

**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 4:00 p.m. by Chair Falvo on Monday, December 17, 2012.

Members Present

Elaine Falvo

William Calli, Jr

Tony Colón

David Mathis

Camille Kahler

Peter Rayhill (excused departure at 4:35 p.m. – returned at 5:10 p.m.)

Christopher Sleys

John Stetson

Motion was made by David Mathis and seconded by Peter Rayhill to enter into Executive session at 4:01 p.m. The regular meeting resumed at 4:15 p.m.

2. Chair's Report

Chair Falvo began by recognizing the Newtown, CT tragedy and asked the audience and Board to take a moment to acknowledge those affected. Following a moment of silence, Chair Falvo wished everyone a happy holiday with family and friends and then asked for the Treasurer's report.

3. Treasurer's Report

Vice President Feola reported that as a result of the audit being complete, the financials in their board materials include the three month period ending November 2012. Year-to-date expenses are down in part as with last year due to the mild start of winter and reduction in utility consumption and not having to use overtime for snow and ice control. If this trend continues into the Spring semester it will help offset the reductions in Fall tuition and fees caused by the drop in enrollments. Audits for ASC, the MVCC Foundation and Dormitory Corporation have also been completed.

4. Committee Reports

Audit Committee

John Stetson reported that he and Chair Falvo met with the auditors just prior to today's meeting regarding the recently completed audit. He said that they received a very good report and went on to introduce Trisha Lucas and Courtney Pearsall from D'Arcangelo. Ms. Lucas reported that the College received a clean unqualified opinion of the College, ASC and Dormitory Corporation. She said that they also conducted a separate audit of the College's

federal funds. The College has had clean audits for the past two years, and therefore is qualified as a low risk. Ms. Lucas went on to say that the College was very prepared which made the process smooth.

Mr. Stetson asked Vice President Feola for comments on the audit. He responded that the audit went well due to the cooperation and efforts by Brian Molinaro and his staff. Motion was made by William Calli and seconded by David Mathis to accept the audit report. Unanimously approved.

NYCCT/ACCT

David Mathis reported on activity that he has participated in the last few months:

October 19, 2012 – NYCCT report to NYCCT Association of Presidents.

November 5, 2012 – attended the SUNY Shared Services Steering Committee meeting.

November 8 & 9, 2012 – attended the SUNY Critical Issues Conference in NYC.

November 29, 2012 attended the NYCCT Western Regional meeting at Erie CC.

December 5, 2012 – Finger Lakes CC campus visit.

December 5, 2012 – SUNY BOT Community College Committee.

- Mr. Mathis distributed the Chancellor's report.
- Jill Heintz will place the remediation report in Dropbox on Tuesday.

December 13, 2012 – Broome County CC campus visit.

- Broome is just beginning conversations on iPad use for Board members.

Mr. Mathis received a phone call from H. Carl McCall regarding presenting a Community College united front on SUNY day this February. Therefore, the March 6 NYCCT advocacy day has been canceled and Community Colleges will be a strong presence at the February 11 SUNY day.

President VanWagoner also shared that he has had conversation with HCCC President Murray regarding shared services.

Mr. Mathis concluded by distributing a list of SUNY Presidents and their length(s) of service.

5. Student Trustee's Report

Christopher Sleys reported that Student Congress has wrapped up the semester. He shared that the Rome Vice President is off to a great start and has already gained a lot of support from students on the Rome campus. He said that attendance at Student Congress meetings is at an all-time high with 30 – 40 students attending weekly, resulting in a new generation of leaders. Mr. Sleys concluded by thanking the Board for their support and said that he has learned a great deal, more than he had hoped, from the Board and administration.

Chair Falvo extended the Board's gratitude for his contributions and offered their congratulations to Chris on his upcoming transfer to RIT. President VanWagoner presented him with a gift recognizing his service to the Board.

6. President's Report

President VanWagoner began by asking if the Board had any questions for the Vice Presidents whose reports were submitted in writing early last week. There were no questions. David Mathis commented that he likes the new format.

College Senate Report

Don Kelly reported the following from the December 4 Senate meeting:

- Received and discussed a report from the Ad-Hoc Committee on Open Computer Labs presented by Paul Katchmar. Committee members included Sergey Myalik, Jason Yager, Cathy Glod and Kyle Lince. Concerns have been raised about inappropriate behavior in the labs, especially IT 133. The committee had a number of specific short-term recommendations:
 - Give IT 133 a name that reinforces academic uses
 - Block internet gaming in IT 133
 - Establish and promote a code of conduct for the labs
 - Require user agreement with the code of conduct at login

The Senate discussed and endorsed the recommendations, with the understanding that the code of conduct will be developed during the spring semester.

