

APPROVED 6.10.13

**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 4:03 p.m. by Chair Falvo on Monday, May 20, 2013.

Members Present

Tony Colón (delayed arrival at 4:20 p.m.)
William Calli, Jr
Elaine Falvo
Carol Fox
Matthew Hrycan
Camille Kahler
Bruce Karam (delayed arrival at 4:55 p.m.)
David Mathis
John Stetson

Members Excused

Peter Rayhill

2. Chair's Report

Chair Falvo began by thanking the Board for attending so many of the end of the year festivities, including the Athletics' Awards Banquet and the Scholarship Dinner where 453 scholarships were awarded to 250 students. The Festivities continue this week with the Nurse's pinning on Thursday, the first annual Honor's Brunch on Friday morning followed by Graduation that afternoon. Chair Falvo recognized John Bullis, Executive Director of Organizational Development, who will be retiring May 31 after five years of service to the College. Mr. Bullis stated that it has been a privilege to work for MVCC for the past five years.

President VanWagoner took a moment to also recognize the visiting Vietnamese Professor, Ms. Oanh who will be returning to Vietnam at the end of the week after spending eight weeks with MVCC. Dr. Engel went on to share some of Ms. Oahn's experiences, which included over 120 activities with various faculty and staff, teaching a cooking class as well as a Vietnamese class both through CCED. Ms. Oahn thanked everyone at the College for their generosity. A group photo followed.

3. Treasurer's Report

Vice President Squires reported no significant changes with regard to expenditures and revenues since last month. Overall expenditures are almost right on budget at a variance of just over 1% lower than budget for this point in the year. Overall revenue remains slightly ahead at 2.42% higher than budget. Factors include higher chargeback revenues from out-of-county students, higher out-of-state student tuition revenue, and some higher corporate program fees from our CCED program.

Vice President Squires also reported that we are down .6% compared to our budgeted enrollment for spring, and we are 77 student FTEs lower than last spring's enrollment. Summer enrollment is looking good right now at 27% over the budgeted level, which will slightly offset the spring enrollment decline.

The Bursar's Office is currently reaching out to "unpaid" students – which currently stands at 797 vs. 769 last year. Multiple attempts are made to avoid students losing their registrations for non-payment.

4. Committee Reports

(NYCCT Liaison)

David Mathis reported that he attended the NYCCT Annual Meeting on May 4 where they reviewed Presidential Search guidelines, Chargebacks, Shaped Services and the suggestion to form a Community College Committee of the SUNY Board. Mr. Mathis suggested having periodic reports from the College's representative for the Faculty Council of Community Colleges (FCCC). Mr. Mathis also attended the Community College Summit in NYC earlier this month regarding the TAACT grant. John Bullis also attended the meeting and added that conversation was focused around aligning curriculum to accommodate workforce demands. Mr. Mathis will also be attending a meeting with SUNY Board Chair, H. Carl McCall on June 7. He concluded by reminding the Board that the Annual NYCCT Conference is September 19-22 at the Gideon Putnam in Saratoga Springs. NYCCT has invited Tony Picente to serve on a Chargebacks panel.

5. Student Trustee's Report

Matthew Hrycan reported this is his last semester at MVCC. He will be transferring to Clarkson in the fall. Student Congress has completed their student elections and they will have a few returning members in addition to several new faces. He introduced the new Student Trustee, David Maxwell. He concluded by thanking the board for all of their support and for allowing him to serve.

6. President's Report

President VanWagoner began by asking for the Vice Presidents reports.

Vice President Reynolds

Vice President Reynolds distributed statistics on Disability Services and the New Directions program as a follow up to the conversation at the April Retreat. Tony Colón asked for additional information on hearing impaired students.

Vice President Eannace

Vice President Eannace reported the College will be participating in a small pilot prison program at Mohawk Correctional Facility in Spring 2014 for 12 students enrolled in the General Studies A.S. degree. The pilot is funded by a small grant from the "Sunshine Lady", Warren Buffet's sister. This is a collaborative effort with Hamilton College and potentially Colgate and Syracuse University. In response to Mr. Mathis' comments on FCCC, Vice President Eannace noted that the Chair of FCCC, Tina Goode, is invited to the SUNY Chief Academic Officers' Community College Sector meetings and has added much to the

discussions. In light of the enrollment forecast of a 4% decrease this coming academic year, Academic Affairs is focusing on maximizing opportunities from the Dual Credit Program. A letter was sent to approximately 2000 parents of current dual credit students. The letter outlines the academically excellent and fiscally responsible decision of sending their student to MVCC for the associate degree before the student transitions to a baccalaureate institution. Vice President Eannace concluded by sharing that the Academic Unit is holding an open forum on May 30th to discuss with faculty the work ahead on Seamless Transfer.

