

**APPROVED**  
**JUNE 12, 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 4:07 p.m. by Chair Falvo on Monday, May 21, 2012.

**Members Present**

William Calli, Jr  
Tony Colón  
Elaine Falvo  
David Mathis  
Richard Marko  
Peter Rayhill  
John Stetson  
Sheila Vandever  
Mary Carmel Wolf

**2. Chair's Report**

Chair Falvo began by congratulating David Mathis for being elected Chair of NYCCT and she extended the Board's gratitude for all of that he does for MVCC. She went on to share the full page article from the Utica Observer Dispatch regarding Friday's graduation. She thanked the Marketing department for continuously promoting the College in a positive light. She added that there have been so many events especially toward the end of the academic year highlighting student achievements and that graduation was the culmination of all of them.

Chair Falvo recognized the recipients of this year's PTK and Chancellor's honors. President VanWagoner introduced PTK All-NYS Academic Team winner, Lydia Seales who was in the audience. Lydia went on to thank the faculty and staff who made her experience so successful and she shared her plans for the future.

Chair Falvo reminded the Board of the Economic Development Committee meeting on Wednesday, May 23 at 5 p.m. where the MVCC Master Plan will be discussed and voted on.

Chair Falvo shared her conversation with President VanWagoner regarding the addition of a summer retreat to the calendar. All members present were in favor of adding a summer retreat. Jill Heintz will propose dates via email.

Chair Falvo concluded by thanking student trustee, Rich Marko and then asked for the Treasurer's report.

### **3. Treasurer's Report**

At this time the preliminary estimate for year-end indicates that it will be necessary to allocate approximately \$2.9 million of fund balance, about \$1 million less than anticipated due to the change in enrollment mix from budget and increased activity in self-sustaining areas such as Cyber Security, Corporate and Tractor Trailer programs.

### **4. Committee Reports**

#### **NYCCT**

In reference to Chair Falvo's earlier congratulations, David Mathis thanked the Board for all of their support in allowing him to participate so actively in NYCCT. He went on to add that representatives from NYCCT are meeting with Tina Good, President of the Faculty Council for Community Colleges and Johanna Duncan-Portier, Sr. Vice Chancellor for Community Colleges to discuss improving communication at the State level. He also said that SUNY is requesting information on Community College tuitions and that NYCCT will address concerns of a future tuition cap. Peter Rayhill encouraged that the message emphasize our inability to do more when funding is being cut off.

### **5. Student Trustee's Report**

Richard Marko said that he had little to report as the end of the year has brought much less activity since Student Congress elections have been completed. He said that the new leadership is moving in the right direction. He thanked the Board for the opportunity to participate.

### **6. President's Report**

Just prior to the President's report Tony Colón shared his appreciation for the efforts of President VanWagoner, John Bullis and Lynn Breen in the evaluation of Auxiliary Services Corporation's financial contributions to the College.

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

#### **Vice President Feola**

Vice President Feola reported that a number of projects will get underway now that bids have been approved. The County is to release work on the parking lot expansion adjacent to the field house. The apparent low bidder is Enterprise Paving out of New Hartford. Installation of the new 900 seat bleacher system in the gym is also set to go. Both installation of the new bleachers and parking lot expansion will get underway after the Boilermaker event. The County will also be awarding the bid for work at the Hanger to Poncell as they were the low bidder on this project. Oneida Electric was the low bidder on a project to replace the 20-plus year-old uninterruptable power supply system (UPS). The system protects against power surges that can damage sensitive IT equipment and also provides time for IT equipment to power down when electricity is lost; this project will begin this summer. Eastern Energy will be installing LED lights on the Plumley building. Facilities is working with National Grid whose consultant completed a lighting audit on the Utica and Rome campuses. The study identified ways by which the college could reduce energy consumption. By combining them

with available rebate incentives the College would have an estimated payback of 4.5 years. The next step will be to develop an implementation plan over the summer. The College issued an RFP for audit services to 9 firms (7 local and 2 out of the area). Responses were received from three firms for a 5-year period running from 2011-12 to 2015-16. Responses are in the process of being summarized for Board review. Firms that responded were Toski & Co. with offices in Buffalo and Rochester, Bonadio from Albany and D'Archangelo & Co. With the shift of local HSBC's branches to First Niagara the Business Office, working with the IT Department, spent the last several weeks preparing for today's cutover. The College in conjunction with the county issued an RFP for actuarial services necessary to account for post-retirement benefits under GASB 45. Responses are due in October with a decision to be made by December for the 2013 fiscal year. Vice President Feola concluded by sharing that this week Custodial services will shift from a third shift operation (10:00 p.m. to 6:30 a.m.) to what we're calling the 2X shift that will operate from 5:00 p.m. to 1:30 a.m.

