

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – June 26, 2014

Madam Chair Crandall called the meeting to order at 6:30 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees Attending:** Mr. Ackerman, Mr. Barbato (via video conference), Mr. Brenchley, Mrs. Clark, Mrs. Crandall, Mr. Gregory (via audio connection), Mr. Roche

**Trustees Excused:** Mr. Testa

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

Also Present: Attorney Bill Wallens, Mrs. Jacqueline Woudenberg (Controller), Mr. James Salamy (Director of Human Resources), Mrs. Julie Lewis (Director of Business & Finance/Foundation & Alumni Office)

Those in attendance at this evening's board meeting joined in a moment of silence to honor the memory of Herkimer College student and board member Mr. Testa's daughter, Sara Jane Testa.

**CONSENT AGENDA**

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

1. Minutes
  - a. April 23, 2014 Annual Meeting
  - b. April 23, 2014 Regular Meeting
  - c. June 11, 2014 Special Meeting
2. Campus Reports
  - a. Academics
  - b. Student Affairs
    1. Enrollment Report – June 2014
    2. Admissions Data – June 2014
  - c. Administration & Finance
    1. Monthly Report Ending June 17, 2014
    2. Petty Cash Disbursements as of June 17, 2014
  - d. Public Relations

Mr. Ackerman requested that the minutes of the April 23, 2014 annual meeting be amended to reflect that his name be added to the Finance, Facilities and Audit Committee.

Mr. Ackerman moved that the consent agenda items for the June 26, 2014 regular meeting be approved as amended.

Mr. Roche seconded the motion.

Vote-Unanimous

At 6:35 p.m., Mr. Roche 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

Mrs. Clark seconded the motion.  
Vote-Unanimous

At 6:53 p.m., Mr. Roche moved that the board reconvene.  
Mr. Barbato seconded the motion.  
Vote-Unanimous

#### **PERSONNEL COMMITTEE REPORT**

*Mr. Brenchley presented Resolution 13-33: Approval of Professional Association Contract 2015-2017.*

Mr. Roche made a motion to approve Resolution 13-33, an agreement between Herkimer County Community College and the Professional Association for a three-year contract, covering the period of September 1, 2014 through August 31, 2017, as presented.  
Mrs. Clark seconded the motion.  
Vote-Unanimous

*Mr. Brenchley presented Resolution 13-32: 2015-2017 Non-Bargaining Group Salary Adjustments.* Effective September 1, 2014, all full-time non-bargaining unit employees will receive the percentage increases on their individual base salaries, as outlined in Resolution 13-32.

Mr. Roche made a motion to approve Resolution 13-32 as presented.  
Mrs. Clark seconded the motion.  
Vote-Unanimous

#### **PUBLIC COMMENT**

Mr. Laino invited Mr. Mezik to speak to the board about his project in Ecuador. The College may have the opportunity to have an exclusive agreement whereby several of our students would travel to South America to work, and several students from Ecuador would come to Herkimer College to participate in the tourism and the forestry and environmental programs.

#### **PRESENTATIONS**

There were no presentations at this meeting.

#### **PRESIDENT'S REPORT**

An amendment in Article II, Section 3, of the bylaws of the Board of Trustees of Herkimer County Community College was presented. The amendment addresses vacancies that may occur in any office of the board.

Mr. Ackerman made a motion to amend and approve the bylaws, as presented.  
Mr. Roche seconded the motion.  
Vote-Unanimous

Mr. Barbato asked that vacancies in any office be filled after all board members are notified.

#### **FINANCE, FACILITIES AND AUDIT COMMITTEE REPORT**

*Mr. Laino presented Resolution 13-31: 2014-2015 Operating Budget.* This budget reflects an estimated enrollment increase to 2,563.2 FTEs, up from the 2013-2014 budget of 2,510.0 FTEs. Budgeted expenditures will total \$24,254,395, representing an increase of 0.9% over the 2013-2014 budget of \$24,026,536. Estimated revenues include a \$100 increase in the full-time tuition rate to \$3,840. No increase in sponsor contribution is requested from Herkimer County.

