

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – November 19, 2009

Chairman Snyder called the meeting to order at 6:07 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

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

Trustees absent: Mr. Russell, Mr. Accattato

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

Guests: Ms. Linda Lamb, Associate Dean of Continuing Education

Mr. Snyder introduced Kevin Ziesenitz, new Student Government President and Student Trustee. Mr. Ziesenitz is a seven-year veteran of the United States Air Force and is in his second year at HCCC.

MINUTES

Mr. Dunn moved that the minutes of the October 15, 2009, regular meeting be approved. Mr. Armstrong seconded the motion.
Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

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

Mr. Dunn seconded the motion.

Vote-Unanimous

At 7:03 p.m., Mr. Dunn moved that the board reconvene.

Mrs. Crandall seconded the motion.

Vote-Unanimous

Mr. Dunn moved that the salary of President Murray be increased for the coming two-year period.

Mr. Armstrong seconded the motion.

Vote-Unanimous

A resolution increasing the President's salary from \$136,000 to \$150,000 for a two-year period to the end of her contract was approved unanimously by the board.

Mr. Luther introduced Resolution 09-03(FY-10 Non-Bargaining Group Salary Adjustments). Upon the recommendation of the Personnel Committee and the Board of Trustees, effective September 1, 2009, all full-time non-bargaining unit employees (those with at least one year of full-time service in their current non-bargaining unit position at Herkimer County Community College on September 1, 2009, and excluding those that have received a salary adjustment in the 11 months prior to September 2009) will receive a 3.5% increase on their individual base salary plus longevity.

Mr. Armstrong made a motion to approve Resolution 09-03 as presented.

Mrs. Clark seconded the motion.

Vote-6 in favor, 2 opposed. Motion carried

PRESENTATIONS

Linda Lamb presented an Internet Academy report. Ms. Lamb gave a brief history of the Internet Academy program, which started in the fall of 1997, offering three on-line courses. In May 2000, HCCC had its first Internet Academy's graduate; in the fall of 2008, there was an upgrade to ANGEL v.7.3 (pilot campus), and Internet Academy celebrated 10 years in April 2008. There are currently 19 two-year degree programs on line and four one-year certificate programs on line. As of Fall 2009, 108 different courses are offered with 185 sections and 76 faculty members; there are 784 Internet Only HCCC students, and 1443 students are taking at least one online course. Online coursework accounts for approximately 23% of HCCC's FTE. The major reason why students select IA courses is its convenience. Three major factors which influence the quality of an online course are: interactivity with other students, with the professor and with the course content; authentic assessment; and facilitated student-centered design. The college is piloting a program called Axiom this fall. This program takes data from public website databases and randomly throws questions in the middle of an exam for authentication purposes. Mr. Barbato asked how HCCC is positioning itself against others who are offering online programs. Ms. Lamb stated that HCCC is still very competitive and that a lot of it has to do with how students perceive their experience. The board thanked Ms. Lamb for her presentation.

CORRESPONDENCE

The board received a letter from John H. Thayer, expressing his appreciation for the Torchbearer's award and a recommendation for the next nomination period.

PRESIDENT'S REPORT

Dr. Murray reported that strategic planning surveys were done, focus groups have been meeting, and a web page identifying the six strategic planning task groups is on the college website. The college will also be hosting a strategic planning retreat next week, which the board is invited to. A letter outlining the strategic planning process was given to board members.

There will be an Executive Council retreat on December 7th to continue reviewing and revising the Board of Trustees Policy Manual. The first phase will be to update existing policies, with most policies being kept and some being removed or edited; the second phase involves substantial changes to certain policies and creating the third phase, which will identify any new policies for consideration.

Dr. Murray also reported on SUNY Strategic Planning. The first phase involved Chancellor Zimpher visiting colleges; the second phase involves the SUNY 200 Group, consisting of a group of state-wide representatives meeting and having conversations. Further information regarding this can be found at www.suny.edu.

