

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – February 17, 2011

Prior to the board meeting being called to order, Ms. Linda Lamb, Associate Dean of Continuing Education, gave a presentation in Room CC294. The board was introduced and trained on how to access and use a repository set up in ANGEL for secured non-sensitive board documents to be viewed by the board.

Chairman Snyder then called the meeting to order at 6:27 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

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

Trustees absent: Mr. Barbato

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

Guests: Ms. Linda Lamb (Associate Dean of Continuing Education); Ms. Lucia Bliss (Director of Development)

MINUTES

Ms. Crandall moved that the minutes of the January 20, 2011, regular meeting be approved.

Mr. Dunn seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

There were no other presentations.

CORRESPONDENCE

There was no correspondence shared.

PRESIDENT'S REPORT

Since it was agreed to put non-sensitive board documents on a secured site through ANGEL, the next set of hard-copy documents for the March meeting will be much smaller. The next packet will include instructions on how to log on to the site.

In response to the board's request for a board policy on student health insurance, other community colleges were polled. A result of that poll was included in the board packet. Currently, a very small percentage of students do not have health insurance and will not see a nurse practitioner but are seen by Ms. Debra Lynch, Health Services Coordinator at HCCC, about student issues at the college's Health Office. Students without insurance are still seen. The board decided to put this policy on hold until more information is obtained from the government regarding the health care law or until the board brings the matter up again.

A summary of the post- February Board workshop was included and identified areas in need of further discussion. The board will continue the discussion at the next board workshop scheduled for Saturday, April 2, 2011 at the college.

The NYCCT spring conference will be held at Monroe Community College in Rochester on April 14-16.

Dr. Murray recommended that her office present a regular update of her professional campus and community activities and submitted the first quarterly Activities Report for the board's review.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino reported that the audit will be presented at the next board meeting. The Finance, Facilities and Audit Committee will meet prior to that meeting.

Personnel:

There was no report from the Personnel Committee.

MONTHLY REPORTS

Academics:

Dr. McCaskey reported that he met with representatives from MVCC, who will discuss HCCC's objection to their Criminal Justice and Cybersecurity program proposals. The conversations went well, and HCCC agreed to accept MVCC's A.S. program in the Criminal Justice area. MVCC was asked to rename their Cybersecurity program, as they are more connected to the IT side of this program.

Dr. McCaskey extended congratulations to two faculty members: Larry Snyder, as his abstract submission was accepted for presentation at the 20th Annual Conference on Instruction & Technology to be held at SUNY Oneonta on May 27th; Jennifer Herzog, as the Microbiology book that she is digital author of has been published. The book was passed around to the board. The college and the board are very proud of both Asst. Professor Snyder's and Asst. Professor Herzog's work.

Dr. McCaskey introduced Resolution 10-09: Change in Academic Standards & Regulations. Based on the recommendation of the Readmit and Dismissal Committee and Academic Senate, the Vice President of Academic Affairs requests a change in the standard to establish .5 GPA as the minimum requirement for continuation after the first semester. In addition, to clarify the required GPA for credits attempted to credits earned, it is recommended that the chart be changed to indicate the number of credits earned, rather than the percentage of credits earned.

Mr. Ackerman made a motion to approve Resolution 10-09 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

An Academic Report was given to the board.

Student Affairs:

Dr. Hawes commended Dr. McCaskey and the committees on the requirement of having a minimum standard of .5 GPA. Small changes such as this raise the bar for our students.

Two nominations were sent to SUNY for consideration of the 2011 Chancellor's Award for Student Excellence.

Dr. Hawes reported that Reservoir Run #3 had a water pipe break on the first day of classes. Students were moved to the Herkimer Motel. As of last Friday, everyone was moved back to their residential hall. Dr. Murray commended Dr. Hawes, Carl Lohmann and Mr. Laino and their staffs during this difficult situation. Everyone involved responded very quickly and professionally.

The athletic programs continue to do well. The men's and women's swimming and diving team captured the Region III Runners-Up title, placing 2nd in the region, 3rd overall, in a field of 10 teams.

Events, including *Voices of Men* and *Vagina Monologues*, were held this month.

With the new admissions requirements, there were close to 200 students who were unable to be admitted for the spring semester. The College is looking at conditional student acceptances pending a requirement for students to attend a one-day workshop.

Mr. Drumm reported that the SUNY Student Assembly Executive Committee will meet at the College this weekend, February 19th, and all board members are invited to attend.

Financial:

Mr. Laino reported that Executive Council members and union representatives sat together on February 1st to listen to the Governor's Address on the budget. HCCC was grouped with state agencies, which were cut 10%. Mr. Laino reported that his office will start building the College's budget with a \$700,000 cut in aid and with stricter policies and procedures, which will be a challenge. The College is looking very closely at positions that are presently open at the college.

Dr. Murray notified the board of a SUNY BOT resolution regarding legislation to establish a capital reserve fund account to support the local share of capital costs.

Mr. Laino reported on the light poles in the stadium. A report was received indicating a defect in the same poles at another college. Inspectors came to campus and informed the College that the poles need to come down.

Mr. Laino presented the Financial Report.

Mr. Dunn made a motion to approve the Financial Report ending January 31, 2011, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of January 31, 2011.

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

Mr. Testa 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 reported that Rob Palmieri and his staff, Financial Aid, and Academics did a great job in making numbers for the spring semester. The College is up 65 in head count, with the average high school GPA being 78.41. Thirty-one percent of students for the spring semester are on-line students. There were approximately 160 dismissals in Fall 2010, but more students were placed on academic probation.

MISCELLANEOUS

As of today, the College's radio station is streaming live, and an app is available that can be downloaded on a smart phone. Ms. Ruffing will send the trustees an email with the link.

Ms. Ruffing reported that on February 16th, the signing of a new articulation agreement between Empire State College & HCCC took place. This will allow students to study here locally to get credits toward a bachelor's degree.

Last week, the Foundation held a first-ever reception for the college's volunteers. The Foundation is also planning their spring concert for March 11th, featuring Ethel. Planning of the President's Gala is in full swing. Invitations will be out in early March.

Senator Gillibrand will be on campus on February 25th to hold an Agriculture Listening Session.

The Campus Center lobby will soon contain colorful framed prints, and the college's core values and mission statement, along with inspirational words from our strategic plan, will be displayed.

Mohawk Valley EDGE will be having a Community Forum here on campus on March 24th.

Dr. Murray spoke to the board about the 2011 Community Day Celebration, an important event for the community and one which has encumbered a great deal of time each year in determining how it should be handled. The cost of the event is very high—well over \$15,000. The event serves multiple non-profit organizations, but the college does not make anything on it. Dr. Murray asked for the board's direction.

Mr. Accattato moved that the board suspend, due to financial constraints, the Community Day Celebration for 2011.

Mr. Ackerman seconded the motion.

Vote - 5 in favor, 3 opposed. Motion carried.

Ms. Clark offered her "kudos" to Dr. McCaskey for tying Resolution #10-09 into the strategic plan.

Ms. Clark moved to adjourn the meeting.

Ms. Crandall seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:20 p.m.

slh