

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – March 22, 2012

Chairman Snyder called the meeting to order at 6:15 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Ackerman, Mr. Barbato, Mr. Brenchley, Ms. Clark, Ms. Crandall, Mr. Testa, Mr. Marrotta, Mr. Snyder

Trustees Absent: Mr. Accattato, Mr. Luther

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

Guests: James Salamy (Director of Human Resources)

**MINUTES**

Mr. Brenchley moved that the minutes of the January 19, 2012, regular meeting be approved.

Mr. Barbato seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

Mr. Laino reported on the *New Provision of the New York State Open Meetings Law* and passed out material regarding this. Four areas that should be made available to the public include: 1) agenda; 2) draft minutes prior to the meeting; 3) financial statements; and 4) any resolutions that do not pertain to procurement. This practice came about in February 2012. The College will work with the IT Department to ensure the appropriate information is posted on the internet by the next board meeting.

**CORRESPONDENCE**

There was no correspondence.

**PRESIDENT'S REPORT**

Dr. Murray asked the board to fill out the Self-Assessment Form so the information can be used to determine if there should be any changes to the bylaws.

Dr. Murray presented the 2012 Legislative Advocacy Agenda, which was given to the county legislators. The agenda asks to increase community college base aid funding by 2% per full-time equivalent student each year for five years, starting in fiscal year 2012-13 (\$205 per FTE 2012-2013), and to explore local/state/tuition funding formula and community college support. In addition, the College is supporting the following bills: Senate: S.3440-B 211 waiver sponsored by Senator Stavisky presently in the Senate Civil Services Committee; S.4064-A agency status for campuses sponsored by Senator Stavisky presently in the Senate Finance Committee. Assembly: A.2979 qualified agency status for campuses sponsored by Assemblyman Zebrowski presently in the Assembly Codes Committee.

An update on the College's strategic plan was given.

A brochure on the Herkimer Community Museum was given to board members. A formal grand opening of the museum will be held on May 12<sup>th</sup>.

The updated Board of Trustees Policy Manual is presently being reviewed by an attorney, and it is anticipated that there will be a report by the next board meeting.

### **COMMITTEE REPORTS**

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

*Mr. Laino introduced Resolution 11-15: Appointment of Construction Administration/Management – Renovation of Science Labs and Roof Replacement – Johnson Hall.* The Board of Trustees and County Legislature have previously approved by resolutions the capital budget for the Renovations of Science Labs & Roof Replacement – Johnson Hall Building in the total amount of \$2,600,000 to be funded 50% from New York State and 50% coming from the HCC Foundation Inc. through private contributions and \$200,000 coming from Herkimer County. Based on prior approved board and county resolutions, the College is now requesting approval of CS Arch, 40 Beaver Street, Albany, NY 12207 as Construction Administration/Management for the Project for a total amount of \$47,200.

Mr. Ackerman made a motion to approve Resolution 11-15, as presented.

Mr. Marrotta seconded the motion.

Vote-Unanimous

#### **Personnel:**

*Resolution 11-14: Four-Day Work Week – Summer 2012* was presented. For the past several years, the College Administration, in cooperation with the CSEA Union, HCCC Professional Association and the Board of Trustees has implemented a four-day workweek program during the summer months of operation. The goal of the program is to achieve cost savings through lower energy consumption and focus the use of accrued leave to days when the College is closed. The program has also proved to be a good method for controlling the utilization of employee's accrued time. The 2012 Four-Day Work Week schedule will begin the week of June 25, 2012 and end on Friday, July 20, 2012 for a total of four Fridays.

Ms. Clark made a motion to approve Resolution 11-14, as presented.

Ms. Crandall seconded the motion.

Vote-Unanimous.

Dr. Murray expressed that the death of Mary Mullin, past Librarian for Public Services at HCCC since 2001, was a great loss to the College and to the community. Mary's family invited Dr. Murray to speak at the funeral service, and this was an honor to Dr. Murray. A star was purchased by Mary's colleagues, in memory of Mary, through the International Star Registry.

Dr. Murray provided trustees with reappointment/non-reappointment recommendations, effective September 1, 2012.

Mr. Testa made a motion to approve the reappointment recommendations, effective September 1, 2012.

Ms. Crandall seconded the motion.

Vote-Unanimous.

### **MONTHLY REPORTS**

#### **Academics:**

An Academic Report by Mr. Oriolo was given to the board and included:

- Architectural drawings were presented to the administration and faculty for the Science lab

renovation project. Faculty and administration are finalizing any changes so that an accurate cost estimate can be determined.

