

APPROVED
MAY 21, 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 at 4:02 p.m. by Chair Falvo on Monday, April 16, 2012.

Members Present

William Calli, Jr
Elaine Falvo
David Mathis
Peter Rayhill
John Stetson
Sheila Vandever (participated by video conference)
Mary Carmel Wolf

Members Excused

Tony Colón
Richard Marko

2. Chair's Report

Just prior to the Call to Order, Chair Falvo thanked the Board and College community for their support during her husband's illness and during her family's bereavement.

Chair Falvo began her report by reminding the Board that the retreat will be on Friday, April 27 beginning at 8:30 a.m. She said that she and President VanWagoner met and discussed the agenda. Board members should expect their retreat materials by early next week. Please contact Jill with any changes or additions to the agenda. She reminded Board members to get their self evaluations to Jill as soon as possible to be included in the retreat materials. She also reminded the Board that on May 1 the Board of Legislators are invited to attend the College's budget overview and review of the Master Plan.

Chair Falvo then asked for the Treasurer's report.

3. Treasurer's Report

Revenue & Expense – Revenues continue to track above budget at this time, attributed in part to the mix in enrollment and activity in the non-credit areas. Expenses are tracking above budget due in part to the increased cost of contributions to retirement systems and the need to hire additional personnel to manage the increase in program enrollments. Costs in these areas have been offset partially with vacancies in other areas and lower utility and related costs due to the mild winter.

The packet also includes Budget Amendment #4 – recognizing receipt of the first year of a multi-year Trio Grant in support of the MV Opportunity Center located at Elizabeth Street. Additionally, there are several transfers of funds within existing grants.

4. Committee Reports

William Calli presented the Board with a photo album that was created by Walter Foley. The album documents the Jorgensen Center construction project from ground breaking to the dedication.

Chair Falvo said that a thank you note should be sent to him on behalf of the Board.

5. Student Trustee's Report

Richard Marko was unable to attend due to a lacrosse game. He submitted his report prior to the meeting and it was included in the Board member folders. His written report follows:

I am unable to attend today due to the re-scheduling of a lacrosse game. I apologize for missing the meeting today. There was one issue that I would like to bring to the Boards attention, the social media use on the computers at the IT building. Many students have a hard time getting work done while many students are in the lab only on Facebook and watching videos. This was a concern that was brought up at Student Congress and after discussion the Student Congress would like to recommend a solution that other colleges have instituted, that is making of a social media lounge. Though I know budgets are always tight Student Congress and I believe this would be the most effective way to increase the amount and quality of academic work being in the computer lab. This is the solution Student Congress would like to propose for this issue. Any concerns or questions please do not hesitate to ask I would love to hear new ideas and brain storm the proper solution with all of you.

There are many events that clubs are sponsoring this upcoming month and have sponsored, they are the following:

Club If and CSTEP is holding a brunch on April 21 from 11:00 – 3:00 Women Empowerment Series ACC 116. The Keynote Speaker is Talena Kettrell, author of “Founder of Her Best Self”.

Club If is also doing an AIDS Hike for Life event. They are doing a mini golf competition on April 20 and having 9 holes each sponsored. The welding club is assisting.

The East Asian Culture Club is doing a box top raffle for Martin Luther King Elementary School to help raise money for the underfunded school. They are giving away an Ipad 3.

Civility Forum April 24 3:00 – 6:00 in the IT Theater; Trying to tackle hard issues such as race and ethnic problems.

6. President's Report

President VanWagoner began by introducing Norayne Rosero who recognized Ashley Holbrooks and Matt Zotta. These students are recipients of the Cornell University Summer research Internship in Physics. They will receive a \$4000 stipend from Cornell for the internship.

President VanWagoner then recognized Jeri George and the Kidde Campus for receiving their National accreditation. Jeri went on to explain the intensity of the process in which they had to meet 10 standards of criteria in order to be considered. Only 60% of SUNY childcare centers are nationally accredited and the MVCC Kiddie Campus is the only childcare center

in the City of Utica with this accreditation. The national accreditation will bring a 5% increase from SUNY funding. It will also increase opportunities for future funding possibilities.

