

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – September 17, 2009

Chairman Snyder called the meeting to order at 6:48 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

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

Trustees absent: Mr. Russell, Mr. Accattato, Mrs. Clark

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

Guests: Mr. James Franchi, Ms. Jacqueline Snyder, Mr. Jim Garito and Mr. Michael Nuffer (HR Beebe, Inc.)

Mr. Armstrong moved that the minutes of the August 20, 2009, regular meeting be approved. Mr. Dunn seconded the motion.

Vote-Unanimous

Item 7.a. (**Financial Reports**) under “Committee Reports” of the Agenda was moved to this portion of the meeting.

*Mr. Laino introduced Resolution 09-01 (Approval of Change Order for General Contractor – Library Project). On December 13, 2006, the Herkimer County Legislature passed resolution #384 awarding contracts for construction of the Herkimer County Community College Library Expansion and Renovation Project. One of the firms awarded a contract was Putrelo Construction, 9273 Grange Hill Road, Suite 100, New Hartford, New York 13413. Change order #2-02 now needs to be approved for costs associated with RFP 14 (\$161.00 for installation of acoustic insulation above the ceiling), Construction Change Directive 4 (\$8,832 for additional floor tile), and Construction Change Directive 15 (\$1,074 for exterior signage) for a total amount of \$10,067.00. Mr. Laino explained that it was decided to tile the floor rather than carpet due to the high traffic.*

Mr. Armstrong made a motion to approve Resolution 09-01 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

The board thanked Mr. Garito and Mr. Nuffer for attending this evening’s meeting.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSION**

At 6:50 p.m., Mr. Dunn moved that the board adjourn to Executive Session to address pending litigation.

Mr. Armstrong seconded the motion.

Vote-Unanimous

At 6:59 p.m., Mr. Dunn moved that the board reconvene.

Mr. Luther seconded the motion.

Vote-Unanimous

### **PRESENTATIONS**

There were no presentations.

### **CORRESPONDENCE**

There was no correspondence.

### **PRESIDENT'S REPORT**

Dr. Murray gave a report on Strategic Planning. There will be focus groups involving community members and campus members. A draft report on the Strategic Plan will be brought to the board by December. During the Strategic Planning retreat, Jim Wallace suggested that the college work with the county to share the cost of a grant writer. Dr. Murray will be meeting with the county next week to iron out the details in a collaborative effort between the county and the college.

Dr. Murray reported on the Board of Trustees survey, stating that most wanted to keep all the goals from the 2008 survey. There will be a Board of Trustees workshop on October 29<sup>th</sup>.

The Torchbearer's Awards have been identified, and four people have been identified and notified. The event has been moved to November 6<sup>th</sup>. The college has been given money from the Foundation to create the lasered plates and to host a reception. The board was asked to let Dr. Murray's office know of anyone they would like invited to the event.

### **COMMITTEE REPORTS**

#### **Personnel:**

There was no report at this meeting.

### **MONTHLY REPORTS**

#### **Academics:**

Dr. Murphy and Tze Teck Sim are currently in China for a week promoting an ESL summer program. Ms. Jackie Snyder, Assistant Dean of Academic Affairs, was introduced. Ms. Snyder has been working diligently on Standard #7, Institutional Effectiveness, of the Strategic Plan. She reported that she attended webinar training and received valuable information and will continue receiving training through December. The college is moving forward with the general education assessments and program reviews. Dr. Hawes has secured some assessment training. The culture of assessments has been taking place, and there has been positive feedback from everyone. Ms. Snyder also reported that there was a wonderful turnout on Professional Development Day. Program goals were looked at, and everyone was very productive.

Dr. Murray thanked the board members who spent time with Dr. Debra Klinman, a Vice President from MSCHE, when she visited the campus. By fall of 2011, the college will

have a master plan that can be used for the next five years. It is important for us to show Middle States that we are serious about having a master plan in place. The college has to have the plan approved by the county and filed with the state. The strategic plan will tell us who we are, who we want to be and where we go.

**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.* The census will end at the end of this week, and these numbers will be reported to the state. As of September 8, 2009, the College Now head count was 460, which was missing from the Admissions report and explains why the part-time number is low. Dr. Hawes reported that the college is 297 above the budget number, which helps with the FTE. For the spring 2010 semester, we are limiting out-of-county students that do not have above a 65 average. The Admissions team went after 80 and above average students. Ms. Crandall asked what number does the college stop taking students. Dr. Hawes stated that we will have a better student quality, and he would be very happy with that. Mr. Armstrong stated that what is unknown is how much the economy is playing a part on this. Mr. Dunn felt that the economy is giving the college a chance to get a good enrollment. Community colleges are getting a lot of good press, thanks to President Obama. Ms. Crandall believes that raising the standard is very important.

**Student Affairs:**

Mr. Laino reported that there was a grease pan fire on the second floor of Reservoir Run. Personnel reacted quickly, everyone was on the radio, and the college maintenance personnel went to housing. Remediation occurred very quickly. Water damage was 95%, and within a week and a half, remediation came in. The students whose apartments had damage will be back in their apartment next week. Ms. Crandall questioned if this incident were to occur again by the same student, would that student be out of housing. The response was that that student would be. Dr. Murray stated that apartment style living is a draw to this campus.

Congressman Arcuri will be holding a town hall meeting in the amphitheater tomorrow regarding health care; students were encouraged to attend. Dr. Murray reported that H1N1 is in the area, and the college has been very proactive on this. The college has been working on their policies, and supplies that the nurse will need have been purchased. Dr. Hawes stated that the strategy has been about prevention and education. Tissues were delivered to all classrooms, and the nurse is sending students to Urgent Care if they have a fever. There have been no confirmed cases. Dr. Murray stated that she is working on getting notices to students, faculty and staff, and the college is prepared to handle what may happen. Dr. Hawes is working on a plan for international students should they get sick by having them isolated in their apartment,

as they cannot go home, and having the nurse stay in touch with them. All international students are required to have health insurance. The college does not plan on setting up an isolation center.

Dr. Hawes reported that Fall Fest is October 3<sup>rd</sup>, 12 - 4 p.m.

Mr. Barbato moved to adjourn the meeting.

Mr. Dunn seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:40 p.m.

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