

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – June 17, 2010

Chairman Snyder called the meeting to order at 7:15 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Accattato, Mr. Ackerman, Mr. Armstrong, Mr. Barbato, Ms. Clark, Ms. Crandall, Mr. Dunn, Mr. Luther, Mr. Snyder

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

MINUTES

Mr. Dunn moved that the minutes of the April 29, 2010, annual meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Mrs. Clark moved that the minutes of the April 29, 2010, regular meeting be approved.

Mr. Dunn seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 7:16 p.m., Mr. Ackerman 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

Mr. Dunn seconded the motion.

Vote-Unanimous

At 7:36 p.m., Mr. Barbato moved that the board reconvene.

Mr. Ackerman seconded the motion.

Vote-Unanimous

PRESENTATIONS

There were no presentations.

CORRESPONDENCE

The Board received a thank you letter dated May 24, 2010, from Donald Snyder.

PRESIDENT'S REPORT

Dr. Murray gave a Middle States update on Standards 2, 7 and 14. Assessment data indicated that many faculty feel they have a better understanding of the college's goals and that they are prepared for the fall.

Mr. Snyder introduced Resolution 09-47 – Mapping Our Future: HCCC Strategic Plan for 2010-2015. In order to insure good business practices in the development of the college and to maintain strict adherence to the Middle States Commission on Higher Education, the campus created a strategic plan for 2010-2015. The plan, "Mapping our Future: Herkimer County Community College Strategic Plan

for 2010-2015," outlines a shared vision for the future of the college as we reaffirm our purpose in the face of challenging economic times and changing student demographics. It recognizes the importance of remaining current with operational, educational and emerging workforce technologies.

Mr. Armstrong made a motion to approve Resolution 09-47 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Dr. Murray reported that she has been involved in a couple of state issues. One is in regard to peace officers and hiring retired police officers. Legislation has been prepared to waive income limitations for retired police officers who work on college campuses as peace officers. A criminal research investigation law has passed legislation and is sitting on the governor's desk to be signed. Dr. Murray commended Tim Rogers and Dr. Hawes on their efforts regarding this. Also, the charge back rate is being investigated. The reason that most of the colleges who are not getting access to their capital construction funds is because there is no local sponsor resolution. Dr. Murray is leading a group of community college presidents to pursue the issue and looking to the state to possibly take on more of it.

Dr. Murray traveled to Washington, DC, this month for Senator Gillibrand's 1st College Presidents' Policy Summit.

Mr. Snyder gave a report of the NYCCT meeting that he attended last week. He felt it was a very productive meeting, with 20-30 college trustees in attendance.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino reported that the college needs to continue to get ready for financial aid. The Finance/Facilities/Audit Committee met earlier today to review the Tuition and Fee Schedule for 2010-2011. Dr. Murray reported that there was much discussion at the NYCCAP meeting that she just returned from. It is expected that a working budget will pass within the next week. Many of the other institutions are raising tuition.

A decision will need to be made as to whether the college is going to use reserve money or put it on the students' backs by raising tuition, which will be covered by financial aid. The college is above 1/3 of student revenue, and this could put the college at risk through the Maintenance of Effort Law.

The increase in Student Activities fee, which is charged to all students per semester and comes back to FSA, was discussed. Athletics and 39 various clubs use these funds. The SGA comes up with a budget for FSA, who makes the final recommendations. Mr. Laino remarked that the more national exposure our athletic teams get, the higher the costs.

Mr. Laino introduced Resolution 09-48, Tuition and Fee Schedule for 2010-2011. The college administration has reviewed the tuition and fee schedule and recommends the following:

- Full Time In-State Tuition be increased by \$100 from \$3,240 to \$3,340 per year
- Part Time In-State Tuition be increased by \$9 from \$120 to \$129 per credit hour
- College Now In-State Tuition be increased by \$3 from \$40 to \$43 per credit hour
- To change the Late Registration Fee to a flat \$20 regardless of student status (full time or part time)
- To change the Alumni Fee from \$10 per semester; maximum of \$40, to a one-time charge of \$40 for new full time students. Students currently under the previous rate structure will pay out the balance of the maximum \$40 if they return for the Fall 2010 semester.
- Student Activities Fee for full time students be increased by \$20 from \$150 to \$170 per semester

