

APPROVED
MARCH 19, 2012

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 4:02 p.m. on Monday, January 23, 2012.

Members Present

Esther Caldwell
William Calli, Jr.
Tony Colón
Elaine Falvo
David Mathis
John Stetson

Members Excused

Peter Rayhill
Sheila Vandever
Mary Carmel Wolf

A motion was made by William Calli and seconded by David Mathis to enter into Executive Session at 4:03 to discuss personnel issues. Unanimously approved.

The meeting reconvened at 4:15 p.m.

2. Chair's Report

Chair Falvo welcomed everyone and stated her hopes for the New Year and then asked for the Treasurer's Report.

3. Treasurer's Report

Vice President Feola reported that fall revenues are up, resulting from an increase and change in the mix of enrollment between full-time/part-time and out-of-state students. The College continues to experience savings in snow removal and overtime due to what has been a mild winter to date. In addition, utility costs are running below budget. All of these factors will help offset what looks to be a decline in spring enrollments and increases in health rates that will go into effect beginning in January. Rates for some groups are up as much as 19% in the Blue Cross traditional and PPO plans.

4. Committee Reports

David Mathis reported that he attended a presentation on legislative strategy with President VanWagoner and Chair Falvo last week in Schenectady. He went on to say that Community Colleges are committed to working toward additional funding from the State. He also showed the group a four-year tuition plan proposed by SUNY Community Colleges. President VanWagoner will include copies of the plan in his February BOT update.

5. Student Trustee's Report

No report.

6. President's Report

President VanWagoner stated that given some people's schedules the Vice Presidents will submit written reports for the minutes. He said, in regard to the budget and enrollment, we budgeted a 3.5% increase for the 11/12 year. We were up about 4% in the fall and are down about 2% for the spring semester. This parallels many other community colleges in New York who saw decreases in the fall and is currently this spring. Our enrollment groups are examining the data and making plans for the second spring session as well as summer to try and offset these decreases. He went on to say that he has held four of the six scheduled campus conversations, which have been well attended. President VanWagoner said that we have our work cut out for us and that we are exploring a number of ideas to bring things into a balance for next year. He concluded by sharing the direct mail "Career Focus" piece and asked Matt Snyder to say a few words. Matt Snyder stated that "Career Focus" was mailed to 75,000 households in Oneida County based on enrollment trends and that the next issue is planned for May.

Vice President's Reports were provided in writing following the January 23 meeting and are below.

Vice President Feola

- National Grid advised that they are reducing their utility transmission rates beginning in January which will help offset the impact of increases in utility rates in 2012-13. The move will also result in some savings over the remainder of this year. This, as noted earlier will help offset the decline in spring enrollments and the increase in health care rates.
- The Utica Water Authority could not locate the Sherman Drive shutoff valve and was unable to replace the water meter as planned over the AJAR period and have asked for two more days later in the year to complete this work. We are currently looking at a possible post commencement date for this work to proceed.
- Staff is in the process of finishing work on the PH third floor break room. Work included installation of new flooring, cabinets and a drop ceiling. All that remains is some minor tile and touch up work.
- Renovations in the Library are just about completed. There are three study rooms, new carpeting was installed at the entry and we are awaiting delivery of the new circulation desk, which we're told is scheduled for February.
- With the start up of the semester, UPD has resumed their day and evening patrols on campus.
- FA processed over 1400 financial aid appeal requests from students that are either on academic probation or suspension or who have failed to meet state or federal standards of pursuit and progress.

- CISCO began installing new servers needed to support the expansion of the wireless network last week and has initiated staff training. Once the new servers are in place, work can begin on replacing existing access points across campus.

Vice President Eannace

- We are the winners of the National Council of Instructional Administrators' Exemplary Initiative Award for 2012. We share the honor with one other community college in the country. We will be sending a team to Florida to make a presentation on our initiative and to accept the award.
- We will be hosting a workshop on Developmental Education in Mathematics on February 27th to which we will invite math teachers from BOCES, local school districts, and sister SUNY Community Colleges. This will be a support not only for our own approaches to Dev Ed Math—but will also assist us in our work on our Gear-Up grant.
- The enrollment numbers are a disappointment—but are the result, in large part of a trend being experienced by our sister colleges. We will be working on two major projects for summer enrollment that will help to make up the deficit.

