

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – November 20, 2014

Madam Chair Crandall 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. Brenchley, Mrs. Clark, Mrs. Crandall, Ms. Cwiertniewski, Mr. Gregory (via video conference), Mr. Roche (via video conference)

**Trustees Absent:** Mr. Barbato, Mr. Testa

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

**Also Present:** Jackie Woudenberg, Jim Salamy, Dr. Robin Voetterl-Riecker, Mary Ann Carroll, Karen Ayouch, Daniel Sargent

**CONSENT AGENDA**

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

1. Minutes
  - a. September 24, 2014 Regular Meeting
2. Campus Reports
  - a. Academics
  - b. Student Affairs
    1. Enrollment Report – November 2014
    2. Admissions Data – November 2014
  - c. Administration & Finance
    1. Monthly Report Ending November 12, 2014
    2. Petty Cash Disbursements as of November 12, 2014
  - d. Foundation Board
  - e. Housing Corporation
  - f. Public Relations

Mr. Gregory asked that the minutes from the September 24, 2014 regular board meeting be amended to reflect that he opposed *Resolution 10-09A: Revision to 2011 Change in Academic Standards and Regulations*.

Mrs. Clark moved that the consent agenda items for the November 20, 2014 regular meeting be approved as amended.

Mr. Brenchley seconded the motion.

Vote-Unanimous

**EXECUTIVE SESSION**

At 6:20 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

Mrs. Clark seconded the motion.  
Vote-Unanimous

At 7:10 p.m., Mr. Ackerman moved that the board reconvene.  
Mr. Gregory seconded the motion.  
Vote-Unanimous

### **PUBLIC COMMENT**

There was no public comment at this meeting.

### **PRESENTATIONS**

There were no presentations at this meeting.

### **COMMITTEE REPORTS**

#### **Personnel:**

*Resolution 14-2: Addition of New Title: Coordinator of International Academic Programming* was presented. A new job title is requested for the position of Coordinator of International Academic Programming, and the position description was carefully reviewed and modified. The title will need to be approved by the Board of Trustees and SUNY in order to be used as the international program grows.

Mr. Roche made a motion to approve Resolution 14-2 as presented.  
Mr. Ackerman seconded the motion  
Vote-Unanimous

Dr. Voetterl-Riecker spoke to the board about the Ecuador project. The Ecuador ministry has analyzed Herkimer College's record and is poised to sign an agreement to accept several programs. At a minimum, the College is looking at approximately 20 more students, which would cover the cost for this position. Chairwoman Crandall thanked Mr. Mezik for taking on the Ecuador initiative.

*Resolution 14-3: Addition of New Title: Coordinator, Internet Academy* was presented. A new job title is requested for the position of Coordinator, Internet Academy, and the position description was carefully reviewed and modified. Internet Academy is an extremely successful program. The individual in this title will work and grow the Open SUNY program and will help with additional duties in the department. The duties and responsibilities will be in line with the job description.

Mr. Roche made a motion to approve Resolution 14-3 as presented.  
Mr. Brenchley seconded the motion  
Vote-Unanimous

*Resolution 14-5: Addition of New Title: Senior Accountant* was presented. A new job title is requested for the position of Senior Accountant, and the position description was carefully reviewed and modified. There have been additional responsibilities, including in the grant program, to a staff accountant position, creating the request for a new title to more accurately reflect what is being done.

Mr. Roche made a motion to approve Resolution 14-5 as presented.  
Mr. Gregory seconded the motion  
Vote-Unanimous

*Resolution 14-4: Quota Extension on Number of Faculty Granted Tenure* was presented. Previously approved Trustee policy identifies a limit on the number of faculty granted tenure. This policy has been fixed at 90% of tenure track positions, excluding Lecturers and Non-Teaching Faculty. Contractually, this quota may be exceeded at the discretion of the Board of Trustees. Based on current statistics, the maximum number of faculty who may be tenured is three (3), while the number eligible for tenure in 2015 is four (4). It is recommended that the number of faculty who may be tenured for 2015 be extended, per Professional Association contract, Article XIII, B-4.

