

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – December 16, 2010

Chairman Snyder called the meeting to order at 6:09 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

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

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

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

Guests: Ms. Mary Iocovozzi

MINUTES

Ms. Clark moved that the minutes of the November 18, 2010, Foundation Board/Board of Trustees joint meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Mr. Ackerman moved that the minutes of the November 18, 2010, regular meeting be approved.

Mr. Luther seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

There were no presentations.

CORRESPONDENCE

A thank-you card was received from former trustee David Armstrong. Mr. Snyder remarked that Mr. Armstrong's note was very sincere and that he will be missed.

PRESIDENT'S REPORT

Dr. Murray requested any responses on the BOT self assessment be sent to Mrs. Hunt for the formal report to be given at next month's meeting.

The next Board of Trustees workshop will be held on January 27, 2011. The facilitator will be Mr. George Nehme, Sr. Vice President for Client Relations of Innovative Resources Group, Inc. Mr. Nehme has been working with the Foundation during its transition and is a strong supporter of the college. Topics will include the logistics and the responsibilities of board members.

There has been legislation from the State Supreme Court supporting chargebacks for concurrent enrollment programs from out-of-county residents.

The college held an off-campus holiday part last week. A committee was formed to plan the event, which was well attended by over 100 employees.

There will be a Dr. Martin Luther King Jr. luncheon on January 17, 2011, at noon at the Radisson Hotel.

This is an event that the college is very supportive of. Dr. Murray has a seat available for a board member and a legislator; board members were encouraged to contact the President's Office if they were interested in attending.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino reported that revenues appear to be on budget. Health insurance is being monitored very closely; also, there is a possibility of a reduction in state aid.

Personnel:

There was no report from the Personnel Committee.

MONTHLY REPORTS

Academics:

Highlights reported by Dr. McCaskey included:

- Dr. McCaskey attended a SUNY Chief Academic Officers' meeting in Albany. The focus was on "Access, Success, and Quality" and looking at closing the gap between students having access or admission to college and their success as measured by graduating from a program.
- Professional Development Day was held on November 24, 2010, and was well attended.
- Dr. McCaskey and Dr. Murray met with President VanWagoner and Dr. Eannace from MVCC to discuss MVCC's proposed two new programs, Criminal Justice (AS) and Cybersecurity (AS). At the meeting, it was decided that the next step in discussions should involve the Criminal Justice faculty at both institutions getting together to discuss the focus of the curriculums at each respective institution.
- Dr. McCaskey attended a three-day MSCHE conference in Philadelphia.
- There have been discussions regarding the potential for department chairs, as Dr. McCaskey feels there is a need for this in the academic structure.

Student Affairs:

The following was reported by Dr. Hawes:

- A ribbon-cutting ceremony for the Center for Global Learning was held on November 29th, with Dr. Mitch Leventhal attending.
- The Center for Global Learning is up and running. A Multicultural Fiesta with the child care students was held, and a schedule for spring is being worked on.
- Residence halls close on December 17th and reopen on January 22, 2011. New students may move in on January 23, 2011.
- New student orientation will be held on January 24, 2011; classes begin on January 25th.

Data on the 2010 National Soccer Tournament held at HCCC was provided to the board. The whole operation cost the college approximately \$3,000, as compared to about \$25,000 if the team had to travel to a different location for the tournament.

Mr. Drumm reported on the following SGA events:

- The first Student Appreciation Day was held during the soccer game against Ulster.
- Monday Night Football get-togethers are held every Monday night that school is in session.
- An Ice Cream Social will be held for new students on January 24th.
- SGA has been reviewing the Smoking Policy
- SGA is still looking for an office.
- SGA will host an EC meeting for Student Assembly here at HCCC in February.

Financial:

Mr. Laino presented the Financial Report.

Mr. Barbato made a motion to approve the Financial Report ending November 30, 2010, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

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

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

Mr. Luther seconded the motion.

Vote-Unanimous

Foundation Board:

Dr. Murray reported that an upcoming Foundation/ Alumni workshop will be held on January 8, 2011.

Housing Corporation:

Mr. Laino reported that the Housing Corporation and Foundation has had discussions with Standard and Poors and is updating them on our current fiscal situation concerning future bonding.

Dr. Hawes reported that FSA is looking at a proposal requiring on-campus residential students to purchase a meal plan; meal plan options are being reviewed.

Alumni Board:

There was no report from the Alumni Board.

Admissions & Enrollment:

The admissions and enrollment report were given.

Dr. Hawes reported that spring registration is in full swing. There will be two more registration days in January.

MISCELLANEOUS

Dr. Murray introduced Resolution 10-08: Use of College Property. The use of college facilities, equipment and/or materials owned by the college is generally restricted to College personnel and students for activities which further the goals and mission of the institution. This policy provides limitations on such use based on IRS Reg. §1.132-6(e)(1) by clearly identifying that the use of college property for personal use by employees, students and not-for-profit organizations is prohibited.

It is recommended that the Board of Trustees adopt a policy prohibiting the use of college facilities, equipment or materials for conducting business by any college employee, student or (not-for-profit) organization for non-college business. Furthermore, it is the responsibility of each employee to help in seeing that College resources are used only for approved activities that meet the mission, goals and objectives of the college.

Ms. Clark made a motion to approve Resolution 10-08 as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Highlights reported by Ms. Ruffing included:

- The winter issue of *Connections* was distributed to the board and will be mailed out to the public tomorrow.
- A story regarding the college's strategic plan was highlighted in the paper. Dr. Murray prepared a letter to the editor, and this should be in the paper very soon.

- A conversation, which brought an academic focus to athletics, with Don Dutcher was also highlighted in the paper.
- The Chancellor will be on campus on January 12, 2011, at the Executive Breakfast and will speak about economic development. HCCC is partnering with MVCC and MVEdge for this event.
- The Public Relations Department is currently running promotion on winter mini courses and spring registration.
- On January 19, 2011, a State of the University Address will be held in Albany.

EXECUTIVE SESSION

At 6:44 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

Ms. Clark seconded the motion.

Vote-Unanimous

At 7:14 p.m., Mr. Luther moved that the board reconvene.

Mr. Drumm seconded the motion.

Vote-Unanimous

Mr. Drumm moved to adjourn the meeting.

Ms. Clark seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:16 p.m.

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