

Division of Student Affairs
Departmental Information
Spring 2016

Mission: Student Affairs strives to create a welcoming and supportive environment which fosters student engagement to promote learning, personal growth and student success.

Vision: To inspire students to meet the challenges of learning and succeeding in an ever-changing global community.

Student Affairs Administrative Team Open Office Hours Mondays and Fridays, 10:00 am – 11:00 am.

Office of the Vice President

Location: PH 347
Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 792-5456
Fax: 731-5863

Contacts:

Stephanie C. Reynolds, Vice President
Jennifer Rubino, Assistant to the VP

792-5324	PH347
792-5456	PH347

- Provide oversight and management of the 14 departments' day-to-day responsibilities which are distributed among three teams. Those teams are: Student Enrollment & Retention Services, Student & Residence Life Services, and Student Development & Transitions Services.
- Manage the Student Affairs departmental strategic planning
- Provide oversight of departmental budgets
- Manage student concerns/issues
- Initiate cross-campus collaboration on the processes and efforts aimed at increased student engagement and retention
- Oversee shared judicial responsibility with Residence Life

Admissions

Location: PH 101
Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 792-5354
Fax: 792-5527

Contacts:

Dan Ianno, Director
Kendrick Morrison, Assistant Director
Phil Benson, Admissions Counselor
Kalynn Birdsall, Admissions Counselor
Sara B. Miller, Coord. of Services for International Students
Nolan Snyder, Technical Asst.
Karen Kuznia, Office Specialist 2
Karin Capuana, Office Specialist 1
Josie Pintacuda, Part-time Clerical Staff
Anita Marchio, Part-time Clerical Staff

792-5356	PH101F
792-5357	PH101D
792-5373	PH101B
792-5353	PH101A
792-5350	PH 101C
792-5640	PH101E
792-5354	PH101
792-5359	PH101E
792-5407	PH101
792-5354	PH101

- Oversee the admissions process for all first-time students who matriculate to the college
- Market the college and its programs to prospective students and their families

- Conduct presentations to groups both on and off-campus
- Participate in various college recruiting programs throughout New York State
- Offer on-campus interviews and tours for prospective student
- Review all applications submitted to the college
- Serve as a resource for high school guidance counselors

Adult Learner Services

Location: PH104B

Phone: 792-5326

Hours: Mon-Fri, 8:30 am – 4:30 pm

Fax: 792-5696

Evening Hours Available by Appointment

Contacts:

Janet Visalli, Director of Adult Learner Services

792-5535

PH111A

Patti Antanavige, Coordinator of Adult Learner Services

792-5583

PH115

Kevin Siembab, Student Services Specialist

792-5326 (Tues. & Fri.)

793-2674@ Working Solutions (Mon., Wed., Thurs.)

- Assist and support Adult Learners at MVCC
- Provide guidance to those students or prospective students who are dislocated workers, single parents, individuals who work full time, or are over the age of 25
- Provide resources to adult students like computer workshops, College Seminar Classes geared towards the adult learner, educational roadmaps, scholarships and peer mentoring.
- Assist in the completion of paperwork for; 599 Program(NYS Dept. of Labor), Trade Act, or WIA
- A means to connect to other adult students through RASA (Returning Adult Student Association)

Advisement

Location: PH104B

Phone: 731-5710

Hours: Mon-Thurs, 8:30 am – 6:00 pm

Fax: 792-5696

Friday, 8:30 am – 4:30 pm

Contacts:

Jennifer DeWeerth, Associate Dean,

Student Enrollment and Retention Services

731-5818

PH103

Dawson McDermott, Coordinator Academic Advisement

731-5819

PH104C

David Yahnke, Placement Testing Coordinator

792-5458

PH104A

TBD, Placement Testing Technical Assistant

731-5802

PH104A

Claire Rudka, Enrollment Associate

731-5800

PH100

Carla Zupancic, Advisement Specialist

792-5590

PH117

Justin Rahn, College Advisor

731-5810

PH111

Tracy Coulson, College Advisor

731-5771

PH105A

Shonda Cruz, Enrollment Assistant

731-5835

PH100

Tina Trybalski, College Services Rep.