The committee and Senate also discussed possible longer-term approaches to conflicts in computer labs, including monitoring the effectiveness of short-term suggestions, surveying faculty and staff on patterns of computer use and considering establishment of an internet café.

In regard to naming, President VanWagoner asked the Board for feedback on the process in the naming of general spaces (not reflecting a name). IT 133 is a lab that is listed with the foundation as a naming opportunity. Dialogue resulted in the following. IT 133 should remain on the foundation list for naming opportunities. If the name of the space (or any other) is changed for academic purposes and not for those of the Major Gifts Campaign, the Board asked to be informed of the change but will not seek approval through a board resolution.

Vice President Reynolds will seek information on the history of renaming "New Hall". She will also speak with Dormitory staff as well as students for feedback on the possibility of renaming the hall.

(Senate Report - continued)

- Received and discussed a report from the Curriculum Committee: this committee meets frequently and reviews all proposals for additions, deletions, and revisions to courses and curriculum submitted by Academic Centers. Due to this heavy workload, the committee is in need of a better means to improve communication, track changes, and insure updates to the College catalog. The Senate endorsed the committee's recommendation that an electronic means of communication and tracking be identified and developed and that a single office assume responsibility for identifying possible software.
- Received written reports from the following Senate Committees:
 - Wellness Committee
 - Safety and Security Committee

- Committee on Diversity and Global View

Next Meetings:

- Next Senate Advisory Committee meeting is Monday, January 28, 2013 in PH 304
- Next Senate meeting is Tuesday, February 4, 2013 in IT 225

(President's Report)

President VanWagoner went on to introduce new Employee Relations Director, Paul Gallagher and everyone welcomed him.

7. Consent Agenda

<i>Attachment a</i>	Minutes of November 19, 2012 Board of Trustees Meetings
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Richard D. Kelly, Instructor in the Center for Social Sciences, Business and Information Sciences
<i>Attachment d</i>	Frank C. Druse III, Instructor in the Center for Life and Health Sciences
<i>Attachment e</i>	Robert Joseph Woodrow, Assistant Dean of the Center for Life and Health Sciences
<i>Attachment f</i>	Jason Yager, Assistant Professor – Center for Social Science, Business and Information Sciences

Motion was made by William Calli and seconded by Tony Colón to approve Attachments 7a through 7f. Unanimously approved.

President VanWagoner introduced Dr. Woodrow and everyone extended their congratulations.

8. New Business

<i>Attachment a</i>	Emeritus – Sheila Vandever
<i>Attachment b</i>	Emeritus – Mary Carmel Wolf
<i>Attachment c</i>	Name Change: STEM Center (from Center for Mathematics, Engineering, Physical Science and Applied Technology to Center for Science, Technology, Engineering and Mathematics
<i>Attachment d</i>	Ratification of Collective Bargaining Agreement

President VanWagoner introduced Attachments 8a and 8b and said that Board members Vandever and Wolf had served 27 and 20 years respectively.

The entire Board moved by acclamation to approve Attachments 8a and 8b. Unanimously approved.

Motion was made by William Calli and seconded by David Mathis to approve Attachment 8c. Unanimously approved.

President VanWagoner asked if there were any questions regarding Attachment 8d and the

AMVA contract. No questions were raised.

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

9. Program Update

Jennifer Boulanger presented an update on Language Coordination efforts at the College.

10. Discussion Items

Attachment 10a Amend BOT Policy – Section I, Board Professional Development
(First Reading)

No concerns were raised by the Board and the policy will be presented at the January meeting for approval. David Mathis asked that new board member expectations be an agenda item at the next retreat as the College will have additional new members in the new year.

Administrative Topic: Major Challenges and Opportunities (Periodic Review Report/PRR)
President VanWagoner shared the Major Challenges and Opportunities that the PRR committee has proposed. He asked that the Board review and provide any changes or suggestions by the next Board meeting as the committee would like to have a first draft of the overall document ready by February. President VanWagoner commented on two areas that could be viewed as a conflict: succession planning and the need to diversify faculty and staff. The College is currently not as diverse among faculty and staff as it wants to be which creates inherent challenges to simultaneously meet goals for diversity and succession planning.

11. Adjournment

Motion was made by David Mathis and seconded by Tony Colón to adjourn the meeting at 5:25 p.m. Unanimously approved.