Mr. Dunn made a motion to approve Resolution 09-48 as presented.
 Ms. Crandall seconded the motion.
 Vote-Unanimous

In regard to Community Ed service, one fee in child care will change this year. Currently, three tiers are offered: 1) cost to students; 2) cost to faculty and staff; and 3) cost to outside community. Two tiers are being proposed: 1) cost to students; and 2) cost to faculty, staff and community. The majority of the cost to students is federally subsidized. The child care rates were moved to market rate. Currently, breakfast and a snack are provided to the children. Lunch would also be provided with this new rate. The Child Care Center has a capacity of 31 children.

Mr. Laino introduced Resolution 09-49, FY 2010-2011 Community Education Service, Facilities Utilization, Child Care and Non-Credit Programming Fees. Annually, the college’s administration reviews all service user fees to ensure appropriateness with current requirements. Additions, changes and deletions are justified and presented to the Board of Trustees for approval.

As recommended by SUNY officials and in keeping with market rate, college administration proposes that the Child Care Center fees be increased to:

Preschoolers (3-5 yrs) – Full Day	
Student Rate	\$27
Faculty, Staff and Community	\$34
Preschoolers (3-5 yrs) – Part Day	
Student Rate	\$18
Faculty, Staff and Community	\$23
Toddler’s (1.5-3 yrs)	
Student Rate	\$30
Faculty, Staff and Community	\$37
Late Pickup Penalty	\$10
Sibling Discount	10%

Mr. Barbato made a motion to approve Resolution 09-49 as presented.
 Mr. Dunn seconded the motion.
 Vote-Unanimous

Personnel:

The Early Retirement Incentive Program, which is an optional program, was discussed. Mr. Luther reported that the Personnel Committee felt that the college would not enroll in this program.

MONTHLY REPORTS

Academics:

There was no report for Academics.

Student Affairs:

Dr. Hawes reported that our Athletic program finished second in the NATYCAA Cup. Don Dutcher will be accepting the award on behalf of the college. Housing is full, and a waiting list is being run. The college is currently looking for additional landlords to add to the list.

Six faculty members will be going to China in July to teach juniors and seniors in high school who show an interest in coming to HCCC. The faculty will, in turn, raise our students’ awareness of global issues. A Center for Global Learning is being established, and renovation has begun. A classroom will be constructed and ESL will be taught in the Academic Center, freeing up classrooms in Johnson Hall.

Financial:

Mr. Laino reported that the college's goal is to increase the reserve balance for cash flow. The college is within budget and is preparing for more state cuts.

Mr. Laino gave the Financial Report.

Mr. Dunn made a motion to approve the Financial Report ending June 8, 2010, as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of June 8, 2010.

Mr. Barbato made a motion to approve the Petty Cash Report as presented.

Ms. Crandall seconded the motion.

Vote-Unanimous

Foundation Board:

The Generals Open Golf Tournament will be held on June 21, 2010.

Housing Corporation:

Mr. Laino reported that capital plans are in progress, as well as the collection of data for additional housing. Cleaning of the college's housing is also in progress.

Alumni Board:

Mr. Dunn reported that the Independence Day Celebration is not paid for by the college. He commended Rebecca Ruffing and Dan Sargent for their efforts in doing a great job in planning this event, which would not take place this year without the Alumni Board.

Admissions & Enrollment:

The admissions and enrollment report were given.

Dr. Hawes reported that applications for new students are up 33%, and numbers are still strong. There are 175 students on the waiting list.

MISCELLANEOUS

Mr. Snyder commended Ms. Ruffing for her efforts with Commencement and the wonderful job she did.

Ms. Ruffing reported that 582 students earned degrees or certifications at Commencement. The college is now close to 19,000 alumni.

Ms. Ruffing also reported that our Bookstore was highlighted in *The College Store* magazine. The Board was provided with a copy of the publication.

Ms. Ruffing asked that any board members planning on attending the Independence Day Celebration to please call and RSVP.

Mr. Dunn made a motion to approve the 2010-2011 Faculty-Staff Handbook, as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Dunn moved to adjourn the meeting.

Ms. Crandall seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:30 p.m.

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