### **Vice President Eannace**

Vice President Eannace reported the following:

- This year, the College has brought to conclusion the work of four significant Design Teams: the Honors Program, the Service Learning Program, the Internship Program, and the ED100: College Success Redesign. In all cases, the College Senate and the President's Cabinet affirmed the solid work of the Teams and in all cases action steps for implementation are in progress.
- Faculty Member Lindsey Geary is with twelve of our geology students and instructor Brandon Shaw in the Florissant, Colorado Fossil Beds National Monument—part of an 18 day geological adventure of a life time! Lindsey has set up a Facebook page so that those interested can vicariously follow the students as they travel and learn. The link to Facebook follows: [www.facebook.com/MvccGI201IntroductionToFieldGeology](http://www.facebook.com/MvccGI201IntroductionToFieldGeology)
- In two days, 12 Study Abroad students will be leaving for an 11 day grand art tour of Italy under the direction of faculty members Carolyn Pace and Jed Kimball. At the end of the month, Director of International Education Dr. Sandy Engel and Nursing Faculty Mary Lee Berg will be leaving for Vietnam where they will spend two weeks touring clinics and hospitals in search of future learning opportunities for our students.
- The latest and best issue of *Signature*, and art and literature publication of student work has arrived! She distributed two copies for the Board to review.
- The College had a number of firsts this year in terms of graduation—including student Risleigh Roche being the first graduate of our new Geospatial Program and 129 graduated nurses this year—a new high. The College had a record crowd at the Auditorium this year for graduation!
- The *Faces of the Mohawk Valley* reception is this Wednesday from 4-6 p.m.

### **Vice President Reynolds**

The Advising newsletter was provided to each of the Board members at the start of the meeting. Vice President Reynolds was not present and submitted her written report which follows:

### **CAREER, TRANSFER & JOB PLACEMENT**

- *Continued development of Transfer Articulation Tables. When complete this will transition us from a manual to automated review for most transcripts based on faculty approved and provided information. Exceptions will still be a discussion with the appropriate Dean.*

### CIVIC RESPONSIBILITIES

- *Co-Chaired the Civility Workgroup meeting (i.e. survey, civility statement, etc.)*

### CHILD CARE

- *Kiddie Campus Celebration for Week of The Young Child- Humane Society Visit 4/23, Zoo Mobile-4/24, Pizza Day- 4/26; Family and Friends- BBQ- 4/27; Vision Screening- Association of the Blind provided individual vision screening for all the children- 4/10, 4/11; Kiddie Campus participated in our local child care councils Annual Creative Arts Fair- 4/28*

### COUNSELING

- *Stand Against Racism Event: organized the Stand Against Racism event that took place on Friday, April 27<sup>th</sup> from 10:30 to noon in the IT Theatre. Stand Against Racism is a national event sponsored by the YWCA and MVCC became a participating site. Patrick Johnson facilitated a student panel discussion on racism and the impact it has on our lives.*
- *Exploring options for Group Counseling for the fall semester.*
- *Working on the development of policies and procedures relevant to Counseling Services for crisis situations, revising forms for intake, treatment plans and progress notes, and the compilation of community resources for both the Utica and Rome communities*

### DISABILITY SERVICES

- *Held the MVCC Disability Awareness Recognition Dinner to faculty and students nominated for their exemplary attitudes and performance*

### RESIDENCE LIFE

- *Created and implemented the new "Residence Hall Steps to Enroll" checklist. We have needed this so much and I have high hopes with will help our students as they prepare for the fall semester.*
- *Implement many successful programs with a specific mention of:*
  - *Residence Council Weekend Program Series "Around the World" which celebrates the customs of our world, continent by continent.*
  - *REPO movie with an after discussion on plastic surgery.*
  - *Food for Fitness - fitness tips and smoothies - went over very well.*
  - *Our Weekend program series continues to go well.*

