

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 21, 2013

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. Ackerman, Mr. Barbato, Mr. Brenchley, Ms. Clark, Ms. Crandall, Mr. DeLuca, Mr. Snyder (via video conference), Mr. Testa, Dr. Wind

Trustees Absent: Mr. Accattato

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

Excused: Ms. Ruffing

Ms. Crandall introduced and welcomed new student trustee, Mr. Anthony DeLuca.

MINUTES

Mr. Ackerman moved that the minutes of the January 17, 2013 regular meeting be approved.

Mr. Brenchley seconded the motion.

Vote-Unanimous

The board approved moving the *Minutes of the February 28, 2013 Special Meeting* to the end of the meeting.

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

There were no presentations.

CORRESPONDENCE

Notes of appreciation from the Polley family and from Jennifer Balog of the American Red Cross, and correspondence from Ms. Jayne Ritz were presented to the Board. Dr. Murray reported on the March 13th crisis, a very dangerous situation involving an active shooter in the Village of Herkimer. Dr. Murray commended the staff for stepping up. A Command Center was established by 10 a.m., and communication with law enforcement was started. Some students were displaced because of the location of the shooter, and alternate housing and a meal were provided to them that night. The emergency procedures had been updated in 2010, and the “active shooter protocol” was in place. The College also worked collaboratively with the American Red Cross. Dr. Hawes commended Tim Rogers for his quick responses.

Dr. Murray informed the Board that the next meeting is the annual meeting. The board was asked to review the bylaws and to let Shari Hunt know of any changes prior to this meeting.

Trustees were asked to review the Board of Trustees Self-Assessment and to submit them to the President’s Office. A report on the outcomes will be given once all surveys are received.

Dr. Murray informed the Board that a resolution to limit tobacco use in certain areas was received from the Academic Senate. This resolution, in conjunction with the one from the Student Government Association, will be vetted and a final recommendation brought to the next board meeting. Any

policies need to have fines for any violations in order to enforce the policy.

The Governor's budget includes an increase in aid for FTE and has passed the Senate and Assembly. Other language requires campuses to implement a GAP (Graduation and Accelerated Program) approach towards remediation modeled after CUNY and a requirement to tie funding of A.A.S. programs to employment outcomes. This will present unique challenges to HCCC due to the large number of students from out of our county.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Mr. Laino reported that the audit will be coming out next month. He was pleased to report that there were no findings in the report. Regarding the fiscal situation, enrollment held strong up to the winter, then dropped just under 5% in the spring. The goal is to live within the budget we now have, based upon the adjusted revenues.

The Valley Health Services partnership has not come to an agreement with the County. A meeting with the Foundation regarding their property is being considered.

Personnel:

Ms. Clark presented Resolution 12-14: Four-Day Work Week – Summer 2013. For the past several years, the College Administration, in cooperation with the CSEA Union, HCCC Professional Association and the Board of Trustees has implemented a four-day work week program during the summer months of operation. The goal of the program is to achieve cost savings through decreased facility utilization; lower energy consumption; and focus the use of accrued leave to days when the College is closed. The program has also proved to be a good method for controlling the utilization of employee's accrued time. The 2013 Four-Day Work Week schedule will begin the week of July 1, 2013 and end on Friday, July 26, 2013 for a total of four Fridays.

Mr. Laino reported that the Professional Association has signed their MOU, but CSEA has some minor changes to the wording in their MOU before being presented. Mr. Laino recommended to the Chair of the Personnel Committee of the Board of Trustees to approve the resolution pending the signed MOU with CSEA.

Mr. Testa made a motion to approve Resolution 12-14, pending approval of a signed MOU by CSEA. If disapproved by CSEA, the motion will be rectified at the April board meeting.

Mr. Brenchley seconded the motion.

Vote-8 in favor, 1 opposed. Motion carried.

The board approved moving the remaining Personnel agenda items to the end of the meeting.

