

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – June 28, 2012

Vice Chair Crandall called the meeting to order at 6:10 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Accattato, Mr. Ackerman, Mr. Barbato, Mr. Brenchley, Ms. Clark, Ms. Crandall, Mr. Marrotta, Mr. Snyder (via video conference), Mr. Testa

Trustees Absent: Mr. Luther

In Attendance: Dr. Murray, Dr. Hawes, Mr. Oriolo, Ms. Ruffing

Also Present: James Franchi, Attorney, HCCC

MINUTES

Mr. Brenchley moved that the minutes of the April 26, 2012, annual meeting be approved.

Mr. Accattato seconded the motion.

Vote-Unanimous

Mr. Testa moved that the minutes of the April 26, 2012, regular meeting be approved.

Ms. Clark seconded the motion.

Vote-Unanimous

Mr. Brenchley moved that the minutes of the May 3, 2012, special meeting be approved.

Mr. Accattato seconded the motion.

Vote-Unanimous

Ms. Clark moved that the minutes of the May 24, 2012, special meeting be approved.

Mr. Brenchley seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 6:11 p.m., Ms. Clark 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:

- 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. Testa seconded the motion.

Vote-Unanimous

At 6:44 p.m., Ms. Clark moved that the board reconvene.

Mr. Marrotta seconded the motion.

Vote-Unanimous

Ms. Clark made a motion that emeritus status be denied to Richard Friedrich.
 Mr. Barbato seconded the motion.
 Vote-Unanimous

PRESENTATIONS

There were no presentations.

CORRESPONDENCE

The following letters of correspondence were presented to the board:

- Congratulations from Todd Hutton, President, Utica College, for Dr. Murray's selection as a 2012 YWCA Outstanding Women honoree
- Letter of appreciation from Lindsey Taube for merit selection
- Letter of appreciation from Donna Testa for being awarded emeritus status
- Letter of appreciation from Herkimer County Legislature for HCCC's acknowledgement of recognition to Herkimer County by the White House Council for Community Solutions

PRESIDENT'S REPORT

Dr. Murray presented the President's Annual Report to the Board of Trustees for the 2011-2012 academic year. The report outlined several major achievements.

Dr. Murray also announced that the article, "Community College: How to Avoid Dropout Factories," published by CNNMoney on June 7, 2012, listed Herkimer County Community College among the top 100 community colleges in the nation based on federally-reported graduation and transfer rates. Herkimer tied with Genesee Community College, Batavia, NY, for the top-ranked community college in New York State.

The Board Assessment Report will be presented once all self-assessments have been received from the board. Four responses are pending from the Board.

COMMITTEE REPORTS

Finance, Facilities and Audit:

The College's budget has been presented to the County.

Personnel:

There are several open searches currently taking place for an admissions assistant, financial aid assistant, associate dean for Humanities and Social Science, STEM instructor, and a director of residence life.

MONTHLY REPORTS

Academics:

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

- The Community Education Office is coordinating computer training to 73 Little Falls Hospital employees. The training is expected to conclude in mid-July.
- The Perkins Grant was approved for 2012-13. The total allocation is \$299,611. Purchasing will begin in July.
- Nine new smart classrooms have been installed and nine CTE faculty laptops were distributed.
- A professional development program for the 2012-13 academic year will feature R. Lavoie, author of *It's So Much Work to Be Your Friend: Helping the Child with Learning Disabilities Find Social Success*.

Student Affairs:

Dr. Hawes reported that 47 students and faculty from Bright Visions Education in China will be coming to HCCC in July for an ESL cultural experience. A luncheon for the faculty from Bright Visions Education will be held on July 17th. The Board of Trustees was invited to attend.

There will be a national search for the Director of Residence Life position. Dr. Hawes will serve as the interim director.

Numerous improvements to student housing are currently underway and will continue throughout the summer.

Admissions & Enrollment:

The admissions and enrollment report were given. Dr. Hawes reported that the GPA of first-time/full-time applicants is 80.82.

Financial:

The Financial Report was presented.

Mr. Accattato made a motion to approve the Financial Report ending June 19, 2012, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Vice Chair Crandall presented the Petty Cash Report as of June 19, 2012.

Mr. Barbato made a motion to approve the Petty Cash Reports as presented.

Mr. Marrotta seconded the motion.

Vote-Unanimous

Resolution 11-26: FY 2012-2013 Community Education Service, Facilities Utilization, Child Care and Non-Credit Programming Fees was presented. Annually, the college's administration reviews all service user fees to ensure appropriateness with current requirements. Additions, changes and deletions are justified and were presented to the Board of Trustees for approval.

Ms. Clark made a motion to approve Resolution 11-26 as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

MISCELLANEOUS

Ms. Ruffing reported on upcoming summer camps, including the first-time Fashion Camp, covered by the Utica OD and The Telegram. In addition:

- A reporter from the Observer Dispatch was on campus to do a story on the science lab renovations.
- The President's and Dean's List of 594 students will be released soon.
- The College is expanding its efforts in the community by participating in the Boilermaker Expo, the Irish Festival, the NYS Fair and the Doo-Dah Parade.
- Twenty-nine teams participated in the HCC Foundation Generals Open.

Mr. Ackerman announced that on July 3rd, there will be a fireworks display following the Mohawk Valley DiamondDawgs game.

Mr. Testa made a motion to approve the 2012-2013 Faculty-Staff Handbook, as presented.

Mr. Marrotta seconded the motion.

Vote-Unanimous

Mr. Snyder thanked the board for making the accommodations to allow him to participate by video conference at this evening's meeting.

Mr. Barbato moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:47 p.m.

slh