Mr. Laino is spearheading the Memory Garden project, which acknowledges people from HCCC who have passed on. A committee was made up. A dry riverbed overlooking the valley is being recommended, with the names of the deceased on round stones. There will also be benches, presenting a relaxed atmosphere. Mr. Randy Collins, an alumnus, has offered support for this endeavor, and the Foundation will be working with him.

Mr. Barbato asked Dr. Murray if she was pleased with the program on strategic planning. Dr. Murray was extremely pleased with the results of the focus groups, referring to the information on the intranet and the number of suggestions the college has received.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino reported that the full-time residential tuition this fall is up \$300,000. He will keep the board abreast of what is going on in Albany.

Personnel:

The Personnel Report was given earlier in this meeting after Executive Session took place.

MONTHLY REPORTS

Academics:

Dr. Murphy presented a Middle States progress report on Standard 7 and Standard 14, highlighting some key factors. In Standard 7, an Institutional Effectiveness Committee was created and will look at performance indicators. Non-instructional unit training on assessment planning continues with Jackie Snyder. Ms. Snyder and four others will be attending the Middle States Association National Conference on December 9-11. Standard 14 acknowledges the hard work of the faculty and how the assessment is going to be carried out in the classrooms. The college is piloting about two dozen online courses this fall to document learning outcomes and student assessment activities. Dr. Murray reported the HCCC is right on target with the set timeline and will be finished on time in August. She stated that she has full faith in the work that is being done on all standards.

Dr. Murphy reported that over winter break, the college is going to migrate to ANGEL 7.4. He also reported that the college had online registration beginning a week ago, which is something new for HCCC. The college's registration for spring is up 16% over last spring.

One of the college's librarians has resigned, and a current part-time librarian's hours were extended to cover the absence.

Student Affairs:

Dr. Hawes reported that a student, Eugeny Verenich, died off campus early this morning. A call on behalf of the college was made to the Verenich family.

Dr. Hawes reported that the NJCAA nationals have finished. A banquet was held at Francesca's, and the HCCC men's soccer team finished third. Kudos were given to the Athletic Department.

The residential halls will be closing on November 25th. Final exams begin on December 13th. Mrs. Crandall inquired about swine flu cases. Dr. Hawes reported that the college has some cases but nothing catastrophic. HCCC will be the sponsor facility for a flu clinic tomorrow.

Financial:

Mr. Laino gave the Financial Report.

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

Mr. Dunn seconded the motion.

Vote-Unanimous

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

Mrs. Crandall seconded the motion.

Vote-Unanimous

Foundation Board:

Mr. Snyder reported that the Foundation Board met yesterday. A motivational speaker who speaks about generation gaps will be brought to HCCC, time to be determined.

Housing Corporation:

Dr. Hawes reported that the housing occupancy is good and that the college did not lose a lot of students in the fall. There are 40 applicants for housing for the spring semester.

Mr. Laino is currently assessing the capital needs for housing for the upcoming year.

Alumni Board:

Mr. Dunn reported that the Alumni Board is in the process of approving new bylaws, as well as the election of new officers. The board hopes to move things a lot more aggressively next year.

Admissions & Enrollment:

Dr. Hawes gave the admissions and enrollment report. Dr. Hawes reported that numbers look strong for spring. HCCC has seen an increase in their enrollment of 38% in the last two years. The number of applicants for spring is up 170 applications compared to this time last year.

MISCELLANEOUS

Ms. Ruffing reported that the Genesis Group is having a celebration of education this evening, with one of HCCC's faculty members, Hank Testa, being honored. The

college's Criminal Justice program is being honored, as well. The *Connections* magazine will be delivered tomorrow. Public Relations is currently working on advertising for the winter mini session and spring registration. Ms. Ruffing handed out a card of upcoming events to be held between now and the next board meeting. These events included a Strategic Planning Workshop on November 25th; the annual holiday lighting of the Herkimer Mini Park on December 2nd; Christmas caroling with the Alum Notes (new this year) on December 8th; classes end December 11th; and the Faculty/Staff holiday party on December 15th.

Mr. Dunn moved to adjourn the meeting.

Mr. Barbato seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:04 p.m.

sh