Vice President Squires

Vice President Squires reported on the current state of the boilers in the IT building – they are due for replacement. The College is approaching the County to assist with funding replacement units. Vice President Squires also updated the Board on the search for the Executive Director of Public Safety; to date the College has received 22 applications.

College Senate Report

Don Kelly was unable to attend the meeting due to an injury. Jill Heintz has placed Mr. Kelly's report in Dropbox for the Board's review.

(President's Report)

President VanWagoner began by welcoming Carol Fox to the Board. Ms. Fox has attended several events as well as the Board Retreat this past April, but this is her first official meeting. President VanWagoner went on to update the Board on the College Student Accelerator project. Four sections related to entrepreneurship are being offered this spring and a summer business accelerator modeled after the Tech Garden in Syracuse will be offered this summer. John Liddy will be teaching helping lead this effort as our entrepreneur-in-residence. The program is seeking space in downtown Utica and aiming for a June 10 start. Enrollment for the program is looking very good at this point with two teams already signed up and overflow from Syracuse's program anticipated.

7. Consent Agenda

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| <i>Attachment a</i> | Minutes of April 15, 2013 Board of Trustees Meetings |
| <i>Attachment b</i> | Treasurer's Report |
| <i>Attachment c</i> | Joan Achen-Brown, Instructor in the Center for Language and Learning Design |
| <i>Attachment d</i> | John Nehme, Career and Job Placement Counselor |

Motion was made by William Calli and seconded by John Stetson to approve Attachments 7a through 7d. Unanimously approved.

8. New Business

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| <i>Attachment a</i> | Renewal of Probationary Appointments |
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Motion was made by David Mathis and seconded by William Calli to approve Attachment 8a. Unanimously approved.

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| <i>Attachment b</i> | Renewal of Grant-Funded Appointments |
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Motion was made by William Calli and seconded by Carol Fox to approve Attachment 8b. Unanimously approved.

Attachment c Middle States Periodic Review Report

The Board tabled this item until after the Program update later in the meeting.

Attachment d Amend Staffing Plan - Supervisor, Facilities Services

Motion was made by David Mathis and seconded by John Stetson to approve attachment 8d. Unanimously approved.

Attachment e Emeritus – Beverly Quist

Vice President Eannace shared that Professor Quist had a very solid reputation among her students and that she is still very active in the Community.

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

Attachment f Program Proposal: Certificate in Health Care Careers

Vice President Eannace provided an overview of the program proposal and explained that it allows for three different paths after the completion of a common semester. This program is currently offered through CCED and if SUNY approves, future students enrolled will be eligible for financial aid.

Motion was made by David Mathis and seconded by Tony Colón to approve Attachment 8f. Unanimously approved.

Attachment g 2013-2014 Operating Budget

Chair Falvo commented on the Board's involvement in the process over the past several months and asked President VanWagoner for an overview. After thanking his Cabinet and Brian Molinaro for all of their efforts in collaborating with each other and their staff to develop the budget, he went on to point out some key items including a 2.5 % increase to the overall budget which absorbs grant funded programs. Revenue assumptions were based on a 4% enrollment decline and the Fund balance has been reduced to 5% of the operating budget. President VanWagoner stated that the budget process will begin earlier next year to allow for more dialogue among budget managers. Chair Falvo added her appreciation to President VanWagoner and his team for all of their efforts in putting this year's budget together. David Mathis mentioned the need for the Maintenance of Effort to be revisited by SUNY. John Bullis helped draft legislation proposing a formula that would quell the highs and lows in county and state funding. Jill Heintz will send the draft of the legislation to the Board.

Motion was made by David Mathis and seconded by Tony Colón to approve Attachment 8g. Unanimously approved.

Attachment h 2013-14 Tuition and Fee Schedule

President VanWagoner explained the full-time and part-time tuition increases of \$130 and \$20 respectively. The graduation fee has been eliminated and a student support fee has been added.

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

9. Program Update

John Bullis and Norayne Rosero presented an update on the Middle States Periodic Review Report (PRR).

Attachment 8c Middle States Periodic Review Report

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

Motion was made by David Mathis and John Stetson to enter into Executive Session with no further action to be taken at 5:40 p.m. Unanimously approved.

The meeting reconvened at 6:40 p.m.

10. Adjournment

Motion was made by Tony Colón and seconded by Carol Fox to adjourn the meeting at 6:40 p.m. Unanimously approved.