

**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, August 20, 2012.

**Members Present**

William Calli, Jr  
Tony Colón  
Elaine Falvo  
David Mathis  
Peter Rayhill  
Christopher Sleys  
John Stetson

**Members Excused**

Sheila Vandever  
Mary Carmel Wolf

**2. Chair's Report**

Chair Falvo began by welcoming everyone to a new school year and sharing her sense of pride in her role at the College. She went on to reflect upon President VanWagoner's Convocation remarks and the College's "readiness" to begin and proceed through this academic year. While she agreed with the President's remarks she added there is still much to be done to move the College from good to great. On behalf of the Board she extended her best wishes for a great academic year.

Chair Falvo reminded the Board of the September NYCCT Institute and Awards' Ceremony where Bill Calli and Mike Austin will be recognized as recipients of the Marvin A. Rapp Distinguished Trustee Award and the Alice Holloway Young Award for Distinguished Service by a Retired Trustee, respectively. She asked that Board members contact Jill if they still wish to attend.

David Mathis added that the speakers for the NYCCT Institute are better than ever and include Lieutenant Governor, Robert Duffy, SUNY Chairman, H. Carl McCall, SUNY Chancellor, Nancy Zimpher, Assembly Member, Deborah Glick and ACCT President/CEO, J. Noah Brown.

**1. Treasurer's Report**

Budget Amendment #5 recognizes increases of \$11,345 in CSTEP and an additional \$9,906 in the STEP award for 2011-12, for a total increase of \$21,251.

August signals the beginning process of closing out the 2011-12 fiscal year and the July report marks the last formal monthly report that will be available until the auditors have completed their review. Over the next several months the Business Office will be preparing year-end closing entries for payroll, vacation accruals, bond obligations, etc. necessary for

both the Audit Report and Annual Report to the state. In October the D'Arcangelo group will be on campus to complete their review of operating expenditures, grants and Title IV funding.

## **2. Committee Reports**

### **Nominating Committee**

Bill Calli reported that the nominating committee met just prior to today's Dormitory Corporation meeting and the following slates are being presented for consideration for the 2012 – 2013 academic year beginning September 1.

#### **Dormitory Corporation Officers:**

Peter Rayhill, Chair  
John Stetson, Vice Chair  
Randall VanWagoner, President  
Dennis Gibbons, Secretary  
Stephanie Reynolds, Assistant Secretary  
Lynn Breen, Treasurer  
Ralph Feola, Assistant Treasurer

#### **MVCC BOT Officers:**

Elaine Falvo, Chair  
David Mathis, Vice Chair  
Jill Heintz, Secretary  
Ralph Feola, Treasurer

Motion was made by John Stetson and seconded by Peter Rayhill to approve both slates. Unanimously approved.

Chair Falvo thanked David Mathis for his service as the Chair on the NYCCT Board as well as his State involvement and stated that she is looking forward to serving as the College's Board Chair this coming year.

David Mathis shared that he is looking at smoking policies among Community Colleges and asked that his findings from Broome CC and Rockland CC (where smoking has been banned) be shared with the College Senate so that the College is prepared if SUNY passes a policy banning smoking on all SUNY campuses. President VanWagoner informed the Board of the recent changes to the smoking locations on campus.

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

Christopher Sleys reported that the Student Congress is just getting geared up and that he will have more to report in September. He said that he is very happy to be on the Board.

## **4. President's Report**

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

### **Vice President Feola**

Vice President Feola reported the College's three newly appointed Senior Campus Safety Officers Barsuch, Bruzzese and Jones successfully completed their training at the Zone 5 Academy on August 3<sup>rd</sup> and will undergo several weeks of field training under the supervision of Field Training Officers Mark Jankowski and Joe Piazza. During this period each officer will become acquainted with security operations and spend time on all three shifts. At the conclusion of their training they will be given their permanent shift

assignments.

Work on two new parking lots, one adjacent to the Jorgensen Center and the other in Rome was completed. The Jorgensen lot will add 82 spaces and Rome's capacity will increase by approximately 50 spaces.

The Business Office completed and delivered to the County Commissioner of Finance a chargeback report for all residents who attended MVCC for the 2011-12 academic year. Total staff time required to produce the report 290 hours. The Business Office, also completed and submitted to SUNY the College's 2012-13 budget request, which will be presented at the September 2012 SUNY Board meeting.