731-5710

PH104B

- Provide academic advising and enrollment assistance to entering students
- Provide placement and accommodative testing services in the Placement Testing Center, area high schools, and off site locations
- Serve as assigned advisors for special populations including health program applicants, adolescent education majors, and students with no high school diploma or GED
- Provide advising and coaching for students on academic intervention and probation

- Assist students with academic planning and decision-making related to schedule, change of major, and/or re-matriculation
- Assist students with self-service functions for registration, financial aid, and payment
- Coordinate outreach and communication programs related to college retention efforts

Career & Transfer Services

Location: PH104

Hours: Mon-Fri, 8:30 am – 4:30 pm

Or by Appointment

Phone: 792-5326

Fax: 792-5696

Contact:

Janet Tamburrino, Director of Career & Transfer Services

792-5485

PH 129

University Partners & Transfer Center

Location: ACC 102

Hours: Mon. – Fri., 8:30 – 5:00 pm

Or by appointment

Michael Henningsen, Assistant Director of Career & Transfer Services 731-5808

ACC 102

Susan Johnston, Transfer Success Advisor - FITW

731-5829

ACC 102

Marye Ianno, PT Transfer Specialist

PH 104B

- Assist with transfer applications, including but not limited to Common Application, SUNY Online Application, college-specific applications
- Assist students with the research process for transfer colleges/universities, majors & scholarships
- Assist students with the transferring of credits to other institutions
- Provide workshops focused on the transfer process
- Creates an every semester Transfer Fair, as well as Advisor-In-Residence Program
- Oversees the University Partnerships
- Manages the *First In The World Grant* in conjunction with SUNY Oswego

Career Services

Location: PH 121

Hours: Mon.-Fri., 8:30 – 4:30 pm

Or by Appointment

Rebecca Pepperine, Career and Employer Relations Specialist

792-5488

PH121

- Provide college and career counseling and advisement
- Assist students with career exploration
- Support students with exploration of Strengths
- Deliver workshops and individual advisement focused on resume and cover letter development and interview skills
- Provide job search, networking and interview skills training

- Establish partnerships with community businesses and organizations
- Lead and coordinate annual college fair
- Post and manage career opportunities through College Central Network
- Implement the FOCUS inventory, a career and educational planning tool, along with other career interest inventories

Civic Responsibilities

Location: PH 347

Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 731-5812

Fax: 731-5863

Contacts:

Morris Pearson, Director Civic Responsibilities & Chief

Conduct Officer, Director/Founder New Directions Program

731-5792

PH347

TBD, Civic Responsibilities Coordinator

792-5688

PH342

Patrick Johnson, Campus-Community Civility Liaison &

731-5801

PH378

New Directions Program

Sharon DePiazza, Part-Time Technical Assistant

731-5812

PH347

- To provide consistent application of criteria and standards for accepting, advising, counseling, teaching, evaluating, graduating, and as necessary, disciplining and dismissing students
- To establish, uphold and communicate standards of acceptable behavior for anyone associated with the College
- To bring judicial action against any student violating College regulations, policies, and procedures
- To provide guidance and direction about student rights
- To administer the New Directions Program for ensuring the success of our ex offender population

Counseling Center

Location: PH104B

Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 731-5326

Fax: 792-5696

Contacts:

James Maio, Associate Dean

792-5401

PH127

Student Development and Transition Services

Dominick Nicotera, LCSW, Licensed Mental Health Practitioner

731-5775

PH129

Kenyetta Ivy, LMSW, Licensed Mental Health Practitioner

792-5576

PH125

Robin Saxe, College Services Rep

792-5326

PH 104B

- Provide brief counseling
- Provide mental health crisis response
- Family or other relationship problems
- Coping with grief and loss
- Managing Stress
- Depression
- Anxiety
- Domestic violence or sexual assault
- Addictions

- Anger management
- Sexual concerns
- Procrastination or other self-defeating behaviors
- Issues with eating behavior and/or body image
- Assist students with exploration of Strengths

Disability Services

Location: AB 153
Hours: 8:00 am – 5:00 pm

Phone: 792-5644
Fax: 731-5868

Contacts:

Tamara Mariotti, Coordinator of Disability Services	731-5702	AB153
Katelyn Ouderkirk, Disability Transitional Support Specialist	792-5413	AB153
John Burns, Disability Accommodation Specialist	792-5644	AB153

- Provision of service and resource information to students and employees with disabilities
- Provide assistance with alternative testing arrangements
- Provide assistance with sign language interpreters
- Assist in securing e-text, note-takers, and other academic accommodations
- Initiate referrals to other campus support services
- Initiate referrals to community services
- Provide oversight on facilities accessibility
- Develop and implement campus awareness events
- Act as liaison with community agencies
- Provide information and training on Adaptive/Assistive technology

Financial Aid

Location: PH 120
Hours: Mon-Fri, 8:30-4:30

Phone: 792-5415
Fax: 731-5852

Contacts:

