

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – October 16, 2008

Chairman Snyder called the meeting to order at 6:45 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

Trustees attending: Mr. Snyder, Mr. Accattato (partial), Mr. Armstrong, Mr. Barbato, Mr. Russell (partial), Mrs. Crandall, Mr. Dunn, Mrs. Clark, Ms. Kinney

Trustees absent: Mr. Luther

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

Guest: Mr. Rob Malone (partial)

MINUTES

Mr. Dunn moved that the minutes of the September 18, 2008 meeting be approved. Mrs. Crandall seconded the motion.

Vote-Unanimous

PRESENTATIONS

Ms. MarJanie Kinney, SGA President and Student Trustee, gave a special presentation. There is going to be a student fashion show on November 21st. The theme is “Green is the New Black” and all garments will be made out of recycled materials. The Green Club is joining with the SGA to help promote the show and gain new members. Ms. Kinney suggested that faculty and/or BOT members may be used as models for the fashion show.

Ms. Kinney also reported that there was a student forum regarding the arming of Peace Officers. About 50 students showed up, and there was great interest. Students have more questions for safety.

Ms. Kinney is also putting together a talk show regarding smoking on campus entitled “Quit the Bad Habit.” Students want to discuss issues related to smoking on campus. The plan is to have speakers on each side of the issue and have an organized debate. The show will air on Channel 99.

Dr. Hawes commended Ms. Kinney, saying that she is doing a good job, and that students are very active and engaged. Mr. Dunn suggested that Ms. Kinney also direct students to the Alumni Association for additional funding and other opportunities to help.

PRESIDENT’S REPORT

Dr. Murray reported that the past two days have been busy at the college. There was a transfer fair in the lobby of RMCC; many four-year colleges were represented. The area was extremely full with students, and Dr. Murray commended Ms. Katie Schwabach and her staff on a job well done. In addition, the campus had 96 visitors for Operation Inform, a statewide conference of high school guidance counselors hosted by SUNY. Ms. Clare Burth did a great job coordinating the event.

Dr. Murray also reported that she is working on transparency of information across campus. There is now access to minutes from the Executive Council and Campus Council meetings on the website. She also stated that at the end of September, it was decided to move the budget process up by three months, which allows campus constituents to become aware of pending procedural changes.

Dr. Murray started one on one meetings with faculty three weeks prior to the board meeting. Her goal is to meet all of the faculty members by the end of the fall semester. She is also meeting with heads of departments to learn about their areas.

Dr. Murray announced that Commencement is on Friday, May 15, 2009 at 5:00 p.m. A discussion ensued regarding whether or not moving Commencement to Saturday would be feasible. Three trustees approved of the date as it stands. It was recommended that there be an extension of time to look at cost involvement for a Saturday Commencement, with information being brought to a future meeting.

Open House will be on October 25th. The Enrollment team is working hard. A \$500 scholarship is being offered for an attendee; Mr. Dunn added that the Alumni Association is giving \$250 for a scholarship for the Open House in the spring semester. There is also currently a faculty/staff art display in Cogar Gallery.

Dr. Murray had a handout for the trustees of the Faculty/Staff 2007 Survey. The graphs on the handout showed answers from the Board in comparison to answers from the faculty and staff. She informed the trustees that the full report was available for the trustees to pick up after the meeting. Mr. Barbato asked if it was possible to have the student survey added for comparison. It was decided that Mr. Rob Palmieri should be available for a possible presentation at the next board meeting.

EXECUTIVE SESSION

At 7:05 p.m., Mr. Barbato moved that the Board adjourn to Executive Session to discuss pending litigation and a pending disciplinary case. Mrs. Crandall seconded the motion.

Vote – Unanimous

At 7:40 p.m., Mr. Barbato moved that the Board reconvene. Mr. Dunn seconded the motion. Mr. Snyder informed the group that the Board had also received legal advice regarding the recording of meetings. Vote – Unanimous

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

There was no correspondence shared

FINANCIAL REPORTS

Mr. Laino gave the financial report. He stated that we are headed into a new fiscal year, and are in the process of closing the books on last year. By the November Board meeting, there should be a firm number for revenues.

Mr. Laino stated that there has been an increase in enrollment. The report from September 30th shows high budgeted revenue, but he also cautioned that de-registrations are still being received. There has been a significant overage (\$600,000.00) of health care costs. This has affected the fund balance, bringing it down to \$400,000.00. Mr. Laino cautioned that everyone needs to understand that a sufficient fund balance is necessary. Dr. Murray added that we need to be primed for tough financial times, with the possibility of more cuts after the elections are held in November. Mr. Laino stated that the increased enrollment is helpful.

