

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – August 20, 2009

Chairman Snyder called the meeting to order at 6:01 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Snyder, Mr. Luther, Mr. Armstrong, Mrs. Clark, Mr. Accattato, Mr. Russell, Mr. Barbato, Mr. Dunn

Trustees absent: Mrs. Crandall

In Attendance: Dr. Murray, Ms. Semo, Ms. Ruffing, Dr. Hawes, Mr. Laino, Dr. Murphy, Mr. James Franchi

Guests: Ms. Debra Sutliff (Bursar), Ms. Jen Cahill (Utica National Insurance Company), Mr. Frank Miller (Frank W. Miller Law Firm)

Mr. Dunn moved that the minutes of the June 18, 2009 regular meeting be approved. Mr. Luther seconded the motion.

Vote-Unanimous

Mrs. Clark moved that the minutes of the August 5, 2009 special meeting be approved. Mr. Luther seconded the motion.

Vote-Unanimous

Item 9.a. under “Miscellaneous” of the Agenda was moved to this portion of the meeting.

*Mr. Laino introduced Resolution 08-26(Identity Theft Prevention Program). This resolution is designed to prevent frauds committed by the misuse of identifying information, and to detect, prevent and mitigate identity theft in connection with covered accounts (accounts that permit multiple transactions or poses a reasonably foreseeable risk if being used to promote an identity theft). Ms. Sutliff explained that, per the Federal Trade Commission’s Red Flags Rule, because the college is a financial institution, an Identity Theft policy needed to be in place. The college has been following the policy for the most part already but needed to document what each office should do should there be any identity theft or if any identity theft is suspected. The latest deadline is November 1, 2009, and the college is ahead of schedule.*

Mr. Accattato made a motion to approve Resolution 08-26 as presented. Mr. Dunn seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSION**

At 6:04 p.m., Mr. Russell moved that the board adjourn to Executive Session to address pending litigation.

Mr. Dunn seconded the motion.

Vote-Unanimous

At 6:47 p.m., Mr. Accattato moved that the board reconvene.

Mr. Dunn seconded the motion.

Vote-Unanimous

**PRESENTATIONS**

There were no presentations.

**CORRESPONDENCE**

There was no correspondence.

**PRESIDENT'S REPORT**

Dr. Murray announced that SUNY Chancellor Dr. Nancy Zimpher will be visiting the campus on August 31, 2009. A special breakfast in her honor will be held at 9 a.m. The Board of Trustees is invited to attend. Dr. Zimpher will be making presentations, talking to key people and making comments about certain SUNY policies.

Dr. Murray reported that the final report on the Middle States Commission on Higher Education was received. It issued three warnings with a 12-month deadline to address characteristics 2, 7 and 14: Strategic Planning, Institutional Effectiveness, and Student Learning Outcomes. Dr. Debra Klinman, a Vice President from MSCHE, will be on campus on August 26, 2009, to meet with several key people. The Board of Trustees was invited to meet with Dr. Klinman and the Executive Council at a scheduled luncheon that day.

Dr. Murray announced that the new faculty and staff orientation will be held on August 24, 2009. The All Faculty and Staff meeting will be held on August 25, 2009. After the meeting, there will be an unveiling of the SUNY Chancellor's Awards Wall of Honor and presentation of stipends, followed by an all faculty and staff barbeque.

Dr. Murray reported that on August 27, 2009, a number of stakeholders will meet with a strategic planning consultant from Cornell University to review the college's mission. A survey was sent out to 150 stakeholders, and 79 responses were received. A draft strategic plan is expected by December for the board's consideration. The SWOT analysis from the July Board of Trustees workshop and the survey on the Board of Trustees recommendations will be incorporated in with this.

Dr. Murray was pleased to report that the Perkins Grant has been approved and was considerably more than the last one. Many of the initiatives of the college have been met due to this grant.

Dr. Murray reported that the college received up to \$7,000 to cover the Torchbearer's plaques and to hold a reception, which will be held early evening on November 5th. Recipients will be notified next week of this once in every five-year award.

