

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – January 21, 2010

Chairman Snyder called the meeting to order at 6:04 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

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

Trustees absent: Mrs. Crandall

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

Guests: Mr. William McDonald (Director of Community Education), Ms. Julie Lewis (Herkimer County College Foundation), Ms. Jackie Woudenberg (Controller), Ms. Cheryl Netti (Assistant Controller), Mr. Brian Marhaver (FSA Executive Director), Ms. Tricia Lucas and Ms. Bethany Williams (D’Arcangelo & Co.), Mr. Franchi (College Attorney), Ms. Monica Hack Polkosnik (Faculty)

MINUTES

Mr. Dunn moved that the minutes of the November 19, 2009, regular meeting be approved.

Mr. Luther seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Mr. Laino introduced Tricia Lucas and Bethany Williams of D’Arcangelo & Company. He also introduced Jackie Woudenberg and Cheryl Netti from the College, and Julie Lewis and Brian Marhaver, who represented other component units of the College. Mr. Laino stated that one of the biggest impacts on the audit report was the GASB 45, which is not a funded mandate. Ms. Lucas passed out and reviewed the Comprehensive Annual Report and Compliance Reports for the year ended August 31, 2009. Ms. Lucas met with the Finance/Facility/Audit Committee on January 19, 2010, to go over the report in great detail, and this report was also emailed to the Board of Trustees. HCCC received the highest level of opinion in the audit. In summary, the auditor’s report expresses an unqualified opinion on the financial statement of Herkimer County Community College; no significant deficiencies were noted relating to the audit of the financial statements as reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards; and Herkimer County Community College qualified as a low-risk auditee. Ms. Lucas commended the staff of the college, as there were no new findings of the audit for the current year. Chairman Snyder thanked Ms. Lucas and her staff for a great job. Mr. Laino passed out a report showing how the college ended up without the GASB 45.

Ms. Woudenberg gave a summary of the unrestricted fund balance. The fund balance is comprised of two parts—reserved and unreserved. The ending fund balance for 2009 was \$2.1 million reserved and \$1,091,000 unreserved. The college is at 4.5%; it is recommended that we have 5-15%. The fund balance is needed to maintain the college. Chairman Snyder thanked Ms. Woudenberg and Ms. Netti for their efforts.

Mr. Armstrong moved that the FY 2009 Audit Report be approved.

Mr. Dunn seconded the motion.

Vote-Unanimous

Dr. Murphy introduced Resolution 09-24 (Criminal Justice: Crime and Intelligence Analysis). The program proposal was developed by the Social Science division faculty to enable students to study and work toward an Associate in Applied Science degree. This program is a new, innovative, and applied program within the Criminal Justice Department of HCCC. It will focus on developing research and analytical skills to be used in either a crime analysis or intelligence unit within a variety of criminal justice agencies. Crime analysis is utilized within law enforcement agencies to determine such things as staffing patterns and assignment of specialized units to interdict specifically targeted crimes and perpetrators. They also develop profiles designed to help identify individual offenders by applying multifaceted crime analysis methods and are trained to predict future crimes by using statistical analysis and other specialized techniques.

Dr. Murphy introduced Ms. Monica Hack Polkosnik, who presented the proposal for the Crime & Intelligence Analysis AAS. If the proposal is approved, it will move on to SUNY and the State Education Department. It is hoped that the program will be implemented next fall.

Mr. Russell made a motion to approve Resolution 09-24 as presented.

Mr. Armstrong seconded the motion.

Vote-Unanimous

Mr. William McDonald, Director of Community Education, spoke about the progress and direction of Community Education. Its mission is to provide lifelong learning for the community, supply training, and offer it both on and off campus. Workforce training and development includes general training, on line training, grant collaboration and stimulus funds. Grant collaboration includes emerging and transitional workers, green technology, health care, and Literacy Zone. Community Education is up approximately 20% from last year, with 88 students currently enrolled in January. We are on track with where we want to be. Highlights include enhanced offerings, enrollment increase, computer forensics, summer programming schedule, and youth programming. Revenues are up in regard to non credit courses and facilities. The college has coordinated 3,595 individual room reservations in 2008-2009, and 79 different community groups and organizations utilized our facilities last year. Future initiatives include: collaborate with regional partners on training/grant initiatives; grow summer programs and conferences with Athletics; talk with BOCES to determine if we can collaborate on non credit programs; and further collaborate with the Human Resources office regarding training opportunities for our staff. Mr. Dunn expressed that Community Education is doing a great job and that we need to keep investing in this area to see it grow.

