

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 25, 2015

Madam Chair Crandall called the meeting to order at 6:08 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Ackerman, Mr. Barbato, Mr. Brenchley, Mrs. Clark, Mrs. Crandall, Mr. Gregory, Mr. Roche (via video conference), Mr. Testa

Trustees Absent: Miss Cwiertniewski

In Attendance: Mr. Laino, Mr. Oriolo, Mrs. Ruffing, Jim Salamy, Thad Luke

CONSENT AGENDA

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

1. Minutes
 - a. January 28, 2015 Regular Meeting
2. Campus Reports
 - a. Academics
 - b. Student Affairs
 1. Enrollment Report – March 2015
 2. Admissions Data – March 2015
 - c. Administration & Finance
 1. Monthly Report Ending March 11, 2015
 2. Petty Cash Disbursements as of March 11, 2015
 - d. Foundation Board
 - e. Housing Corporation
 - f. Public Relations

Mr. Testa moved that the consent agenda items for the March 25, 2015 regular meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment at this meeting.

EXECUTIVE SESSION

Mr. Roche moved, at 6:10 p.m., 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.

Mr. Brenchley seconded the motion.

Vote-Unanimous

At 7:12 p.m., Mr. Testa moved that the board reconvene.
Mr. Ackerman seconded the motion.
Vote-Unanimous

PRESENTATIONS

There were no presentations at this meeting.

COMMITTEE REPORTS

Finance, Facilities and Audit:

The board feels that there is a need for an audit committee. Mr. Laino will obtain the audit charter from D'Arcangelo & Co., LLP.

Mr. Laino presented Resolution 14-12: Approval of Architect – Entrepreneur Center for Small Business Development. On September 25, 2013, the Board of Trustees approved a resolution for the development of an Entrepreneur Center for Small Business Development (Resolution #13-3). Also, on October 23, 2013, the Herkimer County Legislature approved a similar resolution (#252). The capital budget for the Entrepreneur Center for Small Business Development is \$50,000 with 50% of the local share coming from the Herkimer County College Foundation and 50% from the state. CS Arch, of Albany NY, has submitted a proposal to provide programming, design and architectural services for the Entrepreneur Center for Small Business Development project. It is the recommendation of the College Administration that the Board of Trustees authorize the appointment of CS Arch for the project in the amount of \$6,000 plus \$1,000 reimbursable expenses, and that the Herkimer County Legislature approve at their next regularly scheduled meeting a similar resolution and authorize the appointment of CS Arch to provide these services.

Mr. Barbato made a motion to approve Resolution 14-12, as presented.
Mr. Brenchley seconded the motion
Vote-Unanimous

Personnel:

Mr. Roche moved that the contract between the Board of Trustees of Herkimer County Community College and Cathleen C. McColgin be approved.
Mrs. Clark seconded the motion.
Vote-Unanimous

Promotion as presented:

Associate Professor to Professor

Mr. Gale Farley - Photo Technology
Mr. Robert Gassmann - Radio/TV

Assistant Professor to Associate Professor:

Dr. Karen Jones - Physical Therapy

Instructor to Assistant Professor:

Stephen Sydoriw - Physical Education
Lindsey Taube - Mathematics

Mr. Gregory made a motion to approve Promotion Recommendations as presented.
Mr. Brenchley seconded the motion.
Vote-Unanimous

Tenure as presented: Joshua Belisle – Assistant Professor, Mathematics
Lisa Calli – Assistant Professor, Psychology
William Stack – Assistant Professor, Forensics
Stephen Sydoriv – Assistant Professor, Physical Education

Mr. Testa made a motion to approve Tenure Recommendations as presented.
Mr. Roche seconded the motion.
Vote-Unanimous

Merit as presented: Lynda Diehl, Don Dutcher, Jamie Kowalczyk, Paul LaPuma, Cheryl Netti, Dr. Robin Voetterl-Riecker

Mr. Gregory made a motion to approve Merit Recommendations as presented.
Mr. Ackerman seconded the motion.
Vote-Unanimous

Mr. Laino provided trustees with reappointment recommendations, effective September 1, 2015.

Mr. Roche made a motion to approve the reappointment recommendations, effective September 1, 2015.

Mr. Gregory seconded the motion.
Vote-Unanimous.

Resolution 14-11: Four-Day Work Week - Summer 2015 was presented. 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 program has also proved to be a good method for controlling the utilization of employees' accrued time. The 2015 Four-Day Work Week schedule will begin the week of July 6, 2015 and end on Friday, July 31, 2015, for a total of four Fridays.

Mr. Ackerman made a motion to approve Resolution 14-11 as presented.
Mr. Testa seconded the motion
Vote-7 in favor, 1 opposed. Motion carried.

Mr. Laino presented Resolution 14-13: Addition of New Title: Provost. A new job title is requested for the position of Provost. Pursuant to the provisions of Section 35 of the Civil Service Law, the Board of Trustees of Herkimer County Community College has determined that the position of Provost is in the professional service, as defined in sub-division 2 of Section 6306 of the Education Law.

Mrs. Clark made a motion to approve Resolution 14-13 as presented.
Mr. Brenchley seconded the motion.
Vote-Unanimous

PRESIDENT'S REPORT

Next month's Board of Trustees annual meeting on April 22nd will be a reorganizational meeting. Chairwoman Crandall asked the board to start thinking about the election of officers. Any changes to the bylaws are to be submitted to the Secretary to the President at least five days, nor more than ten days, before the date of the annual meeting.

Thad Luke spoke about tele-conferencing at board meetings. Education Law states that colleges must abide by the Open Meetings Law that requires board meeting notices state the use of electronic means and the location(s) electronic means are being used, thereby offering the opportunity for the public to attend at any of the sites. Because of this law, the bylaws cannot be revised to allow tele-conferencing without placing the information relating to same in a meeting notice. That law applies to NYS not-for-profit corporations.

Mr. Laino asked that the Board of Trustees complete their self-assessment and return to Ms. Hunt by April 8th so that the results may be shared with the Board.

ADJOURNMENT

Mr. Ackerman moved to adjourn the meeting.

Mr. Testa seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:30 p.m.

slh