

**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 Board Room, Payne Hall 300, Mohawk Valley Community College, Utica, New York began at 4:05 p.m. on Monday, March 20, 2017.

Members Present

William Calli, Jr.
Tony Colón
Frank Dubeck, Jr.
Elaine Falvo
Camille Kahler
David Mathis
Mary Malone McCarthy
John Stetson

2. Chair's Report

Chair Calli introduced the new student trustee, Dylan Bennett. Dylan stated he is a General Studies and Illustration major and that he attended his first committee meeting today. Chair Calli went on to share that the ribbon cutting on the Rome Campus was a wonderful event and he thanked Franca Armstrong. He stated he was happy that Jack Plumley was able to be in attendance and that he will be missed. He also thanked everyone for the Board retreat on Rome campus.

Chair Calli then asked for the Treasurer's report.

3. Treasurer's Report

Vice President Squires reported that Spring tuition revenue is running behind budget by approximately 8.5%. Chargeback revenue for the spring semester continues to follow the pattern established for fall, coming in over budget for the year so far by more than 9% or \$132,000 over budget at this point. Overall revenue percentage year-to-date shows the college to be 2.8% under budget estimates. Expenses are down for non-credit programs with CCED making a strong, positive contribution to the bottom line. The majority of underspending continues to be related to employee health insurance expenditures. Vice President Squires reported that College employees have the option of saving funds for retirement through an IRS 403(b) plan, which is administered by SUNY. MVCC has been selected by the IRS for a routine audit of its employees who participated in the 403(b) savings plan during the 2014 calendar year. It is anticipated that this audit will be conducted during the month of April and will last only 1-2 days. Vice President Squires reported that budget review sessions for all departments have been scheduled and are now being held to review budget requests for 2017-18. Cutbacks are being made wherever possible. Every line of each department's budget is reviewed and compared not only with the current year's

budget and actual expenditures but also with actual expenditures for each of the previous two years to look for trends and options to reduce or in some cases to increase the budget estimate for next year. Vice President Squires went on to report that the first Student Financial Aid refund check distribution occurred on Friday, March 3, with \$818,000 going to students in approximately 1,050 checks. The second student refund distribution date will be on Friday, March 24th, and will be for a significantly larger dollar amount and also for many more students than were included on the first refund date. The current estimate for the 2nd refund is \$3.1M in approximately 2,200 checks. Vice President Squires concluded his remarks by stating that costs related to last week's snow storm can be submitted for reimbursement because it was declared a State of Emergency. Conversation followed regarding overage checks and what is being done to inform students of the consequences of borrowing money.

4. Committee Reports

Audit & Finance Committee

Committee Chair, Elaine Falvo reported that the audit and finance committee met today to review property insurance parameters with Scalzo, Zogby and Wittig. Committee Chair Falvo reported that Vice President Squires oversees a risk management team and various areas will be meeting to talk about their individual coverage. Vice President Squires reported that work groups were formed and they have met twice. Committee Chair Falvo asked Vice President Squires to keep the Board of Trustees up-to-date on the progress of the work groups.

Dorm Corp

Committee Chair, John Stetson reported that a master plan for the dorms has been worked on for the past two years. Concept drawings were prepared and an estimate of \$13M was received. After lengthy analysis and discussions, it was decided that it was not a good time to borrow this amount of money and it would be to our advantage to complete this project at a later date. It was decided to put the project aside until it is more favorable and to complete essential work to upgrade the dorms which will cost approximately \$3-4M.

Chair Bill Calli congratulated Tony Colón on the article that was written about him in the Utica OD.

Facilities and Public Safety Committee

Committee Chair, Tony Colón commended Facilities and those that were involved in maintaining the two campuses during last week's challenging snowstorm. He reported that there have been continued conversations regarding arming our public safety officers. Once they are armed and in place, will have expansion for campus safety that will allow us to house our officers in a much more comfortable and safe setting for them.

