

APPROVED 8.19.13

**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, June 10, 2013.

Members Present

Tony Colón
William Calli, Jr
Elaine Falvo
Carol Fox
David Maxwell
Camille Kahler
Bruce Karam (delayed arrival at 4:15 p.m.)
David Mathis
Peter Rayhill
John Stetson

2. Chair's Report

Chair Falvo began by sharing that over 1000 students graduated at the May Ceremony. She went on to say that the speakers were very good and extended her thanks to the facilities staff on behalf of the Board for their efforts during the busy end of the year events, especially in May. Vice President Squires will share her sentiments with facilities. Chair Falvo welcomed new student trustee, David Maxwell who will serve through the 2013-14 academic year. She reminded everyone there is no July meeting and that the next Board meeting will be on Monday, August 19. She also said that instead of a summer retreat, the Board will plan a fall retreat and consider agenda topics over the summer. Chair Falvo concluded by appointing the nominating committee, chaired by Bill Calli, and members, John Stetson and Camille Kahler.

3. Treasurer's Report

Vice President Squires reported that the majority of summer tuition revenue is recorded for 2012-13. With higher-than-budgeted summer enrollment currently at more than 12% over budget, tuition *revenue* received is also over budget, coming in at just over \$60,000 higher. This overage could grow further depending on how many more students register for summer courses that start on July 8th. The summer tuition revenue will also be affected by students who drop out. Regardless, it is very positive to exceed budgeted summer tuition at this point in the year.

Out-of-State Tuition, which includes Out-of-County students who don't provide Certificates of Residency, is also higher than originally budgeted. This revenue category is now higher

by over \$140,000. The additional summer tuition and Out-of-State tuition are helping to somewhat offset the lower spring and fall enrollment numbers, although neither is enough to totally make up the difference. Overall revenue at the end of May stands at almost 3.5% higher than budgeted.

On the expense side, the numbers at the end of May are holding steady compared to last month, with a slight reduction in the overall positive variance from budgeted expenditures, with a .9% variance now versus 1.1% under budget last month. This trend is normal for this point in the year as departments move toward the completion of their budgeted spending for the year.

4. Committee Reports

Committee Reports were moved to the end of the agenda to accommodate Board members who needed to depart early for other commitments.

5. Student Trustee's Report

David Maxwell gave a brief overview of his experiences at the College; he is an adult student and small business owner in the Mohawk Valley and has recently completed the Student Sandbox course taught by John Liddy. He has seen almost immediate growth in his business as a result of the Sandbox course. He concluded by sharing that he will be traveling to Anaheim, CA with the College's Phi Beta Lambda chapter to participate in a National competition.

6. President's Report

President VanWagoner began by welcoming Norma Chrisman as the new Professional Association President and also thanked Alison Doughtie for her four years of service in the President's role. He then asked for the Vice Presidents' reports.

Vice President Eannace

Vice President Eannace reported that compared to last year at the same time; enrollment is up 17% for the summer and down 1.9% for the fall. One of the initiatives to close the fall gap is a letter that will be sent to over 200 guidance counselors encouraging their students to make a fiscally sound decision to attend MVCC. She also reported that she attended the recent Chamber of Commerce After Hours in the Jorgensen Center. The College's YEA students were featured and many local businesses expressed interest in learning more about the program. The event was very well attended and the Chamber's largest After Hours to date. Vice President Eannace concluded by sharing that she will be attending the Chief Academic Officers' meeting this week where she will learn more about seamless transfer.

Vice President Squires

Vice President Squires reported that the Boiler request has been reviewed by the Economic Development and Ways and Means Committees. Vice President Squires has been asked to provide the committees with additional information on the efficiency of the new equipment. The College is currently working with Towne Engineering on the bid documents. The bid opening is scheduled for June 27. Bonnaci Architects are checking the Payne Hall overhang and podium. The money is in place for the work. Vice President Squires updated the Board

on the search for the Executive Director of Public Safety. He expects to conclude the search by the end of the month and the Board will have a resolution for ratification at the August meeting. Chair Falvo asked that President VanWagoner please keep the Board informed as the search progresses. President VanWagoner will send the Board a synopsis, if necessary. Steve Frisbee was thanked for chairing the search committee. Vice President Squires shared that he and Comptroller, Brian Molinaro will be attending the Community College Business Officer Association meeting next week.

