

APPROVED 4.21.14

**MOHAWK VALLEY COMMUNITY COLLEGE
UTICA AND ROME, NEW YORK**

1. Call to Order

The meeting of the Mohawk Valley Community College Board of Trustees held in the Hall Board Room, Payne Hall, Mohawk Valley Community College, Utica, New York was called to order at 4 p.m. by Chair Mathis on Monday, March 10, 2014.

Members Present

Tony Colón (Delayed arrival 4:45 p.m.)

William Calli, Jr.

Elaine Falvo

Carol Fox

Bruce Karam

Camille Kahler

David Mathis

David Maxwell

John Stetson

Chair Mathis began by moving directly to Consent agenda item 7c, Emeritus status for Peter Rayhill who recently resigned from the Board due to his new position as Oneida County Attorney. A motion was made by Bill Calli and seconded by Elaine Falvo to approve Attachment 7c, unanimously approved. Chair Mathis went on to say that Mr. Rayhill has served on the Board since 2007 and his contributions have been greatly appreciated. In turn, Mr. Rayhill went on to share more about his position as County Attorney as well as his gratitude to the Board for their support during his tenure as a board member and in his new role. He introduced three of his staff members, Ray Barra, Amanda Cortese and Nichole Hinman and explained that one or more of them would be present at future board meetings, with Ms. Hinman taking the lead. President VanWagoner also thanked Mr. Rayhill for his service and said that he and the College are looking forward to working with him and his team. Ms. Falvo added that while Mr. Rayhill was a man of few words, the Board always appreciated his wisdom and contributions. Chair Mathis stated that the Board will be presenting Mr. Rayhill with a gift commemorating his years of service.

2. Chair's Report

Chair Mathis reported the Board had a successful retreat at the end of February which resulted in a new Personnel Committee, chaired by Carol Fox. He shared that he and Elaine Falvo joined the President and others from the College last week in Albany for the Community College Lobbying Day where they visited several of our legislators. He concluded his report and asked for the Treasurer's report.

3. Treasurer's Report

Vice President Squires began by directing the Board's attention to the corrected Revenue Reports provided at the members' seats. He went on to report under the Revenue category,

the College finished the fall semester \$263,000 or 2.6% ahead of the budgeted tuition & fees amount, based on the higher than anticipated enrollment for the fall. There was also almost \$25,000 additional tuition revenue from a greater mix of Out-of-County and Out-of-State students in the fall based on the higher enrollment and the double-tuition charged to those students. The chargeback fees are another revenue line that benefited from the higher fall enrollment, bringing in just under \$40,000 additional revenue for the fall semester. Each of those amounts will help to offset the lower enrollment currently showing for the spring semester. However, the spring tuition numbers will not be complete until the tuition from spring dual-credit high school students is added. Overall it should be noted the college is currently 1% over budgeted in revenue for the year, even without the spring dual-credit tuition and summer registration far from completion.

The Expenditure Report reflects the under-budget positive variance is down from approximately 13% in December to 4.1% at the end for February. The main reason for this is due to the previously large surplus in the utility accounts being reduced as a result of the very harsh winter weather this year. Most of the other expense categories at the end of February are basically status quo with the prior month, with the exceptions of the Public Safety area which is now running 5% under budget based mainly on lower personnel costs, and the Administrative category, which is currently 6% under budget due mainly to some lower IT costs and timing of payments in the IT area.

The 2014-15 budget proposals from departments have been received and have been entered into the Banner software system. Reviews of those proposals with budget managers begin tomorrow. At the completion of the reviews the department budget proposals will be submitted to the President's Cabinet for consideration.

Vice President Squires concluded by sharing that the College reviewed the five proposals received in response to the RFP for banking services, including NBT Bank, M&T Bank, Adirondack Bank, Bank of Utica, and the College's current bank, First Niagara. The Board's Audit & Finance Committee held a meeting to discuss the proposals, and a resolution appears on the agenda for consideration by the Board to award the contract for banking services for a 5-year term.

4. Student Trustee Report

David Maxwell reported this week marks mid-semester and students are in the thick of mid-term exams. He and several other students are looking forward to attending the SUNY Student Assembly in April where they will participate in a weekend full of leadership development activities.

