection between Hanger 221 (Airframe and Powerplant) to the Rome Campus was installed. IT is currently in the process of connecting internet access that will eliminate the sight-to-sight system in place and significantly improve service reliability to the program. Once internet is established and tested out, IT will*

integrate their phone system into the College-wide VOIP system, giving them on a 4-digit internal extension along with everyone else.

- *Security met with Proctor High School truancy staff to discuss the matter of high school students leaving during school hours and coming to the campus. It was agreed that Proctor will coordinate with Security random visits to the Alumni College Center, as that is the main area that high school students have the ability to blend in with our students without being detected. Proctor will send an Assistant Principal along with several staff members in an effort to detect and reduce the number of students leaving the high school during the school day.*

Vice President Eannace

The following report was mailed ahead of the Board meeting:

- *FTE enrollment is up 3.63%--meaning that we have slightly exceeded our semester budget goal of a 3.5% increase. As discussed last month, Dual Credit played a critical role in bringing us in over the top.*
- *We are working with SUNY System and State Ed on the Common Core and the PARCC (Partnership for Assessment of Readiness for College and Careers) initiatives that will, over the next decade help us to reduce our need for developmental education. In the meantime, we are progressing with vigor on a number of fronts to make Developmental Education more effective.*
- *We hosted the 11th High School Math Competition for 11 high schools in our district on Thursday, Nov. 17th. This year was the first in which we had a student earn a perfect score on the math challenge test. That student won a Presidential Scholarship to MVCC. Rome Free Academy, New Hartford and Clinton High Schools were all winners this year in various categories.*
- *We are sending five college faculty and administrators to Wayne State University to learn about the Saturday Math Project—information that is critical to our GEAR-UP grant math project. In addition, we are hosting the founder of the Wayne State University Math Corps project at our Utica campus in February. Several of our local and SUNY colleagues are expected to join us.*
- *Later this month, we are also sending five college representatives to the Nanotech Conference at Hudson Valley Community College, at which our own Professor Robert Decker will be presenting.*

Vice President Reynolds

The following report was mailed ahead of the Board meeting:

ADMISSIONS

- *Nov 10th –Hosted an Area Guidance Counselor Workshop geared toward counselors from Oneida, Herkimer, Madison, Lewis, Otsego, Chenango, and Oswego counties*
 - *39 counselors representing 21 schools and 2 BOCES attended*
- *Open House held on Saturday, November 12th from 10-2 in the Jorgensen Center.*
- *November 16th, MVCC will be hosted the Five-College Dinner for International students. Over 120 attended.*

- *Applications (as of 1st Wednesday in November)*
Spring 2012 = 1225
Spring 2011 = 1150 Increase of **+6.52%**
- *Active Accepts (as of 1st Wednesday in November)***
Spring 2012 = 526
Spring 2011 = 230 **Increase of +43.73%**

CAREER, TRANSFER & JOB PLACEMENT

- *A workgroup met to address Health forms and MMR holds issue. The group decided students should turn in their health forms prior to registration and a process is underway to scope out procedures.*
- *A workgroup has begun meeting to discuss necessary changes to the student employment process this will maximize resources allocated to student workers.*

CIVIC RESPONSIBILITIES

- *A Conflict Resolution work in partnership with the Peacemakers program was held on November 9, 2011.*

OFFICE of RECORDS & REGISTRATION

- *Completed set up and effectively launched DegreeVerify services for MVCC in partnership with the National Student Clearing House to provide degree verification services for third-party requestors and employers.*

College Senate Report

David Katz reported the following:

- Senate Advisory Committee will take on Wellness Charter, bring to senate, and if approved, forward recommendation to cabinet.
- Smoking Policy referred back to Safety & Security Committee for revisions. The hope is to implement by spring.
- Clocks/Time referred to Facilities Committee.
- Marketing issues to be addressed in the December meeting: Crisis Communication update & Marketing response to uniformity and clarity in identifying academic programs, not consistent or intuitive to outsiders, Marketing response to recommendation to include Faculty & Staff in catalog and on web.
- SAC will explore the restructuring of the Senate in relation to its committees so there is more connection & input in the formative stages of college work to the committees from the senate.

7. Consent Agenda

<i>Attachment a</i>	Minutes of October 17, 2011 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Justin P. Cresswell, Part-time Peace Officer
<i>Attachment d</i>	Susan R. Johnston, STEP Project Assistant
<i>Attachment e</i>	Kathleen A. Ksiadz, Events Coordinator
<i>Attachment f</i>	Gail Warchol, Coordinator, Healthcare Careers

Motion was made by Mary Carmel Wolf and seconded by David Mathis to approve Attachments 7a through 7f. Unanimously approved.

Congratulations were offered to Justin Cresswell who was present at the meeting.

8. New Business

Attachment a Student Congress Policies and Procedures;
 Additional Funding Requests
Attachment b Student Congress Policies and Procedures;
 Advisors' Responsibilities

Motion was made by John Stetson and seconded by Bill Calli to approve Attachments 8a and 8b. Mary Carmel Wolf asked if clarification needed to be made regarding advisors being employees of the college. An extensive dialogue followed relative to Attachment 8b, Student Congress Policies and Procedures; Advisors' Responsibilities.

Motion was made by David Mathis and seconded by Mary Carmel Wolf to table Attachment 8b. Unanimously approved.

The language will be revised and presented again for approval at the December Board meeting.

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

Attachment c Master Plan

President VanWagoner reviewed the Master Plan process and stated that the only change to this final version of the Master Plan is the location of the Cornhill Education Center. He also stated that the cost is the same. If the Plan is approved he will work with the County Executive to seek approval by the Board of Legislators. Once approved, it will be forwarded to SUNY.

Motion was made by Bill Calli and seconded by John Stetson to approve Attachment 8c. Unanimously approved.

9. Program Update

Frank DuRoss presented a program update on the Major Gifts Campaign.

10. Discussion Items

a. Board Policy Manual - Section II

Motion was made by Sheila Vandever and seconded by Tony Colón to approve Attachment 10a. Unanimously approved.

Mary Carmel asked in relation to section II.8, if the College conducts drug testing. Kim Evans-Dame replied, no.

Sheila Vandever said that the attached summary of changes was extremely helpful. Tony Colón expressed his gratitude for those who are involved in the Policy revision.

b. Board Policy Manual – Section III – First reading

c. Board of Trustees Self Evaluation

The Board reviewed the BOT self evaluation. They also looked at the Presidential evaluation. David Mathis and President VanWagoner will meet to review the process for both the BOT self evaluation and the Presidential evaluation.

11. Adjournment

A motion was made by Bill Calli and seconded by Mary Carmel Wolf to enter into Executive Session to discuss personnel, real estate and negotiations at 4:56 p.m. with no further action to be taken. Unanimously approved.