

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – October 21, 2010

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. Accattato, Mr. Armstrong, Mr. Barbato, Ms. Clark, Ms. Crandall, Mr. Drumm, Mr. Luther, Mr. Snyder

Trustees absent: Mr. Ackerman, Mr. Dunn

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

Guests: Mr. Donald Dutcher

MINUTES

Ms. Crandall moved that the minutes of the September 16, 2010, regular meeting be approved.

Mr. Armstrong seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Donald Dutcher, Director of Athletics, made a presentation on a proposed “Athletic Hall of Fame.” Mr. Dutcher reported that he would like the support of the board and the college for a Hall of Fame for the Athletic Department and in coming up with a plan to recognize and honor teams, coaches, and athletes. The old Generals’ Headquarters (located off from the gymnasium) would be considered as a location for the Hall of Fame. Mr. Dutcher indicated that he could research other schools to see what they do and is looking at the next fall semester as a timeframe. Ms. Crandall felt that criteria would need to be set. Mr. Snyder thanked Mr. Dutcher for his presentation and informed him that the board would discuss and consider this.

EXECUTIVE SESSION

At 6:16 p.m., Mr. Barbato moved that the board adjourn to Executive Session to discuss, under provisions of Section 105 of Article 7 of the Public Officers law, as follows:

- to discuss propose, pending or current litigation;
- the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

Mr. Armstrong seconded the motion.

Vote-Unanimous

At 6:47 p.m., Mr. Barbato moved that the board reconvene.

Mr. Armstrong seconded the motion.

Vote-Unanimous

CORRESPONDENCE

Dr. Murray reported that a luncheon was held on campus on September 27th to recognize the faculty and staff who gave their time and dedication to the college to become compliant with the three standards cited by the Middle States. Leaders were given mums and a gift card. The College received thank-you

notes from Marie Miknavich and MaryAnn Carroll.

A thank-you note was also received from the Luther family.

PRESIDENT'S REPORT

Dr. Murray reported that the college met all three standards in the Middle States Team findings and conclusions when the team visited the campus on September 28 - 29, 2010. The college should hear from the Middle States Commission on Higher Education around November 18, 2010.

The new booklet, *Mapping Our Future - Strategic Plan 2010-2015*, which gives an overview of the college's strategic plan, is now available and was given to the board. These booklets will also be mailed to the college's stakeholders. The plan is in line with SUNY's Strategic Plan. Dr. Murray commended Ms. Ruffing and her team for an incredible job in creating the public document of the plan.

Dr. Murray requested that the board complete the *Board of Trustees Self-Assessment* form and to return it to her.

Phase 2 of the Board of Trustees Policies review is halfway completed, and Phase 3 includes creating policies on topics the board would like to have. The goal is to finalize the policies by the end of the year.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino reported that based on the EMSI presentation, the impact of student productivity, college operations, and student spending amount to an estimated \$75 million in added income in Herkimer County each year. This is approximately equal to 6.3% of the total county economy.

Personnel:

There was no report from Personnel.

MONTHLY REPORTS

Academics:

The following was reported by Dr. McCaskey:

- A discussion was held with Herkimer BOCES regarding the Licensed Practical Nursing program and a possible agreement to provide prerequisite courses for their students who show promise in continuing their education toward a Bachelor degree in nursing.
- The academic calendar for 2011-2012 has been developed.
- The college will be offering a non-credit exploratory program related to alternative energy on November 17th.
- Mr. Bill Pelz returned from Chile with opportunities for HCCC students.
- Academics is currently working on updates to the Crime & Intelligence Analysis program.
- The Promotion and Tenure process is underway.
- Dr. McCaskey will be attending the SUNY Chief Academic Officers' Conference next week.
- There are current program proposals under discussion for possible submittal to SUNY.

Student Affairs:

The following was reported by Dr. Hawes:

- Open House will be on October 30th.
- Alcohol Awareness Week is being recognized this week.
- There will be a ribbon cutting ceremony for the Center for Global Learning on November 29th. Dr. Mitch Leventhal from SUNY will attend.

- The men's and women's soccer nationals are coming up next month, the same weekend as the Arts & Crafts Fair.
- A Facebook page for the college is being worked on, as Dr. Murray gave Public Relations and Admissions permission to move forward with this. Advertising is very inexpensive, and ads can be changed at any time.

Financial:

Mr. Laino presented the Financial Report.

Ms. Crandall made a motion to approve the Financial Report ending September 30, 2010, as presented.

Mr. Armstrong seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of September 30, 2010.

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

Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Laino reported that his office is working on closing the books from last year and that the auditors will be on campus next week. There was a discussion regarding the science lab. Mr. Armstrong commented that he would like to see this taken care of before any new projects are taken on.

Foundation Board:

The Scholarship Reception will take place on October 26th. Fifty local students will be honored for their receipt of the Foundation Tuition Scholarships, Hope Scholarships, and the new Commitment Scholarship.

Housing Corporation:

There will be a Housing Corporation meeting on November 4th.

Alumni Board:

There was no report from the Alumni Board.

Admissions & Enrollment:

The admissions and enrollment report were given.

Dr. Hawes reported that the college had the highest first time full-time and part-time numbers and that in terms of budget, the numbers are up 1.4% FTE.

A new chart was presented in the Enrollment data report. Mr. Armstrong asked for a chart showing a comparison between students taking courses on campus and through the internet. Mr. Accattato indicated that he would like to see a chart on charge-backs.

MISCELLANEOUS

The Board of Trustees workshop scheduled for October 28th has been cancelled.

Dr. Murray reported that she is working with a Presidents' group that is currently investigating the charge-back system and looking for changes to assist community colleges.

The following was reported by Ms. Ruffing:

- The Women's Tennis team won the Region III Championship.
- Fall Fest, a community event, had a great turnout.
- The Alumni Art Exhibit in Cogar Gallery will be shown through November 5th.

- The Talich String Quartet concert will be on October 22nd.
- A Herkimer County Family Court Judge Debate will be held on October 26th, and RTV students will be recording this live.
- The first home men's basketball game will be on November 3rd. There will be special Breast Cancer Awareness activities at the men's basketball game on November 5th.
- There will be a Veterans Day ceremony at Myers Park on November 11th, and Dan Sargent, Assistant to the President, will be emcee for the ceremony.

Mr. Snyder made a motion in favor of opposing the proposition made by the lawyer.

Mr. Barbato seconded the motion.

Vote - 7 in favor, 1 abstained. Motion carried

Dr. Murray reported that an Executive Breakfast is being considered.

Mr. Barbato moved to adjourn the meeting.

Ms. Clark seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:46 p.m.

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