Vice President Reynolds

CAREER, TRANSFER & JOB PLACEMENT

Completed the MOU with Keuka College so that they can offer their BSW program on our campus and we are hopeful that we will have the first cohort for the fall of 2012.

CHILD CARE

National Association for the Education of Young Children site visit will occur anytime between 1/30- 2/17. This is our opportunity to be nationally accredited.

CIVILITY

AA and SA have collaborated on a joint civility statement for MVCC. That statement is now being vetted through the Civility Workgroup with the hopes that this group will recommend it to Senate.

Mohawk Valley Community College is committed to civility in and out of the classroom. Everyone has the mutual right to an environment that is conducive to teaching and learning. With that commitment in mind, conduct is governed by the Student Code of Conduct which can be found in the Student Handbook and online. MVCC chooses respect for all college community members and disruptions will not be tolerated.

HEALTH OFFICE

The offices of advisement, admissions, the registrar and health office all came together during the fall semester to address the MMR non-compliance issue which was creating logjams in the registration process. We placed holds on all accepted students and made them aware that receipt of their immunization records was necessary prior to Placement Testing and Course Registration.

- Fall 2011 – 2150 (total new students)/1500 noncompliant (after first week) – 69.8 %
- Spring 2012 – 750 (total new students)/160 noncompliant (after first week) – 21.3 %

UPWARD BOUND

Work continued on the Upward Bound RFP due January 30th.

GEAR UP

- Finalizing subcontract awards and scheduling a preliminary January 30th start date for entering both JFK and Donovan Schools.
- A search committee was established to hire four MVCC Youth Academic Specialists. Candidates will be selected prior to the end of January for BOT approval.

College Senate Report

David Katz reported that Senate has not met since the last Board meeting in December and therefore is not reporting any new business. He said that the Faculty of Community College group is recommending a resolution at the February Senate meeting regarding Community College funding.

7. Consent Agenda

<i>Attachment a</i>	Minutes of December 19, 2011 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Kimberly A. Fiato, Instructor in the Center for Social Science, Business & Information Sciences
<i>Attachment d</i>	Jamie Murphy, Instructor in the Center for Life and Health Sciences
<i>Attachment e</i>	Jonelle Ritchie, Health Services Laboratory Assistant
<i>Attachment f</i>	Matthew Fikes, Technical Assistant in Institutional Assessment
<i>Attachment g</i>	Dr. Richard E. Quest, Dean of the Rome Campus

Motion was made by David Mathis and seconded by Tony Colón to approve Attachments 7a through 7g. President VanWagoner expressed his gratitude to Frank DuRoss and the selection committee for presenting such good candidates for the Rome Dean position. He also highlighted some of Dr. Quest's qualifications.

Unanimously approved.

8. New Business

<i>Attachment a</i>	Sabbatical Leave, William Hysell
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Vice President Eannace reviewed the sabbatical request explaining its purpose as learning with a wellness approach.

Motion was made by John Stetson and seconded by William Calli to approve attachment 8a. Unanimously approved.

Chair Falvo moved Discussion Items up on the agenda.

9. Discussion Items

a. Board Policy Manual – Section IV

Tony Colón said that he is very pleased with the work of the Policy Committee.

Motion was made by William Calli and seconded by John Stetson to approve Discussion Item a. Unanimously approved.

b. Board Policy Manual – Section V – First reading

President VanWagoner stated that there were no significant changes to this section and that it will be presented at the next Board meeting for approval.

10. Program Update

Sue Smith provided the Program Update on Adjunct Support Services.

11. Adjournment

A motion was made to adjourn the meeting at 4:46 p.m. by David Mathis and seconded by William Calli. Unanimously approved