- Reactivation of the Computer Science program has been submitted to SUNY.

#### **Student Affairs:**

Dr. Hawes reported on the following:

- Women's History Month is currently going on.
- The Career Fair, consisting of 77 employers, was held today, with over 450 students and community members attending.
- Open House will be held this weekend, and it is anticipated that approximately 600 people will be attending.
- Educators from the University of South Africa (UNISA) will visit Herkimer County Community College on April 4<sup>th</sup> as part of the University's signature course project.
- The Chancellor's Award for Student Excellence ceremony will be held in Albany on April 4<sup>th</sup>. Two HCCC students, Matthew Marrotta and Michael Elleman, will be recognized at this ceremony.

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

*The admissions and enrollment report were given.* Dr. Hawes reported that enrollment has been challenged with returning students. The numbers are down, but they should be made up with summer enrollment. A discussion continued regarding enrollment.

#### **Financial:**

*Mr. Laino presented the Financial Report.*

Mr. Barbato made a motion to approve the Financial Report ending February 29, 2012, as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Mr. Laino reported that expenses were reduced due to the mild weather.

*Chairman Snyder presented the Petty Cash Report as of February 29, 2012.*

Mr. Ackerman made a motion to approve the Petty Cash Reports as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

#### **Foundation Board:**

Dr. Murray reported on Ms. Bliss's behalf. The Foundation is instituting the employee campaign, with up to 40% participation. Spring Weekend will be held April 19 - 21. The Robert H. Wood Great Artists Series featuring Cuarteto Latinoamericano will take place on April 20<sup>th</sup>, and the Fourth Annual President's Gala will be held on April 21<sup>st</sup>.

#### **Housing Corporation:**

Dr. Hawes reported that Housing is down about 40 spaces for the spring semester, which is consistent with the number of dismissals. Housing is going through the RA selection for next year and room selection for returning students. Student behavior has been positive.

Mr. Laino reported that the College is currently looking at new windows for all apartments at Campus Meadows and roofs for College Hill apartments.

**Student Trustee Report:**

Mr. Marrotta reported that he had a discussion with Robert Drumm, Vice President of SGA, regarding smoking on campus and that this is an issue. There have been complaints from faculty, staff, and students. A survey was done and presented to SGA, who, based on the survey, unanimously passed a resolution to have the College go smoke free. A discussion by the board followed.

**MISCELLANEOUS**

*Dr. Murray introduced Resolution 11-13: Recognition of Herkimer County and Jim Wallace.* The total number of children in foster care in Herkimer County fell from a high of 138 in May 2003 to 64 in December 2011, which is the lowest in-care number recorded in the past 20 years. The county reduced juvenile placements in residential facilities, resulting in a savings of approximately \$2 million. Herkimer County has been identified as one of 12 communities across the United States with a successful collaborative planning initiative, which has made a positive impact on the community. County Administrator James Wallace was instrumental in achieving this national recognition for Herkimer County. The Board of Trustees of Herkimer County Community College commends and congratulates Herkimer County and its County Administrator, Mr. James Wallace, on being recognized by the White House Council for Community Solutions.

Ms. Clark made a motion to approve Resolution 11-13, as presented.

Ms. Crandall seconded the motion.

Vote-Unanimous

The board approved that this resolution be presented at the next Legislature meeting.

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

- Public Relations is finishing up on the Spring Open House campaign and moving into the summer campaign.
- A schedule of Spring 2012 events was passed out to the board.
- Dr. Murray is being honored in the education category of the YWCA 2012 Salute to Outstanding Women at a special luncheon on April 5<sup>th</sup> at Hart's Hill Inn.
- The latest issue of *Connections* is now in the mail.
- Commencement will be held on May 18<sup>th</sup>. Trustees were asked to let Ms. Ruffing know if they plan on participating.
- In keeping with the College's efforts to reduce Herkimer County Community College's carbon footprint and promote sustainability, eco-friendly regalia will be introduced for Commencement 2012. Upon recommendation of the Commencement Committee, the College will purchase GreenWeaver regalia manufactured by Oak Hall Cap & Gown of Salem, Virginia. Made in the USA, each gown is made from an average of 23 plastic bottles, reducing carbon dioxide gas emissions and saving energy.
- The College is in the planning stage of the branding initiative.

Mr. Barbato moved to adjourn the meeting.

Ms. Crandall seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:32 p.m.

slh