With the start of the semester, UPD begins their day and weekend evening coverage in the dorm and parking areas. Since instituting the patrols several years ago the numbers of reported suspicious vehicles on campus and vehicle break-ins have all but disappeared.

David Mathis asked that the chargeback report be shared with the Board. Vice President Feola will send the report to Jill for distribution.

### **Vice President Eannace**

Vice President Eannace reported the following:

- At this point enrollment numbers are still in flux. However, as of this morning, our enrollment numbers showed us a decrease in enrollment from last year at this time of 3.86%. The College is offering 21 fewer sections of classes than last fall which means that we are teaching 1,765 sections. The fill rate is 80.47%.
- The new Academic Plan for 2012-13 features three overarching themes:
  1. Collection and analysis of data to assess pilots and innovations and to guide planning for future program and staffing decisions
  2. Implementation of this past year's Design Team Recommendations and completion of implementation on previous years' recommendations that may not yet have been implemented
  3. Identification of procedural gaps and obstacles with emphasis on identification and implementation of remedies
- Last summer, the College sponsored two faculty members—Erin Severs and Alexander Haines-Stephan—at the Kellogg Institute to learn the most advanced practices in Developmental Education. The Kellogg program is a year-long program that requires that a project be designed and executed over the course of the year. The two faculty have received their completion certificates—and the project has been awarded “Exemplary” status and will be used as a model for future Kellogg Institutes!
- To date the search for the STEM Dean has not been successful in finding a new colleague to step into Dean Willner's shoes. We will be bringing candidates on campus over the next few weeks to continue with that search. Over the summer, Assistant Dean Deborah Bogan very ably stepped into the STEM Dean role and this Fall Vice President Eannace will assume the Dean's position until the successful candidate is identified.

## **Vice President Reynolds**

Vice President Reynolds reported the following:

### ADMISSION & ADULT LEARNER SERVICES

- In an effort to work consistently and in concert with the Enrollment Management Council, Admissions joined with Adult Learner Services to host eight “Adult Student Information Sessions” between the Utica and Rome campuses. The first six were held on three separate dates, with one session at 1:30pm, and a second at 6:00pm.
- Adult Learner Services has also begun conversations with Dean Quest, Jim Lynch and Jennifer DeWeerth to determine what action steps are necessary to address accelerated programming for adult students.

### CAREER, TRANSFER & JOB PLACEMENT

- Under new process for student employment:
  1. A new process for student employment and the online Blackboard Tutorial and Orientation for Student Employment has been initiated.
  2. 4 training sessions for staff and faculty to post student employment opportunities have been offered.

### CIVIC RESPONSIBILITIES

- A new (simpler) software program to electronically track all of our judicial cases and process has been initiated.

### CHILD CARE

- To broaden recruitment efforts, alumni have been recently sent information announcing the services of our Child Care Center.

### DISABILITY SERVICES

- In an effort to understand campus wide digital/technology accessibility and the level of compliance with ADA, discussions are ongoing.

### SSC/ FIRST YEAR EXPERIENCE & ACADEMIC ADVISEMENT

- Convened a PAR Process Review Think Tank (nine people from across the College) for an afternoon of critical reflection on the program, focused especially on the behind the scenes workload, resources, capacity, and processes. Next week, Jennifer DeWeerth and Vice President Reynolds will be debriefing on next steps.

## **College Senate Report**

Don Kelly reported that he is getting organized in his new role and extended his gratitude to David Katz for sharing information as the transition has occurred. He also thanked returning Senate members Krista Hartman and Norma Chrisman for their assistance as well. He reported that the first Senate meeting is September 4 at 2:30 p.m.

### **(President's Report)**

President VanWagoner began by thanking Elaine Falvo and Tony Colón for attending Convocation. He added to Vice President Feola's remarks that he is confident the College is in a good position (financially) to begin the year. He said that we had an active opening week including a workshop on appreciative advising by Jennifer Bloom, Ed.D. from University of South Carolina, as well as an Employee Enrichment plenary presentation by Steve Uzzell, National Geographic photographer. The week's activities all took place while faculty and staff worked to get students through the enrollment process to begin the semester, which was an incredible amount of work – and he expressed his gratitude for everyone's efforts.

