

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

COLLEGE SENATE MEETING MINUTES
Tuesday, October 3, 2006, PH 300

Present: D. Ayers-Darling, S. Bice, D. Boyce, A. Broski, T. Capraro, E. Dailey, D. DiGiorgio, C. Domser, R. Doolen, A. Doughtie, R. Feola, T. Fournier, A. Glidden, T. Haroon, K. Hartman, B. Judycki, D. Katz, D. Larson, D. McDermott, J. Maio, A. Marchio, M. Pearson, W. Perrotti, B. Quist, N. Rutishauser, M. Schafer, S. Senior, M. Sewall, R. Spetka, R. Thomas, D. Willner, and J. Zegarelli.

Student Senators: L. Daniels and P. Malinowski.

Excused: S. Selden, G. Donato and G. Slade.

Guests: J. Andrek, F. Armstrong, M. Czarnecki, S. Frisbee, P. Graziadei, R. Jubenville, C. Plescia, M. Radlowski, N. Rosero, and S. Zhone.

CALL TO ORDER

The meeting was called to order at 2:34 p.m.

APPROVAL OF MINUTES OF PREVIOUS MEETING

M. Sewall moved, and A. Doughtie seconded, to approve the minutes of the September 5, 2006, meeting. The motion carried by common consensus.

CHAIRPERSON'S REPORT

Chairperson Perrotti reported that he:

- attended Board of Trustees, Executive Committee, and Senate Advisory Committee meetings;
- announced that a third student, Christopher Amato, has been appointed as a student senator;
- met with President Schafer to insure that there would be a monthly President's report;
- announced that there would be opportunities for special reports to the Senate by Vice Presidents or others on an as needed basis;
- reported that the Presidential Search Committee was involved in developing a presidential profile that would define the role and what the College was looking for in a new president;
- met with Vice President Larson regarding his revision of course descriptions in the college catalog;
- spoke with Norayne Rosero regarding concern that the College Catalog Content Task Force was operating outside the auspices of the College Senate;
- solicited volunteers for vacant positions on College Senate committees and sent recommendations to the President and Vice President for Instruction for their appointments;
- met with Dennis Rahn regarding student activity-related funds that are available to facilitate more out of class faculty interaction with students and urged senators to spread the word;
- spoke with chairpersons Lynn Igoe (CSSD) and Joseph Palmer (Safety and Security Committee) about the possibility of revising the membership of their respective committees to make the committee composition less confining and allow easier participation by interested faculty and staff;
- solicited final reports from committee chairs for spring 2006; and

-- attended the meeting of Student Congress and urged students to get involved in committees of the college.

D. Katz moved, and S. Bice seconded, to accept the Chairperson's report. The motion carried by common consensus.

REPORT BY PRESIDENT SCHAFFER OR DESIGNEE

President Schaffer updated the Senate on the state of the budget, which was approved by the Chancellor and Vice-Chancellor pending approval by the county board on September 27. The county board approved the College's budget, which is now in place. The state adopted an increase of \$175.00 per full-time student in late April. The College has asked for an additional \$200.00 per full-time student for high-cost, technical programs and an additional \$200.00 per full-time student for remedial programs. The audit of last year's budget has not been completed. The College currently has a fund balance of 5%.

REPORT BY STUDENT CONGRESS

L. Daniels reported that Student Congress now has 34 members, and that Paul Malinowski has been appointed to the Faculty Council of Community Colleges as a student representative. Connie DiGennaro was elected as Vice President of Governmental Affairs. L. Daniels also reported that Student Congress is working with Sodexo on the Cans Across America program.

REPORT BY FCCC REPRESENTATIVE

R. Jubenville handed out, for the Senators' information, the 2006-07 initiatives that the FCCC will be considering. He encouraged everyone to send emails with questions or comments to him.

COMMITTEE REPORTS

Promotions Review Task Force: No report.

OLD BUSINESS

Distinguished Faculty Rank: Beverly Quist presented recommendations from the committee for the establishment of a College Senate Distinguished Professor Committee to consider both Distinguished Teaching Professor and Distinguished Service Professor ranks. Its membership was recommended to be as follows:

The Chairperson of the College Senate (or designee)

One person appointed by the College President (operating ex-officio)

3 full-time faculty of professor rank, appointed during the first year by the Senate Chair and in subsequent years to be elected, serving a 3-year term.

2 students to be appointed when dealing with nominations for Distinguished Teaching Professor.

D. Katz moved, and R. Thomas seconded, to approve the recommendations. The motion carried with none opposed and no abstentions.

