

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 23, 2011

Chairman Snyder called the meeting to order at 6:06 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

Trustees attending: Mr. Ackerman, Ms. Clark, Ms. Crandall, Mr. Drumm, Mr. Dunn, Mr. Luther, Mr. Testa, Mr. Snyder

Trustees absent: Mr. Accattato, Mr. Barbato

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

Guests: Ms. Bethany Williams and Ms. Trisha Lucas (Auditors, D'Arcangelo & Co., LLP); Ms. Lucia Bliss (Director of Development); Jacqueline Woudenberg (Controller); James Salamy (Director of Human Resources); Ms. Julie Lewis (Foundation); Mr. Brian Marhaver (FSA)

MINUTES

Mr. Dunn moved that the minutes of the February 17, 2011, regular meeting be approved.

Ms. Clark seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

The HCCC baseball team, who attended the meeting with Coach Jason Rathbun, Assistance Coaches Tom Moreau, Paul Engelhart, and Drew Farley, and Assistant Director of Athletics Rich Dawkins, was recognized by the board. The team will receive the 2011 Youth Leadership Award at the American Red Cross Great Heroes Breakfast on March 31st for their continued support of the American Red Cross.

The FY 2010 Audit Report was presented by Ms. Williams and Ms. Lucas of D'Arcangelo & Co., LLP. The report was presented in detail to the Finance Committee of the Board of Trustees prior to this evening's meeting. Ms. Lucas gave a broad overview of the audit report and there were no material weaknesses. The audit was conducted last November and December and received an unqualified opinion, which is the highest opinion that can be received. The presentation focused on the negative effect that post-employment health care benefits has on the college's net assets. The College qualified as a low-risk auditee, and the audit was performed on time. Mr. Snyder complimented the College's financial group for a fantastic job, as proven by the audit.

EXECUTIVE SESSION

At 6:40 p.m., Mr. Dunn 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. Ackerman seconded the motion.

Vote-Unanimous

At 7:29 p.m., Mr. Dunn moved that the board reconvene.

Mr. Testa seconded the motion.

Vote-Unanimous

CORRESPONDENCE

A letter was received from NYCCT, acknowledging Gary Luther as the recipient of the Marvin A. Rapp Award for Distinguished Trustee Service. The committee felt this award was very well earned. Mr. Luther remarked that he always considered it a privilege to be on the board and that he appreciated the award.

A letter was sent to the Herkimer County Legislature notifying them of the fact that the College has two trustees going off the board this year.

PRESIDENT'S REPORT

Ethics packets, which need to be returned to the College by April 21st, were given to the board.

Dr. Murray informed the board that the Board of Trustees retreat will be held on April 2, 2011, in the Reading Room of the Library, beginning with a continental breakfast at 8:30 a.m., followed by the annual meeting at 9 a.m. Mr. George Nehme will then begin the retreat at the conclusion of the annual meeting. Dr. Murray notified the board that any changes to the bylaws need to be submitted at least five days, no more than ten days, before the annual meeting on April 2nd.

The NYCCT Spring Conference will be held in Rochester at Monroe Community College on April 14-16, 2011. There will be a dinner honoring Trustee Gary Luther on the evening of April 15th.

Regarding Phase III of the Board of Trustees Policies, there is a need for a policy on the Student Handbook. Language will be brought to the May meeting.

Dr. Murray was approached by a community member regarding the Independence Day celebration and the possibility of covering the expense of the event. The entire cost was given to the community member; however, only part of the expense could be covered with no commitment beyond one year.

Daniel Sargent (Assistant to the President) has been working with Charlie Miller from the HC Veteran's Affairs Dept. create a procedural document for the Veterans' Park that will insure those with an honorable discharge are engraved on the stone. Last week, the legislature approved the proposal identifying the County VA as the main point of contact and the college's commitment to maintain the park.

COMMITTEE REPORTS

Finance, Facilities and Audit:

The Audit Report was given under *Presentations*.

Personnel:

Mr. Luther introduced Resolution 10-10 – Four-Day Work Week – Summer 2011. This resolution adopts the Four-Day Work Week Schedule beginning the week of June 24, 2011, and ending on August 12, 2011,

for a total of eight Fridays. The resolution also authorizes the execution of the Memorandums of Agreement between the HCCC Professional Association and the Herkimer County Unit 7100 of the Civil Service Employees Association.

Mr. Dunn made a motion to approve Resolution 10-10 as presented.

Mr. Ackerman seconded the motion.

