

APPROVED 10.21.13

**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 p.m. by Chair Mathis on Monday, September 16, 2013.

Members Present

Tony Colón
William Calli, Jr.
Elaine Falvo
Carol Fox
Camille Kahler
Bruce Karam
David Mathis
David Maxwell
John Stetson

Members Excused

Peter Rayhill

2. Chair's Report

Chair Mathis began by stating that this is his first time since 1983 serving as Board Chair and that he is honored that the Board selected him for the role. He pointed out the new seating arrangement and reviewed the new Board committee structure. Chair Mathis went on to review his agenda and vision for the next two years which includes student success, earlier Board involvement in budget planning and preparation, capital projects planning with a focus on facilities and campus safety, moving to a tobacco-free campus as well as bringing more attention to the MVCC Hall of Fame by perhaps relocating it and inducting new members.

Chair Mathis also shared that the Board has purchased a heritage lamp in recognition of Elaine Falvo's service as Board Chair. Mrs. Falvo added her thank you to the Board for allowing her to serve in that capacity and satisfaction with the progress over the past few years.

3. Treasurer's Report

Vice President Squires reported that financials will not be available again until December as the College is preparing for the audit which will begin in October. Ms. Falvo requested that the Finance Committee meet with the auditors prior to the audit.

4. Committee Reports

There were no Committee reports.

5. Student Trustee's Report

David Maxwell reported that the semester is off to a smooth start and that "Welcome Week" went very well. He thanked the VPs for their support with those efforts. He will have a more extensive report at the October meeting.

6. President's Report

President VanWagoner began by asking asked for the Vice Presidents' reports.

Vice President Eannace

Vice President Eannace reported the following:

- Enrollment continues to run close to level with Fall 2012. As of today, the College is up .51% in FTE over last year at this date. Institutional Research Director Mark Radlowski expects that as Dual Credit enrollment is included, the College will stay in the plus category for Fall. The focus for Spring enrollment includes careful scheduling in Rome and continued emphasis on retention and commitment to complete.
- Conversation continues with SUNY on Seamless Transfer and the Student Mobility Initiative. The College Wide Curriculum Committee (CWCC) and the IT Department are working closely to finalize a program that will allow clearer processing of the system for speedier and more streamlined work. It is anticipated that with Seamless Transfer and General Education changes, CWCC will be addressing more requests this year than ever before.
- CCED and Academic Affairs are scheduling regular meetings throughout this semester to address appropriate programming to meet the anticipated needs of the Quad C project. The two divisions will be working closely with EDGE, Workforce Development, WIB and SUNYIT to maximize workforce readiness for the identified needs.
- 72 students were inducted into PTK Lambda Beta Chapter this past week. Dean Marianne Buttenschon was the guest speaker. Advisor Steve Frisbee and Advisor Robert Christman received Service pins of 10 years and 5 years respectively. The PTK project this year focuses on helping students connect choices in majors with career opportunities and with the rich word of alum networking.

Chair Mathis added that the PTK induction was very nice and that he would like the Board to be kept informed of such activities. President VanWagoner agreed to have a monthly list of events sent to the Board at the beginning of every month.

Vice President Reynolds

Vice President Reynolds reported the following:

- With the Board's approval of the consent agenda the student affairs area will be transitioning one of the assistant registrar's Zyn Jackiw, to a Veteran's Education Coordinator. Zyn has very successfully provided the College's veterans and their families with information about benefits and the steps they need to take to secure them. Over the course of this next year, the College will begin working with Zyn and others to create a presence for an Office of Veteran's Affairs that will work towards understanding the needs of the College's veterans directly from them in order to develop the support services they feel they need.
- As a follow-up to Vice President Reynolds's report to the Board last spring regarding improving the space on the lower right side level of Payne Hall, a collaborative approach involving the Bursar/Business Office, Financial Aid and Registrar have resulted in an architectural drawing that was presented to the key stakeholders a week ago. Some minor revisions were shared and are being incorporated. The goal will be to have a waiting area that serves the above mentioned areas and allows for a more seamless approach to service delivery to students.

- The end to late registration seems to have been received well by the campus community. An exception process for both new students and continuing students was operationalized. Any student who was making the request to register after that first day of class needed to meet with either the Director of Admissions or the Associate Dean of Student Enrollment and Advising and a comprehensive review of the student's readiness was conducted.
 - 75 continuing students were approved to register late. (69 Utica, 6 Rome)
 - 24 continuing students were not allowed to register late. (15 Utica, 9 Rome)
 - 12 brand new students were allowed to register late.
 - 5 brand new students were not allowed to register late.
 - All students who received an exception will be monitored for success to inform the process as it moves forward.