Mr. Armstrong moved to approve the Financial Report as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of September 30, 2008. Mrs. Crandall moved to approve the Petty Cash Report as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

OTHER REPORTS

Mr. Snyder recommended that items 7b and 7c (Foundation Board Report and Alumni Board Report respectively) become permanent agenda items. Mr. Armstrong suggested that the Housing Board also be included.

Mr. Barbato made a motion to include the Housing Board Report as a permanent agenda item. Mr. Dunn seconded the motion.

Vote – Unanimous

Mr. Dunn gave a report from the Alumni Board. There has been a reorganization of the Alumni Association resulting in bi-monthly executive committee meetings and quarterly full association meetings. The Alumni Association has been active at Commencement, athletic events, student move-in day and the county fair. They are giving more support to development and activities, including making annual contributions to the Generals Fund; they will also contribute to the Elements Fund. Mr. Dunn also mentioned that fees have been built into student fees, so graduates will now automatically be lifetime members of the Alumni Association. They are working on a calendar year basis, so they will be closing their year in the next couple of months. Mr. Dunn extended an invitation to the other board members to attend the Alumni Association meetings, and said he will get a calendar of the meetings to the board members.

ENROLLMENT

Dr. Hawes gave a brief update on enrollment. He stated that the budget to actual enrollment shows strong in fall classes. There is an 8.2% increase of headcount over budget as of the current date. There is also a 15% increase in credit hours taken. We are not doing as well with the part-time headcount. Charts show growth with a total of 44,338 credit hours taken. Students are taking more classes. Dr. Hawes stated that there is a better quality student who is able to take a higher course load. Mr. Barbato asked when the funds actually belong to the school. Dr. Hawes answered that we have most of the funds, some depend on financial aid; however, most of the melt has occurred so numbers are fairly accurate.

ADMISSIONS

Dr. Hawes also spoke on Admissions. We will start to compare number on November 5th. It already looks like we will exceed last spring's numbers. Mr. Dunn commended Mr. Rob Palmieri for his work over the summer and the growing synergy with the Alumni.

ADMINISTRATION AND PROGRAMS

Chairman Snyder presented Resolution 08-05 (Audio Recording of Board of Trustees Meetings). He announced that Attorney Malone spoke about this resolution in Executive Session, but that there would be an open discussion. While some board members recognized the concerns surrounding the taping of meetings, they felt it was necessary and would make for clarity in record keeping. Other board members felt that past practice has been sufficient and did not see a need to change.

Mr. Dunn moved to approve Resolution 08-05 as presented. Mrs. Clark seconded the motion. Vote- 3 in favor, 4 opposed, 3 absent. Resolution 08-05 did not pass.

MISCELLANEOUS

Dr. Murray brought a proposal to establish audit and finance committees. She stated that other colleges have established a sub-committee format and it has resulted in meetings not being as clogged. There was a discussion but no decision as to whether to break into sub-committees due to concerns about quorums at meetings.

Dr. Murray thanked Mrs. Clark for attending the NYCCT conference in Albany. Mrs. Clark said that there were informative presentations and that the conference was very well-attended. She brought binders of information back for Mr. Dunn and Ms. Kinney. Dr. Murray added that she had been in contact with Dr. Sydow of Onondaga who would be willing to do a workshop with our board members if they are interested.

Mr. Snyder opened a discussion about the arming of Peace Officers. Dr. Murray informed the Board of results of the three open forums that were held on campus: one for students, one for faculty and staff, and one for the community. Dr. Murray is working with security and her direct reports to create a campus safety and security plan. The plan will include an updated crises management plan, training for front line customer service personnel and faculty and a decision to arm or not arm the peace officers. Opinions of Board members are varied, but all agreed that a brief individual conversation with Dr. Murray would suffice to let her know their stances on the issue. Dr. Murray will call each of the trustees, and (at Mr. Snyder's request) will bring specifics in a report back to the board.

Mr. Barbato commended Don Dutcher on being awarded Region III Athletic Director of Year, and also commended his staff.

Ms. Kinney thanked Mr. Isaiah Williams, the SGA Secretary, for attending the entire meeting even though it wasn't required of him.

Mr. Barbato moved to adjourn the meeting. Mr. Dunn seconded the motion.
Vote-Unanimous

The meeting adjourned at 8:48 p.m.

jm