

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – January 15, 2009

Chairman Snyder called the meeting to order at 6:11 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Snyder, Mr. Luther, Mr. Accattato, Mr. Armstrong, Mrs. Crandall, Mr. Barbato, Mrs. Clark

Trustees absent: Mr. Russell, Mr. Dunn\*, Ms. Fernandes

In Attendance: Dr. Murray, Mr. Laino, Dr. Murphy, Dr. Hawes, Mrs. Semo, Ms. Ruffing

Guests: Mr. Jim Franchi; Mr. Michael Oriolo (partial)

\*Note: Mr. Dunn participated via conference call. He was able to join in discussion, but he did not count towards a quorum and he did not participate in any motions or votes.

**EXECUTIVE SESSION**

At 6:12 p.m., Mr. Accattato moved that the Board adjourn to Executive Session to discuss, under provisions of Section 105 of Article 7 of the Public Officers law, as follows:

- to discuss propose, pending or current litigation;
- the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

Mrs. Crandall seconded the motion

Vote - Unanimous

At 6:30 p.m., Mrs. Crandall moved that the Board reconvene. Mr. Barbato seconded the motion.

Vote – Unanimous

Mrs. Crandall moved that the minutes of the December 18, 2008 meeting be approved. Mr. Barbato seconded the motion.

Vote-Unanimous

**PRESENTATIONS**

*Chairman Snyder introduced Mr. Michael Oriolo, Associate Dean of Academic Affairs.* Mr. Oriolo gave a presentation on the proposed outdoor nature center which included a chronology of the center, its functions and proposed locations over the years. This led to a discussion regarding the possibility of moving the natural history museum, currently located on the second floor of Johnson Hall.

**PRESIDENT'S REPORT**

Dr. Murray gave the board an update on campus safety and security. The decision has been made to arm campus peace officers, but the actual arming will not take place until all safety measures are in place, and both physical and psychological testing have been completed. These included, but are not limited to, a new SOP for use of force being drafted by Director Rogers, cameras in the cafeteria, an armory being constructed in the Administration building, locks installed on classrooms, and a siren. Dr. Hawes will also be looking into getting the board members access to the NY Alert System

Dr. Murray informed the board about the change in process for the SUNY Chancellor's Awards for Excellence. Committees have been created from campus volunteers. Nominations are going through the process and candidates should be recommended to the President shortly.

Plans for a memorial garden to recognize previous employees are underway. The board should receive a report on its progress in a few months.

There was a good turnout for the Executive Breakfast on December 9, 2008. Donna Donovan, publisher of the *Observer-Dispatch* was the speaker.

Dr. Murray spoke of different Professional Development events that have occurred. The faculty worked on interdisciplinary curriculum on the Wednesday before Thanksgiving. At the All Faculty/Staff meeting held on Tuesday, January 13<sup>th</sup>, the Director of Institutional Research gave a presentation on Assessment. On Friday, January 16<sup>th</sup>, there will be a "Core Values Development" workshop that many employees will be attending. We are aggressively attempting to address deficiencies identified by Middle States prior to their visit at the end of March.

The glass cases at the front of the Robert McLaughlin College Center will be used for photos of the members of the Board of the Trustees, a map of the campus, and other campus information. Ms. Ruffing asked that new trustees, and any board members who want their pictures re-taken, be available immediately prior to the next board meeting.

Dr. Murray informed the Board that she sends a monthly update to the faculty and staff. She will include the board members in the e-mail so they are informed as well.

Dr. Murray recommended the board review the calendar of meetings and perhaps reduce the number of meetings over the course of the year. Dr. Murray mentioned the use of committees and provisions for special meetings as a way to facilitate the sharing of information between meetings. Mr. Dunn also suggested looking at the day and time of meetings to see if there are other alternatives, so that there is full attendance at meetings more often.

SUNY Day will be Tuesday, February 24<sup>th</sup>. Dr. Murray explained that this is a lobbying day in Albany, and that she will be attending along with other representatives of the college. In addition, SUNY is sending delegates to the state legislature and SUNY Chairman Carl Hayden has sent several letters to the legislature to advocate for SUNY colleges in a tough budget year.