Vice President Reynolds

Vice President Reynolds reported that she has just returned from the Chief Student Affairs meeting. She went on to report that the Enrollment Management Council (EMC) is ready to receive the Recruitment Plan which complements the Retention Plan that has already been accepted by EMC. The renovation to the Residence Life dining hall is moving along nicely and on schedule. Vice President Reynolds concluded by updating the Board on the internet-cable contract. The contract is currently with the attorneys and should be ready by the start of the fall semester.

(President VanWagoner)

President VanWagoner began by recognizing the Crisis Response Team and their efforts around last week's double homicide in Rome which impacted the Rome campus. Dean Quest said that the process was definitely a team effort and that he was pleased with how went. President VanWagoner went on to share that his recent Strategic Horizons Network visit to Lorain Community College was very successful and insightful. Lorain County and Oneida County are very similar demographically. President VanWagoner shared some of Lorain's achievements which include the recent completion of a 21 million dollar campaign and the completion of a 20-year Master Plan, among others. The energy on their campus was palpable according to Vice President Reynolds, who also attended. President VanWagoner then asked for the College Senate report.

College Senate Report

Don Kelly reported that the College Senate had two meetings in the month of May to conclude the academic year. He briefly reviewed some of the changes to the officers. He added that an ad hoc curriculum committee has been formed to review the publication of the College catalog. The Senate is in the process of receiving the (26) annual reports from the Senate sub-committees. Mr. Kelly reported that they have reviewed the follow-up survey on the classroom furniture which revealed no big surprises. They continue to work with Rich Pucine on furniture options and the replacement cycle. David Mathis asked for an updated list of senators. Chair Falvo shared the Board's gratitude for all of Mr. Kelly's efforts as well as the Senate work that has taken place this past year.

7. Consent Agenda

<i>Attachment a</i>	Minutes of May 20, 2013 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Erica M. Brindisi, Instructor in the Center for Life and Health Sciences

<i>Attachment d</i>	John Burns, Technical Assistant – Disabilities Services
<i>Attachment e</i>	Shawn Ingalls, Instructor – Center for Social Science, Business and Information Sciences
<i>Attachment f</i>	Susan R. Johnston, CSTEP Project Assistant
<i>Attachment g</i>	Richard D. Kelly, Instructor in the Center for Social Sciences, Business and Information Sciences
<i>Attachment h</i>	Amend Staffing Plan: Mary Kate LaPaglia, Allied Health Instructor – Radiologic Technology
<i>Attachment i</i>	Amend Staffing Plan: Renee Sbiroli, Allied Health Instructor – Radiologic Technology
<i>Attachment j</i>	Mary Taverne, Financial Systems Accountant

Motion was made by David Mathis and seconded by Carol Fox to approve Attachments 7a through 7j. Unanimously approved.

8. New Business

<i>Attachment a</i>	Medical Leave of Absence
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Motion was made by Tony Colón and seconded by William Calli to approve Attachment 8a. Unanimously approved.

<i>Attachment b</i>	Student Code of Conduct
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Motion was made by Tony Colón and seconded by William Calli to approve Attachment 8b. Unanimously approved.

<i>Attachment c</i>	Distinguished Retiree – Wayne Maser
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President VanWagoner added that Mr. Maser is the first retiree to receive this designation.

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

<i>Attachment d</i>	2013-14 Tuition and Fee Schedule - Revision
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Motion was made by Carol Fox and seconded by Tony Colón to approve attachment 8d.

Unanimously approved.

9. Program Update

Kim Evans-Dame provided an overview on the College's Hiring Process.

Committee Reports

NYCCT Liaison – David Mathis reported that he attended the Student Assembly swearing in on May 30. He also met with SUNY Board Chair, H. Carl McCall on June 7 to discuss Community College Board appointments. Mr. Mathis suggested the College invite SUNY Board member, John Murad to tour campus or perhaps attend graduation. The July NYCCT newsletter will highlight Board Chair, Elaine Falvo. Mr. Mathis also asked for the Board to move to nominate Mike Briggs to receive the NYCCT award, "Friend of the Community College". William Calli seconded Mr. Mathis' motion. Unanimously approved.

Motion was made by Tony Colón and seconded by Carol Fox to enter into Executive Session with no further action to be taken at 5:15 p.m. Unanimously approved.

The meeting reconvened at 6:20 p.m.

10. Adjournment

Motion was made by Tony Colón and seconded by Carol Fox to adjourn the meeting at 6:20 p.m. Unanimously approved.