

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 18, 2010

Chairman Snyder called the meeting to order at 6:08 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Ackerman, Mr. Barbato, Mrs. Clark, Mrs. Crandall, Mr. Dunn, Mr. Luther, Mr. Snyder

Excused: Dr. Murray

Trustees absent: Mr. Accattato, Mr. Armstrong, Mr. Ziesenitz

In Attendance: Mr. Laino, Ms. Ruffing, Dr. Hawes

Guests: Amy Dewan, Asst. Director of Human Resources; Michael Oriolo, Administrator in Charge for Academics; Jeff Steele, President of Academic Senate

Mr. Snyder welcomed new trustee, Mr. Kurt Ackerman, who replaced Mr. Patrick Russell. Mr. Ackerman received oath and was sworn in by Chairman Snyder.

Mr. Ackerman moved to approve a change in the agenda to remove *Presentation by Jackie Snyder* and replace with *Presentation by Jeff Steele, Academic Senate*.

Mrs. Crandall seconded the motion.

Vote-Unanimous

MINUTES

Mrs. Crandall moved that the minutes of the March 3, 2010, regular meeting be approved.

Mrs. Clark seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 6:09 p.m., Mrs. Crandall moved that the board adjourn to Executive Session to address personnel issues.

Mr. Dunn seconded the motion.

Vote-Unanimous

At 6:30 p.m., Mrs. Clark moved that the board reconvene.

Mr. Luther seconded the motion.

Vote-Unanimous

PRESENTATIONS

Jeff Steele updated the board of the Academic Senate. One surprising reaction of the creation of the Academic Senate was that everyone came to them. The Senate allowed faculty to work with other governing bodies around the state. Ms. Tina Good, President of the Faculty Council of Community Colleges, will be meeting with the Academic Senate next month. Mr. Steele thanked the board for approving the Academic Senate last year.

CORRESPONDENCE

There was no correspondence.

PRESIDENT'S REPORT

Mr. Laino addressed the President's Report. An all-campus meeting will be held on April 7th, 3:30-4:30 p.m. in RMCC 288.

The Board was asked to complete the Board of Trustees Self-Assessment Form and to return it to the President's Office to be taken under advisement.

Mr. Snyder reported that the NYCCT conference in Saratoga on March 11-13th went well. Chancellor Nancy Zimpher addressed the group, seeking support of her Public Higher Education Empowerment and Innovation Act. Mr. Snyder reported that the group was forceful in that they did not want to lose the position of the Vice Chancellor. Tours were given to view the newly constructed buildings for Hudson Valley Community College and SUNY Adirondack (previously Adirondack Community College). Mr. Laino reported that Mr. Snyder was recognized and awarded the Marvin A. Rapp Award for Distinguished Service. The trustees were encouraged to attend the NYCCT conference once in every three to four years.

The Board of Trustees Meeting Schedule for 2010-2011 was approved, with the deletion of the May 19, 2011, meeting date.

Mr. Snyder introduced Resolution 09-34 – Service Resolution of Patrick E. Russell. This resolution is in appreciation and acknowledgement of Mr. Patrick Russell's contributions to the Board of Trustees and Herkimer County Community College.

Mr. Barbato made a motion to approve Resolution 09-34 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

COMMITTEE REPORTS**Finance, Facilities and Audit:**

Mr. Laino introduced Resolution 09-33 – Renovation of Science Labs & Roof Replacement – Johnson Hall Building. The capital budget for the renovation of science labs & roof replacement in Johnson Hall is \$2,600,000. Completing this renovation project will allow HCCC to upgrade to current technology, provide improved access to students with disabilities. This project will also allow science professors to guide students through laboratory experiments with updated equipment and technology. Mr. Laino reported that HCCC would also need a resolution from the legislature to secure \$1.3 million for funding and that the college is looking for a project number to secure bonding for the state.

Mr. Barbato made a motion to approve Resolution 09-33 as presented.
 Mr. Dunn seconded the motion.
 Vote-Unanimous

Personnel:

Mr. Laino introduced Mrs. Amy Dewan, Assistant Director of Human Resources, who spoke about the Summer Four-Day Work Week.

Mr. Luther introduced Resolution 09-27 – Four-Day Work Week – Summer 2010. This resolution adopts the Four-Day Work Week Schedule beginning the week of June 21, 2010, and ending on August 13, 2010, for a total of eight Fridays. The resolution also authorizes the execution of the Memorandums of Agreement between the HCCC Professional Association and the Herkimer County Unit 7100 of the Civil Service Employees Association.

