

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – January 22, 2014

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

Trustees attending: Mr. Ackerman, Mr. Brenchley, Ms. Clark, Ms. Crandall, Mr. Gregory, Dr. Wind

Trustees absent: Mr. Barbato, Mr. Testa, Ms. McLemore

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

Also Present: Attorney Thaddeus Luke, Ms. Jackie Woudenberg, Ms. Trisha Lucas (Auditor, D’Arcangelo & Co., LLP), Ms. Sarah Tracey, (Observer-Dispatch), Kalman Socolof, Steve Mezik, Bob Gassmann, Jeff Steele, David Higgins, Clifford Flamm, Katie Stables

CONSENT AGENDA

Vice Chair Crandall presented the following consent agenda items for Board approval:

1. Minutes
 - a. November 20, 2013 Regular Meeting
 - b. December 10, 2013 Special Meeting
 - c. December 18, 2013 Special Meeting
 - d. January 8, 2014 Special Meeting
2. Campus Reports
 - a. Academics
 - b. Student Affairs
 - i. Enrollment Report – January 2014
 - c. Administration & Finance
 - i. Monthly Report Ending January 10, 2014
 - ii. Petty Cash Disbursements as of January 10, 2014
 - d. Public Relations

Ms. Clark moved that the consent agenda items be approved as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

Steve Mezik introduced himself as president of the Professional Association. Mr. Mezik addressed his concerns and asked the board for a voice and to allow the faculty to be a part of the process.

PRESENTATIONS

Trisha Lucas from D’Arcangelo & Co., LLP, gave a general overview of the FY 2012-2013 Audit Report and gave a background on how they arrived at the report. The audit report was reviewed with the Finance, Audit and Facilities Committee of the Board of Trustees prior to the regular board meeting.

In summary:

- The auditor’s report expresses an unqualified opinion, which is the highest opinion that can be received, on the financial statements of Herkimer County Community College.
- Herkimer County Community College is qualified as a low-risk auditee, and has been for the past two years.

- In keeping pace with a declining enrollment, there will therefore be a decline in revenue. If FTE's continue to fall, expenses should be relevant to that.
- OPEB (other post-employment benefits) expenses will need to be monitored, as the numbers are very large.
- The audit went very smoothly, as the College was very well prepared for the auditors and was very cooperative.

Dr. Murray thanked Ms. Lucas and the Business Office staff for their efforts and also recognized the efforts of the ancillary services (Foundation and FSA).

Ms. Clark made a motion to approve the FY 2012-2013 Audit Report, as presented.

Dr. Wind seconded the motion.

Vote-Unanimous

PRESIDENT'S REPORT

The Herkimer County College Foundation approved to request that the Board of Trustees consider a naming convention, in memory of Martin E. Bull, as Mr. Bull was very instrumental to the College Foundation and Housing Corporation for many years and left a sizeable bequest from his estate to the Foundation.

Mr. Ackerman made a motion to approve naming the Foundation conference room, located in the Robert McLaughlin College Center, Room 261, in memory of Martin E. Bull by placing a bronze plaque outside the conference room.

Mr. Brenchley seconded the motion.

Vote-Unanimous

The revision of the Board of Trustees Policy Manual, which was begun at the end of 2009, has been completed, and copies were given to each board member. Dr. Murray recognized the efforts of her staff, Ms. Hunt and Mr. Sargent, and also the attorneys for their review. The board now has a living, working document to make decisions from.

The Guidelines for Honorary Associate's Degrees were presented.

Mr. Ackerman made a motion to approve direction in identifying a candidate who may be worthy of an Honorary Associate's Degree, which will be conferred at Commencement.

Mr. Gregory seconded the motion.

Vote-Unanimous

Ms. Clark made a motion to accept the Guidelines for Honorary Associate's Degrees.

Mr. Ackerman seconded the motion.

Vote-Unanimous

A branding update was given. After working on the branding initiative for over two years, a presentation was given at the All Campus meeting last week. The new logo connects the College to the State University of New York and keeps the College connected to the community and to the County. The new website was also presented.

Dr. Murray presented Resolution 13-20: Use of "Herkimer College" Language. Guidelines for the new brand call for the College to discontinue all use of "HCCC" in reference to itself, since a broad range of other institutions are also known by this set of initials, including a significant number of other community colleges; and those same brand guidelines call for the use of the moniker "Herkimer College" in reference to the College.

Ms. Clark made a motion to accept Resolution 13-20, as presented, and to approve amending some of the College's documents to reflect this change.

Mr. Brenchley seconded the motion.

Vote: 5 in favor, 1 opposed. Motion carried.

MISCELLANEOUS

Vice Chair Crandall presented Resolution No. 13-21: Honoring the Accomplishments of Dr. Ann Marie Murray as President of Herkimer County Community College in Herkimer, New York, in Recognition of Her Retirement. As Dr. Murray has served since 2008 as the third president of Herkimer County Community College, the Board of Trustees honors and salutes the accomplishments of Dr. Ann Marie Murray and recognizes her deeds throughout her service and her accomplishments and achievements in higher education; and based upon her service, extends its deepest appreciation to Dr. Ann Marie Murray in recognition of her retirement as president of Herkimer County Community College.

Ms. Clark made a motion to accept Resolution No. 13-21, as presented

Mr. Brenchley seconded the motion.

Vote: Unanimous

Dr. Murray thanked the board and remarked that she is honored to have been a part of the College. Dr. Murray and her husband have endowed a scholarship in Engineering Science, and the first award will be given in April 2015.

EXECUTIVE SESSION

At 7:08 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:

- 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 8:09 p.m., Mr. Brenchley moved that the board reconvene.

Dr. Wind seconded the motion.

Vote-Unanimous

Mr. Ackerman made a motion to approve the slate of candidates recommended for the Torchbearer Awards, to be announced by the President's Office pending notification of each awardee.

Mr. Gregory seconded the motion.

Vote-Unanimous

Dr. Wind moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:10 p.m.

slh