

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – November 20, 2013

Vice Chair Crandall called the meeting to order at 6:08 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. Testa, Dr. Wind, Ms. McLemore

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

Also Present: Mr. Snyder (via video conference), Attorney Thaddeus Luke, James Franchi, Esq.

Agenda Item *BOT Policy Manual, Resolution 13-17: College Policy – Use of Consent Agenda* under *President's Report* was moved to the beginning of the board meeting.

Vice Chair Crandall presented Resolution 13-17: College Policy – Use of Consent Agenda. At its September 25, 2013 meeting, the College's Board of Trustees passed Resolution No. 13-13, regarding use of a consent agenda for board meetings. On the basis of that decision, a new College policy was developed, CR 13-13 "Use of Consent Agenda," that formally establishes the practice of using a consent agenda during board meetings and provides guidelines for their content and use, including how they may be adjusted.

Mr. Barbato made a motion to approve Resolution 13-17 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

CONSENT AGENDA

Vice Chair Crandall presented the following consent agenda items for Board approval:

1. Minutes
 - a. September 25, 2013 Regular Meeting
2. Correspondence
 - a. Letter from Oneida Public Library (10-10-2013) Re: Appreciation to Professor Herzog
 - b. Letter from Frankfort-Schuyler CSD (10-18-2013) Re: Appreciation for Hosting Staff Development Day
 - c. Note of Appreciation from Jeanne Galvin Re: Hall of Fame Induction
3. Campus Reports
 - a. Academics
 - b. Student Affairs
 - i. Admissions Data – November 2013
 - c. Administration & Finance
 - i. Monthly Report Ending November 7, 2013
 - ii. Petty Cash Disbursements as of November 7, 2013
 - d. Public Relations

The consent agenda item, *Enrollment Report – November 2013*, was pulled and added to the regular agenda as an item to be discussed.

Mr. Ackerman moved that the consent agenda items be approved as presented.
 Ms. Clark seconded the motion.
 Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

Vice Chair Crandall presented Resolution 13-14: Recognition of James Franchi, Esq.

Mr. Ackerman made a motion to approve Resolution 13-14 as presented.
 Mr. Barbato seconded the motion.
 Vote-Unanimous

Vice Chair Crandall acknowledged the almost 20 years of legal support services Mr. Franchi provided to the College and its Board of Trustees. Mr. Franchi arrived later in the meeting, at which time the resolution was read to him and a gift was presented. Mr. Franchi remarked that the Board has treated him exceptionally well and that it has been an honor to serve them.

Vice Chair Crandall presented Resolution 13-15: Recognition of Donald J. Snyder

Ms. Clark made a motion to approve Resolution 13-15 as presented.
 Mr. Testa seconded the motion.
 Vote-Unanimous

Vice Chair Crandall expressed the Board's appreciation for Mr. Snyder's 22 years of committed service as a member of the College's Board of Trustees, including serving as the Chair of the Board for 12 years.

PRESIDENT'S REPORT

Dr. Murray reported that after three years, there is now an updated, thorough collection of board policies. She acknowledged the work of her office staff, Shari Hunt and Dan Sargent, in capturing the changes to the policies and keeping track of the entire process. There are three additional policies for the Board to explore: Intellectual Property; Domestic Violence; and Tobacco-Free Campus. Dr. Murray thanked her executive team, the Academic Senate and the students for making recommendations for the tobacco free policy.

Dr. Murray also reported that several staff members attended a START-UP NY session, held here earlier this month, under the leadership of SUNY System Administration and The Research Foundation for SUNY.

After working on the branding initiative for 18 months, the new College brand, including the new athletic brand, will roll out at the All Campus meeting on January 13, 2014 at 10 a.m. The board members are invited to join us for the roll-out.

The MOU between the Foundation and the College has been finalized. The Foundation has been provided with a document outlining the responsibilities of the Board. Once the Foundation approves the MOU, it will be brought to the Board of Trustees for consideration.

Dr. Murray announced that Chairman Mathis from Mohawk Valley Community College invited the Board of Trustees to join him and MVCC's Board of Trustees on a bus trip to the Nano Science Center in Albany.

COMMITTEE REPORTS

Nominating:

Changes to the bylaws will be finalized prior to the annual Board meeting, provided that a written notice is sent to each Trustee at least five days nor more than ten days before the date of the annual meeting. As Mr. Snyder's resignation has resulted in vacancies, the following replacements were made:

- Chairman of the Board of Trustees: Will be elected at the annual board meeting in April
- NYCCT Delegate: Ms. Crandall
- Member of Foundation Board: Ms. Clark
- Member of Housing Board: Mr. Ackerman is currently a member of the Housing Board. Should the need arise for another member of the Board of Trustees to serve on the Housing Board, it will be addressed at that time.
- Member of Personnel Committee: Mr. Brenchley
- Chair of Finance, Audit and Facilities Committee: Mr. Brenchley

CAMPUS REPORTS

Student Affairs:

Dr. Hawes reviewed the November Enrollment Report. Fall 2013 enrollment is up 3.4% when compared to budgeted numbers. The Admissions Office is currently focusing on the Spring 2014 semester. There are approximately four more registration days remaining, in addition to a few Instant Admissions Days. Based on the Admissions Report for Fall 2014, we are up 5.5% when compared to last year at this time.

Mr. Oriolo presented Resolution 13-16: New Program Proposal – Paramedic (Certificate). The clientele this certificate will serve are the students who come to the program already trained as Basic EMTs. Over the past several years, these students have accounted for nearly 70% of the students in the AAS program. Developing a certificate program for these students would allow them to graduate with New York State Certification, as well as documented completion of a paramedic certificate. It is recommended that the Board of Trustees approve the program and recommend approval to the State University of New York for a Certificate entitled *Paramedic*.

Mr. Barbato made a motion to approve Resolution 13-16 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

MISCELLANEOUS

At the last Board meeting, Dr. Murray reported that it would be helpful to have a Board of Trustees member serve on the selection committee for conferring honorary associate's degrees. Ms. Crandall volunteered to serve on this committee.

EXECUTIVE SESSION

At 6:49 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

Mr. Ackerman seconded the motion.
Vote-Unanimous

At 8:14 p.m., Mr. Brenchley moved that the board reconvene.
Mr. Testa seconded the motion.
Vote-Unanimous

During Executive Session, Resolution 13-18: Retirement of President Ann Marie Murray was discussed and approved by the board. The resolution accepted the retirement of Dr. Ann Marie Murray, third president of Herkimer County Community College, effective November 20, 2013, and approved her as Officer in Charge from November 26, 2013 through January 31, 2014.

Mr. Brenchley moved to adjourn the meeting.
Mr. Testa seconded the motion.
Vote-Unanimous

The meeting adjourned at 8:14 p.m.

slh