President VanWagoner concluded his report by sharing that over 250 students were on campus yesterday for PAR workshops, one of which he co-facilitated.

David Mathis stated that Chairman McCall's new Community College committee will be meeting on September 12 in NYC and addressing the 2% property tax cap and its impact on Community Colleges as well as chargebacks and rational tuition.

### **5. Consent Agenda**

<i>Attachment a</i>	Minutes of July 5, 2012 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Lisa Chamberlin, Health Services Retention Specialist
<i>Attachment d</i>	Brenda Crossett, Project Coordinator in the Office of the Dean of the Rome Campus
<i>Attachment e</i>	Joyce Kapral, Instructor in the Center for Life and Health Sciences
<i>Attachment f</i>	Tamara Mariotti, Coordinator of Disability Services
<i>Attachment g</i>	Matthew Wagner, Technical Assistant - Events
<i>Attachment h</i>	Jerry V. Wall, Instructor in the Center for Life and Health Sciences
<i>Attachment i</i>	Robert J. Woodrow, Acting Assistant Dean for the Center of Life and Health Sciences
<i>Attachment j</i>	Michael Bailey, Instructor in the Center for Social Science, Business and Information Sciences
<i>Attachment k</i>	Vito Sparace, Instructor in the Center for Social Science, Business and Information Sciences
<i>Attachment l</i>	Jason Yager, Instructor in the Center for Social Science, Business and Information Sciences

Motion was made by Bill Calli and seconded by John Stetson to approve Attachments 7a through 7l.

Unanimously approved.

## 6. **New Business**

*Attachment a* Naming Opportunity -"Dr. Michael I. Schafer Theater"

Motion was made by David Mathis and seconded by Bill Calli to approve Attachment 8a.

President VanWagoner said that the naming would be celebrated at a reception on September 6 at 4:30 p.m.

John Stetson added that the naming and dedication of the Theater is a great milestone at the College.

Unanimously approved.

*Attachment b* December Break

Motion was made by Bill Calli and seconded by John Stetson to approve Attachment 8b.

Unanimously approved.

*Attachment c* 2012-2013 Tuition & Fee Schedule – Amend smoking fines

President VanWagoner explained the background for the addition of the smoking fees, which supports the enforcement of the new smoking locations on campus.

Motion was made by Tony Colón and seconded by David Mathis to approve Attachment 8c.

Unanimously approved.

<i>Attachment 8d</i>	Emeritus – Celia Domser
<i>Attachment 8e</i>	Emeritus – Patricia Fox
<i>Attachment 8f</i>	Emeritus – Larry Migliori
<i>Attachment 8g</i>	Emeritus – Frank Przybycien
<i>Attachment 8h</i>	Emeritus – Beverly Quist
<i>Attachment 8i</i>	Emeritus – Samuel Russo
<i>Attachment 8j</i>	Emeritus – Richard Suhr
<i>Attachment 8k</i>	Emeritus – Donald Willner

Motion was made by Bill Calli and seconded by David Mathis to approve Attachments 8d and 8k.

At David Mathis' request, President VanWagoner explained the process for granting Emeritus status.

Unanimously approved.

## 7. **Program Update**

Stephanie Reynolds introduced Todd Kubica and Kim Overrocker who presented an update

on the College's Early Entry programs.

## **8. Discussion Items**

*Attachment 10a* Amend BOT Policy Section IV – Financial Issues: Non-Competitive Private Sector (first reading)

*Attachment 10b* Amend BOT Policy Section V – Physical Resources, Use of College Facilities: Conflict of Interest Use of Facilities (first reading)

President VanWagoner reviewed the background for the amendment to Sections IV and V of Board policy. They will be presented at the September meeting for approval pending any additional feedback from the Board.

Motion was made by David Mathis and seconded by Tony Colón at 5:20 to enter into executive session to discuss personnel with no further action to be taken. Unanimously approved.

The meeting reconvened at 6:20 p.m.

## **9. Adjournment**

A motion was made by David Mathis to adjourn the meeting at 6:21 p.m. by and seconded by John Stetson. Unanimously approved.