

**APPROVED
JANUARY 23, 2012**

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, and Utica, New York was called to order by Chair Falvo at 4:03 p.m. on Monday, December 19, 2011.

Members Present

Esther Caldwell
William Calli, Jr.
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 all of their efforts throughout the year and expressed her hope for a happy and healthy holiday season with family and friends. She went on to thank David Mathis for speaking on her behalf at graduation and stated that she has heard very positive feedback regarding the event. Chair Falvo went on to say that she attended her very first Celebration of Success along with fellow board members, Tony Colón and David Mathis. She said that she came away from the event feeling uplifted and was excited to have won the yoga basket. Chair Falvo concluded her report by distributing the proposed 2012 Board meeting schedule.

3. Treasurer's Report

Vice President Feola reported that the audit is now complete. We will begin closing out the Banner files for 2010-11 and will begin the process of undated financials for 2011-12 for presentation at the January Board meeting. At this time fall enrollments are up slightly and we anticipate that fall revenues will be up a little. Likewise with the mild start to the winter and temperatures running above normal utility consumption should be down. If this trend holds we expect to see some savings in utilities.

4. **Committee Reports**

Audit Committee

John Stetson reported that the audit committee met prior to today's Board meeting and asked Mark Semo and Courtney Pearsall to give a quick overview of the College's audit. Mr. Semo reported that the audit includes the College, Auxiliary Corporation and the Dormitory Corporation. He went on to state that he and his staff did not propose any adjustments and that our books are clean. The audit reflects no deficiencies regarding policies and procedures. He concluded by stating that our year end finished a little better than originally expected.

Mr. Stetson recognized the fact that this audit reviewed a year of transition in the business office with a new Comptroller coming on mid-year. Mr. Feola thanked Brian Molinaro and his staff for all of their efforts in preparing for a smooth audit process. Brian Molinaro, in turn thanked his staff for their work.

NYCCT (liaison)

David Mathis reminded the Board of his recent email regarding upcoming NYCCT events for 2012. These events include:

February 28 - NYCCT Community College Advocacy Day

April 4 – PTK Awards Lunch

April 20 – Business meeting (where Mr. Mathis will be elected as Chair)

September 20 – 23 - Trustee Institute/NYCCT 59th Annual Conference

Mr. Mathis thanked those who participated in the Herkimer Community College Board social that was held on December 6.

Mr. Mathis concluded by raising an issue that OCC is having regarding their field house and the impact it has on the downtown Syracuse community. He suggested that we visit the topic at a retreat in respect to our new facility and our own policies and procedures.

5. **Student Trustee's Report**

Esther Caldwell reported that the Student Congress Executive Officers recently elected Zachary Small as the new Treasurer. A vacancy was created as a result of the last Treasurer transferring to a four year college.

6. **President's Report**

President VanWagoner began by asking for the Vice President's reports.

Vice President Reynolds

Vice President Reynolds reported the following:

ADULT LEARNER SERVICES

- Dr. Jonathan Meeter, David Nackley and Michelle Scranton were the winners of the inaugural Spirit of Service.

Working Solutions

- MVCC was represented at 16 Reemployment Services Orientation (RSO) and/or Transferrable Skills Workshops held by Working Solutions staff to promote MVCC programs – 232 individuals were in attendance for the month of November.

ADMISSIONS

Spring 2012 Applications as of 12-14-11 (Wednesday) = 1894

Spring 2011 Applications as of 12-15-10(Wednesday) = 1741

+ 153 (+8.79%)

Active Accepts for Spring 2012 as of 12-14-11 = 981 (completed applications)

First-time matriculated Scheduled as of 12-14-11 = 283 As of Monday night,
December 20, 2010 (closest comparison date I have saved for last Spring) = 324.

CAREER & TRANSFER

- Working with Academic Centers to organize internships. We are working to assist the Academic Centers with placing students who are interested in an internship experience, as well as connecting area businesses that are interested in MVCC students as interns to the appropriate Academic Centers. Current discussions include:
 - **PJ Green** – Administrative Assistant, Accounting, Web Design, Graphic Design, Graphic Arts Technology
 - **Agro Farms** - TBD
 - **Cathedral Corporation** – Graphic Design, Graphic Arts Technology
 - **Turning Stone** - Hospitality
 - **Masonic Research Lab** – LA&S Biology

DISABILITY SERVICES

- ADA Compliance Team – The first meeting of the newly established ADA Compliance Team occurred. Discussion focused on the enormity of the compliance mandate and the need for shared responsibilities.

