

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – September 25, 2013

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

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

**Also Present:** Mr. Frank Kapusta (President, Herkimer County College Foundation); Attorney Rob Malone; Attorney Thaddeus Luke; Mr. Jim Bono; Mr. Henry Testa; Mr. Donald Dutcher

Vice Chair Crandall welcomed Mr. Jim Bono, Chairman, Herkimer County Legislature, and Mr. Rob Malone, Herkimer County Attorney, to this evening's board meeting. Avery McLemore was introduced as the new student trustee, as well as Thaddeus Luke as the new College attorney. Mr. Luke replaces Jim Franchi, who served as the College attorney for many years. Vice Chair Crandall expressed the board's appreciation for Mr. Franchi's service.

**PRESENTATIONS**

Herkimer County College Foundation President, Frank Kapusta, gave an update on the Foundation and its search for an Executive Director. He explained that community colleges continue to be a good option due to the economy. State aid continues to be cut. Therefore, community colleges have to rethink strategic planning. One of the Foundation's functions is to raise endowment, and fundraising is one of the main things the Foundation has to do. The continuing declining population, smaller graduating classes, and the tightening of local resources all are beginning to impact the College's declining enrollment. The Foundation has to have either innovation or stagnation and be proactive rather than reactive. The Executive Director of the Foundation, who will report to Dr. Murray, is critical to the growth of the College. By utilizing a professional search firm, the Foundation Board members agree that they are guaranteed to get someone with a proven track record. Donor development will be most critical. Vice Chair Crandall thanked Mr. Kapusta for his time and diligence.

**MINUTES**

Vice Chair Crandall requested that the minutes of June 27, 2013, be amended to reflect that she was not present at this meeting.

Mr. Barbato moved that the minutes of the June 27, 2013 regular meeting be approved as amended.

Mr. Ackerman seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**CORRESPONDENCE**

Letters of appreciation from Governor Cuomo and from faculty and staff regarding flood donations were presented to the Board.

Also presented was correspondence regarding HCCC's proposal, "Manufacturing Quality Assurance Center at Herkimer County Community College," being selected for SUNY 2020 SMART (SUNY

Manufacturing Alliance for Research and Technology Transfer) funding in the amount of \$498,000. Dr. Murray commended Hank Testa, Bill McDonald, Linda Lamb and Dean Oriolo from Academics for their efforts.

Vice Chair Crandall shared a note of appreciation from Dr. Murray with the board.

### **PRESIDENT'S REPORT**

*Dr. Murray presented the following resolutions:*

1. Resolution 13-4: Amending Policy CR 05-11, Public Access to Records Regulations
2. Resolution 13-5: Amending Policy FA 95-06, Tuition Vouchers
3. Resolution 13-6: Amending Policy FA 97-12B, Refund Policy – Revision
4. Resolution 13-7: Amending Policy FA 02-04 (formerly CF 02-04) College Capital Projects
5. Resolution 13-8: Removing Policy PC 89-03, Orderly Institutional Process
6. Resolution 13-9: Amending Policy SA 88-15, Bloodborne Pathogen Diseases Statement (HIV, AIDS, Hepatitis B and C)
7. Resolution 13-10: Amending Policy SA 91-25A, Release of Student Directory Information
8. Resolution 13-11: College Policy CF 13-11: Use of College Facilities and Grounds by Non-College Organizations (Replaces Policy #'s CF 10-08, CF 96-27, and CF 89-21A)

Mr. Ackerman made a motion to approve Resolutions 13-4 through 13-11, as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

*Dr. Murray presented Resolution 13-13: Approve Use of a Consent Agenda for Board of Trustee Meetings. It is recommended to approve the use of a consent agenda for Herkimer County Community College Board of Trustee regular meetings, according to a corresponding set of guidelines.*

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

Mr. Barbato seconded the motion.

Vote-Unanimous

Dr. Murray asked the board to consider what they would like to be included on the consent agenda so that a policy may be composed and presented at the next board meeting.

Dr. Murray reported that the College is in the process of developing a policy and corresponding guidelines for conferring honorary associate's degrees. A selection committee will be formed, and it would be helpful to have a Board of Trustees member serve on this committee. Suggestions from the board for candidates for such a degree are welcomed

*Dr. Murray presented Resolution 13-12: Approve Revised Strategic Plan for 2013-2018. The College's strategic plan is annually and systematically monitored, evaluated and revised in order to remain current and relevant for guiding the management and operations of the institution. This process for monitoring and evaluating the strategic plan is an integral part of the College's overall culture of assessment and system for ensuring institutional effectiveness, and as such serves as a crucial element in maintaining the College's compliance with accreditation standards established by the College's official accrediting body. The College's Executive Council and Strategic Planning Committee have developed and vetted a revised strategic plan for the new five-year period of 2013-2018.*

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

Mr. Testa seconded the motion.

