

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – January 17, 2013

Vice Chair Crandall called the meeting to order at 6:05 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Ackerman, Mr. Brenchley, Ms. Clark, Ms. Crandall, Mr. Snyder (via video conference), Mr. Testa, Dr. Wind

Trustees Absent: Mr. Accattato, Mr. Barbato

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

Also Present: Mr. Jim Franchi, Ms. Sharon Howell

MINUTES

Mr. Brenchley moved that the minutes of the November 29, 2012 joint meeting with the Herkimer County College Foundation Board be approved.

Mr. Snyder seconded the motion.

Vote-Unanimous

Mr. Ackerman moved that the minutes of the November 29, 2012 regular meeting be approved.

Mr. Testa seconded the motion.

Vote-Unanimous

Mr. Testa moved that the minutes of the December 12, 2012 special meeting be approved.

Ms. Clark seconded the motion.

Vote-Unanimous

Ms. Clark moved that the minutes of the January 8, 2013 special meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Dr. Murray introduced Professor Sharon Howell, a representative of the Awards & Recognition Committee. Professor Howell gave a brief background on the committee and how they recently celebrated at the all-campus meeting the recognition of HCCC being ranked in the top 100 in the nation. A chain of each faculty and staff member's name was made and linked together, symbolizing that each of them worked together to achieve this status. Magnets and pens were given to faculty and staff, and refreshments were provided after the meeting. Each board member received a pen and magnet, and links with the board members' names were displayed and added to the chain. Dr. Murray thanked Professor Howell for her leadership in this initiative.

CORRESPONDENCE

Notes of appreciation from the Snyder and Accattato families were presented to the Board.

The board approved moving the President's Report to the end of the meeting.

COMMITTEE REPORTS**Finance, Facilities and Audit:**

There has been much progression over the last three weeks in the Valley Health Services partnership initiative. REDC awarded this project \$1.83 million due to the advocacy of the Herkimer County legislature and the MVREDC. The County held a special meeting to hear about this initiative and supported a resolution to accept the project, allowing the College to go to the state. Dr. Murray thanked Mr. Laino for his assistance in bringing this together. The local share now has to be explored. Representatives from the SUNY Construction Fund, SUNY Counsel's Office, HCCC, Valley Health Services and the Herkimer County Legislature are meeting the following day for a discussion. Attorney Franchi reported that the main scenario is whether to lease or purchase; there are quite a bit of hurdles to go through yet. Dr. Murray remarked that this project has brought much attention and scrutiny at the highest level of the state, as it has never been done before in the state.

CAMPUS REPORTS**Academics:**

An academics report by Mr. Oriolo was provided to the Board. Mr. Oriolo also reported on the status of two new programs: Quality Assurance -Business and Quality Assurance - Science.

Student Affairs:

A Student Affairs Report by Dr. Hawes was provided to the Board. Dr. Hawes also reported that approximately 50 new students moved in today, and returning students will move in on January 21st. Classes begin on January 22nd.

Admissions & Enrollment:

The admissions and enrollment report were given. Dr. Hawes reported that the challenge is with returning students registering. College Now figures will not come in for another two to three weeks. It is anticipated that we will be 4-5% off. The College is registering 66% of our applications. Other colleges are experiencing the same issue. Mr. Oriolo remarked that the reasons for this include finances, bad experiences, transferring to other colleges, and some students waiting until the last minute to register. Dr. Murray referred the Board to her powerpoint handout about progress and soundness, which was presented at the faculty-staff meeting. Mr. Laino remarked that with the shortfall, vacancies have to be looked at. The biggest challenge is the projected number for the fall semester, as the College is enrollment driven.

Financial:

The Financial Report was presented. Mr. Laino reported a decrease in enrollment for spring.

Ms. Clark made a motion to approve the Financial Report ending January 7, 2013, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Vice Chair Crandall presented the Petty Cash Report as of January 7, 2013.

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

Ms. Clark seconded the motion.

Vote-Unanimous

Housing Corporation:

Dr. Hawes reported that the College should be bringing in close to 60 residential students for the spring semester. Dr. Alger, Director of Residence Life, initiated a student success center, using a room in the basement of Housing to assist students in the evening from 8 p.m. to 1 a.m. RA's will staff the center.

PRESIDENT'S REPORT

Dr. Murray reported that SUNY Day 2013 (Lobby Day) will take place on February 11th in Albany, where students, trustees and faculty will visit elected officials. SUNY's lobby initiative will include an increase in community college support of \$260 per FTE. The board was invited to attend.

The Twenty-ninth Annual Dr. Martin Luther King Jr. Luncheon, sponsored by the Mohawk Valley Frontiers Club, will be held on Monday, January 21, 2013 at the Radisson Hotel. Trustees were notified to contact Dr. Hawes if they wished to attend.

Dr. Murray shared printouts of the slides shown at the faculty staff meeting.

The board was informed that the Operating Chargeback Report, submitted by the SUNY and CUNY boards, is on the BOT ANGEL site. The Association of Counties will be holding a meeting on this topic at Rockland Community College on January 31st. Dr. Murray advised the board to call her office if they wanted further information.

MISCELLANEOUS

Ms. Ruffing gave an update on the Public Relations department, including:

- Promotion of the winter mini and spring semester has been completed.
- The winter issue of *Connections* is due out in March.
- The 2011-12 Annual Report and the branding initiative are in progress.
- Implementation of the College catalog online management system is expected to begin in February. Hard copies of the catalog will start to be phased out.
- Press releases of the 564 students placed on the President's and Dean's List were recently sent out.

EXECUTIVE SESSION

At 7:02 p.m., Mr. Snyder 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:

- 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.

Ms. Clark seconded the motion.

Vote-Unanimous

At 7:20 p.m., Ms. Clark moved that the board reconvene.

Mr. Testa seconded the motion.

Vote-Unanimous

The board discussed the need to have an attorney present during the board meetings. Dr. Murray was asked to review the job description for the college attorney.

Mr. Brenchley asked about insurance for housing. Dr. Murray will follow up with the board on this.

Ms. Clark moved to adjourn the meeting.

Mr. Brenchley seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:53 p.m.

slh