

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – April 29, 2010

Chairman Snyder called the meeting to order at 6:19 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Ackerman, Mr. Armstrong, Ms. Clark, Mr. Dunn, Mr. Luther, Mr. Snyder, Mr. Ziesenitz

Trustees absent: Mr. Accattato, Mr. Barbato, Ms. Crandall

In Attendance: Dr. Murray, Mr. Laino, Mr. Oriolo, Ms. Ruffing

Guests: Ms. Janet Tamburrino (Associate Dean of Student Services), Tina Good (Faculty Council of Community Colleges), Frank Miller (Frank W. Miller Law Firm), Jeff Steele (President, Academic Senate), Jackie Snyder (Asst. Dean of Academic Affairs)

Dr. Murray introduced Ms. Janet Tamburrino, Associate Dean of Student Services, who is representing Dr. Hawes while he is in China. Mr. Michael Oriolo, Administrator in Charge for Academics, was also introduced. Dr. Murray then introduced Mr. Frank Miller from the Frank W. Miller Law Firm. Dr. Murray commended Mr. Oriolo for his efforts on behalf of Academic Affairs.

MINUTES

Mr. Dunn moved that the minutes of the March 18, 2010, regular meeting be approved.

Mr. Armstrong seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 6:19 p.m., Mr. Ackerman moved that the board adjourn to Executive Session to address personnel issues.

Ms. Clark seconded the motion.

Vote-Unanimous

At 6:45 p.m., Mr. Dunn moved that the board reconvene.

Mr. Ziesenitz seconded the motion.

Vote-Unanimous

PRESENTATIONS

Dr. Murray introduced Ms. Jackie Snyder, Assistant Dean of Academic Affairs. Ms. Snyder presented the colleges' institutional effectiveness plan for compliance with MSCHE Characteristic 7. She explained the annual report card, the institutional effectiveness model, the unit assessment plan and the student learning outcomes for the MSCHE Characteristic 14. Mr. Dunn thanked and complimented Ms. Snyder and Dr. Murray on a great job. Dr. Murray complimented Ms. Snyder on the excellent job she has done to educate the entire campus community on assessment in keeping with the tenets of our accrediting body. She also noted the number of employees who has participated in the efforts and that the monitoring report due September 1st will include the work on institutional assessment, student learning outcomes assessment and our strategic plan.

Dr. Murray reported that a completed version of the college's strategic plan identifying the five goals is included in the trustees' binders. The goals include the areas of Academic Programs and Support, Campus Life, Institutional Culture, Operational Sustainability, and Outreach and Community Relations. In regard to Mr. Armstrong's question concerning notification to the Board of ongoing process, Dr. Murray said that the college's annual report card will show progress on each of the strategic goals and will be reported by way of a dashboard annually or in response to any BOT requests.

CORRESPONDENCE

Dr. Murray read a letter from Carol Lalonde from the Herkimer County Legislature requesting support for Legislator Patrick Russell's medical expenses.

Letters in appreciation for promotion and granting of emeritus status were shared with the board.

A letter dated April 9, 2010, from Legislator Dennis Korce was deferred to the Finance/Facilities/Audit Committee.

PRESIDENT'S REPORT

Dr. Murray introduced Tina Good from the Faculty Council of Community Colleges. Ms. Good spent the day at HCCC, serving as a source of professional development for the campus and its senators in understanding the role government places in the institution. Ms. Good stated that it was a pleasure to be at HCCC today, as she was able to meet a lot of the students. She also felt that the Bylaws were well done and the best she has seen across the state.

Mr. Snyder introduced Resolution 09-35 – Approval of Academic Senate. Since March 19, 2009, the Senate has provided an organized and efficient liaison between the faculty and the President of the College, among other college offices, in order to carry out academic governance in the initiation, development, implementation, and evaluation of the educational program at Herkimer County Community College. The Senate used judicious and timely deliberation to ensure, through the electoral process, a broad participatory role from the individual divisions and the collective talents of the faculty. The resolution installs the Academic Senate as a permanent part of the governance structure of HCCC.

Mr. Dunn made a motion to approve Resolution 09-35 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 09-38 – Amending Policy CR 05-11, Freedom of Information Law Regulations.

Mr. Luther made a motion to approve Resolution 09-38 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 09-39 – Amending Policy FA 02-19, Purchase of Goods and Services.

Ms. Clark made a motion to approve Resolution 09-39 as presented.

Mr. Armstrong seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 09-40 – Amending Policy FA 78-05B, Student Financial Obligations to the College – Revision.

Mr. Luther made a motion to approve Resolution 09-40 as presented.
 Ms. Clark seconded the motion.
 Vote-Unanimous

Dr. Murray introduced Resolution 09-41 – Amending Policy FA 95-06, Tuition Vouchers.