Vote - Unanimous

Promotion as presented:

Assistant Professor to Associate Professor

George Smith - Chemistry
 Lisa Elwood-Farber - English
 Lorraine Siniscarco - Science
 Jane Verri - Social Sciences

Instructor to Assistant Professors

Kathleen Stables - Corrections
 Michelle List - Early Childhood
 Dr. Karen Jones - Physical Therapy

Mrs. Clark made a motion to approve Promotion Recommendations as presented. Ms. Crandall seconded the motion.

Vote-Unanimous

Tenure as presented:

Michelle List - Instructor, Early Childhood
 Blake Pitcher - Instructor, Digital Graphics & Design
 Dr. Mark Polkosnik - Asst. Professor, Paralegal
 Kathleen Stables - Instructor, Corrections
 Dianna Ste-Marie -Instructor, Physical Education

Mr. Dunn made a motion to approve Tenure Recommendations as presented. Ms. Crandall seconded the motion.

Vote-Unanimous

Dr. Murray provided trustees with reappointment/non-reappointment recommendations, effective September 1, 2011, as an informational item.

Chairman Snyder read each resolution for Emeritus Status. Mr. Dunn remarked that he was fortunate enough to have been a student of each faculty member and that they were all well deserving. Dr. Murray remarked that she holds a great deal of respect for those being presented for emeritus status, that all are committed to their discipline, and that she is proud that they are emeriti.

Chairman Snyder presented Resolution 10-11 (Emeritus Status for Thomas Barthel).

Mr. Drumm moved to approve Resolution 10-11 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 10-12 (Emeritus Status for Peter Clarke).

Mr. Ackerman moved to approve Resolution 10-12 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 10-13 (Emeritus Status for Lynn Martin).

Ms. Clark moved to approve Resolution 10-13 as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

MONTHLY REPORTS

Academics:

Dr. McCaskey reported that he presented, along with Dr. Murray and Assistant Professor Larry Snyder, the College's cybersecurity program at a meeting of the Griffis Institute Board. Dr. McCaskey also gave a grants update and announced that two student focus groups have been scheduled: Students of Color at HCCC: "Making the Most Out of Your HCCC Experience;" and Internationalizing the HCCC Campus: "Preparing our Students to be Global Citizens." Phi Theta Kappa Student Scholarship Award winner Jean Foster Akin was chosen out of 800 applicants to receive this award. She was recently chosen to publish a children's book.

Student Affairs:

Dr. Hawes announced several upcoming events, including Career Fair on March 24th, Open House on March 26th, and the Chancellor's Awards for Student Excellence on April 5th. Mary Katherine Maneen and Gustavo Pereira were chosen as recipients of this award.

Mr. Drumm announced that if there was anything the board would like to bring back to SGA to please let him know, and the topic will be put on the SGA agenda.

Dr. Hawes reported that Admissions has been busy recruiting for the Fall 2011 semester.

Financial:

Mr. Laino reported that the College is within budget. It has been a challenging month with operations, having had to deal with the power outage, water problems, snow, and lights.

Mr. Laino presented the Financial Report.

Mr. Dunn made a motion to approve the Financial Report ending February 28, 2011, as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of February 28, 2011.

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

Mr. Ackerman seconded the motion.

Vote-Unanimous

Foundation Board:

Ms. Bliss gave a summary of Foundation events for the past four months. She also announced upcoming events, included a scholarship reception on May 2nd and May 3rd, a first time ever Midnight Breakfast for students during exam week, and a Thank – A-Thon on April 19-21 for the impact and support donors have made to HCCC.

Housing Corporation:

Dr. Hawes reported that the Housing Corporation is developing a budget for next year.

Alumni Board:

There was no report from the Alumni Board.

Admissions & Enrollment:

The admissions and enrollment report were given.

MISCELLANEOUS

Ms. Ruffing announced that the Public Relations Department is currently working on promotions for the summer session, the next college catalog, and the next *Connections* magazine, which is due out in June or July. She also passed out information on Commencement to the trustees. Trustees were asked to please let her know if they plan on attending. Congressman Richard Hanna will be providing the Commencement speech this year.

Dr. Murray encouraged the board to walk through the College Center lobby, as Ms. Ruffing has taken the College's mission and core values and put them on display in the College Center. Dr. Murray commended Ms. Ruffing on an excellent job. Framed mission statements were also placed in core offices throughout the campus.

Mr. Dunn moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:30 p.m.

slh