

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – April 26, 2012

Chairman Snyder called the meeting to order at 6:24 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Accattato, Mr. Ackerman, Mr. Brenchley, Ms. Clark, Ms. Crandall, Mr. Luther, Mr. Marrotta, Mr. Snyder, Mr. Testa

Trustees Absent: Mr. Barbato

In Attendance: Dr. Murray, Dr. Hawes, Mr. Laino, Mr. Oriolo

Excused: Ms. Ruffing

Guests: Ms. Trisha Lucas (Auditor, D’Arcangelo & Co., LLP); James Salamy (Director of Human Resources); Ms. Jacqueline Woudenberg (Controller); Ms. Julie Lewis (Herkimer County College Foundation); Mr. Thomas Stock (Director of Facilities Operations); Mr. Robert Woudenberg (Asst. Director of Facilities); Mr. Jeff Steele (President, Academic Senate); Mr. Terrell Silvera (2012-2013 SGA President)

**MINUTES**

Mr. Testa moved that the minutes of the March 22, 2012, regular meeting be approved.

Mr. Marrotta seconded the motion.

Vote-Unanimous

Dr. Hawes introduced Terrell Silvera, who will be the 2012-2013 SGA president and student trustee of the Board of Trustees after Mr. Marrotta’s term expires in August.

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

The men’s soccer team was recognized as the NJCAA Division III National Champions. Mr. Snyder recognized Coach Pepe Aragon and the 2011 soccer team coaches and players and thanked them for their service.

*Mr. Snyder introduced Resolution 11-16: Recognition of Men’s Soccer Team as NJCAA Division III National Champions and read the resolution to those present at the board meeting.*

Mr. Accattato made a motion to approve Resolution 11-16, as presented.

Mr. Marrotta seconded the motion.

Vote-Unanimous

The FY 2010-2011 Audit Report was presented by Ms. Lucas of D’Arcangelo & Co., LLP. The report was also presented in detail to the Finance Committee of the Board of Trustees prior to this evening’s board meeting. The College, who is considered a low-risk auditee, received an unqualified opinion, which is the highest level one can receive.

A motion was made by Mr. Testa to accept the FY 2010-2011 Audit Report, as presented.  
Mr. Ackerman seconded the motion.  
Vote-Unanimous

### CORRESPONDENCE

A letter from the Village of Herkimer, dated April 13, 2012, was presented to the board.

### PRESIDENT'S REPORT

Dr. Murray reported that she received six Board of Trustees self-assessment forms and that she will have a formal report once all assessments have been received.

The College contracted with the law firm of Hancock Estabrook, LLP, who identified that additional changes to the Board of Trustees Policies & Procedures should be made. Dr. Murray asked the board for the Executive Committee of the Board of Trustees to work with Dr Murray's executive team on this.

Dr. Murray reported that the College is still in compliance with the Middle States assessment. The faculty, under the direction of Mary Ann Carroll, have stayed on top of the student learning assessment. A copy of the Assessment Bytes newsletter has been posted on the Board of Trustees ANGEL site.

The College has received notification of the Chancellor's Award recipients. Professor Janemarie Verri is the recipient of the Chancellor's Award for Excellence in Teaching for the academic year 2011-2012, and Diane L. Palmieri, Senior Account Clerk, is the recipient of the Chancellor's Award for Excellence in Classified Service for the academic year 2011-2012. This is the first time in the history of the College that the Chancellor's Award for Excellence in Classified Service has been awarded. Awards will be given to the recipients at Commencement.

Jeff Steele, President of Academic Senate, gave an update on the efforts of the Academic Senate. The three broad areas included: providing faculty input on academic matters; coordinating the efforts of the HCCC Academic Senate with those of the Faculty Council of Community Colleges, a body representing all of the community college campus governance bodies in New York State; and providing suggestions for modernizing, improving and standardizing older college policies and procedures.

### COMMITTEE REPORTS

#### **Finance, Facilities and Audit:**

A Letter of Intent to purchase or lease approximately four to six acres for Phase I for an Assisted Living Facility on Herkimer County Community College campus was presented to the board. This letter will provide Valley Health Services the ability to move forward with some of the grant writing. The letter was brought to the Legislature last evening, and Chairman Bono signed the letter.

Mr. Ackerman made a motion to approve the *Letter of Intent to Purchase or Lease Approximately 4 to 6 Acres for Phase 1 for an Assisted Living Facility on Herkimer County Community College Campus*, as presented, and to authorize Donald Snyder, Chair of the Board of Trustees, to sign the letter.

Ms. Clark seconded the motion.

Vote-Unanimous

#### **Personnel:**

*Resolution 11-17: Addition/Deletion of Title(s) was presented.* It is the recommendation of the College Administration that the Board of Trustees add the following title with the appropriate salary range: Human Resources Associate (\$34,000-\$49,000). It is also the recommendation of the College

Administration that the Board of Trustees eliminate the following title: Human Resources Specialist.

Mr. Ackerman made a motion to approve Resolution 11-17, as presented.

Ms. Crandall seconded the motion.

Vote-Unanimous.

