

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – January 19, 2012

Vice Chair Crandall called the meeting to order at 6:12 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

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

Trustees Absent: Mr. Accattato, Mr. Barbato, Mr. Snyder

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

MINUTES

Mr. Luther moved that the minutes of the November 17, 2011, joint meeting with the Foundation be approved.

Mr. Marrotta seconded the motion.

Vote-Unanimous

Mr. Brenchley moved that the minutes of the November 17, 2011, regular meeting be approved.

Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Marrotta moved that the minutes of the December 28, 2011, special meeting be approved.

Mr. Testa seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

There were no presentations.

CORRESPONDENCE

There was no correspondence.

PRESIDENT'S REPORT

Dr. Murray gave a legislative report on the budget. The Governor's budget has kept community colleges funding flat. The state share has decreased 26% from three and a half years ago. SUNY, NYCCAP and NYCCT will petition for an increase of 2% in state support each year for the next five years. SUNY Lobby Day will take place on February 6th, and NYCCT will lobby on March 6th.

Dr. Murray introduced Resolution 11-02 – Removing Policy HR 89-05, Providing Employee Salary Information

Mr. Ackerman made a motion to approve Resolution 11-02 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 11-03 - Amending Policy FA 90-26A, Budget Transfer

Ms. Clark made a motion to approve Resolution 11-03 as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 11-04 - Removing Policy FA 96-10, Tuition Discounting (Off-Peak)

Ms. Clark made a motion to approve Resolution 11-04 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 11-05 - Removing Policy PC 89-24, Academic Honesty

Mr. Brenchley made a motion to approve Resolution 11-05 as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 11-06 - Removing Policy CF 89-06, Use of College Facilities

Mr. Brenchley made a motion to approve Resolution 11-06 as presented.

Mr. Marrotta seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 11-07 - Removing Policy CF 89-22, Handicapped Accessibility.

Ms. Clark made a motion to approve Resolution 11-07 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 11-08 - Amending Policy SA 90-03A, Withdrawal for Students Called to Emergency Active Duty.

Mr. Testa made a motion to approve Resolution 11-08 as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Dr. Murray introduced Resolution 11-09 - Amending Policy SA 89-19, Student Fundraising Activities

Mr. Marrotta made a motion to approve Resolution 11-09 as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

Dr. Murray proposed that the next Torchbearer Awards (2013-2014 academic year), originally held in the fall every four years, be moved to the spring. This event would be tied into the weekend of the President's Gala.

Ms. Clark made a motion to approve moving the date of the Torchbearer Awards from the fall to the spring semester.

Mr. Testa seconded the motion.

Vote-Unanimous

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino distributed the college's Priority List, which includes infrastructure improvements and new initiatives. The Master Plan is more of a marketing piece, and funding needs to be available to develop

one. At this point, the previous master plan has expired, and creating a new plan would take funding away from our current initiatives.

Mr. Ackerman made a motion to approve the Priority List as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

Personnel:

It was decided that the Organizational Chart would be discussed in Executive Session.

MONTHLY REPORTS

Academics:

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

- Science faculty members met with the architect to provide information on the needs for Biology, Chemistry, Physics, Anatomy and Physiology, and Microbiology science lab renovations. Also included was the incorporation of the natural history museum's specimens in the design.
- The Library is currently working on a re-trafficking project that will enable students to more effectively work in and between the Library and Academic Support Center.
- Winter Mini enrollment is up significantly over last year. This is being attributed to opening registration earlier (in late October rather than mid-November).

Student Affairs:

Dr. Hawes reported that new residential students moved in today. Occupancy is about 606 students. Spring Orientation will be held on January 20th. Returning residential students return on January 22nd, and classes begin on January 23rd.

Pepe Aragon, head soccer coach for the Generals since 1998, was named National Coach of the Year by the National Soccer Coaches Association of America (NSCAA). Aragon was also named Coach of the National Junior College Athletic Association (NJCAA) Tournament, and was recently named 2011 Region III, Mountain Valley Conference and District A Coach of the Year.

A new Admissions Assistant, Jaime Lamberto, has been hired.

Admissions & Enrollment:

The admissions and enrollment report were given. Dr. Hawes reported that the College Now students are not included in the report at this time. Dr. Murray commended Dr. Hawes and Dean Oriolo for the work done over the last two weeks to bring enrollment to desirable numbers. HCCC is starting to see better quality students enrolled.

Financial:

Mr. Laino presented the Financial Report.

Mr. Luther made a motion to approve the Financial Reports ending October 31, 2011 and January 9, 2012, as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Vice Chair Crandall presented the Petty Cash Reports as of October 31, 2011 and January 9, 2012.

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

Mr. Brenchley seconded the motion.
Vote-Unanimous

Housing Corporation:

Mr. Laino reported that on the capital side, the Housing Corporation is currently pricing out the cost to renovate all the bathrooms and replace all windows in Campus Meadows.

MISCELLANEOUS

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

- A FEMA emergency table top training exercise was given to approximately 25 staff. Dr. Murray commented that she felt much more comfortable knowing that staff is better trained in being aware of what to do in an emergency.
- The college is planning for the SUNY Mohawk Valley Regional Showcase (February 16, 2012) and SUNY Day display (February 6, 2012).
- There were 600 students named to the President's and Dean's List for the fall semester, and this is significantly higher than the last academic year.
- Commencement will be held on Friday, May 18, 2012 at 5 p.m.

EXECUTIVE SESSION

At 7:13 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.
- the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Mr. Luther seconded the motion.
Vote-Unanimous

At 7:50 p.m., Mr. Testa moved that the board reconvene.
Mr. Ackerman seconded the motion.
Vote-Unanimous

Mr. Ackerman made a motion to approve the following job titles: Executive Director of Information Services; Technology Support Technician; Academic Support Center Specialist – Academic Coach; and Technical Assistant – Academic Support Center.
Mr. Brenchley seconded the motion.
Vote-Unanimous

Mr. Testa made a motion to approve a letter of intent be sent to Valley Health Services to explore the creation of a living/learning health science center on the campus of Herkimer County Community College in conjunction with a Community Center for Health and Wellness.

Mr. Marrotta seconded the motion.
Vote-Unanimous

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

The meeting adjourned at 7:54 p.m.

slh