CORRESPONDENCE

The board received a letter from the Middle States Commission regarding the Statement of Accreditation Status for HCCC. Dr. Murray pointed out that “the institution remains accredited while on warning.”

The board also received correspondence from Mr. Russell, Chairman of the Herkimer County Legislature Committee on Finance, regarding current capital costs at HCCC and salary history by position.

PRESIDENT’S REPORT

The Board of Trustees Amended Policies, Resolutions 09-07 through 09-23, was tabled to the next meeting to allow board members time to review all resolutions.

Dr. Murray received a request to move the campus museum collections to the Fort Herkimer Church. She has spoken to experts in the field at the New York State Museum, and the recommendation was that we leave the Museum of Natural History where it is. In regard to the Archeological Museum, it was suggested that we use the collection for educational purposes at the college and to never give the collection away permanently. Dr. Murray has been working with Professor Robert Dorrance and Professor John Reese to see what the next steps are. According to the NYS Museum archeologists, the collection has no significant monetary value but has exhibit value and research value for public education. The Board suggested the collections be made more accessible to the public.

Dr. Murray reported that a Board of Trustees Workshop will be held in February, with details to follow.

The Strategic Plan continues to be monitored, and any questions should be forwarded to Dr. Murray.

Dr. Murray also reported that the proposed Public Higher Education Empowerment and Innovation Act provides flexible tuition and purchasing power. Many of the items benefit state-operated campuses. The Governor’s proposed budget has a reduction in state aid of \$415,000. Mr. Laino reported that the proposal could have an impact of approximately \$1.2 million for the current 2010-11 budget.

There will be an NYCCT meeting on March 11-13, 2010, for any trustees interested in attending.

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

See “Presentations” concerning audit with D’Arcangelo & Company.

Personnel:

Dr. Murphy introduced Resolution 09-06 MOU – HyFlex Course Offerings. This Memorandum of Understanding was developed in coordination with the Professional Association and outlines the criteria for Professional Association members to participate in HyFlex course offerings (SS151 HF1 and SS 151 HF2). The Understanding, if approved, will be in effect for two Professional Association teaching faculty members (Ms. Janemarie Verri and Mr. William Pelz) to teach two scheduled HyFlex courses for the spring 2010 semester only.

Mr. Armstrong made a motion to approve Resolution 09-06 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

MONTHLY REPORTS

Academics:

Dr. Murphy remarked that the efforts of the faculty and staff in regard to the Middle States compliance is phenomenal, stating that he is impressed with the quality and volume of work that is being done. He feels confident that the college will do well.

Professional Development Day is January 22, 2010.

Dr. Murphy updated the board on faculty resignations and new hires.

Dr. Murphy spoke about the new readmit and dismissal policy. The college dismissed 255 students. All students were in their second year, and they have the right to appeal. These students can come back after one calendar year. Six hundred students are on probation (those below 2.0), and they have one semester to bring their average up or they will be dismissed. Mr. Armstrong asked if this information can be analyzed (geographically, high school, diversity, full or part time, etc.). Dr. Hawes will provide the requested analysis at the next Board of Trustees meeting.

The college is in the discussion stages with two SUNY units, Empire State College and Morrisville, for baccalaureate degrees.

Student Affairs:

Dr. Hawes reported that the college expanded its non-smoking policy on campus in the fall. There is no smoking in front of the College Center, and signs are out front indicating this. More steps will be taken in the spring.

Orientation leaders will be coming back to campus this Saturday and Sunday. New student residents will be moving in on Sunday, and classes begin on Tuesday, January 26th. There were 110 vacancies in housing due to dismissals; however, 116 contracts are in progress.

