

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – November 18, 2010

Chairman Snyder called the meeting to order at 6:35 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

Trustees attending: Mr. Accattato, Mr. Ackerman, Mr. Barbato, Ms. Clark, Mr. Dunn, Mr. Luther, Mr. Snyder, Mr. Drumm

Trustees absent: Ms. Crandall

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

Guests: Mr. Brian Marhaver

MINUTES

Mr. Accattato moved that the minutes of the October 21, 2010, regular meeting be approved.

Mr. Luther seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Mr. Snyder introduced Resolution 10-07: Service Resolution of David S. Armstrong, Jr.

Mr. Ackerman made a motion to approve Resolution 10-07 as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

Mr. Snyder reported that Mr. Armstrong retired from the Board of Trustees after almost 10 years and acknowledged Mr. Armstrong's service, recognizing that he stayed on after June until a new trustee came on board.

CORRESPONDENCE

An email regarding the college's accreditation was received today from Middle States Commission on Higher Education, and a copy was given to the board. Mr. Snyder acknowledged Dr. Murray on an outstanding job.

PRESIDENT'S REPORT

Dr. Murray reported that four submissions from the Board of Trustees Self Assessment were received. She will be reporting on this; if any trustee would like to submit their responses, it was recommended that they do so as soon as possible to be included in the results.

There was a discussion regarding the creation of a new policy and resolution for "Use of College Property for Personal Use," "Use by Non-Profits," and "Waivers." The board unanimously voted against allowing the use of college property off campus for personal use. The board voted five to one against allowing the use of college property off campus by non-profits and organizations.

Dr. Murray reported that she has been involved with other NYS community colleges regarding capital funding, and a white paper on challenges and opportunities for change was provided to the board.

Dr. Murray's annual report to the Board of Trustees was also provided to the board.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino introduced Resolution 10-05: Pepsi Beverages Company Agreement. As the college's previous contract was due to expire, an RFP was sent out to various vendors, and Pepsi Beverages Company was selected to provide vending/food services, athletic sideline materials and merchandise donations for the college.

Mr. Accattato made a motion to approve Resolution 10-05 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Mr. Accattato questioned why the Men's Soccer National Championship banquet was held outside of Herkimer County. Because the number of teams has increased from four to eight, there was not a facility in Herkimer County that could accommodate the large number of people attending. Advantages to having the nationals held at HCCC include the increase of sales in Herkimer County, savings realized in travel by not sending our team elsewhere, and showcasing our campus. Mr. Accattato requested a breakdown of costs associated with having the nationals held here. Dr. Hawes and Mr. Laino will provide this information to board members by the next board meeting. Mr. Dunn suggested gathering a list of what attendees are looking for when attending the nationals and bringing that list to the Chamber of Commerce to ensure that valley businesses know what the people are looking for.

EXECUTIVE SESSION

At 7:30 p.m., Mr. Accattato 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. Luther seconded the motion.

Vote-Unanimous

At 7:35 p.m., Mr. Luther moved that the board reconvene.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Mr. Barbato agreed to fill the vacancy left by David Armstrong on the Finance, Facilities and Audit Committee.

Personnel:

Mr. Luther introduced Resolution 10-04: Add New Title – Assistant Network Administrator. A new job title is requested for the position of Assistant Network Administrator. Advanced technologies have been added to the campus, including but not limited to desktop and server virtualization, new wireless technologies and Apple support. The Assistant Network Administrator will assist the Network Administrator. Advanced technologies require high level support to the Network Administrator, and additional maintenance require high level technical skills and abilities.

Mr. Accattato made a motion to approve Resolution 10-04 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Mr. Luther introduced Resolution 10-06: MOU – Change in Length of Obligation for Technical Assistant-Math/Science/Technology. A Memorandum of Understanding was developed in coordination with the Professional Association and outlines the changes and stipulations that will apply with the change from 10-Months to 12-Months of obligation for the position of Technical Assistant – Math/Science/Technology, retroactive from September 1, 2010.

