

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – September 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. Accattato, Mr. Ackerman, Mr. Armstrong, Mr. Barbato, Ms. Clark, Ms. Crandall, Mr. Drumm, Mr. Dunn, Mr. Snyder

Trustees absent: Mr. Luther

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

Guests: Mr. James Franchi

There was a moment of silence for the passing of Muriel J. Luther, mother of Gary Luther, Vice-Chairman for the HCCC Board of Trustees.

Mr. Snyder introduced and welcomed new student trustee, Robert Drumm; new Vice President for Academic Affairs/Dean of Academic Affairs, Dr. Michael McCaskey; and new Director of Human Resources, James Salamy.

MINUTES

Ms. Crandall moved that the minutes of the June 17, 2010, regular meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Ms. Crandall moved that the minutes of the July 29, 2010, special meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Mr. Snyder introduced Resolution 10-02, Recognition of Women's Track & Field Team as NJCAA Division III National Champions.

Mr. Barbato made a motion to approve Resolution 10-02 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Mr. Snyder presented the resolution to Ms. Sharon Howell, coach, and members of the Women's Track & Field Team. Ms. Howell expressed her appreciation for all the support given to them.

EXECUTIVE SESSION

At 6:20 p.m., Mr. Snyder 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 6:50 p.m., Mr. Dunn moved that the board reconvene.

Mrs. Clark seconded the motion.

Vote-Unanimous

CORRESPONDENCE

The College received from Chancellor Nancy L. Zimpher a letter approving the Chief Institutional Advancement Officer title. The search for this position is currently taking place.

PRESIDENT'S REPORT

Dr. Murray introduced Mr. Andrew Urbanek, new Library Director, who was present at the meeting.

Fall Start-Up was held on August 19th with an all campus meeting and awards presentation, followed by a BBQ.

The Middle States visit to the campus will be on September 28th. The team will be meeting with members of the Executive Council, Strategic Planning Committee, Institutional Effectiveness Committee, Assessment Committee and Dr. Murray. The reading of the Exit Report will take place on September 29th at 10:45 a.m. A luncheon meeting will be held on September 27th at noon for those who have been instrumental in the Middle States study and in the preparation of the Monitoring Report. An invitation was also extended to the Board of Trustees to attend. Dr. Murray made a presentation to the board on how to access information on Standards 2, 7 and 14 on the college website. Ms. Becky Ruffing was commended for her efforts in ensuring that everything looked right, and the IT staff was also recognized for their efforts. The Middle States team has been introduced to this website.

Dr. Murray reminded the board of the *Board of Trustees Self-Assessment* form in their packet and that it needs to be completed and returned.

The College has been collaborating with BOCES to offer non-credit courses. There will be no additional cost, and the College is the lead partner. BOCES will be providing use of their facilities and equipment.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Due to end of year, there was no report.

Personnel:

There was no report from Personnel.

MONTHLY REPORTS

Academics:

Dr. McCaskey expressed his excitement at the opportunity to be here at HCCC and that he is very happy with the staff and faculty and their dedication. There will be a concentration on programming, as well as adding new programming. Dr. McCaskey updated the board on faculty accomplishments. He also reported that Agricultural Day was held on campus on September 9th and that student Alyssa Sanders was awarded a Phi Theta Kappa "Leaders of Promise" Scholarship. Also, the College is currently preparing for the administration of the Perkins Grant to transition under Academics as of

this semester.

Student Affairs:

Dr. Hawes reported that the College had a successful opening and Move-In Day. He is in contact everyday with the Director of Campus Safety regarding safety issues. The College has been challenged with off campus housing, and we have to get involved with discussions now. The earliest that the College could be open for additional on campus housing would be Fall of 2012. We will continue to work with landlords in the community. Overall, there has been a positive start to the new school year.

The Counseling Center sponsored a sexual assault lecture and a Part-Time Job Fair this month.

