

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting - January 20, 2011

Vice-Chairman Luther called the meeting to order at 6:05 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

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

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

In Attendance: Dr. Murray, Dr. Hawes, Mr. Laino, Dr. McCaskey, Ms. Ruffing

Guests: Ms. Jacqueline Snyder (Asst. Dean of Academic Affairs); Mr. Daniel Sargent (Asst. to the President); Ms. Mary Ann Carroll (Associate Professor, R/TV); Mr. Carl Lohmann (Director of Residence Life); Mr. George Nehme (Sr. VP for Client Relations, Innovative Resources Group, Inc.)

MINUTES

Mr. Barbato moved that the minutes of the December 16, 2010, regular meeting be approved.

Ms. Clark seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Ms. Snyder spoke about Standard 7 (Institutional Effectiveness) and passed out a Middle States Time Line for 2010-2020. A dashboard identifying the status of performance measures in the Annual Report Card was distributed and will be updated annually based on reported data.

Ms. Carroll informed the board about the new assessment newsletter, "Assessment Bytes," which will be coming out on a quarterly basis. She also gave an update on Standard 14 and what is new, including three new committee members; improving course learning outcomes; incorporating general education outcomes; program action plans review; and ILO-A communication assessments. Items identified as "what is next" include challenges in managing massive amounts of data; training for part-time faculty adjuncts and College Now faculty; identifying and closing gaps in the process; ongoing communication; and continued support of training, follow through and innovations in managing of assessment.

Mr. Sargent spoke about the web-based strategic plan reporting system, which captures Action Items in the Strategic Plan and allows the college to monitor the success of the implementation plan. Staff training was conducted by Mr. Sargent, and the electronic collection system was created by the IT Department under the leadership of AnneMarie Ambrose, with concept design and programming by Brad Morse.

Dr. Hawes introduced Carl Lohmann, Director of Residence Life. Mr. Lohmann gave an overview of the Office of Residence Life, including the following topics: co-curricular mission; occupancy management; financial; facility management; retention efforts; and strategic planning initiatives.

CORRESPONDENCE

The board received correspondences from the Law Firm of Frank W. Miller.

PRESIDENT'S REPORT

Dr. Murray reported that there were five submissions for the BOT assessments, and the results were given to the board. Dr. Murray reported that an annual assessment will begin again in March 2011.

As a result of the 2010 BOT Assessment, we are investigating electronic access to non-sensitive Board of Trustees documents to reduce the cost of paper, reproduction and postage. Upon approval of the Board, a sample can be presented to and reviewed by the board at next month's meeting, and they can determine who can access the secured site, which will be created within ANGEL, the college course management system. The board gave their consent for Dr. Murray to move forward in having Linda Lamb, Associate Dean of Continuing Education, create the site.

As part of the ongoing updating of the BOT Policies, Dr. Murray is working with Student Affairs and Administration and Finance to identify options for student health coverage. Pending recommendations, policy language will be submitted for Board review at a future meeting.

Dr. Murray also informed the board of the College's intent to apply for a "Smart Scholars Early College High School" grant for \$200,000 to create a program which will bring Herkimer County high school students to campus in order to earn 20+ college credits before high school graduation. The college is working collectively with Herkimer County, BOCES, Kids Herkimer and all 12 district high schools to create a model. The three-year grant will cover such costs as tuition, transportation, administration of the program, and a summer immersion program for the students prior to their senior year.

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

There was no report from the Finance, Facilities and Audit Committee.

Personnel:

There was no report from the Personnel Committee.

MONTHLY REPORTS**Academics:**

Dr. McCaskey passed out information on a summer cultural experience field trip program to Borneo following completion of Cultural Psychology with Professor Lynn Martin. All costs pertaining to the trip will be covered by the students attending.

There are still ongoing discussions with MVCC regarding the Cybersecurity and Criminal Justice programs. Faculty at both campuses will be meeting.

An Academic Report was given to the board. Highlights included:

- Catalog revisions have been completed.
- The transition of Phi Theta Kappa over to Academics.
- An Academic Strategic Plan aligned with the campus Strategic Plan is forthcoming.
- Academic dismissal appeals have been reviewed.

Student Affairs:

Dr. Hawes reported that today was the last day for new students to register. Classes begin on January 25th.

Financial:

Mr. Laino reported that it appears that revenues are lining up with the budget. Negotiations are investigating alternate health insurance options.

Mr. Laino presented the Financial Report.

Mr. Barbato made a motion to approve the Financial Report ending December 31, 2010, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Vice-Chairman Luther presented the Petty Cash Report as of December 31, 2010.

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

Mrs. Crandall seconded the motion.

Vote-Unanimous

Foundation Board:

There was no report from the Foundation Board.

Housing Corporation:

There was no report from the Housing Corporation.

Alumni Board:

There was no report from the Alumni Board.

Admissions & Enrollment:

The admissions and enrollment report were given.

Dr. Hawes passed out an updated Enrollment Report, comparing January 2010 to January 2011. He noted that there are 324 more full-time students than last year at this time and that the college is 161 FTE's above this year when compared to last year at this time.

MISCELLANEOUS

A Public Relations Report was given to the board by Ms. Ruffing. Highlights included:

- HCCC was accepted as a member of the CyberWatch Consortium.
- The Chancellor's visit to HCCC is to be rescheduled.
- Financial Aid Workshops will be held on February 12th, February 16th and March 10th.
- The Robert H. Wood Great Artists Series will feature ETHEL String Quartet on March 11th.
- The third annual President's Gala will be held on April 9th.
- A new ad for Marquee Cinemas has been created.

Mr. Drumm reported that the SUNY Student Assembly will meet here on campus on February 19th, with business starting at 9 a.m. All board members are invited.

Mr. Dunn moved to adjourn the meeting.

Ms. Crandall seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:10 p.m.

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