

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – April 23, 2014

Madam Chair Crandall called the meeting to order at 7:30 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees attending:** Mr. Brenchley, Mrs. Clark, Mrs. Crandall, Mr. Gregory, Mr. Testa, Miss McLemore

**Trustees absent:** Mr. Ackerman, Mr. Barbato

**In Attendance:** Mr. Laino, Dr. Hawes, Mr. Oriolo, Mrs. Ruffing

**CONSENT AGENDA**

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

1. Minutes
  - a. March 26, 2014 Regular Meeting
  - b. April 21, 2014 Special Meeting
2. Campus Reports
  - a. Academics
  - b. Student Affairs
    1. Enrollment Report – April 2014
    2. Admissions Data – April 2014
  - c. Administration & Finance
    1. Monthly Report Ending April 14, 2014
    2. Petty Cash Disbursements as of April 14, 2014
  - d. Public Relations

Mr. Brenchley moved that the consent agenda items be approved as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

As this is Miss McLemore's last board meeting, she thanked the board for accepting and welcoming her. She spoke about Pete McAvoys and how he would have loved everything the College had done to honor his memory at the vigil held earlier this week. She thanked everyone who arranged the ceremony to celebrate his life and remarked that he probably would not have wanted it any other way. Dr. Hawes reported that over 6,000 people watched the ceremony on the internet.

**PUBLIC COMMENT**

There were no public comments at this meeting.

**PRESENTATIONS**

*Madam Chair Crandall presented Resolution 13-29: Recognition of Dr. Theodore D. Wind*

Mr. Testa made a motion to approve Resolution 13-29 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

Madam Chair Crandall expressed the Board's appreciation for Dr. Wind's committed service as a member of the College's Board of Trustees.

## **PRESIDENT'S REPORT**

Mr. Laino shared the results of the Board of Trustees Self Assessment with the board.

The College has been gearing up for the Engineering Science program that will link them to Nano Utica. Mr. Oriolo is bringing the curriculum together and will be seeking a professor for the program.

We have been working hard on enrollment and exploring some new avenues and markets, including visiting and recruiting at charter schools.

## **COMMITTEE REPORTS**

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

*Mr. Laino presented Resolution 13-26: Tuition and Fee Schedule for 2014-2015.* The College administration has reviewed the tuition and fee schedule and recommends the following:

- Full-Time Resident Tuition be increased by \$100 from \$3,740 to \$3,840 per year
- Part-Time Resident Tuition be increased by \$6 from \$129 to \$135
- College Now Resident Tuition be increased by \$2 from \$43 to \$45
- Full-Time Non-Resident Tuition be increased by \$500 from \$5800 to \$6300
- Part-Time Non-Resident Tuition be increased by \$17 from \$233 to \$250
- College Now Non-Resident Tuition be increased by \$4 from \$78 to \$82
- Increase Athletic Trainer Fee by \$50 from \$100 to \$150
- Delete Ecology Field Trip Fee, Travel & Tourism Field Trip Fee and Greens Fees

Mr. Testa made a motion to approve Resolution 13-26 as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

*Mr. Laino presented Resolution 13-27: Community Education Fee Schedule FY 2015.* Annually, the College's administration reviews all service user fees to ensure appropriateness with current requirements. Additions, changes and deletions are justified and presented to the Board of Trustees for approval. College administration proposes the following changes:

- Child Care fee changes for enrollment, number of hours of usage and fee per use, per schedule.
- Use of the Christman Pool will require the purchase of a six month (\$50) or annual pass (\$100), rather than a per usage fee basis.

Mrs. Clark made a motion to approve Resolution 13-27 as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

### **Personnel:**

*Mrs. Clark presented Resolution 13-28: Four-Day Work Week - Summer 2014.* For the past several years, the College Administration, in cooperation with the CSEA Union, Herkimer County Community College Professional Association and the Board of Trustees, has implemented a four-day work week program during the summer months of operation. The goal of the program is to achieve cost savings through decreased facility utilization; lower energy consumption; and focus the use of accrued leave to days when the College is closed. The 2014 Four-Day Work Week schedule will begin the week of July 7, 2014 and end on Friday, August 1, 2014, for a total of four Fridays.

Dr. Hawes is working with personnel to provide rotating phone coverage on the four Fridays the College is closed.

Mr. Testa made a motion to approve Resolution 13-28 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

### **MISCELLANEOUS**

Mrs. Ruffing updated the board on Commencement, which will be held on Friday, May 16<sup>th</sup> at 5 p.m. in the Gymnasium. There are 695 students on the list of probable candidates. Our student speaker is Melissa Krull, a Radio-TV Broadcasting major, and our student trustee, Avery McLemore, also a SUNY Chancellor's Award for Student Excellence recipient and President of SGA, will deliver greetings. The family of Pete McAvoy will be in attendance. Overflow seating will be held in the Sarkus-Busch Theater, and a reception will be held in the College Center immediately following the ceremony.

Miss McLemore moved to adjourn the meeting.

Mr. Gregory seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:10 p.m.

slh