5. Committee Reports

Audit and Finance Committee

Committee Chair, Elaine Falvo added to the earlier Treasurer's report regarding banking services by thanking Vice President Squires, Brian Molinaro and Joyce Palmer for their very thorough analysis of the proposals. She also said the committee will meet again in April to review the College budget. All board members are invited to attend. Chair Mathis added this will replace the budget workshops that have happened in the past.

Personnel Committee

Committee Chair, Carol Fox reviewed the committee members and said they met just ahead of today's Board meeting and discussed a number of topics. The April and May meetings will also occur one hour prior to the regular Board meeting. The committee talked about today's discussion item regarding the Employee Relations Director position and support re-advertising it with a stronger emphasis on human resources experience. Chair Mathis added that the formation of this committee should help cut down on the length of future executive sessions.

Nominating Committee

Committee Chair, Elaine Falvo stated the committee met following the February 27 retreat and recommends Bill Calli to serve as Vice Chair, filling the vacancy left by Peter Rayhill. A motion was made by Carol Fox and seconded by John Stetson to approve filling the vacancy. Unanimously approved

6. President's Report

President VanWagoner began by sharing news from the academic area regarding an agreement between MVCC and SUNY IT. The agreement will include a statement that MVCC students who have earned their two year degree have junior standing when transferring to SUNY IT. He announced that Steve Frisbee received the Distinguished Advisor of the Year Award at the recent NYS PTK conference. Steve thanked President VanWagoner and also shared that our chapter received the following honors: Officer Team - 2nd runner up; College project – 2nd runner up; Chapter 5-Star status for the third consecutive year; two students named to the NYS All-academic team; and Keari Little received the Coca-Cola Gold Scholar Award. President VanWagoner also shared that five engineering students received a total of \$128,000 in scholarships to RPI and Clarkson. He reported that Frank DuRoss has been named Co-Business Person of the Year along with Rob Esche. The Chamber will be hosting a luncheon on April 22 where the two will be honored. President VanWagoner announced the date of the budget presentation to the Oneida County Board of Legislators is scheduled for May 1.

College Senate Report

Don Kelly reported the Senate has met two times since the last Board meeting; summaries are in the Board Dropbox. Their discussions have included Achieving the Dream and regular reports on the budget process. Senate has also received reports from Norayne Rosero on draft changes to Middle States accreditation standards and Diane Head and Kim Evans-Dame on payroll changes. Senate has approved the establishment of a committee for the SUNY Distinguished Professor Award, which is more of a capstone award than other SUNY awards, and is exclusively for full professors. The Faculty Council of Community Colleges' (FCCC) plenary is scheduled for early April. Mr. Kelly recommended inviting Ron Labuz to the April meeting as a follow up to the Plenary.

Chair Mathis added that NYCCT is working with Tina Goode on a shared governance conference.

(President's Report)

President VanWagoner reported that he is scheduled to Chair a Middle States site review next week at The Community College of Beaver County in Pennsylvania. He will be taking David Katz with him in order to build capacity and inform the College's next Middle States process.

President VanWagoner concluded his report with an update on the Herkimer College shared services/ merger conversation. There are no formal conversations at this point. He will keep the Board and College community informed as information becomes available. He and Chair Mathis have a meeting scheduled with County Executive Picente next week to continue the conversation. The County Executive also plans to attend the April Board meeting.

7. Consent Agenda

<i>Attachment a</i>	Minutes of the January 13, 2014 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Peter Rayhill, Trustee Emeritus
<i>Attachment d</i>	Maria Salamida, Distinguished Retiree
<i>Attachment e</i>	Sabbatical Leave, Christine Miller, Professor, Center for Arts & Humanities
<i>Attachment f</i>	Sabbatical Leave, Roman Santos, Associate Professor, Center for Language & Learning Design
<i>Attachment g</i>	Sabbatical Leave, Yixiong Liang, Associate Professor, Center for Arts & Humanities
<i>Attachment h</i>	Amend Board Manual Section II – Smoking and Tobacco Use
<i>Attachment i</i>	Amend Staffing Plan – Public Safety Titles
<i>Attachment j</i>	Amend Staffing Plan – Title updates for SUNY
<i>Attachment k</i>	AMVA - Continuing Appointment Susan Smith Adjunct & Service Learning Liaison
<i>Attachment l</i>	Professional Association - Career Appointment Todd Behrendt Technical Assistant, Center for Arts and Humanities Liz Doherty Coordinator of the First Year Experience, Student Enrollment & Advisement Jason LaFountain Admissions Counselor, Admissions Justin Rahn College Advisor, Student Enrollment & Advisement Christy Stephenson CSTEP-STEP Coordinator, Student Engagement & Outreach James Sunderhaft Registrar Specialist, Registrar Carla Zupancic Advisement Specialist, Student Enrollment & Advisement
<i>Attachment m</i>	Professional Association - Continuing Appointment

