

**MOHAWK VALLEY COMMUNITY COLLEGE**  
**Utica and Rome, New York**

**COLLEGE SENATE MEETING MINUTES**  
**Tuesday, April 8, 2008, Rome campus**

**Present:** K. Barefoot, D. Bogan, D. Boyce, A. Broski, T. Capraro, C. Domser, A. Doughtie, S. Frisbee, S. Getchell, K. Hartman, D. Hoffman, D. Ianno, R. Jubenville, B. Judycki, D. Katz, H. Gagnon-Lambert, J. Maio, C. Miller, W. Perrotti, B. Quist, M. Radlowski, C. Way, D. Willner, and President R. VanWagoner.

**Student Senators:** N. Lawrence and T. Relyea.

**Absent/Excused:** F. Armstrong, N. Chrisman, M. Kohl, C. Lomeo-Smrtic, R. Pucine, T. Schink, S. Selden, S. Senior, A. Smith, R. Spetka, J. Wells-Tsiatsos, and J. Zegarelli.

**Guests:** P. Andrews, E. Dailey, R. Feola, D. Rahn, and N. Rosero.

**CALL TO ORDER**

The meeting was called to order at 2:45 p.m.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

N. Lawrence moved, and S. Getchell seconded, to approve the minutes of the March 4 and March 11 meetings. The motion carried with none opposed and no abstentions.

**CHAIRPERSON'S REPORT**

Chairperson Perrotti expressed his pleasure in seeing a student senator (N. Lawrence) in attendance at the annual Rome Senate meeting. He announced that senator N. Lawrence had just won the Chancellor's Award for Student Excellence. He also congratulated senator R. Jubenville for winning the 2008 Instructional Leadership Award at the National Council of Instructional Administrators conference.

W. Perrotti commented that there was well over a quorum of Senators that met with the Middle States Team earlier this month. He announced that the Awards committees are currently in the process of naming chairs. Also, nominations and elections for Senate and Senate committee positions will be coming this month. President VanWagoner will be attending the next Senate Advisory Committee meeting to discuss closer cooperation between the Senate and the Strategic Planning Committee.

**PRESIDENT VANWAGONER'S REPORT**

The President also congratulated N. Lawrence and R. Jubenville for their awards. He stated that the Board met to review the Rome Campus Commission Report, which indicated that 11% of our credit hours are generated there. The budget has been delayed eight days at the county level. The Crisis Management team will meet on April 9 to review procedures, as April 16 will be the one-year anniversary of the Virginia Tech shootings. There may be a drill the first week of the summer semester to test the emergency siren. The President also thanked everyone for their efforts when the Middle States Team was on campus. Final decisions from the Team will be made available to the college in writing in July.

**STUDENT CONGRESS REPORT**

N. Lawrence stated that Student Congress officers met with the Middle States Team. Elections will be coming up later this month for next year's Student Congress positions.

## **SPECIAL REPORTS**

Administrative Services: Vice President for Administrative Services R. Feola reported that the current digging on campus is the first phase of the landscaping project. New electrical cables are being laid and the dead and dying trees will be cut down. New lights will then be placed in the quad. RFPs are being accepted for the project to expand the gym and build the field house. Architects will be interviewed in mid-May. The annual fire inspection on both campuses has been completed. Work is still being done on the Payne Hall and Academic Building roofs, and it is hoped that the vendor will finish installing the new Payne Hall parking lot gate. R. Feola also announced that, after passage of the new dematriculation policy, registrar R. Spetka has manually removed almost 2,000 students from the system.

Adjunct Design Team: Final Report: D. Willner listed the members of the team (D. Bogan, M. Noti, M. Ianno, A. Smallen, J. Wilcox, P. Fess, M. Ramos, W. Hysell, and D. Willner) and reviewed the team's charge. The college currently has no support system for adjuncts, and the Team feels that support should include professional development opportunities, awards, and pay raise incentives. They recommend a newsletter, web site, and mentoring handbook, as well as the creation of a full-time Adjunct Coordinator position. Plans are now in place for an evening convocation for adjuncts for the Fall 2008 semester. These recommendations are not for full-time employees who are also adjuncts.

Student Support Design Team: Final Report: D. Rahn stated that the final report was submitted to the Executive Team, and anyone with questions or concerns should contact W. Perrotti or J. DeWeerth. The Team looked at exemplary schools, including Herkimer County Community College, in order to compare their practices with those of MVCC. They visited the campus of Monroe County Community College in Rochester. D. Rahn reviewed the Team's seven charges and the results of their actions upon those charges. The Team advises the establishment of a professional advisement/mentoring center, a "Learning Commons" centralizing support, and the creation of a First Year Experience Office. They also recommend strict enforcement of developmental course requirements, and that developmental courses should run despite low enrollment. They feel there is need for an early warning system for students at risk within the first couple of weeks of the semester. Finally, they stress the need for better locator maps on the Utica campus. C. Way pointed out that the majority of the underprepared students are from area high schools. The need for a definition of "at risk" was discussed.

International Student Coordinator report: P. Andrews reported that most of our international students are here on an F1 visa, which means they are non-immigrants here to obtain an American education. A major concern of these students is that the campus stay open during breaks. Currently, students may stay on campus during short breaks, such as for Thanksgiving and spring breaks. Starting in the Fall 2008 semester, students will be offered opportunities to stay on campus over the breaks as an option in their housing packets. In addition, during winter session international students would like educational opportunities, programs, and food service. Currently our international students can leave for winter break a week late and arrive back a week early. It was suggested that MVCC could work with other local colleges to create programs and educational opportunities for these students.

Faculty Council of Community Colleges representative's report: R. Jubenville stated he would have more than the written report provided to the senators by the May Senate meeting.

## **COMMITTEE REPORTS**

Promotion Review Task Force: C. Domser stated that there is a need for a review process should a person be turned down for promotion by the President. AMVA voted yes to such a process. The Professional Association

will be polled as to whether their members would favor such a process. Sub-committees will then work on creating such a process.

### **OLD BUSINESS**

Senate Bylaws: W. Perrotti presented on last change in the two promotion review committees' charges. S. Getchell moved, and D. Katz seconded, to accept the proposed changes. The motion carried, with none opposed and no abstentions.

Judicial Review Board: deferred until the May meeting.

### **ADOURNMENT**

N. Lawrence moved, and D. Katz seconded, to adjourn. The meeting adjourned by common consensus at 4:53 p.m.

### **NEXT MEETINGS**

The next Senate meeting will be held on **Tuesday, May 6, 2008, at 2:30 p.m.** in PH 300.

The next Senate Advisory Committee meeting: TBA.

Respectfully submitted,

Krista Hartman  
Senator and Recording Secretary