Ms. Clark made a motion to approve Resolution 10-06 as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

MONTHLY REPORTS

Academics:

Highlights reported by Dr. McCaskey included:

- Dr. McCaskey attended the Chief Academic Officers Conference. One of the topics included the Gates and Lumina Foundations' emphasis on certificate programs in community colleges and matching employers' expectations for learning outcomes with those learning outcomes targeted by the educational institution.
- Dr. McCaskey met with HCCC's Readmit Dismissal Committee to discuss changes to the Academic Standing Policies. Proposed changes are forthcoming.
- Faculty observation process for promotion and tenure candidates is in full swing. Dr. McCaskey commented that he is very impressed with the teaching faculty.
- Dr. McCaskey met with the president and the two founders of Upstate Venture Connect to discuss their unique approach to entrepreneurial education.
- Dr. McCaskey also met with the Provost at SUNY Cobleskill to start discussions about 2 plus 2 programs from associate to Bachelor of Science and/or Bachelor of Technology degrees in Agricultural Business, Early Childhood, Agri-science, Alternative Energy and Turf Management.
- Dr. McCaskey reported that about a month ago, MVCC announced two new programs: Criminal Justice and Cybersecurity. The college put forth a letter to the president of MVCC that HCCC already has these programs and would like discussions regarding this. The SUNY system was also notified. A meeting will take place in early December.

Student Affairs:

The following was reported by Dr. Hawes:

- The campus is getting ready for Thanksgiving Break. Housing, except for international students, will close at 10 a.m. on November 24th and will reopen on November 28th.
- The HCCC men's soccer team finished second at the nationals.
- The women's volleyball team won the NJCAA Region III championship, the first for the program since 1980.
- The college hosted a very successful open house, with close to 500 people, including parents, attending.
- A ribbon cutting ceremony for the Center for Global Learning will be held on November 29th. Dr. Mitch Leventhal will be attending.
- The Office of International Programs was honored this evening by the Genesis Group for their outstanding contribution to education in the Mohawk Valley region.

Financial:

Mr. Laino presented the Financial Report.

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

Ms. Clark seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of October 31, 2010.

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

Mr. Barbato seconded the motion.

Vote-Unanimous

Mr. Laino reported that he would be presenting the audit to the board in January. Governor-elect Cuomo announced that one of the two areas that he plans on cutting is education. Mr. Laino reported that it appears the college is on budget with expenses and revenues.

Foundation Board:

The Foundation Board report was made earlier in the evening at the joint Foundation Executive Board/HCCC Board of Trustees meeting.

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 reported that the FTE is still up, as well as the numbers for the winter-mini semester. The new out-of-county GPA requirement of 68 goes into effect for the upcoming spring semester. The academic level of our students continues to be raised. Applications are up, and there is a lot of movement with international and out-of-state students. Students are still being registered. Admissions is now recruiting in the Westchester County area.

Mr. Drumm reported that student space is being looked for.

MISCELLANEOUS

The following was reported by Ms. Ruffing:

- The Scholarship Reception recognized 50 students. The HCCC Commitment Scholarship was given out for the first time.
- The college held a debate for the Herkimer County Family Court Judge. This standing-room only debate was sponsored by The Telegram and The Times and was a positive educational event.
- The Generals Theater Club will present "Murder by Poe" on November 18-20.
- The "Festival of Lights" at the Herkimer Mini Park will be held on December 1st.
- The Public Relations Department is working on the upcoming winter campaign for the winter mini and spring semesters.
- The next issue of *Connections* will be delivered before the Christmas holiday.
- Ms. Ruffing has been meeting with Ms. Bliss, working collaboratively with many different communications.

Mr. Ackerman inquired about the outcome of the incident at the dance held last month. Dr. Hawes reported that the college did not anticipate the number of students that attended and that the college can no longer allow outside visitors to these functions. Even though the college met all the guidelines, there is too much risk.

Mr. Barbato moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:15 p.m.

*Mr. Testa was sworn in as Trustee of the Herkimer County Community College Board of Trustees by Chairman Snyder after the meeting.

sh