

**MOHAWK VALLEY COMMUNITY COLLEGE  
UTICA AND ROME**

**COLLEGE SENATE MINUTES**

Tuesday, May 25, 2004

**ATTENDANCE – Present:** S. Bice, Chair; N. Rutishauser, S. Senior, W. Hysell, D. Hoffman, W. Perrotti, B. Scantlebury, W. Zogby, B. Kurtz, M. Sewall, S. Machuca, E. Dailey, A. Broski, U. McLean, M. Pearson, T. Capraro, B. Quist, R. Spetka, J. Zegarelli, and D. DiGiorgio, VPSS. **Excused:** B. Evans, R. Feola, VPAS; K. Hartman, D. Larson, VPI; and President M. Schafer. **Absent:** N. Caputo, C. Harrington, W. Lewis, K. Mokry, and J. Myers. **Guests:** P. Fox and Chief J. Palmer.

**CALL TO ORDER**

The meeting was called to order at 3:40 p.m. by Chairperson Bice. Sue welcomed the new and returning College Senators reminding them briefly of their duties.

**APPROVAL OF MINUTES**

The minutes of 4-20-04 were presented for informational purposes only. There was no quorum. Perrotti moved, and Capraro seconded to approve the minutes of 5-4-04 as amended; T. Capraro to be listed as present. Motion carried by common consensus.

**CHAIRPERSON’S REPORT**

Chairperson Bice reported her activities since the previous College Senate Meeting:

- attended Executive Committee meetings
- conferred with the ad hoc Chair of the Nominations & Elections Committee
- discussed changes in the College Senate Bylaws with the ad hoc Chair
- consulted with President Schafer and VPI Larson the idea of a 2 p.m. meeting start time
- mailed pertinent information to new and returning College Senators, e.g. meeting dates
- prepared and discussed with the VPSS a policy/procedure developed for Student Government representation on the College Senate and Senate Committees
- sent forward the Conduct Code & the Public Order documents to President Schafer
- spoke with Chair Stetson, Board of Trustees, regarding College Senate representation on the new College President Search Committee

Sewall moved and Spetka seconded to approve the Chairperson’s Report. The motion carried by common consensus.

**COMMITTEE REPORTS**

Ad hoc Memorial Committee – None

Ad hoc Committee on Senate Committees – None

Ad hoc Honor Code Committee – None

Ad hoc Nominations and Elections Committee – The election results for the Promotion Review Committee for Non-Teaching Faculty were announced by Gary Kulis, ad hoc Chair. Mary Ellen Hart and Rose Patterson were both elected. Kulis requested permission to destroy the ballots. Sewall moved, Perrotti seconded and the motion carried.

Ad hoc Bylaws Committee - Ad hoc Chair Perrotti presented the Final Draft Version (Version 5) of the College Senate Bylaws to the Senators. Perrotti noted that the Bylaws must be voted on by a mail ballot and requested that Version 5 serve as the document for such vote. Quist moved, Machuca seconded, and the motion carried. A mail ballot will be forwarded with a copy of Version 5 for vote.

### **OLD BUSINESS**

Safety Committee – Joe Palmer, Chair; read a revised charge for the committee to include security measures. A name change, committee composition, and committee charge had been discussed at the April meeting of the College Senate. At that time, the charge was referred back to the Committee for revision and no vote took place re name or composition.

At this time, the name change, change in committee composition and change in the committee's charge were moved (Sewall), seconded (Machuca), and carried with two provisions. The necessary information for print in any handbook, catalog, etc. carry a disclaimer and that the action of the College Senate be ratified at the September 2004 meeting. It was requested that Palmer send forward a copy of the document discussed today for the minutes.

Student Congress Appointment Policy – Tabled.

Change in College Senate Meeting Time – Bice reported that she had spoke with both President Schafer and VPI Larson concerning an earlier start time for College Senate meetings. Both were agreeable. Discussion took place concerning coverage of classes vs. accommodation to the best of their (Dept. Heads) ability vs. the College covering any replacement cost of a faculty senator's class(es) being covered. As neither President Schafer nor VPI Larson was present a motion (Perrotti) to table this topic was made, seconded by (Machuca), and carried.

### **NEW BUSINESS**

Election of New College Senate Chairperson – Sue Bice was nominated by Bill Perrotti and seconded by Barbara Scantlebury. Mike Sewall moved that the polls be closed and this was seconded by Tom Capraro. Bice was re-elected unanimously.

Election of New College Senate Vice Chair – Bill Perrotti was nominated (Sewall), seconded by (Machuca), and approved unanimously.

Election of Advisory Committee Members – Tabled until the next meeting of the College Senate

Diversity and Global View – Tabled until the next meeting of the College Senate.

**PRESIDENT SCHAFFER'S REPORT OR DESIGNEE** – None

**PRESIDENT OF STUDENT GOVERNMENT'S REPORT OR DESIGNEE** – None

**ADJOURNMENT** – Motion was made (Spetka), seconded (DiGiorgio) and carried by common consensus.

**NEXT MEETING** – September 7, 2004 @ 3:30 p.m.

Respectfully submitted,

VPSS Denise DiGiorgio (recorder)