Dr. Hawes reported that the Center for Global Learning is open. International programs are in there, and offices will be moving in within the next two to three weeks. There will be a formal ribbon cutting sometime in late October.

Dr. Hawes introduced Resolution 10-01: Out of County Student GPA & GED Admissions Requirement. Resolution No. 08-18 established a minimum GPA for out of county students of at least 65. After careful investigation of the outcome data from the implementation of the resolution, it is recommended that the minimum high school GPA be raised to 68. By placing a minimum high school GPA of at least 68 or above for all out of county applicants and a GED score of 2400 and above, this initiative will continue to improve the academic success, retention, and graduation rates of our students. All out of county students who fall below these scores will not be admitted to HCCC. Alternatives to this admission requirement include: 1) scoring 500 or more on each of the English and Math section of the SAT; 2) scoring a 21 or higher composite score on the ACT; 3) transferring to HCCC with six or more college credits with a 2.0 GPA or higher.

Mr. Barbato made a motion to approve Resolution 10-01 as presented.

Mr. Armstrong seconded the motion.

Vote-Unanimous

This new policy will begin in the Spring 2011 semester. Mr. Jeff Steele, on behalf of the Faculty Senate, feels that this resolution will continue to improve the quality of academic performance, retention, and graduation numbers.

Financial:

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

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

Mr. Barbato seconded the motion.

Vote-Unanimous

Mr. Laino introduced Resolution 10-03: Establishing Capital Project Reserve. The establishment of fund balance reserves in anticipation of future need is a standard practice in fund balance accounting. The college administration discussed with the Board of Trustees at its regular meeting held on September 16, 2010, the need to establish a fund balance reserve for the Capital Project Reserve. By creating this reserve, this will give the college the proper fiscal planning to address upcoming capital projects. The college administration recommends that this reserve be established at \$275,000.

Mr. Dunn made a motion to approve Resolution 10-03 as presented.
Ms. Crandall seconded the motion.
Vote-Unanimous

Foundation Board:

No report at this time.

Housing Corporation:

Prior to expanding housing, Mr. Laino advised the Board that the Housing Corporation's fiscal situation needs to be reviewed so that it is strong enough fiscally to handle an increase to its debt.

Mr. Laino reported that the College retained Economic Modeling Specialists Inc. (EMSI) for an economic impact study, which is now finalized. On October 18, 2010, many community members (including the legislature, Chamber of Commerce, faculty and staff, students, Board of Trustees, etc.) will be invited to attend a presentation by Dr. Kjell Christophersen, co-founder and president of EMSI. The Board was encouraged to attend, and if they had specific people they wanted invited, they were asked to contact Mr. Laino's office.

Alumni Board:

Mr. Dunn reported that the Alumni Board just ratified their budget for the year. There was great support from Mr. Laino and his team. The Alumni Board will be looking at starting their own strategic planning process, as they are trying to bring the board to a higher level of responsiveness to the community.

Admissions & Enrollment:

The admissions and enrollment report were given.

Dr. Hawes commended Mr. Rob Palmieri for bringing better quality students to HCCC. Compared to last year at this time, we are seeing more full-time head count growth.

MISCELLANEOUS

There will continue to be an investigation of scheduling a meeting between MVCC and HCCC.

Ms. Ruffing reported that the Public Relations Department is currently promoting campus activities and Fall Fest, which will be held on October 2nd. Cards with upcoming HCCC events for Fall 2010 were passed out to board members. The Remembrance Ceremony was held on September 11th. Speakers included Robert Gassmann and Robert Drumm, and the event turned out very nice.

Mr. Snyder reported on the NYCCT Trustee Conference that he and Dr. Murray attended. He found it tremendously helpful and felt that the Vice Chancellor is on board with the community colleges.

Mr. Dunn moved to adjourn the meeting.
Ms. Clark seconded the motion.
Vote-Unanimous

The meeting adjourned at 8:25 p.m.