## **COMMITTEE REPORTS**

### **Finance, Facilities and Audit:**

Mr. Dunn reported that he met with the auditors from D'Arcangelo and Co. prior to this evening's board meeting and that the college is entering into Phase One of the audit with expectation of completion in November. There will be a round-table discussion. Mr. Dunn passed out copies of the briefing packet to the Board of Trustees.

### **Personnel:**

*Mr. Luther introduced Resolution 08-27 (Memorandum of Understanding – Asynchronous Teaching).* This Memorandum of Understanding was developed in coordination with the Professional Association and outlines the criteria for Professional Association members to participate in the asynchronous learning program. The Understanding, if approved, will be in effect for the 2009-10 academic year and will not establish a precedent for future negotiations. Mr. Luther explained that this MOU was instituted in 1998 and that there are no changes.

Mr. Armstrong made a motion to approve Resolution 08-27 as presented.

Mr. Russell seconded the motion.

Vote-Unanimous

*Mr. Luther introduced Resolution 08-28 (Memorandum of Understanding – Pro-rated Pay Scale: Summer/Winter Mini and Fall/spring Evening College).* This resolution was developed in coordination with the Professional Association and outlines the criteria for Professional Association members to receive pro-rated compensation (2/3, or 66.67% of normal pay) for traditionally taught classes, and classes taught via the asynchronous method, running with fewer than 10 students in Fall Evening College 2009, Winter Mini 2010, Spring Evening College 2010, and Summer 2010. The Understanding, if approved, will go into effect beginning fall 2009, ending with summer 2010, and will not establish a precedent for future negotiations. Mr. Luther explained that this MOU has been in existence since 1996.

Mr. Armstrong made a motion to approve Resolution 08-28 as presented.

Mr. Russell seconded the motion.

Vote-Unanimous

Mr. Accattato asked if Dr. Murray approves the resolutions before they come to the Board of Trustees. Dr. Murray confirmed that she does. There was a discussion regarding running courses for fewer than 10 students. Low enrolled courses are offered for the benefit of student graduation needs.

## **MONTHLY REPORTS**

### **Academics:**

Dr. Murphy reported that he is looking forward to the August 26<sup>th</sup> visit from Dr. Debra Klinman from MSCHE. Dr. Klinman made some suggestions to the schedule, and those suggestions were implemented. Dr. Murphy reported that there is a robust committee co-chaired by Assistant Dean Jackie Snyder and a faculty member. Mr. Accattato asked if the board could get a flow chart each month of the progression. A compliance will be presented next month.

Dr. Murphy was happy to report that he was able to hire three faculty positions. Dr. Maggie Pee, Assistant Professor of Environmental Science, and Monica Hack-Polkosnik, Crime Analysis Lecturer, have been hired, and he is interviewing two Social Sciences candidates the following day. Mr. Dunn inquired where students go after HCCC. Dr. Murphy stated that many transfer to Utica College or SUNYIT.

Dr. Murphy was also pleased to report that two programs have been approved: Digital Filmmaking and Gender Studies. Dr. Murphy recently met with RPI regarding a Bachelor of Science program, Games and Simulation, and this program will be reviewed by RPI. Mr. Dunn asked what the anticipated number of student in this program would be. Dr. Murphy estimated 25 students and explained that it will be a difficult curriculum, involving calculus-based Physics.

Dr. Murphy reported that students were mailed the Readmit Policy. Also, two new College Now sites have been added: Frankfort and ODY. Dr. Murphy also reported a new retention effort where at-risk students who are interested in attending HCCC are given to Emeriti, who in turn contact these students before they attend college.

**Student Affairs:**

Dr. Hawes reported that athletes are back on campus practicing. Mr. Aragon has already made selections, and the first men's soccer game will be held on August 21<sup>st</sup> at 6 p.m. International students are arriving daily. The RA's arrive on campus August 23<sup>rd</sup> and will be trained all week. Check-in will be Monday, August 31<sup>st</sup>. Mr. Dunn suggested perhaps having the next Move-In Day on a Sunday to make it easier for the Alumni Association to help move students in. Dr. Hawes gave a housing update of the college's current occupancy at 622 students. Mr. Laino thanked the Housing Corporation for funding for renovation and furniture. Dr. Hawes reported that there will be another registration on August 26<sup>th</sup>, with most registrants being full time.