(Association of Community College Trustees)

ACCT Liaison, David Mathis reported on the National Conference that he attended in February along with President VanWagoner and Board members Camille Kahler and Tony Colón. At the conference, they received updates on proposals from AACT and AACC regarding their legislative agenda. He also reported that he attended Community College

Advocacy Day in Albany, and NYCCT is in the process of scheduling their fall conference. Details to follow.

5. Student Trustee's Report

Student Trustee, Dylan Bennett reported that there have been a few concerns that have been taken care of by Facilities. Chair Calli asked Dylan to keep the Board of Trustees abreast on any issues.

6. President's Report

President VanWagoner acknowledged the wonderful and dedicated work of the Facilities grounds crew during last week's snowstorm to make the campus accessible for the women's basketball national championship tournament. He stated that the tournament was an incredible event and our team played exceptionally well. President VanWagoner went on to report that he attended meetings in Albany regarding the amount of FTEs the College will be receiving for the upcoming budget year. He also shared that he will be meeting with the County Executive this week or next to confirm the County's preliminary commitment to the College's budget. President VanWagoner also reported that the County Board of Legislators will be meeting on the Rome Campus on May 4. He also shared that the SUNY BOT's met in executive session last week on a personnel matter. We may possibly have Chancellor's appointment this month. President VanWagoner concluded his remarks by congratulating Franca Armstrong who will be recognized with the YWCA Salute to Outstanding Women award on April 6.

President VanWagoner then asked for the College Senate report.

College Senate Report

Alex Haines-Stephan reported that College Senate received a budget update from President VanWagoner. Mr. Haines-Stephan stated that Senate is continuing their focus on micro-credentialing and that SUNY has not provided definite rules. Mr. Haines-Stephan went on to report that the Senate authorized having the Academic Policy and Standards Committee (APSC) work on the framework for micro-credentialing. He stated that Council and Senate elections will take place in the next month. Dr. Eannace provided an overview of the ACEN visit.

President VanWagoner introduced the consent agenda by pointing out the Emeritus Status item, Excluded Administrative Staff Appointments, and Continuing and Career Appointments. He stated that each person comes fully recommended and he fully supports these recommendations.

7. Consent Agenda

- Attachment a* Minutes of the January 30, 2017 Board of Trustees Meeting
- Attachment b* Treasurer's Report
- Attachment c* Emeritus: Steve Senior
- Attachment d* Sabbatical Leave – Erin Severs
- Attachment e* Excluded Administrative Staff Appointments
- Attachment f* Professional Association – Career Appointments
 - Lisa Chamberlin Health Retention Specialist

	Matthew Fikes	Technical Assistant – Institutional Assessment
	Luciann Gould	Publications Coordinator
	Rachel Libby	Technical Assistant
	Dominick Nicotera	Licensed Mental Health Practitioner
	Rosemarie Pastorella	Student Veterans Specialist
	Breanne Rathbun	Tutor/Mentor – Mathematics
	Kevin Siembab	Student Services Specialist
	Matthew Wagner	Technical Assistant – Events
	Gail Warchol	Coordinator Healthcare Careers
<i>Attachment g</i>	Professional Association –	Continuing Appointment
	Glenn Ballard	Instructor – Electrical Engineering Technology
	Richard Kelly	Assistant Professor – Criminal Justice
	James Roberts	Assistant Professor – English
	Thomas Townsley	Assistant Professor – English
<i>Attachment h</i>	Program Revision (Title): small Unmanned Aerial Systems (sUAS)	
<i>Attachment i</i>	Program Revision (Title): Educational Sign Language Interpretation	
<i>Attachment j</i>	Computer Numerical Control (CNC) Machinist Technology	

Motion was made by Elaine Falvo and seconded by John Stetson items 7a-j. Unanimously approved.

8. Program Update

Cory Albrecht, Director of Advanced Institute for Manufacturing (AIM) provided an update on the AIM program. Mr. Albrecht’s presentation will be sent to the Board of Trustee members.

9. Discussion Item

President VanWagoner reviewed the College’s Institutional Profile and stated the data will be brought to the various committees to which they pertain.

10. Adjournment

Motion was made by Tony Colón and seconded by Elaine Falvo to adjourn the meeting at 5:30 p.m. Unanimously approved.