CAMPUS REPORTS

Academics:

An academics report by Mr. Oriolo was provided to the Board. Highlights included:

- The Quality Assurance-Business (A.S.) program proposal has been approved by SUNY and the State Education Department and will be ready to go by Fall of 2013.
- Summer enrollment is up 22 FTE's from this time last year.
- The Academic Advisement Center has added an additional position, Advisement Center Specialist. The need for this position was addressed in various surveys from students, faculty and staff.
- The College is investigating instituting a Library Peer Program. This program will build a better relationship between the faculty and the library to promote more student use and learning.

Mr. Oriolo presented Resolution 12-13: *Proposal to Deactivate International Business Program*. This academic program has shown serious decline in enrollment over the past several years. Based on that fact, it is recommended the program be deactivated and no new students be accepted. Students currently enrolled will be offered the opportunity to complete their program. The deactivation status allows the institution to maintain the program officially on the registration for possible offering in the future.

Ms. Clark made a motion to approve Resolution 12-13, as presented.

Mr. Testa seconded the motion

Vote-Unanimous

Student Affairs:

A Student Affairs Report by Dr. Hawes was provided to the Board. Highlights included:

- Spring Open House will be held on March 23, 2013, with over 200 potential students and over 400 participants expected to attend.
- The Men's basketball team finished 3rd in the NJCAA Division III Basketball National Tournament.

Admissions & Enrollment:

The admissions and enrollment report were given. Dr. Hawes remarked that there is a concern about the outlook for the Fall 2013 semester. There is a question about what the right size is for HCCC.

Financial:

The Financial Report was presented. Mr. Laino reported that the College is prepared to live within the framework of an enrollment decrease.

Mr. Ackerman made a motion to approve the Financial Report ending February 28, 2013 as presented.

Mr. Snyder seconded the motion.

Vote-Unanimous

Vice Chair Crandall presented the Petty Cash Report as of February 28, 2013.

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

Mr. Snyder seconded the motion.

Vote-Unanimous

Foundation Board:

The search for an Executive Director is underway.

Housing Corporation:

Mr. Laino reported that the capital projects for the summer have been discussed and include completing the bathrooms in Campus Meadows, paving, curbing and repairing drainage. Housing continues to create a revenue stream back to the Foundation.

MISCELLANEOUS

A report from Public Relations was presented to the Board. Dr. Murray remarked that the President's Gala is coming up, and she and the Foundation are very appreciative of the donations received so far.

EXECUTIVE SESSION

At 7:15 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:

- 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.

Dr. Wind seconded the motion.

Vote-Unanimous

At 8:10 p.m., Mr. Barbato moved that the board reconvene.

Dr. Wind seconded the motion.

Vote-Unanimous

Ms. Clark made a motion to table the minutes of the February 28, 2013 special meeting.

Mr. Brenchley seconded the motion.

Vote-Unanimous

Promotion as presented:

Associate Professor to Professor: Dr. Catherine Delorme - PTA; Karen Evans - Business; Patricia McDaniel - Human Services

Assistant Professor to Associate Professor: Pepe Aragon - Physical Education; Steven Mezik - Biology

Instructor to Assistant Professor: Jason Davis - Music; Doug Flanagan - Radio/TV; Eileen Hart - English; Dr. Nicole McDaniels - Science; Dr. John McLean - Social Sciences; Daniel Thompsune - English & Philosophy

Merit as presented: Peter Anadio, Nathan Riley, Shannon Farrell, Marie Miknavich, Timothy Rogers, Rebecca Ruffing, Stacie Shepardson

Tenure as presented: Jason Davis, Instructor, Music

Dr. Murray provided trustees with reappointment recommendations, effective September 1, 2013.

Mr. Testa made a motion to approve recommendations for promotion, tenure, merit and reappointment.

Dr. Wind seconded the motion.

Vote-Unanimous

Ms. Clark presented Resolution 12-15: Emeritus Status for Angela Harris

Mr. Ackerman moved to approve Resolution 12-15 as presented.

Mr. DeLuca seconded the motion.

Vote-Unanimous

Mr. Barbato moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:12 p.m.

slh