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**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 26, 2014

Vice Chair Crandall called the meeting to order at 6:20 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees attending: Mr. Ackerman, Mr. Barbato, Mr. Brenchley, Mrs. Crandall, Mr. Gregory, Ms. McLemore, Mr. Testa

Trustees absent: Mrs. Clark

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

Also Present: Attorney Thaddeus Luke, Mrs. Jacqueline Woudenberg, James Salamy, Vincent J. Bono (Chair, Herkimer County Legislature), Sara Tracey (Observer-Dispatch), Steve Mezik, Jeff Steele, Mark Polkosnik

CONSENT AGENDA

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

1. Minutes
 - a. January 22, 2014 Regular Meeting
 - b. February 27, 2014 Special Meeting
2. Campus Reports
 - a. Academics
 - b. Student Affairs
 - i. Enrollment Report – March 2014
 - ii. Admissions Data – March 2014
 - c. Administration & Finance
 - i. Monthly Report Ending March 13, 2014
 - ii. Petty Cash Disbursements as of March 13, 2014
 - d. Public Relations

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

Mr. Barbato seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There were no public comments at this meeting.

PRESENTATIONS

There were no presentations at this meeting.

PRESIDENT'S REPORT

Mr. Laino reported that next month's annual Board of Trustees meeting will be a reorganizational meeting. 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. Attorney Luke reported that according to Education Law, the board may select its own chairman at any time of the year. It is his feeling that it is not particular to the annual meeting. Therefore, if a vacancy occurs, a chair may be

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voted for at that time at any particular meeting, or could also be delayed until the annual meeting, whichever the board prefers.

Mr. Laino also reported that the Board of Trustees self assessment was included in the board packet. Trustees were asked to complete the evaluation and return to Ms. Hunt so that results can be shared with the Board.

Due to recent changes in his health, Dr. Wind has submitted a letter of resignation from the Board of Trustees.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino presented Resolution 13-22: Approval of Change Orders for HVAC – Renovation of Robert McLaughlin College Center Cafeteria Project. As a result of the renovation of the Robert McLaughlin College Center cafeteria project, it becomes necessary to approve two change orders for HVAC for Giruzzi Plumbing and Heating Inc., for a total amount of \$8,817.23

Mr. Ackerman made a motion to approve Resolution 13-22 as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Mr. Laino presented Resolution 13-23: Approval of Change Orders for Plumbing – Renovation of Robert McLaughlin College Center Cafeteria Project. As a result of the renovation of the Robert McLaughlin College Center cafeteria project, it becomes necessary to approve a change order for Plumbing for Schmalz Mechanical for a total amount of \$2,523.42.

Mr. Testa made a motion to approve Resolution 13-23 as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

Personnel:

Mr. Salamy presented Resolution 13-24: Addition of New Title. A new job title is requested for the position, Associate Dean of Academic Affairs. The position description for the title in question was carefully reviewed and modified. There is no change in salary; it is only a new title which accurately fits the job description. It is also the recommendation of the College Administration that the title of Associate Dean of Continuing Education be eliminated.

Mr. Gregory made a motion to approve Resolution 13-24 as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

Promotion as presented:

Assistant Professor to Associate Professor: Annette Yauney – Information Systems

Instructor to Assistant Professor:
Joshua Belisle – Mathematics
Lisa Calli – Psychology
Jessica Kelly – STEM
William Stack – Forensics
Faith Thompson – Physical Science

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

Mr. Brenchley seconded the motion.

Vote-Unanimous

Tenure as presented: Monica Polkosnik, Assistant Professor, Crime Analysis
John McLean, Assistant Professor, Social Science

Mr. Brenchley made a motion to approve Tenure Recommendations as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Merit as presented: Joy Edmunds, Linda Lamb, Sarah Ludemann, Marjorie Moore, Robert Neary, Kyle Roepnack, Julie Todd, Tabitha Carter, Julie DelMedico, Wendy Marchese

Mr. Ackerman made a motion to approve Merit Recommendations as presented.

Mr. Gregory seconded the motion.

Vote-Unanimous

Mr. Laino provided trustees with reappointment recommendations, effective September 1, 2014.

Mr. Ackerman made a motion to approve the reappointment recommendations, effective September 1, 2014.

Ms. Testa seconded the motion.

Vote-Unanimous.

EXECUTIVE SESSION

At 6:35 p.m., Mr. Barbato 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

Mr. Gregory seconded the motion.

Vote-Unanimous

At 7:44 p.m., Mr. Barbato moved that the board reconvene.

Mr. Gregory seconded the motion.

Vote-Unanimous

Vice Chair Crandall presented Resolution 13-25: Appointment of Interim President. The Board has initiated the presidential search process and seeks to appoint a permanent president at the conclusion of the search, yet recognizes the need to appoint a Chief Executive Officer for Herkimer County Community College. To provide continuity and stability during this time of transition and in recognition of the fine leadership displayed by Nicholas F. Laino as Officer-in-Charge, the Board appoints Officer-in-Charge Nicholas F. Laino as Interim President, effective immediately upon approval by the State University of New York Board of Trustees, until such time as a permanent president is appointed or for 12 months, whichever comes first.

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Mr. Ackerman made a motion to approve Resolution 13-25, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Mr. Barbato made a motion to hire Isaacson, Miller to conduct a search for the next president of Herkimer County Community College, contingent upon reaching contract terms acceptable to the Interim President, as directed by the Board, and that the Vice Chairperson be authorized to sign the contract on behalf of the entire board.

Mr. Gregory seconded the motion

Vote-Unanimous

Mr. Barbato moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:45 p.m.

slh