Michael Pede, Director	792-5411	PH142
Michael Adamo, Assistant Director	792-5412	PH122D
Alma King, Senior Financial Aid Advisor	792-5520	PH134D
Elizabeth DiRaimo, Financial Aid Advisor	731-5796	PH134B
Joshua Hall, Financial Aid Advisor	792-5414	PH126A
Theresa Paladino, Financial Aid Advisor	792-5635	PH136B
Jacqueline Womack, Financial Aid Advisor	792-5343	PH134A

- Oversee the financial aid process for all students
- Provide guidance for the application process
- Counsel students regarding the use of student loans
- Serve as a link between college charges (business office & auxiliary services) and available financial aid
- Conduct financial aid information sessions both on and off campus
- Participate with the admissions office in various recruiting programs
- Work with all student intake offices with an emphasis on student retention

- Registrations and Priority Registration
- Drop/Add
- Change of Major
- Credit Evaluations
- Technical Reports
- Transcripts
- Change of Grade Processing
- Roster Processing
- Degree Verifications
- Enrollment Verifications
- Guidance on Credit for Experiential Learning, credit by Exam
- Waitlist
- Academic Amnesty
- FERPA Guidance and interpretation
- DegreeWorks Questions and maintenance
- Student Records and archival
- Diversity and Global View Graduation Requirement
- Graduation Processing

Residence Life & Housing

Location: ACC208

Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 792-5657/5394

(Office Main Menu Line: 5361)

Fax: 792-5422

Contacts:

Dennis Gibbons, Associate Dean of Student and Residence Life Services

792-5657

792-5394

ACC208A

Erica Roberts – Residence Life Administrative Assistant

792-5657

ACC208

- On-Campus Housing (except billing – please refer to ASC)
- Residence Hall Judicial Affairs
- Develop and implement ResHall SOAR DAY information
- Dormitory Corporation Management
- Off-Campus Housing Advisor (note: We NO LONGER provide an off-campus housing list due to Board policy)

• **Residence Hall Contacts:**

• Heather Breittholz, Resident Director for Academic Success – Bellamy Hall 792-5622

• Kati Griffiths -Resident Director assigned to South Halls 792-5651

• Gerald Villarreal, Resident Director assigned to North Halls 792-5634

• De'Anna Hopkinson, Interim Student & Residence Life Specialist 792-5377

(Shared position with Activities)

Intranet: A current roster of Residence Hall students is available on the MVCC Intranet ... click on Residence Halls and then on the “Student Directory” on the left side of the screen

Rome Campus Student Services

Location: PCA30

Hours: Mon-Thurs 8:30 am –6 pm

Friday 8:30 am – 4:30 pm

Phone: 334-7709

Fax: 334-7726

Contacts:

Stephanie Verostek, Director of Campus Services	334-7705	PCA30F
Sarah Dustin, Student Services Specialist	334-7750	PCA30C
Kathy Kotary, Intake and Process Support Associate	334-7727	PCA30B
Jenny Spinelli, Student Enrichment Associate	334-7703	PCA30G
Matthew Babula, College Advisor	334-7707	PCA30
Grace Costello, Student Disabilities Specialist	334-7744	PCA30D
Kenyetta Ivy, Licensed Mental Health Counselor	334-7755	PCA30E
Dominick Nicotera, Licensed Mental Health Counselor	334-7755	PCA30E

- Admissions, Registration, and Business Office services
- Enrollment assistance and academic advisement
- Financial aid services
- Counseling services
- Services to students with disabilities including accommodative testing
- Student Activities and student club information
- MMR verification
- Career and Transfer Information
- Coordination of Cultural Series for the Rome Campus

Sodexo

Location: ACC105

Hours: Mon-Fri, 9:00 am – 5:00 pm

Phone: 792-5419

Fax: 733-6154

Contacts:

Jim Toczydlowski, General Manager	792-5227
Rob Carr, Lead Chef	792-5230
David Baker, Operations/Kitchen Manager	792-5419
Jamie Latus, Retail Manager	792-5419
Michele Snow, Administrative Assistant	792-5419

- Provide all food service on Utica and Rome Campuses
- Provide catering and special event needs for internal and external groups
- Assist students with dietary and nutritional concerns
- Operate Resident Dining Hall, MV Commons Snack Bar featuring Grill 155, Sammies and Pizza Hut Express in the Alumni College Center
- Operate Zime in the Academic Building
- Operate Rome Café in the Plumley Complex
- See our website for a complete list of services, hours and menus - www.mvccdining.com

Student Engagement and Outreach

Student Activities, College Connection, Magnet Bridge, CSTEP/STEP

Contact:

Jean Leandre, Director Student Engagement and Outreach

792-5424

ACC208

Location: ACC208

Hours: Mon – Fri, 8:30 am – 4:30 pm

Fax: 792-5422

Student Activities

Location: ACC208

Phone: 792-5391

Hours: Mon – Fri, 8:30 am – 4:30 pm

Fax: 792-5422

(Occasional evenings as needed)

Sandy Cummings, Coordinator of Student Activities

792-5392

ACC208

De'Anna Hopkinson, Student and Residence Life Specialist

792-5377

ACC208

Assist student in:

- Intellectual and individual growth
- Experience in planning events, activities and programs
- Fiscal responsibility
- Group leadership (Student Congress, Clubs, Activities and Events)
- Cultural, educational, recreational and social events

CSTEP and STEP

Location: ACC204

Hours: Mon-Fri, 8:30 am – 4:30 pm

Fax: 792-5422

Contacts:

Christy Stephenson, STEP-CSTEP PT Coordinator

792-5351

ACC204

Megan Wickham, STEP Project Specialist

792-5529

ACC204

Carlos Pulquerio, CSTEP Project Assistant

Stacey Smith, Part-Time STEP Project Specialist

Andrew Cortronea, Part-Time CSTEP Project Specialist

CSTEP-STEP Purpose

Increase the number of students from under-represented groups who are pursuing professional licensure and careers in mathematics, science, technology and health-related fields

CSTEP-STEP Student Eligibility

New York state resident

African-American, Hispanic/Latino, American Indian or Alaskan native **OR**

Economically disadvantaged

CSTEP-STEP Program Services

CSTEP/STEP provides academic enrichment and research experience in STEM content areas

Projects consist of academic year and summer components including:

- Supervised training in research methods
- Graduate/professional school admissions preparation
- Standardized tests preparation
- Academic and career development activities
- Outreach provides presentations on campus and off for students in grades K-10 as well as adult/community groups.

TRIO - Upward Bound

Location: AB128

Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 731-5828

Fax: 731-5891

Contacts:

Todd Kubica, Director	731-5827	AB128C
Rhona Patterson, Program Coordinator	731-5836	AB128A
Matthew Warchal, Tutor/Mentor	731-5382	AB128
Carolyn Reed, Senior Office Specialist II	731-5828	AB128

- College preparatory program for students at the Utica City School District’s T.R. Proctor High School, grades 9-12
- Federally funded through the U.S. Department of Education’s TRIO programs
- Services 54 students of which at least 2/3’s are both low income and first generation in their family to potentially receive a Bachelor’s Degree
- Provides the following services:
 1. Instruction in reading, writing, study skills, and other subjects for success in education and beyond.
 2. Academic, financial, and personal counseling
 3. Tutorial services
 4. Mentoring
 5. Information on post-secondary educational opportunities
 6. Assistance in completing college entrance and financial aid applications
 7. Assistance in preparing for college entrance exams
 8. Six week Summer College Program

GEAR UP

Location: AB128

Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 731-5828

Fax: 731-5891

Contacts:

Todd Kubica, Director	731-5827	AB128C
Linda Tettamant, Program Coordinator	792-5393	AB128B
Tiffany Azzarito, Youth Academic Specialist	792-5689	AB128
TBD, Youth Academic Specialist	792-5508	AB128
Salina Billins, Youth Academic Specialist	792-5390	AB128
TBD, Youth Academic Specialist	792-5534	AB128

- Utica GEAR UP (“Gaining Early Awareness and Readiness for Undergraduate Programs”) is a college readiness program for the entire Utica City School District’s graduating class of 2017. The program follows these students providing academic enrichment services from the 7th grade through high school graduation.
- Federally funded through U.S. Department of Education’s Student Services Division
- Services 725+ students.
- Provides the following services:
 1. Instruction in reading, writing, study skills, and other subjects for success in education and beyond;
 2. Academic, financial, and personal counseling;
 3. Tutorial services;
 4. Mentoring;
 5. Information on post-secondary educational opportunities;
 6. Assistance in completing college entrance and financial aid applications;
 7. Assistance in preparing for college entrance exams.

Veterans Services

Location: PH 104B

Hours: Mon-Fri, 8:30 am – 4:30 pm

Phone: 792-5488

Fax: 792-5696

Contact:

Tom Zenon, Interim Veterans Education Coordinator

Rosemarie Pastorella, Veterans Services Specialist

792-5488

731-5806

PH121

PH 104C

- To assist veteran students, their dependents and active duty personnel with receiving entitled educational benefits
- Assist students in achieving their educational and professional goals
- Help students make a smooth transition from a military to academic life