Mr. Dunn made a motion to approve Resolution 09-41 as presented.
 Mr. Armstrong seconded the motion.
 Vote-Unanimous

Dr. Murray introduced Resolution 09-42 – Amending Policy FA 97-12B, Refund Policy – Revision.

Mr. Armstrong made a motion to approve Resolution 09-42 as presented.
 Mr. Dunn seconded the motion.
 Vote-Unanimous

Dr. Murray introduced Resolution 09-43 – Amending Policy CF 98-05, Alcohol Policy.

Mr. Armstrong made a motion to approve Resolution 09-43 as presented.
 Ms. Clark seconded the motion.
 Vote-Unanimous

Dr. Murray introduced Resolution 09-44 – Amending Policy SA 89-19, Student Fundraising Activities.

Mr. Dunn made a motion to approve Resolution 09-43 as presented.
 Mr. Ackerman seconded the motion.
 Vote-Unanimous

Dr. Murray introduced Resolution 09-45 – Amending Policy CR 00-30, Budget Advocacy Efforts.

Mr. Luther made a motion to approve Resolution 09-45 as presented.
 Mr. Dunn seconded the motion.
 Vote-Unanimous

Dr. Murray introduced Resolution 09-46 – Amending Report No. 43, Board of Trustees Self-Assessment.

Mr. Luther made a motion to approve Resolution 09-46 as presented.
 Mr. Dunn seconded the motion.
 Vote-Unanimous

Dr. Murray reported that Phase III of the Policy Changes will probably not take place until the fall.

COMMITTEE REPORTS

Finance, Facilities and Audit:

There was no report at this meeting.

Personnel:

There was no report at this meeting.

MONTHLY REPORTS**Academics:**

Mr. Oriolo introduced Resolution 09-36, Proposal to Deactivate Program – Corrections Certificate. This academic program has shown serious decline in enrollment over the past several years. Based on that fact, it is recommended that the program be deactivated and no new students be accepted. Students currently enrolled will be offered the opportunity to complete their program. The deactivation status allows the institution to maintain the program officially on the registration for possible offering in the future.

Mr. Ackerman made a motion to approve Resolution 09-36 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Mr. Oriolo introduced Resolution 09-37, Proposal to Deactivate Program – Business: Health Service Management A.S. This academic program has shown serious decline in enrollment over the past several years. Based on that fact, it is recommended that the program be deactivated and no new students be accepted. Students currently enrolled will be offered the opportunity to complete their program. The deactivation status allows the institution to maintain the program officially on the registration for possible offering in the future.

Mr. Dunn made a motion to approve Resolution 09-37 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Student Affairs:

Ms. Tamburrino spoke about upcoming events, including the Art Gallery reception, the Athletics Banquet, and the lacrosse regionals. Ms. Tamburrino also reported that the Career Fair was successful, with about 400 students attending. Registration Day was held today with 111 students signing up and 100 in attendance.

Mr. Snyder reported that Dr. Murray is being honored this Saturday by the University at Albany for an Excellence in Education Award.

Financial:

Mr. Laino reported that the college's chiller met its life span last year. He would like to move forward with a new chiller for the campus. Through a NYSERDA study, the college's needs were identified and both the chiller and Technology Center roof issues will be addressed this year.

Mr. Laino gave the Financial Report.

Mr. Armstrong made a motion to approve the Financial Report ending April 22, 2010, as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of April 22, 2010.

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

Mr. Luther seconded the motion.

Vote-Unanimous

Admissions & Enrollment:

The admissions and enrollment report were given. Mr. Rob Palmieri, who was present at this evening's board meeting, commented that the number of continuing students is about even from last year. Applications are up 30% (1,000 more applications than last year). However, registration is down

15% from last year due to a week's difference in the reporting period. The next four registration dates are already full. Phone calls will be made to current students who are in good academic standing to remind them not to wait until the last minute to register.

MISCELLANEOUS

As this is Mr. Ziesenitz's last board meeting, the Board expressed their appreciation to him for his service on the Board of Trustees.

Ms. Ruffing passed out commencement invitations to the trustees. Included was an agenda for the events occurring that day. A special reception will be held for Mr. McLaughlin's Honorary Doctorate. Ms. Ruffing asked the Board to please let her know by Monday, May 3rd, if they plan on attending the ceremony and being a part of the procession.

Ms. Ruffing reported that the Alumni Hall of Honor and the second President's Gala were successful, with 150 people attending the gala and netting over \$16,500. Mr. Dunn complimented the staff involved with the gala.

The Foundation Scholarship Awards Ceremony/Reception will be held on May 3rd, the Phi Theta Kappa spring formal induction will be held on May 10th, Jason Ryan Dorsey will be speaking about "Crossing the Generational Divide" on May 13th, and the Independence Day Celebration will be held on July 2nd.

Mr. Laino reported that D'Arcangelo & Co. was the lone firm to submit a proposal for 2006-2007.

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

The meeting adjourned at 8:13 p.m.

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