

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – June 16, 2011

Vice Chairman Crandall called the meeting to order at 6:31 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

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

Trustees absent: Mr. Accattato, Ms. Clark, Mr. Dunn, Mr. Snyder

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

Guests: Ms. Woudenberg (Controller), Mr. Palmieri (Associate Dean of Enrollment Management)

MINUTES

Mr. Barbato moved that the minutes of the May 19, 2011, regular meeting be approved.

Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Testa moved that the minutes of the June 2, 2011, special meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 6:32 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. Luther seconded the motion.

Vote-Unanimous

At 7:30 p.m., Mr. Barbato moved that the board reconvene.

Mr. Luther seconded the motion.

Vote-Unanimous

PRESENTATIONS

There were no presentations.

CORRESPONDENCE

The board received a copy of correspondence from the Law Firm of Frank W. Miller.

PRESIDENT'S REPORT

The board received a copy of correspondence from the State Education Department in regard to the denial of the college's recent proposal for the Smart Scholars Early College High School.

Dr. Murray reported on the acquisition of archaeological replicas from the International Museum Institute of New York.

Ms. Clark, Ms. Crandall and Mr. Snyder have agreed to be on the Board of Trustees Task Force, which was formed as a result of the Board of Trustees annual meeting held in April.

Dr. Murray asked for the board's permission for her Executive Council members to have access to the Board of Trustees ANGEL website so they can now view board documents electronically rather than by hard copy. The board approved.

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

Mr. Testa and Mr. Ackerman, members of the Finance, Facilities and Audit Committee, met with Mr. Laino and Ms. Woudenberg prior to this evening's meeting to review the 2011-2012 proposed operating budget. Mr. Testa reported that each line was presented and explained.

Mr. Laino introduced Resolution 10-15: Tuition and Fee Schedule for 2011-2012. The college administration has reviewed the tuition and fee schedule and recommends the following:

- Full time in-state tuition be increased by \$200 from \$3,340 to \$3,540 per year
- Full time non-resident tuition (out of state and international) be increased by \$200 from \$5,600 to \$5,800 per year
- To change the Alumni Fee from \$40 per new full time student to \$40 per graduate
- To rename the SUNY Learning Network Fee to Online Course Fee
- Online Course Fee be increased by \$3 per credit hour from \$10 to \$13 per credit hour for applicable course(s)

Mr. Testa made a motion to approve Resolution 10-15 as presented.

Mr. Drumm seconded the motion.

Vote-Unanimous

Mr. Laino introduced Resolution 10-16: FY 2011-2012 Community Education Service, Facilities Utilization, Child Care and Non-Credit Programming Fees. Annually, the college's administration reviews all service user fees to ensure appropriateness with current requirements. Additions, changes and deletions are justified and presented to the Board of Trustees for approval. There are no changes proposed for FY 2011-2012.

Mr. Testa made a motion to approve Resolution 10-16 as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

Mr. Laino introduced Resolution 10-17: 2011-2012 Proposed Operating Budget. The HCCC administration has developed its 2011-2012 proposed operating budget and reviewed the details with the Board of Trustees. The budget reflects an estimated enrollment decrease to 3,044 FTEs, down from the 2010-2011 budget of 3,097 FTEs. Budgeted expenditures will total \$23,100,621. This represents a decrease of 0.9% over the 2010-2011 budget of \$23,306,955. Estimated revenues include a \$200 increase in the full-

time tuition rate to \$3,540. No increase in sponsor contribution is requested from Herkimer County.

Mr. Testa made a motion to approve Resolution 10-17 as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

Personnel:

Mr. Laino introduced Resolution 10-14: Memorandum of Understanding – Agreement on Non-Traditional Services (Flex Time). A Memorandum of Understanding was developed in coordination with the Professional Association members to participate in non-traditional service (flex time). The Understanding, if approved, will be in effect for the 2011-2012 academic year and will not establish a precedent for future negotiations.

There was a discussion regarding Resolution 10-14.

Mr. Testa made a motion to approve Resolution 10-14 as presented.

Mr. Drumm seconded the motion.

Vote-4 in favor, 2 opposed. Motion denied.

MONTHLY REPORTS

Academics:

An Academic Report by Dr. McCaskey was given to the board. Dr. McCaskey reported that the search process for three faculty positions has begun: English Tenure track outside search; Science Tenure track outside search; and Social Science one year term internal search.

Student Affairs:

There was no report from Student Affairs.

Admissions & Enrollment:

The admissions and enrollment report were given. Mr. Palmieri reported that there is one more summer session. Admissions for the fall semester are mostly on track with last year's. Applications in certain counties are starting to drop. New initiatives are being undertaken. There are four more registrations left for the fall semester.

Financial:

Mr. Laino presented the Financial Report.

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

Mr. Luther seconded the motion.

Vote-Unanimous

Vice Chairman Crandall presented the Petty Cash Report as of May 31, 2011.

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

Mr. Barbato seconded the motion.

Vote-Unanimous

Mr. Laino reported that health insurance claims have increased, and those claims continue to be monitored closely.

Foundation Board:

There was no report from the Foundation Board.

Housing Corporation:

There was no report from the Housing Board.

Alumni Board:

The Alumni Board is currently going through transition.

MISCELLANEOUS

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

Graduate Katie Maneen is presently in Florida participating in the Paralympics and will compete this week on Friday and Saturday. Athletics is moving ahead with the Athletic Hall of Fame, and nominations are being sought. Mr. Barbato agreed to sit on the Athletic Hall of Fame Board.

The college recently announced a high school essay contest for students in grades 9-12. The contest is being held in connection with the College's planned Remembrance Ceremony to mark the 10th anniversary of the events of September 11, 2001. Essays must address the theme, "What should America take pride in?"

The college was recently notified by the American Heart Association that they are a Gold Start! Fit-Friendly Company for recognizing the importance of a healthy workplace for its employees and taking important steps to create a culture of physical activity in the workplace.

A Legislative Reception will be held on June 29th at the college, and Dr. Murray will present a State of the College address at 7 p.m.

Mr. Ackerman made a motion to approve the 2011-2012 Faculty-Staff Handbook, as presented.

Mr. Drumm seconded the motion.

Vote-Unanimous

Mr. Drumm announced that this meeting is his last one as a trustee and thanked the board. The board acknowledged their appreciation for Mr. Drumm's time and commitment.

Mr. Drumm moved to adjourn the meeting.

Mr. Luther seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:32 p.m.

slh