### CSTEP/STEP

- *4/19 – Mohawk Valley Technical Awards Banquet: CSTEP/STEP at MVCC was presented with a recognition award for promoting career exploration and education in the STEM fields. A second award was also presented to Kim Overrocker, Director of STEP/CSTEP at MVCC for Professional Development for her years of service in*

*encouraging young people to explore and remain in the STEM fields academically and professionally.*

**STUDENT ACTIVITIES**

- *Planned/implemented Student Activities Banquet, which was held on Monday April 30, 3012. 200 students, faculty, advisors and administrators attended. All clubs were recognized for their accomplishments and contributions to the community throughout the 11-12 academic year.*

**SSC/ FIRST YEAR EXPERIENCE & ACADEMIC ADVISEMENT**

**Help Desk**

- *In the beginning of April, completed 293 Deficient-Mid Term Grade SOS phone calls started end of March. These calls resulted in 41 appointments being made with Part Time Advisors to follow up with the students.*
- *Completed three rounds of Missing DGV Requirements for Graduation phone calls. This was a very productive call prompting the students to finish up with their Tutorials and Events. Jim Sunderhaft has expressed how many students are completing their requirements due to our phone call.*

*Round 1 3/27-4/3 192 calls this round included 8 Missing HS/GED*

*Round 2 4/4-4/6 106 calls*

*Round 3 4/25-4/30 107 calls*

*405 Total Calls*

**UPWARD BOUND**

*Upward Bound Renewal Grant received – allows our work to continue for the next five years.*

**(President's Report)**

President VanWagoner began by introducing Don Kelly, who is the new Chair of the College Senate. Mr. Kelly said that he is very pleased and fearful to have been elected as Chair. He is looking forward to his new role and will be reporting at future Board meetings.

President VanWagoner expressed his gratitude to the Board for all of their support and recent participation in numerous events, especially as the academic year has come to a close. He highlighted the Lavender graduation as well as the Nurse's Pinning which was very well attended and held in the Jorgensen Center. President Van Wagoner went on to share some of this week's Summer Institute events, including Dr. Tom Bailey, from the Community College Research Center and Columbia University. The week's activities will wrap up with a great teachers workshop on Friday.

President VanWagoner concluded by thanking Bill Dustin for all of his efforts in working with the Community Foundation to bring Geoffrey Canada to campus this fall as a guest speaker. More information will be forthcoming.

## 7. **Consent Agenda**

<i>Attachment a</i>	Minutes of April 16, 2012 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Rialda Alibegic, Instructor in the Center for Arts and Humanities
<i>Attachment d</i>	Kimberly A. Fiato, Instructor in the Center for Social Science, Business & Information Sciences
<i>Attachment e</i>	John Hawranick, Instructor in the Center for Mathematics, Engineering, Physical Science, & Applied Technology
<i>Attachment f</i>	Jody S. Hicks, Instructor in the Center for Social Sciences, Business and Information Sciences
<i>Attachment g</i>	Thomas M. Jennings, Instructor in the Center for Mathematics, Engineering, Physical Science & Applied Technology
<i>Attachment h</i>	Todd E. Rankins, Instructor in the Center for Mathematics, Engineering, Physical Science & Applied Technology
<i>Attachment i</i>	Thomas Townsley, Instructor in the Center for Arts and Humanities
<i>Attachment j</i>	Ryan Barsuch, Peace Officer
<i>Attachment k</i>	Frederick Bruzzese, Peace Officer
<i>Attachment l</i>	Ashley Jones, Peace Officer

Motion was made by Richard Marko and seconded by Tony Colón to approve Attachments 7a through 7l.

President VanWagoner asked Director of Public Safety, Joe Palmer to introduce the three new Peace Officers.

Unanimously approved.

## 8. **New Business**

<i>Attachment a</i>	Renewal of Probationary Appointments
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Motion was made by Mary Carmel Wolf and seconded by Tony Colón to approve Attachment 8a. Unanimously approved.

<i>Attachment b</i>	Renewal of Grant-Funded Appointments
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Motion was made by John Stetson and seconded by Sheila Vandever to approve Attachment 8b. Unanimously approved.

<i>Attachment c</i>	2012-13 Tuition and Fee Schedule
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Motion was made by Sheila Vandever and seconded by David Mathis to approve

Attachment 8c.

President VanWagoner pointed out that the child care fee was lowered to \$20 in response to the concerns raised at the April retreat. David Mathis added that we rank 25 out of 30 with the lowest full-time tuition in SUNY community colleges.

Unanimously approved.