Mr. Ackerman made a motion to approve Resolution 13-31 as presented.  
Mr. Barbato seconded the motion.  
Vote-Unanimous

*Mr. Laino presented Resolution 12-11A: Amend the Capital Budget for the Renovation of RMCC Cafeteria Project.* Due to an increase in professional architectural services, the capital budget now needs to be increased by \$3,942.69 from \$1,000,000.00 to \$1,003,942.69. It is also requested that the Herkimer County Legislature adopt a similar resolution to approve this capital project increase.

Mr. Ackerman made a motion to approve Resolution 12-11A as presented.  
Mr. Roche seconded the motion.  
Vote-Unanimous

*Mr. Laino presented Resolution 13-34: Close Out of Project for Campus Master Plan Phase I.* In order to close out the Campus Master Plan Phase I project, which is now complete, it is requested that the remaining funds from the Campus Master Plan capital construction account and Herkimer County's debt service account be used towards the next scheduled debt service payment. It is also requested that the Herkimer County Legislature approve a similar resolution to close out this project and use the remaining funds in both accounts toward the next scheduled debt service payment.

Mr. Roche made a motion to approve Resolution 13-34 as presented.  
Mr. Ackerman seconded the motion.  
Vote-Unanimous

*Mr. Laino presented Resolution 13-35: Close Out of Project for Library Additions and Renovations – Phase I.* In order to close out the Library Addition and Renovations Project Phase I project, which is now complete, it is requested that the remaining funds from the Library capital construction account and Herkimer County's debt service account be used toward the next scheduled debt service payment. It is also requested that the Herkimer County Legislature approve a similar resolution to close out this project and use the remaining funds in both accounts toward the next scheduled debt service payment.

Mr. Ackerman made a motion to approve Resolution 13-35 as presented.  
Mr. Roche seconded the motion.  
Vote-Unanimous

## **CAMPUS REPORTS**

### **Academics:**

*Mr. Laino presented Resolution 13-30: Anti-Bullying Policy.* Mr. Salamy gave a background on this policy, which has the support of the Academic Senate. Herkimer County Community College is committed to maintaining high standards for behavior where every member of the College community conducts himself/herself in a manner which demonstrates proper regard for the rights and welfare of others. The Anti-Bullying Policy seeks to educate the College community about bullying and to promote civility and respect among all its members, including the College's trustees, administration, faculty, staff, students, contractors, consultants and vendors.

A discussion followed. It was agreed that this policy is a working document that should be reviewed in six to twelve months for any needed changes.

Mr. Roche made a motion to approve Resolution 13-30 as presented.  
Mrs. Clark seconded the motion  
Vote-Unanimous

*Mr. Oriolo presented Resolution 10-09A: Revision to 2011 Change in Academic Standards and Regulations. Since many students experience academic difficulty during their first semester at college, it is the recommendation of the College's Executive Council that the policy established by the approval of Resolution 10-09 be revised. By doing so, this will allow these students a second chance to succeed academically by taking advantage of the academic support services the College provides. The recommended policy revision would discontinue academic dismissal of first-time, full-time students based on their first semester GPA or first semester number of credits earned, and instead would impose academic probation for first-time, full-time students who earn a GPA of 1.49 or lower, or who earned six (6) or fewer credits, as set forth in proposed tables taken from the Academic Standards and Regulations that would be included in the college catalog if approved.*

After a lengthy discussion, Mr. Roche made a motion to approve Resolution 10-09A.  
Mrs. Clark seconded the motion.  
Vote-5 in favor, 1 opposed. Motion disapproved.

*Mr. Oriolo presented Resolution 13-36: Proposal to Deactivate Program (Criminal Justice/Economic Crime AS). As the academic program, Criminal Justice: Economic Crime (AS), has shown serious decline in enrollment over the past several years, 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.*

Mr. Barbato made a motion to approve Resolution 13-36 as presented.  
Mr. Brenchley seconded the motion.  
Vote-Unanimous

#### **MISCELLANEOUS**

Mr. Ackerman made a motion to approve the 2014-2015 Faculty-Staff Handbook, as presented.  
Mr. Roche seconded the motion.  
Vote-Unanimous

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

The meeting adjourned at 8:13 p.m.

slh