Vice President Squires

Vice President Squires reported that the capital request was presented to the county's Capital Projects Committee which resulted in revisions to the original request. The revised request will be presented again on September 11. Work for the Jorgensen Center locker rooms and exterior ceilings will be put out to bid at the end of the month. The boiler work in the IT building is underway with projected completion by the time the cold weather arrives. After further investigation of the epoxy product (for the podium of Payne Hall) that was presented to the Board in August, he and his team have decided that is not the appropriate solution. He continues to investigate an alternate. Vice President Squires concluded by updating the Board on some work that is taking place in the Rome Student Services area.

College Senate Report

Don Kelly reported that the first meeting of the Senate took place on September 3. Many new members were welcomed. Mr. Kelly has met with President VanWagoner to discuss committee staffing and vacancies. He reported that the Faculty Council of Community Colleges (FCCC) is looking for an endorsement from Community College Boards of Trustees on a resolution regarding seamless transfer exemptions. The Senate received a report from Norayne Rosero on the recent Periodic Review Report (PRR). They discussed a flag lowering policy for the MVCC flag. They also revisited smoking on campus, which remains a topic of contention. President VanWagoner added that the vote on smoking shelters last spring resulted in a 16 to 16 stalemate. The next meeting of the College Senate is scheduled for October 1.

Chair Mathis reminded the Board that the process the College underwent a few years ago when making the dorms smoke-free took some time as well. He also asked that the FCCC resolution be made available to the Board for review.

President VanWagoner added that Ron LaBuz, the MVCC faculty delegate on the FCCC, will report to the Board at the October meeting.

(President VanWagoner)

President VanWagoner began by thanking the Public Safety office for their efforts in this past weekend's Utica Music & Arts Festival. The College hosted more than 2000 visitors over the course of the weekend and it went very well. He also shared that Dr. Ghandi, Mahatma Ghandi's grandson spoke on Sunday evening delivering a wonderful message of peace and understanding. President VanWagoner went on to thank the Board for attending

the recent flurry of lunches and government official visits. He reported that he will be attending the SUNY Presidents' meeting later this week.

Chair Mathis added that next week the College will host two SUNY Board members, followed by the NYCCT conference later in the week. The ACCT Conference will take place the first week in October.

7. **Consent Agenda**

<i>Attachment a</i>	Minutes of August 19, 2013 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Amend Staffing Plan – Title changes Dominick Nicotera, License Mental Health Practitioner Zynowij Jackiw, Veteran Education Coordinator Joanna Nassimos, Disability Accommodations Specialist
<i>Attachment d</i>	John Altdoerffer, Market Analysis and Project Development Director
<i>Attachment e</i>	Tiffany Azzarito, Youth Academic Specialist for GEAR-UP
<i>Attachment f</i>	John Burns, Technical Assistant – Disabilities Services
<i>Attachment g</i>	Todd Marshall, Instructor in the Center for Language and Learning Design
<i>Attachment h</i>	Kristen Raab, Tutor/Mentor in the Center for Language and Learning Design
<i>Attachment i</i>	James R. Roberts, Instructor in the Center for Arts and Humanities
<i>Attachment j</i>	Matthew Wagner, Technical Assistant – Events

Motion was made by Bill Calli and seconded by Elaine Falvo to approve Attachments 7a through 7j. Unanimously approved.

Ms. Falvo requested that in future, resolutions regarding job changes should indicate the original salary as well as the change for Board consideration.

8. **New Business**

<i>Attachment a</i>	Amend BOT Policy Section II – Personnel: Sick Leave
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Ms. Evans-Dame explained the need for new business items 8a and 8b. These policies will simplify the process by eliminating the county as an additional step. Tony Colón asked what the impact will be to the students. President VanWagoner will address the student impact in his next update to the Board.

<i>Attachment b</i>	Amend Board Manual Section II - Retiree Health Insurance
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Motion was made by Elaine Falvo and seconded by Bill Calli to approve Attachments 8a and 8b. Unanimously approved.

9. **Program Update**

Jennifer Boulanger provided an overview on the College's Honor's program.

10. Discussion Items

- a. Administrative Topic – Nanotechnology preparation-readiness

President VanWagoner distributed an overview of the College's efforts with regard to the arrival of the Marcy NanoCenter.

Ms. Falvo added that it is great to observe the community collaboration around the NanoCenter. President VanWagoner thanked Bob Decker for keeping the fire stoked on the nano front.

Mr. Colón added the College should be marketing our work in this area. Matt Snyder commented that those efforts are underway.

Additionally, Chair Mathis recommended sharing the overview with the Board of Legislators in October.

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

The meeting reconvened at 5:50 p.m.

11. Adjournment

Motion was made by Tony Colón and seconded by John Stetson to adjourn the meeting at 5:51 p.m. Unanimously approved.