

**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 4:03 p.m. by Chair Calli on Monday, May 16, 2016.

Members Present

William Calli, Jr.
Tony Colón
Elaine Falvo
Carol Fox
Camille Kahler
David Mathis
Mary Malone McCarthy
John Stetson

Member Excused

Frank Dubeck, Jr.
Kelsey Hilts

2. Chair's Report

Chair Calli began by expressing that May is his favorite month with regard to the end of year activities and celebrations. He thanked the Board and everyone at the College for all of their support and hard work in planning such successful events. He also commented on the budget which is on the consent agenda and thanked everyone involved in the (budget) planning that has taken place over the spring semester. Chair Calli then asked for the Treasurer's report.

3. Treasurer's Report

Vice President Squires reported that spring tuition revenue has improved slightly since his April meeting report. Overall, the College's total revenue is 5.2% under budget for the year. Expenditures are tracking closely for the year. However, he anticipates an increase in expenditures due to facilities projects this summer, which is typical in the budget cycle. He reported on additional activities in the administrative services area including: summer tuition payments are being processed and the due date for final payment is May 19; and Payroll is processing retroactive payments for collective bargaining units who have recently settled. Vice President Squires also provided an update on the criteria for learning center usage and state aid. He will continue to update the Board as he learns more.

4. Committee Reports

Audit and Finance Committee

Committee Chair, Elaine Falvo congratulated Vice President Squires, his team, and everyone involved in the budget planning over the past several months. She also commended Vice President Squires on the improvement she has noticed over the last three years with regard to the budget process. She pointed out a (full-time) tuition increase of only \$124./student despite starting this year's budget planning with a \$3.5 million gap. Ms. Falvo stated the Audit and Finance committee met just prior to the Board meeting and fully supports the proposed budget as well as the academic redesign that was reviewed with committee

members in detail along with the budget. The academic redesign and related personnel appointments will be further developed and presented for ratification at the June 28 Board meeting. Ms. Falvo plans to reconvene the Audit and Finance committee in September to begin the review of insurance.

Facilities and Public Safety Committee

Committee Chair, Tony Colón said he is planning a committee meeting in Rome sometime in June which will also provide an opportunity for all Board members to tour the progress being made on the construction project.

Academic and Student Success

Committee Chair, Carol Fox reported the committee met earlier this month and had a very productive meeting. The committee discussed the academic redesign, received an update on the various grants that impact student success (Achieving the Dream, Title III and Community Schools), and discussed the outcome of the nursing accreditation visit that occurred earlier this academic year. She concluded her report by sharing the Cyber Security program has been recognized by the National Security Agency (NSA) and Department of Homeland Security as a National Center of Academic Excellence in Cyber Defense Two-year Education, one of only 40 community college programs nation-wide.

Personnel

Committee Chair, David Mathis reported the Personnel committee met last week to discuss the academic redesign.

5. Student Trustee Report

There was no Student Trustee report.

6. President's Report

President VanWagoner began thanking the Board for their level of engagement in so many of the end of the year activities. In particular he pointed out \$313,000 being awarded to 400 students at the Scholarship dinner last week. Frank DuRoss added the amount is up from \$109,000 eight years ago. Chair Calli commented on the organization of the event and how smoothly it went. President VanWagoner also commented on graduating 1100 students this past Friday, which is level with years past despite the enrollment decline.

President VanWagoner then asked for the College Senate report.

College Senate Report

Don Kelly reported Senate met twice in May. Their May 3 meeting included: an update from Joyce Baumann who attended an orientation on the regional councils; a resolution that was passed by Student Congress on micro-credentialing; an update by Professor Labuz on the Faculty Council of Community Colleges (FCCC) plenary that was held in April; a facilities update by Vice President Squires; and an update on the academic redesign by Vice President Eannace. Senate elections closed on May 11 and they held their second meeting today to select officers and the advisory committee for the next academic year. Mr. Kelly thanked the Board for the opportunity to report on Senate activities during his tenure as Senate Chair and then introduced Alex Haines-Stephan who will serve as the next Senate Chair. President

VanWagoner thanked Mr. Kelly for his leadership over the past four years, especially as activity from SUNY has increased more and more each year.