President VanWagoner welcomed Sandy Engel and our 4th VACC visiting professor Mr. Thong Nguyen. Mr. Nguyen is here until the end of the semester. He is assisting teaching classes, participating in various campus events and spending time with College faculty and staff immersing himself in the culture. The Board took a few minutes out for a photograph with Mr. Nguyen. President VanWagoner also thanked Kong for his work in (photo) documenting Mr. Nguyen's time here.

President VanWagoner then asked for the Vice President's reports.

Vice President Reynolds

ADULT LEARNER SERVICES

- The office is exploring a charter for Alpha Sigma Lambda - this is an honor society dedicated to the advancement of scholarship and recognizes high scholastic achievement within the adult learner's academic career
Only if asked provide the following:
 - Must have completed 24 credits (12 of the credits must be in liberal arts courses)
 - Must be matriculated in a degree program (certificates do not count)
 - Must have a 3.2 or higher GPA
 - Members are selected from the highest 20% of the students who have 24 graded credits

ADMISSIONS

- Spring Open House will be held on the Utica campus Friday, April 20th from 1:00-4:00pm in the Jorgensen Athletic Center. Student Affairs and Academic Center tables will be available throughout.

COUNSELING

- Collaboration continues with Academic Affairs and recently the Counseling Center brought the Director of MCAT to a meeting with administrators from Student Affairs and Academic Affairs to discuss crisis support and how we can utilize their services effectively. As a follow up to that meeting policies are under development with Public Safety to support the use of services in the case of a student crisis.

CHILD CARE

- Achieved National Accreditation through the National Association for the Education of Young Children.

Vice President Feola

- Work is underway to upgrade the Rome Campus camera system.
- We continue to work with the county to complete closeout items at the field house that will involve replacement of the gym bleachers increasing seating capacity from

approximately 600 to 900. Design work for the construction of the new parking lot adjacent to the Jorgensen Center is 95% and the county has a tentative schedule to initiate construction after the Boilermaker.

- The county has scheduled a pre-bid meeting for Tuesday, April 17 to review renovations needed to accommodate the Airframe and Power plant program. Bids are due at the end of the month.
- IT staff will be installing new computers for the Dental program and will be purchased by Canton.
- The Spring Meltdown concert held on March 30th went smoothly and there were no major issues. He thanked a number of individuals and departments across campus for all their work in making this into a very positive experience for the community. He gave special recognition to Officer Piazza who spearheaded the project, recognizing the outstanding job he did to ensure coordination between our staff and all of the necessary local agencies.

President VanWagoner added his appreciation for Bill Dustin's foresight in planning for the Spring Meltdown event as well.

Vice President Eannace

- The College had a very successful Middle States visit for approval of the Fire Protection Technology program site at the Utica Fire Academy on Bleecker Street this month. Dean Marianne Buttenschon and Assessment Liaison Norayne Rosero spearheaded the effort and our Middle States examiner assured us that he was highly impressed with the location and, incidentally, with the program itself.
- Dr. James Gifford directed a College production of Shakespeare's *A Midsummer Night's Dream* which was well reviewed by the Observer Dispatch. Over 500 people attended the three performances this week. It was a splendid production, with an exquisite set and stunning costumes—and perhaps most important of all, our students and supporting community actors handled the Shakespearean challenge with great professionalism and artistry.
- Vice President Eannace, Dr. Sarah Coleman, Professor Kyle Lince, and Events Director Bill Dustin traveled this past week to the International Conference on College Teaching and Learning to receive the National Council of Instructional Administrators Exemplary Initiative Award for Curriculum and Program Innovation. Sarah, Kyle and Bill also presented at a very well received session on our winning DGV: The World in Community program.
- On the very same day the college was receiving the NCIA Award, our Nursing students were in Pittsburgh receiving a first place award for a National Student Nursing Association video competition for a video they created entitled "The Joys of Nursing."
- The College had 24 7th grade students at our first GEAR-UP Super Saturday Math Corp!
- Steve Frisbee reports that 15 students and three advisors from our 5-star Chapter of Phi Theta Kappa travelled to the International Conference in Tennessee where the College's chapter was awarded a number of honors: Dr. VanWagoner was recognized with the prestigious Shirley B. Gordon Award, given to college presidents who have provided extensive support to their PTK Chapter; Liz Doherty was awarded the Paragon Award for

New Advisors; and our Lambda Beta Chapter received the highest level of Pinnacle Awards for membership increase.

