

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting - April 22, 2015

Madam Chair Crandall called the meeting to order at 6:35 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Brenchley; Mrs. Crandall; Mr. Gregory; Mr. Roche; Mr. Testa; Miss Cwiertniewski

Trustees Absent: Mr. Ackerman; Mr. Barbato; Mrs. Clark

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

Also Present: Cathleen McColgin, Ph.D.; Thad Luke, Attorney; Tim Rogers; Mary Ann Carroll; Karen Ayouch; Rhiannon Steele

CONSENT AGENDA

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

1. Minutes
 - a. March 25, 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 April 10, 2015
 2. Petty Cash Disbursements as of April 10, 2015
 - d. Foundation Board
 - e. Housing Corporation
 - f. Public Relations

The Admissions Report and the Enrollment Report were moved for discussion. Dr. Hawes provided an update on Admissions. By this Saturday, there should be approximately 319 students registered for the Fall 2015 semester. A new initiative includes recruiting students in NYC charter schools.

Mr. Roche moved that the consent agenda items for the April 22, 2015 regular meeting be approved.

Mr. Gregory seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment at this meeting.

PRESENTATIONS

Mrs. Carroll gave a presentation on the Periodic Review Report (PRR). Packets, which included a proposed strategic plan for the board's review, were provided to the board. The quality team

effort and how that relates to the PRR for Middle States was emphasized. Mrs. Carroll gave an outline on quality team planning; collaborative strategic planning and goal setting based on assessments; outcomes; academic affairs plan – institutional transformation; aligning resources plan; enrollment management/marketing plan; facilities planning; and the strategic plan – the campus plan. The PRR and the PRR timeline were also reviewed. Every Friday, Mrs. Carroll will provide the board with an update, and they are to contact her with any comments or questions. Mrs. Crandall commended Mrs. Carroll and the committees on the information provided. A discussion followed regarding the monitoring of the PRR.

CAMPUS REPORTS

Student Affairs:

Dr. Hawes and Mr. Rogers, Director of Campus Safety, spoke about a proposed Sexual Violence Prevention and Response Policy for Herkimer College. The draft policy provided to the board is an adapted and adopted SUNY policy. The policy, once approved by the board, will be added to the Student Code of Conduct, be put on the website, and be a part of student orientation and Freshman Seminar. Mr. Roche feels that this policy should also be applicable to students who travel to and from campus for classes, athletic events, etc. The adoption of the policy was tabled until the board and SUNY Counsel review the policy in more detail.

Academics:

Mr. Oriolo gave an overview of the changes to the Academic Program Development Handbook.

Mr. Testa made a motion to approve the changes to the Academic Program Development Handbook, as presented.

Mr. Roche seconded the motion

Vote-Unanimous

COMMITTEE REPORTS

Personnel:

Mr. Laino presented *Resolution 14-14: Emeritus Status for Janice Jenny*.

Ms. Cwierniewski made a motion to approve Resolution 14-14 as presented.

Mr. Roche seconded the motion

Vote-Unanimous

Mr. Laino recognized Mrs. Jenny as an outstanding professor who always advocated for the students, and Herkimer College was fortunate to have a professor with such devotion. Ms. Cwierniewski agreed, being one of her students, and added that Professor Jenny was all about discipline and students being responsible for their grades.

PRESIDENT'S REPORT

The results of the Board of Trustees Self-Assessment were shared with the board.

As Mr. Laino nears the completion of his interim presidency, he thanked the board for the support they and the campus have given him. He looks forward to working with Cathleen McColgin with much success in the future.

EXECUTIVE SESSION

Mr. Roche moved, at 8:25 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 8:35 p.m., Mr. Roche moved that the board reconvene.

Mr. Gregory seconded the motion.

Vote-Unanimous

Mr. Roche made a motion to approve Resolution 14-17: Addition of New Title - Senior Vice President for Administration and Finance, as presented.

Mr. Gregory seconded the motion.

Vote-Unanimous

Mr. Laino reminded the board about the Green and Gold Event taking place on May 16th.

ADJOURNMENT

Mr. Gregory moved to adjourn the meeting.

Mr. Brenchley seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:53 p.m.

slh