Mr. Brenchley made a motion to approve Resolution 14-4 as presented.

Mr. Roche seconded the motion

Vote-Unanimous

Chairwoman Crandall stated that the board supports and acknowledges the hard work of our faculty.

Mr. Laino presented *Resolution 14-6: Emeritus Status for Ronald Carvin*.

Mrs. Clark made a motion to approve Resolution 14-6 as presented.

Mr. Ackerman seconded the motion

Vote-Unanimous

Mr. Laino presented *Resolution 14-7: Emeritus Status for Sally Durkee*.

Mr. Brenchley made a motion to approve Resolution 14-7 as presented.

Mr. Ackerman seconded the motion

Vote-Unanimous

Mr. Laino presented *Resolution 14-8: Emeritus Status for James B. Schwabach*.

Mrs. Clark made a motion to approve Resolution 14-8 as presented.

Mr. Brenchley seconded the motion

Vote-Unanimous

Mr. Laino presented *Resolution 14-9: Emeritus Status for Henry Testa*.

Mr. Gregory made a motion to approve Resolution 14-9 as presented.

Mr. Roche seconded the motion

Vote-Unanimous

Mr. Laino read each resolution for emeritus status and remarked that it is a privilege and honor to recognize these employees and to support their professional endeavors. They bring over 135 years' service to Herkimer County Community College.

## **CAMPUS REPORTS**

### **Academics:**

Mr. Oriolo provided a list of four-year colleges and universities that Herkimer College has transfer agreements with. These agreements provide a seamless transfer of credits. Chairwoman Crandall remarked that this list is quite impressive and feels that many people in our community are not aware of this.

### **PRESIDENT'S REPORT**

Interim President Laino introduced Dr. Robin Voetterl-Riecker, Associate Dean of Academic Affairs; Mary Ann Carroll, Assistant Dean of Academic Affairs, Assessment and Institutional Effectiveness; Karen Ayouch, Director of Institutional Research; and Daniel Sargent, Assistant to the President, to give an overview on Middle States. Mrs. Carroll gave a summary on the Periodic Review Report (PRR). Dr. Voetterl-Riecker has been to evaluator training and was recently nominated to be an evaluator. The key factor is to document what the College says it is doing.

Mr. Gregory and Mr. Ackerman left at this juncture of the meeting.

Mr. Sargent spoke about the strategic plan. The College needs to bring performance markers up to date, and the importance of transparency, communication and inclusivity was stressed. Everyone must be a part of the process. Ms. Ayouch spoke about institutional research. Mrs. Carroll remarked that the collaboration that is taking place is really tremendous, as everyone is doing significant work and contributing their time and talents. Once the report is brought forward, the board's serious consideration of this would be appreciated. Mr. Roche felt that a committee should be formed to oversee the compliance of the strategic plan in order to provide the College with the unique capability to assess where we are on a contractual basis.

Mr. Sargent spoke about the Torchbearer awards. The purpose of this award is to recognize the founding contributors with an emphasis on the first 20 years of the College. It has been discussed that it may have run its course, and an idea was to have a new award. It would involve looking at the later years of the College and recognizing community members (not employees) who support Herkimer College and have made significant contributions. This topic is currently open for discussion.

### **MISCELLANEOUS**

Dr. Hawes reported that 545 students were budgeted for College Now but resulted in 874 students; the FTE budget was for 98 and resulted in 154. This helped the College significantly with fall enrollment. During the fall semester, Admissions participated in 71 college fairs, visited 91 high school, held five admissions information sessions, and planned Instant Admit Days for three Herkimer County high schools for December, with the remaining schools to be done in early February. In addition, students who left Herkimer College during the last three semesters will be sent letters to encourage them to reapply.

The next board meeting will be held on January 28, 2015, at which time the audit will be discussed.

### **ADJOURNMENT**

Mrs. Clark moved to adjourn the meeting.

Mr. Brenchley seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:49 p.m.