

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

**COLLEGE SENATE MEETING MINUTES**  
Tuesday, March 4, 2014, IT 225

College Senate web page: <http://www.mvcc.edu/senate/senate-home>

**Present:** J. Baumann, C. Bolton, J. Brown, K. Capuana, L. Charbonneau, N. Chrisman, J. Coleman, D. Elseth, S. Frisbee, A. Haines-Stephan, K. Hartman, D. Ianno, D. Kelly, R. Labuz, M. Leahy, D. McDermott, M. McHarris, G. Melendez, C. Miller, B. Molinaro, S. Myalik, W. Perrotti, M. Radlowski, R. Rosero, R. Spetka, M. Thomas, M. Treis, G. Warchol, J. Wilcox, J. Woodrow, and President R. VanWagoner.

**Student Senator:** R. Marsden and S. Teater.

**Absent/Excused:** A. Colucci, S. Dar, P. Katchmar, J. Livadas, R. Mink, R. Pucine, J. Rahn, and J. Yager.

**Guests:** J. Boulanger, J. DeWeerth, M. Eannace, K. Evans-Dame, L. Flynt, D. Head, D. Katz, S. McCall, J. Myers, C. Plescia, M. Ramos, T. Rankin, S. Reynolds, N. Rosero, R. Shulman, T. Squires, and B. Wilson.

**CALL TO ORDER**

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

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

C. Bolton moved, and J. Wilcox seconded, to approve the minutes of the February 4, 2014 meeting, with 2 corrections. The motion carried with none opposed and one abstention.

**CHAIRPERSON'S REPORT**

D. Kelly announced that it is time to review the Senate bylaws and mission and vision statements and goals and objectives. He has given the task to the Senate Advisory Committee. Anyone else who would like to work on it is welcome to participate. There will be a reception for Ms. Hoa, our next visiting Professor from Vietnam, prior to the April 1 Senate meeting. D. Kelly has appointed four people to the Nominations and Elections Committee: N. Chrisman, J. Rahn, R. Pucine, and S. Frisbee. C. Bolton and J. Wilcox also volunteered to serve.

Two questions regarding the proposal of curriculum changes came up during the February Senate meeting.

1. What is the College's policy on who may propose curricular changes? Must the requests come from faculty in the discipline, or may they come from others? If from others, should they come from faculty in related disciplines, from any faculty, or from the administration?

2. Once a curricular change has been proposed, how should the vote be conducted in the affected Center? Do all faculty in the Center have an equal vote, or should additional weight be given to faculty in the affected discipline? How should the vote of administration be counted?

These two questions have been referred to the Academic Policies and Standards Committee.

**STUDENT CONGRESS REPORT**

S. Teater reported that students from MVCC will be attending the Student Assembly Conference from April 4-6. Student Congress will be hosting a leadership dinner on Thursday, March 6, here at MVCC. Potential student leaders are encouraged to attend. W. Perrotti asked if the 64-credit issue will be addressed in Student Assembly. S. Teater was not sure.

## **PRESIDENT'S REPORT**

R. VanWagoner reported that alternatives to traditional summer hours have been discussed, with the most popular idea being longer work days on Mondays through Thursdays with Fridays off. Since this would require consultation with the unions, and there is not enough time to do this before the summer semester begins, it has been decided that operating hours for summer 2014 will remain the same as they were in 2013.

R. VanWagoner also reported that architects have begun meeting with faculty and staff regarding the design modifications to the Rome Campus' Plumley Building. A Values Statement Work Group has been established, with 13 out of 35 volunteers being chosen to serve. R. Labuz is the chair. They will be sending out a survey soon. Core Workshops dealing with public safety are underway. R. VanWagoner encouraged Senators to make suggestions for topics for next year's core workshops. Send any ideas to him. The college is establishing a Startup NY Committee which R. VanWagoner will discuss with the Senate in April.

At County Executive Picente's recent State of the County address, it was suggested that MVCC merge with HCCC.

SUNY Distinguished Service and Teaching Professorship Award: D. Katz asked for Senate approval for the establishment of a committee for this award. He presented a charter and explained what the award is and what the committee would do. D. Katz emphasized that SUNY's guidelines for this award must be strictly followed. The award is strictly confidential—i.e., the candidate is not aware of his/her candidacy; therefore, a lot of support will be needed from the college. Those who are given this award are obligated to the SUNY system for one week annually, lecturing or presenting a workshop, or performing some other service to SUNY. S. Frisbee moved, and A. Haines-Stephan seconded, to approve the formation of this committee. The motion carried with 28 in favor, none opposed, and 2 abstentions.

## **VICE PRESIDENT'S REPORT**

S. Reynolds announced that MVCC is the first SUNY college to join the Achieving the Dream Movement, a national movement committed to student completion and success. Leadership and Data Coaches have been assigned. She and M. Ramos presented a charter for the Achieving the Dream Core Team that included the names of the team members. See the **Senate public folder, subfolder Agenda Materials March 2014** for the complete charter. The Core Team will be completing a self-assessment of our current student completion status, which will be discussed at the April Senate meeting. R. Rosero pointed out that participation in Achieving the Dream will benefit the college in that it will facilitate a switch to performance-based funding.