UPWARD BOUND/GEAR-UP

- The 2010-11 Upward Bound Annual progress report was submitted on November 30th.

Utica Gear Up

- Met with both Principals from JFK and Donovan, the UCSD Director of Curriculum and K-12 Instruction, Utica Safe Schools, Refugee Center, Kids Oneida to build partnerships for the in-kind portion of the grant. to update project progress as it relates to their sites
- All positions are being actively recruited for though advertised postings.

SSC/ FIRST YEAR EXPERIENCE & ACADEMIC ADVISEMENT

First Year Experience and Academic Advising

- Planning for December/January PAR activities was in full gear up mode. Notification letters and emails will be merged with Financial Aid.
- Student Outreach for Support (SOS) – during any available time, the staff from the Student Service Center, FYE and Academic Advisement make outreach phone calls to assist students with a variety of reminders:

At the start of November SOS completed a call to **163** students regarding missing documents for Financial Aid. Plus **150** residence hall students who had deficient midterm grades and provided with resources and **475** calls to Spring accepted students Nov. 8-28th. When the calls were completed results were shared with Admissions so that students not planning to enroll could be retired. On Nov. 30th the SOS team began to call **2,200** students who are registered for the Fall Semester but have not yet registered for the Spring Semester with a target completion date of Dec. 15.

Vice President Eannace

Vice President Eannace reported the following:

- FTE Enrollment numbers:
 - *Fall* numbers ended with an increase of 4.25%.
 - *Intersession* numbers are down at the moment, in part because we de-registered for non-payment on Friday. We anticipate some small recovery there for those who re-register and for those sections that start in January.
 - *Spring* numbers are currently showing an FTE increase of 2.39 over last year at this time.
- Dr. Eannace, Stephanie Reynolds, Mark Radlowski, and Norayne Rosero attended the Middle States Conference in Washington, D.C. last week, gathering further information and trends as we prepare for our Periodic Review Report which is due in Spring 2013. She stated that as we reviewed our process on the recommendations from our decennial re-accreditation in Spring 2008, we find that we are clearly making strong progress. She will be making regular progress updates to the Academic Committee of the Board from this point forward so that the Board is kept fully apprised of the College's compliance.
 - The Board will be voting on a resolution that would approve the revisions made in the College's Emergency Medical Services/Paramedic Program.

Vice President Feola

Vice President Feola reported the following:

Departments have the following work scheduled during the break:

- IT
 - With receipt of Perkins fund IT will be upgrading 4 labs over the winter break, which will in turn free up 84 computers for redistribution across campus.
 - The county released the purchase order to RONCO and we will now begin the process of upgrading all 850 college phones, starting in the classrooms over the break and then moving into offices. The new ANS system requires that new firmware be installed in ever phone. The goal is to have the system in place during the spring semester.
- Security
 - Joe Piazza is now a certified taser and pepper spray instructor and qualified to train our staff eliminating the need to secure an outside trainer.
 - Department officers are scheduled to complete First Aid recertification over the break

He went on to report:

- Finalized with the attorney the required documents for the replacement of HSBC as Trustee and appointment of M&T Bank as bond Trustee for the Dorm Corp.
- Work in the Library began last week and is expected to be completed over the break. The project includes creating three student study spaces and a new circulation desk.
- Tile replacement is underway in both the pool and training room and we are working with the County and construction manager on completing several additional items with remaining capital dollars. Work includes removal of asbestos tiles, replacement of bleachers in the performance gym and expanding parking adjacent to the Jorgensen Complex.

(President's Report)

President VanWagoner resumed his report by thanking the Board members who participated in the December graduation ceremony as well as Bill Dustin and his team for making the first graduation in the Jorgensen a success. He also stated his appreciation for Denise DiGiorgio's great presentation. The Celebration of Success was another successful event and he extended his gratitude to the Board members who were in attendance. The basket raffle raised more than \$1000 and the staff voted for the proceeds to be donated to Spring Farm Cares. He went on to update the group on the January 11 Institute that will feature the story-telling/song-writing skills of Larry Gatlin followed by a concert that evening. President VanWagoner informed the group that we hosted our first meeting regarding the 2012 Boilermaker. He expressed his appreciation to Marianne Buttenschon for her efforts in coordinating and conducting an inventory of all programs and services that are related to Nanotechnology at the College. He asked John Bullis to give a brief overview of the program that he attended today at SUNYIT regarding the upcoming leg session. He informed the Board that his first annual review with Chancellor Zimpher will take place this Wednesday, December 21. President

VanWagoner concluded his report by asking David Katz for his Senate Report.

