

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Special Meeting – July 29, 2010

Chairman Snyder called the meeting to order at 6:37 p.m. in the Hummel Corporate and Professional Education Center, Room 295.

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

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

In Attendance: Dr. Murray, Dr. Hawes, Mr. Laino, Mr. Oriolo

Guests: Jackie Woudenberg, Controller

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino introduced Resolution 09-50, Auditing Services – 2009-2010, 2010-2011, 2011-2012. The Board of Trustees requested the College Administration to solicit proposals for auditing services to cover a three-year period, 2009-2010, 2010-2011, 2011-2012. A Request for Proposal (RFP) for auditing services was developed and sent to six firms. In response to the RFP's, the College received one proposal of interest from D'Arcangelo & Co. Of the six RFP's sent out, five did not respond.

It is the recommendation of the College Administration that the Board of Trustees accept the proposal from D'Arcangelo & Co. for auditing services for the next three-year period.

Mr. Barbato made a motion to approve Resolution 09-50 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

The Finance/Facilities/Audit Committee reviewed the 2010-2011 proposed operating budget and recommended that it be accepted by the board. Dr. Murray reported that next year's financial situation will be critical, and we will plan aggressively this year in preparation for that. We were very careful to maintain our present staff levels, and we are not asking for an increase in sponsor contribution.

Mr. Laino introduced Resolution 09-51, 2010-2011 Proposed Operating Budget. The HCCC administration has developed its 2010-2011 Proposed Operating Budget and reviewed the details with the Board of Trustees. The budget reflects an estimated enrollment increase to 3,080 FTEs, up from the 2008-2009 budget of 2,838.1 FTEs. Budgeted expenditures will total \$23,306,955. This represents an increase of 3.3% over the 2009-2010 budget of \$22,569,310. Estimated revenues include a \$100 annual increase in the full-time tuition rate to \$3,340. No increase in sponsor contribution is requested from Herkimer County.

Mr. Dunn made a motion to approve Resolution 09-51 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Personnel:

A new job title is requested for the position of Chief Institutional Advancement Officer to replace the Director of Development. This position will be college-funded but will have Foundation duties. It was felt by administration and by Rick Sebastian, Foundation President, that a stronger, upgraded position with stewardship and much more responsibility should be created. Money appropriated in the budget is the same money that was appropriated for the Director of Development position. The Foundation

made action today to contribute up to \$30,000 for up to three years for this NBU position, which will be evaluated every year.

Mr. Luther presented Resolution 09-53, Add New Title – Chief Institutional Advancement Officer. A new job title is requested for the position of Chief Institutional Advancement Officer. A job description for duties and responsibilities is attached to the resolution.

Ms. Clark made a motion to approve Resolution 09-53 as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Mr. Laino explained that in a budget year, there are a range of salaries; however, some positions never had a salary range established.

Mr. Luther presented Resolution 09-52, FY 2010-2011 Non-Bargaining Group Salary Range Adjustments. The following recommendations are based upon external salary comparables and salary adjustments of other full-time personnel of Herkimer County Community College. It is the recommendation of the College Administration that effective July 29, 2010, the Board of Trustees approve the following salary ranges for Herkimer County Community College full-time personnel:

- Assistant Director of Facilities: \$45,000-67,500
- College Now Specialist: \$32,000-45,000
- Director of Human Resources: \$58,000-87,000
- Director of Information Services: \$58,000-87,000
- Chief Institutional Advancement Officer: \$65,000-97,500

Mr. Barbato made a motion to approve Resolution 09-52 as presented.

Ms. Crandall seconded the motion.

Vote-Unanimous

Mr. Luther presented Resolution 09-54, Memorandum of Understanding – Asynchronous Teaching. This Memorandum of Understanding was developed in coordination with the Professional Association and outlines the criteria for Professional Association members to participate in the asynchronous learning program. The Understanding, if approved, will be in effect for the 2010-11 academic year and will not establish a precedent for future negotiations. This Memorandum is based on the same model approved in Resolution 97-20 in 1998 except limits the stipend to those teaching three or more credits.

Mr. Barbato made a motion to approve Resolution 09-54 as presented.

Ms. Crandall seconded the motion.

Vote-Unanimous

It was decided that there will not be a Board of Trustees meeting in August.

Dr. Murray asked that the trustees look over the 2010 NYCCT Trustee Institute Conference brochure that was passed out and to respond to Ms. Hunt if they wish to attend. Dr. Murray recommended board members attend on a rotating basis, perhaps once every three years

Mr. Dunn moved to adjourn the meeting.

Ms. Clark seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:15 p.m.

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