Mr. Accattato asked about the process being made on the Torchbearer's Awards. The award is handed out in October. Mr. Dunn and Mr. Snyder agreed to serve on the committee. Other potential committee members are Judy Hummel, Jim Wallace, Jim Anderson, and Joe DiLorenzo.

Dr. Murphy discussed proposed changes in our Re-Admit and Dismissal Policy. The new policy will cut the amount of time from initial academic probation to dismissal in half. According to SUNY Counsel, students must be given advance notice of the change. He recommended including the new policy in the catalog that will be published in June.

MSCHE will be arriving for their visit on Sunday, March 29<sup>th</sup>. Dr. Murray informed the board that there will be a dinner at the Radisson Hotel on that Sunday that board members will be invited to and the final report will be given in an open forum on Wednesday, April 1<sup>st</sup>.

Dr. Murray asked Dr. Hawes to discuss the recommended changes in admissions. Out-of-county students may be required to have a high school average of 70, or a score of 2500 on the GED, in order to be admitted. The new requirements will most likely reduce enrollment by 150-200 headcount. Mr. Snyder asked that consideration be given to a clause stating that faculty from the student's school could write an explanation as to why a student had a GPA below 70. A financial accounting of the impact will be brought to the next board meeting.

Dr. Murphy also mentioned that 95% of students who take the state Ability to Benefit (ATB) test fail out of college. Home-schooled students may also be affected by this, but it will mostly apply to out of county students.

### **FINANCIAL REPORTS**

*Mr. Laino gave the financial report.* Health insurance costs continue to be higher than expected. The college may need to start considering a premium-based insurance plan. Mr. Laino also offered to bring our broker to a future meeting to fully discuss the pros and cons of our current system (self-insured) and a premium-based plan.

Mr. Armstrong moved to approve the Financial Report as presented. Mr. Luther seconded the motion.  
Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of December 31, 2008. Mr. Barbato moved to approve the Petty Cash Report as presented. Mrs. Crandall seconded the motion.  
Vote-Unanimous

### **FOUNDATION REPORT**

Mr. Laino reported that the Element Campaign is progressing nicely. Most of the pledges have been in small increments, but there have been a couple of larger pledges. The roof of Johnson Hall is in need of repairs and must be fixed along with the upgrades. We will need to raise 100% of the local share to fix the roof.

### **ALUMNI REPORT**

Mr. Dunn informed the board that officers were elected at their annual meeting. Cynthia Gabriel is the President, Tim Dunn is VP, Hal Hutton is the Treasurer and Deni Frederick is the Secretary. The Alumni Association will be volunteering at the Elks Club breakfast being held on January 25<sup>th</sup>. The hot chocolate and donuts provided by the Alumni Association during finals week were well-received; the Association plans on continuing this practice.

### **HOUSING REPORT**

Mr. Snyder reported that the replacement of the old truck is being considered.

### **ADMISSIONS & ENROLLMENT**

*Dr. Hawes gave the admissions and enrollment report.* There is a higher influx of men needing housing this semester, so Mr. Lohmann is working on accommodating everyone. Enrollment is good. Last year there were problems with ANGEL during the winter enrollment period, so we are showing a large increase over last year. When looking at numbers (as of 1/19/08 compared to 1/15/09) we are up significantly.

Mr. Barbato asked for information on the Internet Academy; specifically on where our I.A. students go after they complete a two-year degree on-line at HCCC. Dr. Hawes will report back next month.

**MISCELLANEOUS**

Mr. Laino gave the board a brief report on the progress of the Inauguration Committee. Dan Sargent is the chair and plans are proceeding smoothly. There will be a gala benefit on the evening of April 17<sup>th</sup>; all proceeds will go to the Foundation.

Mr. Barbato moved to adjourn the meeting. Mr. Accattato seconded the motion.  
Vote-Unanimous

The meeting adjourned at 7:45 p.m.  
jm