President VanWagoner concluded his report by congratulating Norayne Rosero who received the SUNY Distinguished Professor award.

7. **Consent Agenda**

<i>Attachment a</i>	Minutes of the April 18, 2016 Board of Trustees Meeting
<i>Attachment b</i>	Treasurer's Report
<i>Attachment c</i>	Renewal of Grant-Funded Appointments
<i>Attachment d</i>	Renewal of Probationary Appointments-Professional Association
<i>Attachment e</i>	2016-17 Operating Budget
<i>Attachment f</i>	2016-17 Tuition and Fee Schedule
<i>Attachment g</i>	2016-17 Annual Plan
<i>Attachment h</i>	Program proposal: Certificate in Public Safety Telecommunications
<i>Attachment i</i>	Cory Albrecht, Manufacturing Extension Partnership Director
<i>Attachment j</i>	Jimsak Daoreuang, Director of Community- College-Connection (C3)
<i>Attachment k</i>	Brittany Dielemans, Coordinator of Civic Responsibilities
<i>Attachment l</i>	Susan Read, Rescind Appointment
<i>Attachment m</i>	Amend Staffing Plan: Courtney Taurisano-Sprague, Development Assistant in Institutional Advancement

Chair Calli asked for a motion for items 7a-d and 7h-m. Motion was made by Elaine Falvo and seconded by Carol Fox to approve items 7a-d and 7h-m. Unanimously approved.

President VanWagoner provided more information on items 7e, 7f and 7g. He proceeded to provide more detail on the proposed budget with the following comments:

- Overall revenue decrease of \$2.2 million combined with \$1.3 million in contractual obligations created a \$3.5 million budget to budget gap.
- After much consideration and discussion with the Board, an appropriation of Fund Balance of \$1.5 million was helpful and timely while still maintaining the college's strong financial position.

Budget assumptions included the following revenue projections:

- Projected enrollment decrease of 4%
- State aid increase of \$100 per FTE
- County funding level with no change to the sponsor maintenance of effort amount, plus continuation of the current \$125,000 for ATD and \$100,000 equipment funding
- FT Tuition increase of \$124 per FTE (3.1%)
- PT Tuition increase of \$5 per credit hour (3.1%)
- Increase Technology Fee and Student Support Fee in line with scheduled Student Activity Fee increase (3.7%)
Implement Health Services Fee (\$10 increase FT and PT)
- \$200,000 Foundation contribution and \$200,000 ASC contribution to equipment

Expenditures were reduced as result of enrollment declines in the areas of overload, adjunct, part-time staffing, and supplies. In addition, savings were made in employee benefits, utilities, and full-time personnel due to retirement incentives and vacancy resets or deletes. The redesign of the Academic Affairs administrative structure is projected to save an estimated \$250,000 when complete.

The proposed budget includes new full-time lines for an ESL faculty position and a Chief Diversity Officer as well as a few upgrades for staff taking on higher level of responsibilities.

Motion was made by Elaine Falvo and seconded by Carol Fox to approve items 7e-g. Unanimously approved.

8. Program Update

Executive Director of Marketing and Communications, Matthew Snyder provided an update on marketing efforts at the College.

9. Discussion Item

Strategic Plan – Catalyst 2020: Strengthen the Educational Pipeline

Strategic Plan: President VanWagoner reviewed activity associated with the *Strengthen the Educational Pipeline: increase the number of bachelor and graduate program partners and students enrolled in completer programs* objective of the strategic plan.

10. Adjournment

Motion was made by Tony Colón and seconded by David Mathis to adjourn the meeting at 5:35 p.m. Unanimously approved.