David Mathis asked where we display all of our awards. President VanWagoner said that we should discuss it at the retreat next week if time allows.

Mary Carmel Wolf asked about the social media lounge that Richard Marko suggested in his written report. Vice President Reynolds said that she and Vice President Feola would have a conversation about possible options and report back to Cabinet on the topic.

(President's Report)

President VanWagoner shared that the College administration continues to work on the budget and are working hard at closing the 2 million dollar gap. He plans to have it ready to present to the Board at the April 27 retreat. It will then be presented to the Board of Legislators on May 1. He reported that this Friday will be a kickoff meeting on a math/English initiative with local high schools. Dr. Quest will be facilitating the process and working closely with our representatives to the group. This effort is a result of the dialogue that took place at the March Superintendent's breakfast. Next Monday Dr. VanWagoner will be switching roles with student Carlos Pulqueros. He will be attending Carlos's classes, attending his work-study job and participating in Student Congress, while Carlos will participate in several "Presidential" meetings with College staff throughout the day.

President VanWagoner concluded by complimenting Student Affairs, Public Safety and Marketing on their efforts in regard to some recent events on campus. Bill Dustin's leadership in creating and implementing the event was also noted. He shared that he is proud to be working with such a wonderful team.

Senate Report

David Katz reported the following:

- Senate Elections are ongoing during the month of April; voting concludes April 27.
- Senate has accepted the recommendation of the Facilities Committee on Classrooms, Furniture & Technology; they are looking for a point person to take the lead.
- Senate accepted the recommendation of Safety & Security Committee on a Campus Pets Policy.
- Received an update on the Ad Hoc committee on Textbooks. The big take away is knowledge is power for faculty & students, the website is working on this.
- Received report from Internship Design Team; they suggest a point person and coordinating office with standard forms & website.
- Received an update on Concurrent enrollment program.

David concluded by highlighting the Summer Institute and mentioning its kick-off will be a Student Success workshop on that Monday that will be presented by Dr. Tom Bailey, a professor from Columbia University.

President VanWagoner said that we would be likely be seeing one or two new Board policy recommendations in the next few months that came through Senate this year.

7. **Consent Agenda**

Chair Falvo reviewed the Consent agenda. She asked for clarification and follow up on non-teaching criteria for promotion. Kim Evans-Dame will provide Jill Heintz with the criteria for Board distribution.

<i>Attachment a</i>	Minutes of March 19, 2012 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Promotion in Academic Rank
<i>Attachment d</i>	Teaching Administrator Promotions
<i>Attachment e</i>	Non-Teaching Professional Promotions
<i>Attachment f</i>	Non-Teaching Administrator Promotions
<i>Attachment g</i>	Terry D. Schwaner, Ph.D., Dean for the Center of Life and Health Sciences
<i>Attachment h</i>	Amend Staffing Plan: Harron James, EOC Program Counselor
<i>Attachment i</i>	Amend Staffing Plan: Maureen Posten, EOC Program Counselor

Motion was made by Mary Carmel Wolf and seconded by John Stetson to approve Attachments 7e through 7i. Unanimously approved.

8. **New Business**

<i>Attachment a</i>	Conferring of Degrees
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President VanWagoner explained that this is an annual resolution that is required for his ability to award degrees at graduation.

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

President VanWagoner added that this class marks MVCC's largest and a five year high in graduation rates.

David Mathis added that the Board should prepare a resolution nominating Trustee William Calli and Trustee Emeritus Michael Austin for the Marvin A. Rapp and Alice Holloway Young awards respectively. The resolution should be prepared for the May 2012 Board meeting.

9. **Program Update**

Stephen Frisbee provided the Program Update on Library Services.

10. **Discussion Items**

- a. Board Policy Manual – Section VI

Motion was made by John Stetson and seconded by William Calli to approve Discussion

Item 10a. Unanimously approved.

Motion was made by William Calli and seconded by Mary Carmel Wolf at 5 p.m. to enter into Executive Session to discuss personnel and negotiations with no further action to be taken.

The meeting reconvened at 6:04 p.m.

11. Adjournment

A motion was made to adjourn the meeting at 6:05 p.m. by David Mathis and seconded by Peter Rayhill. Unanimously approved.