*Attachment 8d* MVCC 2012-13 Operating Budget

President VanWagoner stated that this has been the most challenging budget since he has been at the College. He reviewed the following in regard to the budget:

Overall

- Major variables in creating this budget were a \$2.7 reduction in the base budget from the use of fund balance and \$1.2 million increase in healthcare and retiree benefits – creating a \$3.9 gap to start.
- State Aid – increase of \$150/FTE
- Tuition FT increase \$100 (2.87%) PT rate \$10 to \$130

Major Revenue Drivers:

- Enrollments
  - Tuition is based on a 1% decline from projected year-end enrollment this year.
  - Chargeback revenues are up \$638,500, 44.5% again due to the positive movement in the adjustment rate and increase in number of out-of-county students.
  - CCED revenues are up on a budget-to-budget basis
- Proposed revenues and appropriations for 2012-13 are at \$50,553,210, a .71% increase (\$357,430) from the current 2011-12 budget of \$50,195,780.
- Fund balance is projected to end 2011-12 \$4 million. 2012-13 proposed budget includes \$1.3 million in fund balance leaving \$2.7 million in projected fund balance (5.4%).
- Fund balance appropriation is \$3 million less than the current budget. Unless enrollment exceeds projections for next year, we will start next year's budget process needing to address the \$1.3 million use of fund balance in the proposed budget.

Retirement Incentive Impact

- 11 individuals taking the retirement incentive at a cost of \$239,000, saving \$317,253
- 2 positions not being filled for an estimated salary & health savings of \$197,311
- 9 positions filled at lower salary levels for an estimated savings of \$119,942

Additional Reductions:

- \$417,747 savings in eliminating (non-retirement incentive) positions:
  - Downward salary adjustments in 8 vacant positions
  - Deletion of additional 5 full time positions
- Full-time salaries total reduction of \$735,000 (from those listed above)
- \$330,000 savings in prescription drug coverage change for retirees, AMVA, M/C
- Support for the Foundation was reduced \$60,000.

- Part-time assistant - \$170,000; Part-time workstudy - \$70,000
- Utilities - \$167,000;
- Advertising - \$121,000

Expenses:

- Benefits are up 10.4%, \$1,193,000 due to required increases in retirement contribution rates & health insurance
- Increased equipment from \$500,000 to \$600,000 and plan to transfer \$300,000 approved by ASC Board to maintain replacement cycle & provide key upgrades.

Increases

Most all increases were the result of budget managers analyzing their actual spending patterns of the last three years and adjusting their budgets accordingly. Where we have consistently overspent our budget based on increased activity, budget lines were increased as necessary (and decreased as appropriate).

Chair Falvo complimented the President and his staff in their efforts to complete the budget process.

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

*Attachment 8e* Amend Student Code of Conduct

Motion was made by Richard Marko and seconded by Sheila Vandever to approve Attachment 8e.

Peter Rayhill pointed out an error on page 2 of the code and also questioned the reference to “due process” on page 47. As a result motions for Attachment 8e were withdrawn.

Motion was made by Richard Marko and seconded by Tony Colón to table the item until the June Board meeting for further review.

*Attachment 8f* Emeritus – Timothy Messick

*Attachment 8g* Emeritus – Angelo Lattuca

Motion was made by David Mathis and seconded by John Stetson to approve Attachments 8f and 8g. Unanimously approved.

*Attachment 8h* NYCCT 2012 Alice Holloway Young Award for Distinguished Service by a Retired Trustee – Michael Austin

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

*Attachment 8i* NYCCT 2012 Marvin A. Rapp Award for Distinguished Trustee Service - William Calli

Motion was made by John Stetson and seconded by Richard Marko to approve Attachment 8i. William Calli abstained from voting. Unanimously approved.

**9. Discussion Items**

- a. Amend BOT Policy Section V – Physical Resources, Use of College Facilities – Pets on Campus (first reading)

President VanWagoner reviewed the background for the amendment to Section V of Board policy. It will be presented at the June meeting for approval.

Motion was made by Mary Carmel Wolf and seconded by Richard Marko at 5:16 to enter into executive session to discuss personnel and negotiations with no further action to be taken. Unanimously approved.

The meeting reconvened at 6 p.m.

**10. Adjournment**

A motion was made to adjourn the meeting at 6:01 p.m. by David Mathis and seconded by Peter Rayhill. Unanimously approved.