	Melissa Copperwheat	Assistant Professor - Nursing, Center for Life & Health Science
	Joann DeTraglia	Instructor, Center for Social Science, Business & Information Sciences
	Lindsey Geary	Assistant Professor - Geology, Center for Life & Health Science
	Alexander Haines-Stephan	Instructor - Mathematics, Center for Language & Learning Design
	Stacey McCall	Instructor – History, Center for Arts & Humanities
	Gina St. Croix	Instructor – Developmental Reading/Critical Thinking, Center for Language & Learning Design
<i>Attachment n</i>	Excluded Administrative Appointments	
	Seyed Akhavi	Dean for the Center of Science, Technology, Engineering and Mathematics
	David Amico	Executive Director of Public Safety and Emergency Management/Peace Officer
	Tania Bader	Assistant to the Vice President for Administrative Services
	Jennifer Boulanger	Dean for the Center for Language and Learning Design
	Marianne Buttenschon	Dean for the Center for Social Sciences, Business and Information Sciences
	Frank DuRoss	Executive Director of Institutional Advancement
	Maryrose Eannace	Vice President for Learning and Academic Affairs
	Kimberly Evans-Dame	Executive Director of Human Resources
	Luciana Flynt	Human Resources Specialist
	Dianne Head	Payroll Manager
	Jill Heintz	Assistant to the President
	Lewis Kahler	Dean for the Center for Arts and Humanities
	Paul Katchmar	Executive Director of Information Technology
	David Katz	Executive Director of Organizational Development
	Joanne Marchetta	Assistant to the Office of Learning and Academic Affairs
	Mary Ann Mastrovito	Human Resources Specialist
	Brian Molinaro	Controller

	Mary Noti	Assistant to the Vice President for Learning and Academic Affairs
	Richard Pucine	Director of Academic Systems
	Richard Quest	Dean of the Rome Campus
	Stephanie Reynolds	Vice President for Student Affairs
	Matthew Snyder	Director of Marketing and Communications
	Thomas Squires	Vice President for Administrative Services
<i>Attachment o</i>	Amend Staffing Plan & Appoint Staff – Jennifer DeWeerth, Associate Dean for Student Enrollment and Retention Services	
<i>Attachment p</i>	Amend Staffing Plan & Appoint Staff - Eileen Coffman, Project Coordinator - Dual Credit in the Center for Language and Learning Design	
<i>Attachment q</i>	Rosario Cordoglio, Part-time Peace Officer	
<i>Attachment r</i>	Jose Huertas, Instructor in the Center for Science, Technology, Engineering and Mathematics	
<i>Attachment s</i>	Julia Peacock, Dean for the Center of Life and Health Sciences	
<i>Attachment t</i>	Amend Staffing & Appoint Staff - Robert Piperata, Technical Assistant – Events	
<i>Attachment u</i>	Amend Staffing Plan & Appoint Staff - Jennifer Rubino, Assistant to the Vice President for Student Affairs	
<i>Attachment v</i>	Anne Smallwood, College Services Representative /Student Enrollment & Advisement	
<i>Attachment w</i>	David Smith, Technical Assistant, Center for Science, Technology, Engineering and Mathematics	
<i>Attachment x</i>	Matthew Waldron, Technical Assistant in the Center for Science, Technology, Engineering and Mathematics	
<i>Attachment y</i>	Banking Services	
<i>Attachment z</i>	United Public Service Employees Union (UPSEU) - Collective Bargaining Agreements	

Chair Mathis asked for a motion to approve Attachments 7a-7z. Motion was made by Elaine Falvo and seconded by Bill Calli. Unanimously approved.

8. Program Update

Mike McHarris, Director of Facilities and Operations provided an update on the facilities program.

As a follow-up, Chair Mathis asked for a report of how many visitors we have on campus annually.

9. Adjournment

Motion was made by Elaine Falvo and seconded by John Stetson to adjourn the meeting at 5:10 p.m. Unanimously approved.