Discussion continues on the possible establishment of an intercultural center. The Office of Veterans Affairs is conducting a survey of student veterans, hoping to find veterans taking courses but currently not receiving services. So far 23 have responded to the survey. The Open House is scheduled for April 11. The ADA Compliance Team, BERT, and other groups are seeking a speaker on autism.

SOAR Program: J. DeWeerth explained what the Student Orientation, Advisement, and Registration (SOAR) program is all about. It is one event that combines orientation, advising, and registration. It has been piloted and will be rolled out on April 29 and offered 6 to 12 times a week until the end of August. Sessions will be held at various times to accommodate various students. S. Teater asked if students who are completely distance learning could be videoconferenced into SOAR classes instead of having to come on campus. See the **Senate public folder, subfolder Agenda materials March 2014** for the full report.

## **BUDGET UPDATE**

T. Squires reported that budget requests from all departments and offices are due this week. They will be reviewed and sent back for changes and corrections, which will then be due at the end of March. Nothing has been budgeted for classroom furniture, so they are currently trying to find a place for this in the budget.

## **FACULTY COUNCIL OF COMMUNITY COLLEGES REPORT**

R. Labuz reported that applications for the Leadership Academy, due March 15, are coming in. He encouraged everyone to apply. Discussions within the disciplinary groups are ongoing concerning 64-credit programs. However, SUNY considers the information gleaned from the discussions on transfer pathways to be “advisory” in nature, so the Provost can ignore it.

The Acting Provost has created policy that is not SUNY Board policy by stating that any college program must have at least two articulation agreements within SUNY for transfer to a 4-year program. This seems redundant because seamless transfer is supposed to negate the need for articulation agreements within SUNY.

## **OLD BUSINESS**

Paycheck errors: K. Evans-Dame met with Senators J. Rahn, R. Pucine, and D. Kelly as well as with L. Flynt, D. Head, and B. Molinaro concerning various paycheck issues brought up at the February Senate meeting. K. stated that “we strive for 100% accuracy.” She described changes made in the department since she arrived, including automation and monthly meetings with payroll. She is planning to automate more functions in the office and to produce a FAQs page to put on the HR web site. W. Perrotti stated that in the past three years there has been an increase in the number of paycheck errors. K. Evans-Dame stated that this might be attributed to the fact that when she began working at MVCC she had never worked with Banner or with payroll changes that accompany contract changes before. Previously, there were procedures that only one person knew; they are now trying to ensure that multiple persons know these procedures. J. Baumann asked for a pay statement that more clearly indicates what a person is being paid for. M. Leahy suggested that a guide or tutorial be created to interpret the pay statement. M. Treis asked how it is determined to give longevity pay. D. Katz suggested that HR give a workshop on the pay statement for Summer Institute. K. Evans-Dame encouraged everyone to check their pay statements at least once a month and to let HR know at once if anything looks inaccurate or is unclear.

## **NEW BUSINESS**

Middle States Standards: N. Rosero presented a PowerPoint on the changes being made in the Middle States standards. Where there have been fourteen standards there will now be only seven, seven standards having been incorporated into the other seven. See the **Senate public folder, subfolder Agenda materials March 2014** for her PowerPoint presentation and the draft revised standards or see the following for the draft revised standards: <http://www.msche.org/documents/characteristicsdraft120913.pdf> These are the standards that will apply to MVCC at the next self-study in 2018. W. Perrotti moved that the Senate encourage Middle States to recognize shared governance in its standards. R. Labuz seconded the motion, which carried with none opposed and no abstentions. N. Rosero will bring this resolution to Middle States in April.

Curriculum Committee Report: S. Frisbee presented a report on the fall 2013 activities of the Curriculum Committee. Many courses and programs that have been modified to conform to the 64-credit cap are pending clarification. Concern has been expressed regarding the applicability of the credit cap to AAS and AOS programs and regarding possible impacts on program rigor. The new General Education requirements will be reflected in MVCC’s programs. Sharepoint, an electronic review, tracking, and approval system, will be tested in spring 2014. S. Frisbee stated that there is still a disconnect between calendars for the college catalog, the 64-credit cap, and the committee, which will result in a crush at the end of the semester. Normally March 1<sup>st</sup> is

the deadline for course/program changes and additions to be submitted for the college catalog. However, with the online catalog the committee has more time. W. Perrotti noted that the committee has a vacancy for a faculty position, and asked how long it has been vacant. S. Frisbee replied it has been vacant this semester and part of last semester.

#### **ADJOURNMENT**

K. Capuana moved, and R. Spetka seconded, to adjourn the meeting. The meeting was adjourned at 5:05 p.m. by common consensus.

#### **NEXT MEETINGS**

The next Senate Advisory Committee meeting will be Monday, March 24, 2014, at 3:00 p.m. in PH 304. The next meeting of the **College Senate** will be **Tuesday, April 1, 2014, at 2:30 p.m. in IT 225**, with the reception for Ms. Hoa beginning in the same venue at 2:00 p.m.

Respectfully submitted,

Krista E. Hartman  
Senate Recording Secretary