

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – May 19, 2011

Vice-Chairman Luther called the meeting to order at 6:10 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

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

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

**Guests:** Ms. Lucia Bliss (Director of Development)

**MINUTES**

Mrs. Clark moved that the minutes of the March 23, 2011, regular meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Mrs. Crandall moved that the minutes of the April 2, 2011, annual meeting be approved.

Mrs. Clark seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

There were no presentations.

**CORRESPONDENCE**

The board received thank you letters from Dr. Mark Polkosnik and Lorraine Siniscarco, and correspondences from Martin, Shudt, Wallace, DiLorenzo & Johnson and the Law Firm of Frank W. Miller. Correspondence was also received, as a result of a Foundation meeting, from Lucia Bliss.

**PRESIDENT'S REPORT**

A summary report of the Board of Trustees Workshop held on April 2, 2011, was given to the board. George Nehme, facilitator of the workshop, had recommended that a small task force be assigned to review the outcomes of the workshop. Ms. Clark and Ms. Crandall volunteered to be a part of this task force.

A change in the Board of Trustees Meeting Schedule for 2011-12 was proposed. The change included reducing the number of meetings to six (including the Annual Meeting), with two workshops.

Mr. Testa moved to approve the revised Board of Trustees Meeting Schedule for 2011-2012 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Dr. Murray reported that a new social media policy is being worked on. Ms. Ruffing added that this policy is meant to encourage the use of social media for such things as recruitment, fund-raising, etc.,

but the college also wants to be protected. The policy has been reviewed by legal counsel, the bargaining units, and the Faculty Senate. All had no reservations. The policy will be included in the college's handbook.

An accreditation update, including the weakness areas that the college had, was given. The report card will be ready by mid-July, and faculty is on top of the assessment of student learning. The college has submitted a presentation proposal, entitled "The Herkimer Story: The Generals' Rally," to the AACC National Conference to be held in December.

### **COMMITTEE REPORTS**

#### **Finance, Facilities and Audit:**

Mr. Laino gave an update on the budget process, which is coming to a conclusion. The budget will be sent to the Finance, Audit & Facilities Committee of the Board of Trustees and should be presented at the June board meeting. Mr. Laino reported that revenues and expenses seem to be in line.

#### **Personnel:**

There was no report from the Personnel Committee.

### **MONTHLY REPORTS**

#### **Academics:**

An Academic Report by Dr. McCaskey was given to the board. Highlights included:

- Associate Dean of Academic Affairs, Bob Moschgat, has successfully defended his Ph.D. dissertation, and his degree will be conferred on May 14<sup>th</sup> at the University at Albany.
- Articulation agreements with Cobleskill and Morrisville are being expanded.
- Meetings are ongoing with Cazenovia to offer a four-year degree here on our campus.
- HCCC/Herkimer BOCES Pilot project to offer Business and Informational Technology is under discussion.
- Perkins updates were given.

#### **Student Affairs:**

Dr. Hawes announced that most of the students have left the residence halls. A Stress Less Rodeo was held on May 11<sup>th</sup>. The Athletic Department has reported that the college is very close to the NATYCAA cup. The spring sports teams did very well, and the lacrosse nationals were held last weekend.

#### **Admissions & Enrollment:**

*The admissions and enrollment report were given.* Dr. Hawes reported that part-time enrollment for the spring 2011 semester was down. Registration Day was held today with approximately 70 students. Admission is up about 47% compared to this time last year, and the average GPA is a little higher than last year's. Approximately 400 students have not been admitted because of the 68 GPA policy.

#### **Financial:**

*Mr. Laino presented the Financial Report.*

Mr. Drumm made a motion to approve the Financial Report ending April 30, 2011, as presented.

Ms. Crandall seconded the motion.

Vote-Unanimous

*Chairman Snyder presented the Petty Cash Report as of April 30, 2011.*

Ms. Crandall made a motion to approve the Petty Cash Report as presented.

Mr. Luther seconded the motion.  
Vote-Unanimous

Chairman Snyder reported that the Four-Day work week, which has a savings of \$29,000, has been approved by the legislature.

**Foundation Board:**

Ms. Bliss gave a report on the Foundation events that have taken place over this month:

- A Scholars Reception was held on May 2<sup>nd</sup> and May 3<sup>rd</sup>.
- A new tradition, "Midnight Breakfast," was started on May 11<sup>th</sup> in which faculty and staff volunteered to serve students a nutritious breakfast after studying on the last day of classes. This was a very successful event.
- An Executive Breakfast was held on May 16<sup>th</sup> with special guest Chancellor Nancy Zimpher. This breakfast has received high praise.
- The 19<sup>th</sup> Annual Generals Open Golf Tournament, sponsored by the HCC Foundation, will be held on June 20<sup>th</sup> at the Cedar Lake Club, Clayville, NY.

**Housing Corporation:**

Mr. Laino reported that the Housing Corp. has remitted \$170,000 to the Foundation. There are currently many capital projects going on, and all proposals by the Housing Corporation have been approved by the Finance Committee of the Foundation.

Dr. Hawes reported that there is full occupancy for the upcoming fall semester, with a waiting list of 75 students.

**Alumni Board:**

Mr. Snyder reported that the Executive Committees of the Board of Trustees, Foundation and Alumni Association will meet on June 2, 2011, to discuss the Foundation by-laws recommendations.

**MISCELLANEOUS**

A Public Relations Report was given to the board by Ms. Ruffing. Highlights included:

- The Herkimer Telegram has been featuring HCCC faculty to promote the college's academic excellence.
- HCCC's Fashion Show Production class recently held a fashion show on May 12<sup>th</sup>.
- Commencement will be held on May 20<sup>th</sup> at 5 p.m. This year's graduating class of 686 students is the largest class in the history of HCCC, and 333 students, an increase from 272 students last year, will be participating in the ceremony. Ms. Ruffing wanted to publicly recognize Mr. Tom Stock and the Maintenance Department for their outstanding work done in preparation for Commencement.
- The SUNY/Herkimer Alliance publication is completed. This pamphlet validates that the college's strategic plan matches SUNY's and that the college is in line with the goals of the system.

Mr. Snyder and Mr. Luther offered to fill two of the three trustee seats on the HCC Foundation Board.

Mr. Ackerman offered to fill the remaining vacant seat on the Housing Board.

**EXECUTIVE SESSION**

At 7:44 p.m., Mr. Barbato 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. Accattato seconded the motion.

Vote-Unanimous

At 8:10 p.m., Mr. Drumm moved that the board reconvene.

Mr. Luther seconded the motion.

Vote-Unanimous

Ms. Clark moved to adjourn the meeting.

Mr. Barbato seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:11 p.m.

slh