Mrs. Crandall made a motion to approve Resolution 09-27 as presented.
 Mrs. Clark seconded the motion.
 Vote - 6 in favor, 1 opposed. Motion carried.

Mrs. Clark made a motion to approve Promotion and Tenure Recommendations as presented.
 Mr. Dunn seconded the motion.
 Vote-Unanimous

Promotion as presented:

<u>Associate Professor to Professor</u>	Mr. Paul Dusseault – Business Ms. Cynthia Gabriel - English
<u>Assistant Professor to Associate Professor</u>	Mr. Randy Baker – Bus./Comp.

Tenure as presented: Amy Getman

Mr. Laino provided trustees with reappointment/non-reappointment recommendations, effective September 1, 2010.

Chairman Snyder presented Resolution 09-28 (Emeritus Status for Jack Alofs).
 Mr. Dunn moved to approve Resolution 09-28 as presented.
 Mrs. Clark seconded the motion.
 Vote-Unanimous

Chairman Snyder presented Resolution 09-29 (Emeritus Status for Robert Francis).
 Mrs. Crandall moved to approve Resolution 09-29 as presented.
 Mrs. Clark seconded the motion.
 Vote-Unanimous

Chairman Snyder presented Resolution 09-30 (Emeritus Status for Suzanne Goodrich).
 Mr. Luther moved to approve Resolution 09-30 as presented.
 Mr. Ackerman seconded the motion.
 Vote-Unanimous

Chairman Snyder presented Resolution 09-31 (Emeritus Status for Joan Prymas).
 Mr. Dunn moved to approve Resolution 09-31 as presented.
 Mrs. Crandall seconded the motion.
 Vote-Unanimous

Chairman Snyder presented Resolution 09-32 (Emeritus Status for Edward Stone).
 Mr. Dunn moved to approve Resolution 09-32 as presented.
 Mrs. Clark seconded the motion.
 Vote-Unanimous

MONTHLY REPORTS

Student Affairs:

Dr. Hawes reported that students are currently on spring break and will be back on March 21st. Fire inspections are presently being completed. The men's basketball team won the Region III championship. Open House will be on March 27th, with numbers exceeding previous years. Career Day will be on March 25th.

Financial:

Mr. Laino reported that spring tuition numbers are up, as well as fall tuition. The college has had a very good year as far as bringing in revenue on the tuition side. The insurance line of the budget seems to be in line. Under consideration for next month are a roof that needs replacement on the smaller side of the technology building, and a chiller, which the college has been awarded a grant through NYSERDA for a study identifying energy issues.

Housing is continuing to be looked at as long-term debt and long-term capital needs, and there will be a study to determine the cost of new housing.

Mr. Laino gave the Financial Report.

Mrs. Crandall made a motion to approve the Financial Report ending February 28, 2010, as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of February 2010.

Mr. Luther made a motion to approve the Petty Cash Report as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

Admissions & Enrollment:

Dr. Hawes gave the admissions and enrollment report. Dr. Hawes reported that the college is exceeding expectations for Fall 2010 and is doing exceptionally well in regard to growth. The faculty is seeing a positive difference from the fall to the spring semester with the dismissal policy being instituted.

MISCELLANEOUS

Ms. Ruffing reported that the Marian Anderson Quartet will be performing at 8 p.m. on March 26th. Tickets are available through the Foundation. The 2010 Alumni Hall of Honor Induction

ceremony will be held on April 9th at 7 p.m. in Alumni Hall. The 2010 honorees are Robert E. Baber '74 and James N. Walczak '72. The second annual President's Gala will be held on April 10th from 7 to 11 p.m. Proceeds from the gala will benefit the work of the Herkimer County College Foundation. HCCC will host a local conversation regarding the State University of New York's Strategic Planning Initiative on April 12th at 3 p.m. Open to the public, the program is intended to keep the larger HCCC community aware of and informed about SUNY's strategic planning process. Ms. Ruffing passed out information on Commencement, which will be held on May 21st at 5 p.m. Mr. Robert McLaughlin will be honored with an Honorary Degree of Doctor of Humane Letters, with a reception following in the Robert McLaughlin College Center. Ms. Ruffing will need to know by May 3rd whether the Board of Trustees plan on attending the ceremony.

Mr. Barbato moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:15p.m.

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