Vote-Unanimous

Dr. Murray spoke about right sizing the institution, and this will be further discussed at October's Board of Trustees workshop. Dr. Murray also gave a Middle States Commission on Higher Education (MSCHE) update. The College has begun the process of preparing for the MSCHE its Periodic Review Report (PRR), which is due on June 1, 2015. The College has convened an ad hoc committee for a 12-month period to work on developing the PRR, and the Board of Trustees will be provided with quarterly updates on the progress of the committee.

## **COMMITTEE REPORTS**

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

*Mr. Ackerman presented Resolution 13-2: Nature Trail Renovations.* Completing this renovation project will allow the College to provide an outdoor living/learning lab to accommodate the academic programs in the field of science. The capital budget for the Nature Trail Renovations is \$20,000, with 50% of the local share coming from the Herkimer County College Foundation and 50% from the state. The Nature Trail was closed due to extensive damage from the recent flooding, and it now becomes necessary to make the required repairs/renovations in order to continue and accommodate the academic programs.

Mr. Barbato made a motion to approve Resolution 13-2, as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

*Mr. Laino presented Resolution 13-3: Entrepreneur Center for Small Business Development.* Completing this project will create a center for the development of small business through credit and non-credit programming consisting of newly designated space to be renovated with new equipment. The capital budget for the Entrepreneur Center for Small Business Development is \$50,000, with 50% of the local share coming from the Herkimer County College Foundation and 50% from the state. The newly designated space to be renovated will allow for an accounting lab with 28 workstations and lap top computers, ticker tape dynamic display, TV wall, electronic hallway bulletin board, software, carpets and student furniture.

Mr. Ackerman made a motion to approve Resolution 13-3, as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

### **Personnel:**

*Ms. Clark presented Resolution 13-1: Addition of New Title: Coordinator of Athletics and Physical Education.* A new job title is requested for the position, Coordinator of Athletics and Physical Education. The position description for the title in question was carefully reviewed and modified. A discussion followed.

Mr. Ackerman made a motion to approve Resolution 13-1, as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

## **CAMPUS REPORTS**

### **Academics:**

An academics report by Mr. Oriolo was provided to the Board. The Academic Support Center assisted over 300 students, in person, in their new office area during the first three days of the fall semester.

**Student Affairs:**

A Student Affairs Report by Dr. Hawes was provided to the Board. Dr. Hawes reported positive student behavior. The high school average is above an 80 for the third consecutive semester, with an 80.31 GPA. The Campus Civility Initiative continues. Men's soccer is the number one ranked team in the country.

**Admissions & Enrollment:**

*The admissions and enrollment report were given.* Dr. Hawes remarked that the College is still enrolling College Now students and believes that budget and numbers will be met.

**Financial:**

*Vice Chair Crandall presented the Petty Cash Report as of August 31, 2013.*

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

Mr. Ackerman seconded the motion.

Vote-Unanimous

**Public Relations:**

A report from Public Relations was provided to the board. 'My Herkimer' implementation has been completed, and the brand development initiative is in progress, with the brand launch scheduled for January 2014.

The Online College Catalog and management system has been completed. The catalog can now be found at [www.herkimer.edu/2013-2014-college-catalog](http://www.herkimer.edu/2013-2014-college-catalog).

**MISCELLANEOUS**

Dr. Murray informed that board that she will be asking for their input regarding a tobacco-free policy. The SUNY Board of Trustees passed a resolution to be tobacco free by 2014. Dr. Hawes will be drafting a policy to present to the board. Ms. McLemore commented that students have approached her about this and expressed their support of such a policy.

Vice Chair Crandall accepted a letter of resignation from Donald Snyder, Chair, with regret, and read a part of Mr. Snyder's letter: "Each of you on this Board of Trustees has and I am sure will continue to serve with dignity, professionalism and personal sacrifice well into the future. This College needs all of you more than ever." Vice Chair Crandall thanked Chairman Snyder for his service to the board and to the community. Chairman Snyder thanked the board for all of their time, that they are like a family, and that it has been a pleasure working together.

As a final action, Chairman Snyder appointed to the Board of Trustees Nominating Committee Robert Brenchley, Michael Testa and Kurt Ackerman. Dr. Murray thanked the committee for their willingness to participate and for guiding the board. Mr. Brenchley was appointed Chair and will be setting up a committee meeting for the following week.

At 7:50 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 8:40 p.m., Mr. Barbato moved that the board reconvene.  
Mr. Brenchley seconded the motion.  
Vote-Unanimous

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

The meeting adjourned at 8:40 p.m.

slh