College Senate Report

David Katz reported the following:

- Recommendation's passed from Facilities Committee on "Campus Clocks" and "Instructional Space Renovation & Space assessment"
- Senate Advisory Committee charter was approved along with relevant by-laws and put in public folders and up on our web site
- Discussion on improving consistency and accuracy of web page led to suggestion: identification of "go to" web content up loaders so improvements can be more readily made
- Discussion on "Emeritus policy" led to a request to have the issue on the agenda of the next senate meeting and an invitation to board members to attend and hear the discussion

President VanWagoner asked Mr. Katz to update the Board on a timeline regarding the smoking policy. Mr. Katz said that the Senate expects to hear a formal recommendation from the Safety Committee at the February meeting. He expects that the recommendation will prohibit smoking on campus except where designated with sheltered smoking stations on campus.

7. Consent Agenda

<i>Attachment a</i>	Minutes of November 21, 2011 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Sara Boulanger, Coordinator of Services for International Students
<i>Attachment d</i>	Todd Kubica, Director, TRIO-Upward Bound and GEAR UP
<i>Attachment e</i>	Mary Jane Parry, Financial Systems Accountant
<i>Attachment f</i>	Kristen Skobla, Coordinator, Workforce Development in CCED
<i>Attachment g</i>	Michael Adamo, Financial Aid Advisor
<i>Attachment h</i>	Sean D. Davis, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology
<i>Attachment i</i>	Daniel Harter, Assistant Director of Facilities and Operations
<i>Attachment j</i>	Amy M. Lamberto, Instructor in the Center for Social Sciences, Business and Information Sciences
<i>Attachment k</i>	William V. Newman, Instructor in the Center for Mathematics, Engineering, Physical Science and Applied Technology

Motion was made by Sheila Vandever and seconded by John Stetson to approve Attachments 7a through 7k. Unanimously approved.

8. New Business

<i>Attachment a</i>	Student Congress Policies and Procedures; Advisors' Responsibilities
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Chair Falvo stated that changes to this policy reflect Board member, Peter Rayhill's suggestions.

Motion was made by David Mathis and seconded by Sheila Vandever to approve Attachment 8a. Unanimously approved.

Attachment b Program Revision: Associate in Applied Science in Emergency Medical Services/Paramedic

President VanWagoner asked Dr. Eannace to briefly explain Attachment 8b. She stated that SUNY requires notification of any substantive changes in curricula that involves 15 or more credits of change. The resolution accounts for the moving of 36 credits of instruction from St. Luke's to MVCC (with some revisions as approved by the CWCC) so that the program will meet new regulations of the Commission on Accreditation of Allied Health Education Programs. She also said that hospitals are moving away from these types of programs because of accrediting issues. John Stetson asked when this would be effective to which Dr. Eannace replied Fall 2012.

Motion was made by John Stetson and seconded by Tony Colón to approve Attachment 8b. Unanimously approved.

Attachment c Emeritus - Dennis Rahn

President VanWagoner recognized Dennis Rahn's integral role in helping launch the College's innovative DGV program as part of a successful 40-year career at MVCC.

Motion was made by William Calli, Jr. and seconded by Sheila Vandever to approve Attachment 8c. Unanimously approved.

Attachment d Strategic Plan

President VanWagoner explained that this version of the Strategic Plan was refined by the dialogue that occurred at the November 2 retreat and its importance in the budget process.

Motion was made by Mary Carmel Wolf and seconded by John Stetson to approve Attachment 8d. Unanimously approved.

9. **Program Update**

Franca Armstrong, Executive Director, CCED provided a program update on The Center for Corporate & Community Education (CCED)

10. Discussion Items

a. Board Policy Manual – Section III

John Stetson asked about the “links” in the sections that have previously been approved by the Board. President VanWagoner said that the related procedures should be up on the website by the end of January.

Motion was made by Mary Carmel Wolf and seconded by Sheila Vandever to approve Attachment 10a. Unanimously approved.

b. Board Policy Manual – Section IV – First reading

President VanWagoner stated that there are no substantive changes to Section IV. He did point out the section on the naming of buildings and asked the Board to take a close look at the wording. He also said that Vice President Feola added an umbrella statement at the beginning of Section IV.

A motion was made by David Mathis and seconded by William Calli to enter into executive session at 5:45 p.m. with no further action to be taken. Unanimously approved.

The meeting reconvened at 6:05 p.m.

11. Adjournment

A motion was made to adjourn the meeting at 6:06 p.m. by David Mathis and seconded by William Calli. Unanimously approved.