**Financial Reports:**

*Mr. Laino gave the Financial Report.* Mr. Laino thanked Mr. Russell for his stewardship with the county. The college has applied for a NYSERDA grant for \$30,000, and a study is being done. All the money will be used to meet energy needs. Once the study is completed, the college can go out for grants. Mr. Dunn remarked that there is a lot of money to be tapped into. Mr. Laino stated that the goal is to preserve more of a fund balance.

Mr. Barbato made a motion to approve the Financial Report as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of July 31, 2009. Mr. Luther made a motion to approve the Petty Cash Report as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

**Foundation Board:**

No report at this meeting.

**Housing Corporation:**

No report at this meeting.

**Alumni Board:**

No report at this meeting.

**Admissions & Enrollment:**

*Dr. Hawes gave the admissions and enrollment report.* Mr. Barbato asked why there are not more internet student applicants signed up as registered students. Dr. Hawes responded that internet students can register right up to the day the class begins, and many students usually do this. Mr. Barbato also inquired about the drop in the P.E. programs. Dr. Hawes responded that the college does not have an articulation agreement with any school for this program due to the feeling among schools that HCCC's program is not rigorous enough; Dr. Hawes feels that this is an issue that needs to be addressed with the Chancellor.

Dr. Hawes reported that housing was filled by the second week of May. In terms of enrollment, HCCC is doing very well, and the Admissions staff is doing very well with Rob Palmieri.

**MISCELLANEOUS**

Dr. Murray reported that revisions were made to the Faculty-Staff Handbook. Changes identified included a request by the Faculty Senate that the Emeritus Procedure section reflect recommendations coming from the faculty, going to the President to make a recommendation to the Board of Trustees, and then going to the Board of Trustees for review to either grant or deny emeritus status. This was approved, and that language was put into the Faculty-Staff Handbook. Also, a privilege was added to the Emeritus Status Guidelines that emeriti shall be eligible for an email account, which has helped the college in recruiting students.

Mr. Dunn made a motion to approve the 2009-2010 Faculty-Staff Handbook as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Ms. Ruffing reported that the college now has a new website that was launched last week, thanks to the efforts of Brad Morse. This was a lengthy project that continues to change and be enhanced. Information for the community and alumni is available, and there is also a section for the Board of Trustees, including their photos, under "About HCCC." Trustees were encouraged to submit a biography and to email Mr. Morse with any changes to their biography. Any feedback on the website is appreciated. Ms. Ruffing also announced that a large composite of the Board of Trustees is in the lobby of the College Center. This composite showcases the leadership of the college and gives credit where credit is due. Ms. Ruffing informed the Board of Trustees that a designated parking spot is available to them and is located in front of the College Center.

Mr. Barbato was interested in what the thoughts would be to move the smoking area away from the entrance to the college. Dr. Hawes reported that this is an initiative Student Government has undertaken. The college is very close to eliminating smoking

from the entrance and moving smoking areas to specific designated locations behind the cafeteria, behind the Classroom Administration Building, behind Johnson Hall, and in vehicles only. Dr. Hawes will work with students to amend their recommendation to the Executive Council. A decision should be made fairly soon.

**EXECUTIVE SESSION**

At 8 p.m., Mr. Dunn moved that the board adjourn to Executive Session to address personnel.

Mr. Luther seconded the motion.

Vote-Unanimous

At 9:05 p.m., Mr. Dunn moved that the board reconvene.

Mr. Barbato seconded the motion.

Vote-Unanimous

Ms. Clark moved to adjourn the meeting.

Mr. Barbato seconded the motion.

Vote-Unanimous

The meeting adjourned at 9:05 p.m.

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