Dr. Murray provided trustees with an updated reappointment/non-reappointment recommendations list, effective September 1, 2012.

Mr. Brenchley made a motion to approve the updated reappointment recommendations, effective September 1, 2012.

Ms. Crandall seconded the motion.

Vote-Unanimous.

Tenure as presented:                   Matthew Powers, Instructor, English  
   Daniel Thompsune, Instructor, English and Philosophy

Mr. Testa made a motion to approve Tenure Recommendations as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

## **MONTHLY REPORTS**

### **Academics:**

An Academic Report by Mr. Oriolo was given to the board and included:

- Current juniors at BOCES will be tested on campus May 21-23 using Accuplacer. The results will be used to offer the students additional math courses to prepare them for college level mathematics.
- The A.S. degree program in Computer Science has been approved by SUNY and SED and will begin enrolling for the Fall 2012 semester.

### **Student Affairs:**

Dr. Hawes reported on the following:

- The HCCC Transfer Fair was held on April 3<sup>rd</sup> with over 30 colleges represented.
- A DWI Simulating Event was held on April 17<sup>th</sup>.
- The Men's Baseball, Women's Softball, Women's Lacrosse, Men's Track & Field and Women's Track & Field are all ranked in the top 10 of the country as of this date.
- The PTK Induction Ceremony will be held on May 1<sup>st</sup>.
- The Herkimer Community Museum ribbon cutting ceremony will be held on May 12<sup>th</sup> at 10 a.m. at the museum behind the Basloe Library.

### **Admissions & Enrollment:**

*The admissions and enrollment report were given.* Dr. Hawes reported that the College hopes to increase summer enrollment. To date, there have been three registration days, with more coming up.

### **Student Trustee Report:**

*The Student Trustee report was given.* Mr. Marrotta gave an update on the new SGA Officers for 2012-2013. The SGA will be assisting with The General's Field Day on May 7<sup>th</sup> and will be providing music for the Midnight Breakfast on May 8<sup>th</sup>. The constitution will also be reviewed.

### **Financial:**

*Mr. Laino presented the Financial Report.*

Mr. Luther made a motion to approve the Financial Report ending April 17, 2012, as presented.  
 Mr. Marrotta seconded the motion.  
 Vote-Unanimous

Mr. Laino reported that revenue has gone down due to a reduction in enrollment, but the College is within budget for the coming year.

*Chairman Snyder presented the Petty Cash Report as of April 17, 2012.*  
 Ms. Crandall made a motion to approve the Petty Cash Reports as presented.  
 Mr. Ackerman seconded the motion.  
 Vote-Unanimous

*Resolution 09-51A: FY 2010-2011 Budget Amendment was presented.* The College's 2010-2011 operating budget was based on a state aid funded enrollment of 3,080.0 FTEs. The actual state aid funded enrollment for 2010-2011 was 3,086.1 FTEs. To receive the resulting additional \$13,911 in state aid, the State University requires that the College and local sponsor amend the total operating budget and state aid revenue amounts. Accordingly, the 2010-2011 operating budget should be amended to \$22,169,103 including an increase of \$13,911 for state aid revenues.

Mr. Brenchley made a motion to approve Resolution 09-51A, as presented.  
 Ms. Clark seconded the motion.  
 Vote-Unanimous

*Resolution 11-18: Tuition and Fee Schedule was presented.* The college administration has reviewed the tuition and fee schedule and recommends the following changes:

- Full Time In-State Tuition be increased by \$100 from \$3,540 to \$3,640 per year
- To add a CPR Certification Fee of \$35 per certification
- To add an Administrative Withdrawal Fee of \$5 per withdrawal
- To change the Laboratory Fee from \$20 per applicable course to a tiered charge of \$25, \$30 or \$35 per applicable course

Ms. Clark made a motion to approve Resolution 11-18, as presented.  
 Mr. Testa seconded the motion.  
 Vote-Unanimous

*Resolutuion 11-19: Award of Contract - JH Roof Renovation/Science Labs was presented.* As part of the \$2,600,000 Renovations to the Science Labs and Roof Project, the Johnson Hall Roof is now scheduled to be renovated. A total of eight bids were received and opened on 4/10/12. After a review of all bids, the low bidder, Moisture Barriers, Inc., 2 Commerce Avenue, Albany NY 12206, was accepted for a total amount of \$307,845.00.

Mr. Ackerman made a motion to approve Resolution 11-19, as presented.  
 Mr. Marrotta seconded the motion.  
 Vote-Unanimous

### **MISCELLANEOUS**

Dr. Murray reported that the past weekend was incredible, as many events were held, including a jazz concert, the Robert H. Wood Great Artists Series concert, the Alumni Hall of Honor, and the President's Gala, which had the largest attendance and revenue since its inception.

Other public relations items include:

- The Scholarship Reception will be held on May 2<sup>nd</sup> and May 3<sup>rd</sup>.
- A new digital billboard has been placed on Route 5S.
- The discovery and research phase of the branding initiative is due to begin in May.
- The Legislative Report is in progress and should be completed by the end of June.

Ms. Clark moved to adjourn the meeting.

Mr. Luther seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:56 p.m.

slh