College Catalog Changes: Discussion was held as to the pros and cons of having a separate committee to evaluate the entire College Catalog. Argument was made that a committee separate from the College-Wide Curriculum Committee would not be able to effectively evaluate course descriptions, which is what CWCC does, because the people on such a committee may not have knowledge of the content or the history behind the content.

N. Rosero of the College Catalog Content Task Force reported that pertinent content of the current College Catalog was sent to the CWCC for review. The remaining content was divided among the ten members of the Task Force for review by October 13. It was noted that the CWCC is updating its Policies and Procedures. S. Bice felt that the focus should be on keeping the web version of the College Catalog up to date, as the paper copy is out of date as soon as it is printed. R. Thomas moved that the College Catalog Content Task Force should function under the Senate rather than as an independent Task Force. N. Rutishauser seconded the motion. The motion carried with none opposed and no abstentions.

Discussion then turned to the question of whether a Publications Committee, to review all College publications, is needed. Joan Andrek and M. Schafer agreed that such a committee is needed, and that it is different from the Institutional Marketing Integration Team (IMIT) in that it would include students and faculty to advise on the marketing of publications and to assure quality control. This does not need to be a College Senate committee.

Dual Credit: Postponed.

“Green Campus” Task Force: N. Rutishauser reported that more than 20 people are interested in being on the Task Force, and that she has received ideas via email from many people. Students are also interested.

NEW BUSINESS

Senate Self-Assessment: S. Bice led the discussion of each of the 11 action plans in the College Senate Mission Goals, Objectives, and Action Plans, specifically, the Outcomes and Assessments. It was determined that all action plan outcomes have been met, except for 2.2.1, 2.2.2, and 2.2.3. In addition, wording was changed in 1.4.1.1, to read: “On a Monthly basis, highlights of Senate meetings will be made available to the College Community via email, posting in the Senate Public Folder, and/or Senator reports to constituents.” S. Bice asked the Senators to review the Mission, Vision, and Goals and email her with suggested corrections/additions. The College Senate Quality Indicators were also distributed to all Senators for their information. (The Indicators were also placed in the College Senate Public Folder subfolder Other Documents.)

Safety and Security Committee: Joseph Palmer, Chair, requested a change in the Safety and Security Committee’s composition, making the Coordinator of the Childcare Services or his/her designee an ongoing member of the committee, due to the unique nature of the safety and security measures needed by that department. The total number of members of the committee would not change; there would just be 4 instead of 5 “persons representing a cross-section of the college”. The new composition would therefore read:

The Committee will be composed of the following members: (15 total)

The Chief of Campus Safety (ongoing)

The College Nurse (ongoing)

The Environmental Health and Safety Officer (ongoing)

The Coordinator of the Office for Services to Students with Disabilities (ongoing)

The Coordinator of Childcare Services or his/her designee (ongoing)

The Director of Facilities and Operations or his/her designee (ongoing)

1 person to represent the residence halls as designated by the President of the College

- 1 person from the President's Office
- 1 representative from the Rome campus
- 4 persons representing a cross-section of the college
- 2 students (one male, one female) appointed by Student Congress

M. Sewall moved, and D. Larson seconded, to approve the change in composition. The motion carried, with none opposed and no abstentions.

Senate Meeting Venue: W. Perrotti brought up the question of possibly changing the meeting place for the Senate so that all Senators could be seated in a manner to facilitate discussion. M. Sewall asked whether we had the capability to make a video Connection with the Rome campus. S. Bice replied that that was voted down at a past Senate meeting. After discussion, it was decided not to change the meeting place of the Senate.

Committee Operating Procedures: Postponed.

OTHER BUSINESS

Academic Calendar: D. Larson reported that some unresolved issues with the academic calendar were dealt with by the Vice Presidents over the summer. The academic calendar of 2007-08 will begin the last week of August and there will be some sort of a midsemester break.

Classified Staff Election Ballots: S. Bice moved, and D. Willner seconded, to destroy the ballots from the election of classified staff members to the Senate. The motion carried with none opposed and no abstentions.

Backfiles of Senate Minutes: K. Hartman announced that space has been found in the Utica Campus Library to house the notebooks containing the backfiles of the Senate minutes. The minutes will now be available to anyone who needs to check something in them.

ADJOURNMENT

R. Spetka moved, and D. McDermott seconded, to adjourn. The meeting adjourned by common consensus at 4:40 p.m.

NEXT MEETINGS

The next meeting of the College Senate will be Tuesday, November 7, 2006, at 2:30 p.m. in PH 300.

The next Senate Advisory Committee meeting will be Monday, October 23, 2006, at 3:00 p.m., place TBA.

Respectfully submitted,

Krista Hartman
Senator and Recording Secretary