

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 24, 2016

Madam Chair Crandall called the meeting to order at 6:43 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Ackerman; Mr. Barbato (via Skype); Mrs. Crandall; Mr. Gregory; Ms. Prymas; Mr. Roche (via Skype); Miss Steele

Trustees Absent: Dr. Ainsworth; Mr. Brenchley; Mr. Testa

In Attendance: Dr. McColgin; Dr. Hawes; Mr. Laino; Mr. Oriolo; Mrs. Ruffing

Also Present: Mr. Rob Malone; Mr. Jeff Steele

CONSENT AGENDA

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

- a. Minutes
 - i. January 27, 2016 Regular Meeting
 - ii. February 10, 2016 Special Meeting
- b. Campus Reports
 - i. Academics
 - ii. Student Affairs
 - iii. Admissions Data
 - iv. Administration & Finance
 - v. Public Relations
 - vi. President's Activities

Mr. Roche moved that the consent agenda items for the March 24, 2016 regular meeting be approved.

Miss Steele seconded the motion.

Vote-Unanimous. Motion adopted.

CHAIR'S REPORT

Student Trustee Report: Miss Steele reported that the Student Government Association held the event, *Slices with Student Government*, on February 9th. There were a couple of concerns regarding the cafeteria, and Mr. Laino is currently looking into this and will report back to Miss Steele. Miss Steele will soon be attending Student Assembly and will provide a report at the next meeting.

Currently, there is not a Board of Trustee committee that deals with recommendations to the Board regarding academics and student affairs. It was recommended to combine the Personnel Committee and the Finance, Facilities and Audit Committee and refer to it as the Administration and Finance Committee. In addition, it was recommended to create a new committee, known as the Academic and Student Affairs Committee. This committee will be responsible for reviewing materials relating to academics and student affairs, and resolutions pertaining to these areas can be vetted in committee meetings, then brought to the full board.

These recommendations will be proposed as a change in the Bylaws and will be voted on at the April annual board meeting.

PRESIDENT'S REPORT

Academic Senate Update: Mr. Steele reported that the Academic Integrity Policy has been forwarded to the president. Work is still being done on the Academic/Student Services Committee. There were no comments made about the bylaws at an all faculty meeting held today; therefore, the Academic Senate will move forward to the next step. A list of any ideas to move forward with the campus will be completed. Mr. Steele remarked that the Academic Senate enjoys working with the president.

Enrollment Report: There is an upward trend in admission applications. As of Monday, applications were up 433, or 21.3%, compared to the same time last year. Herkimer County applications are up by 81 applications, or 43.5%, compared to last year. Accepted applications are up 252 students. It is felt that the College is making headway in our admissions initiatives. The typical enrollment pattern is that approximately 50% of applications turn into accepted students, and approximately 50% of those accepted students actually attend.

The current international population is a little over 100 students. A partnership has been established with Whitestone Academy. Whitestone Academy is located in Flushing, NY, but they have purchased property near Salisbury, NY, where a school is being developed. A summer English language program will be run there to get students up to speed before they come to campus. A presentation on Whitestone Academy will be given at the next board meeting.

President's Update: Dr. McColgin reported that Herkimer College recently hosted an Advocacy Breakfast where elected officials heard first-hand from students the difference community colleges make in their lives. A tour of the newly renovated classrooms in Johnson Hall was given.

Base state aid of a \$285 increase per FTE has been requested. At its last Herkimer County Legislature meeting, a resolution was approved to support a \$285 increase for state aid. The Assembly right now is at a \$100 increase, and the state is at a \$50 increase. It is felt that most likely there will be a shortfall on the base state aid.

Dr. McColgin recognized Miss Steele and Miss Reynoso-Alcantara for being honored by USA Today and Phi Theta Kappa as New York Academic Scholars.

Along with the support of the Foundation, Herkimer College is moving forward with a partnership with Keller McIntyre & Associates, a grant writing firm in Washington, DC, in seeking federal funding.

Dr. McColgin updated the Board on recent donations to the HCC Foundation.

Resolution 15-14 – Proposal to Deactivate Mobile Applications Development was presented.

Mr. Barbato made a motion to approve Resolution 15-14, as presented.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

COMMITTEE REPORTS

Finance, Facilities and Audit Committee:

Resolution 15-12: Approval of Architect – Campus Master Plan Update was presented.

Mr. Gregory made a motion to approve Resolution 15-12, as presented.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Ackerman made a motion to approve the Petty Cash Report as of March 2, 2016, as presented.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Roche made a motion to approve the Statement of Revenues and Expenditures as of March 2, 2016, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Personnel Committee:

Promotion as presented:

Promoted from Associate Professor to Professor:

Lisa Elwood-Farber - English

George Smith - Science

Jane Verri - Psychology

MaryAnn Wrinn - Art

Promoted from Assistant Professor to Associate Professor:

Monica Hack-Polkosnick - Criminal Justice

Mr. Roche made a motion to approve Promotion Recommendations as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Tenure as presented:

Eileen Hart - Assistant Professor, English

Nicole McDaniels - Assistant Professor, Science

Ms. Prymas made a motion to approve Tenure Recommendations as presented.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 15-10: Emeritus Status for Lorraine Siniscarco was presented.

Mr. Roche made a motion to approve Resolution 15-10, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 15-11: Emeritus Status for Mary Greene was presented.

Ms. Prymas made a motion to approve Resolution 15-11, as presented.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

EXECUTIVE SESSION:

Mr. Roche moved, at 7:28 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105f of Article 7 of the Public Officers law, 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. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Roche made a motion to approve merit recommendations as presented.

Ms. Prymas seconded the motion.

Vote-3 in favor, 4 opposed. Motion lost.

At 8 p.m., Mr. Gregory moved that the board reconvene.

Mr. Ackerman seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Roche moved that the board reconsider the merit recommendations in open session at the April board meeting.

Ms. Prymas seconded the motion.

Vote-4 in favor; 3 opposed. Motion lost.

Mr. Gregory made a motion to rescind the promotion recommendations.

Mr. Ackerman seconded the motion.

Vote-5 in favor; 2 opposed. Motion lost.

Trustees were provided with reappointment recommendations, effective September 1, 2016. Mr. Gregory asked that the minutes reflect that the granting of the term appointment reflected in employees' appointment letters is not deemed to be a guarantee of employment for the duration of the term. Herkimer College has retained the right to determine staffing levels and, when necessary, abolish positions and lay off employees who have received a term appointment.

Miss Steele made a motion to approve the reappointment recommendations, effective September 1, 2016.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

INFORMATIONAL ITEMS

Dr. McColgin reported that she convened a meeting of the Retrenchment Committee, consisting of four administrators and four Professional Association representatives. There are a couple of programs whose enrollment has declined significantly over the past few years. The committee

has begun to assess the impact and to make recommendation of potential opportunities for individuals that may be affected.

Dr. McColgin is seeking the board's input regarding the summer four-day work week. It is the feeling of the Executive Council that the College cannot afford to be closed on Fridays and not have all offices open for students who wish to visit several offices. It is the Executive Council's recommendation to eliminate the four-day work week. The Board agreed.

The CSEA contract was ratified last week at the Herkimer County Legislative meeting. Their contract ends in 2017.

An NYCCT business meeting will be held on April 23rd in Syracuse.

ADJOURNMENT

Mr. Ackerman moved to adjourn the meeting.

Miss Steele seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:18 p.m.

slh