Financial:

Mr. Laino gave the Financial Report. He advised the Board that we are still waiting to see where we are when students disenroll for the semester. We will have solid numbers when this occurs in the future.

Mr. Luther made a motion to approve the Financial Report ending December 31, 2009, as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of December 31, 2009.

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

Mr. Dunn seconded the motion.

Vote-Unanimous

Mr. Laino introduced Resolution 07-25A FY 2008-2009 Budget Amendment. The College's 2008-2009 operating budget was based on a state aid funded enrollment of 2,707.9 FTEs. The actual state aid funded enrollment for 2007-2008 was 2,710.6 FTEs. To receive the resulting additional \$7,228 in state aid, the State University requires that the College and local sponsor amend the total operating budget and state aid revenue amounts. Accordingly, the 2008-2009 operating budget should be amended to \$21,032,613 including an increase of \$7,228 for state aid revenues.

Mr. Armstrong made a motion to approve Resolution 07-25A as presented

Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Laino introduced Resolution 09-05 Establishing Unrestricted Fund Balance Reserve. The establishment of fund balance reserves in anticipation of future need is a standard practice in fund balance accounting. The college administration discussed with the Board of Trustees at its regular meeting on January 21, 2010, the need to establish a fund balance reserve for the following:

State Operating Aid Reduction: In December 2009, communication was received by college administration from the State University of New York that the New York State Deficit Reduction Plan would impact the SUNY community colleges by reducing the FY 2009-2010 base operating aid by \$130 per FTE (4.85%). This adjustment to the base aid rate results in lost revenue to the college for fiscal year 2009-2010 at a minimum of \$280,000. Should additional reductions be implemented with the new state fiscal year beginning April 2010, additional lost revenue could be realized with the college's 4th quarter state aid payment. Due to this uncertainty, it is recommended that a reserve greater than the minimum lost revenue be established. The college administration recommends that this reserve be established at \$460,000 and that adjustments to the amount will be made annually as determined by the college administration.

Mr. Dunn made a motion to approve Resolution 09-05 as presented.

Mr. Armstrong seconded the motion.

Vote-Unanimous

Foundation Board:

The Foundation, along with the Housing Corporation, will take a look at what the total capital cost would be to bring College Hill and Campus Meadows up to good condition, then look at what the cost to construct new housing would be. They will also look at the trend of NYS and Herkimer County.

Housing Corporation:

In 2006, we had a proposal to log college land. A bid of \$60,000 for the College and \$35,000 for the Foundation was received from Johnson Brothers from Cazenovia. The college was recently approached to start staging to do this. Trucks will be driving on Reservoir Road. The village, legislators, neighbors, etc. will be notified.

Alumni Board:

In December, Mr. Dunn was elected President of the Alumni Board.

Admissions & Enrollment:

Dr. Hawes gave the admissions and enrollment report. Dr. Hawes reported that the report goes back to January 13, 2010, and additional students will be registered up to January 28, 2010. The college is no longer accepting new students for the spring 2010 semester.

MISCELLANEOUS

Ms. Ruffing reported that the spring registration campaign is now closed. Public Relations is now working on promoting non-credit offerings, Open House and the Wood Trust Concert in March, and is starting to work on plans for Commencement, which will be held on May 21, 2010, at 5 p.m. They are also working on the Annual Report, which will have a greater focus on the Foundation than in the past. Cards with important upcoming dates were passed out. Upcoming events include the Board of Trustees meeting with the Foundation Executive Board on February 25, 2010, and the Second Presidential Gala on April 10, 2010. Dr. Murray thanked Ms. Ruffing for being the college's representative in Leadership Mohawk Valley.

EXECUTIVE SESSION

At 8:25 p.m., Mr. Dunn moved that the board adjourn to Executive Session to address personnel issues and possible litigation.

Mr. Luther seconded the motion.

Vote-Unanimous

At 8:47 p.m., Mr. Armstrong moved that the board reconvene.

Mr. Russell seconded the motion.

Vote-Unanimous

Mrs. Clark moved to adjourn the meeting.

Mr. Dunn seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:48p.m.

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