

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**Special Meeting – May 13, 2015**

Chairwoman Crandall called the meeting to order at 6:05 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees Attending:** Mr. Ackerman, Mr. Brenchley, Mrs. Clark, Mrs. Crandall, Miss Cwierniewski, Mr. Gregory, Mr. Roche

**Trustees Absent:** Mr. Barbato, Mr. Testa

**In Attendance:** Nick Laino, Michael Oriolo, Dr. Hawes, Thad Luke (Attorney)

**Also Present:** Mary Ann Carroll, Karen Ayouch, Tim Rogers

**HERKIMER COLLEGE SEXUAL VIOLENCE PREVENTION AND RESPONSE POLICY**

*Resolution 14-16: Herkimer County Community College Sexual Violence Prevention & Response Policy* was presented. It is recognized that sexual violence is a national problem, and Higher Education is not immune to sexual violence. By implementing campus policies and procedures that seek to prevent sexual violence, as well as educating the campus on proper reporting and response, the campus of Herkimer College will be safer for both students and staff.

Mr. Rogers explained that the College would use this policy in conjunction with the Student Code of Conduct and would be incorporated in Professional Development Day. There will be more training in the fall for faculty, staff and students, and continuous training throughout the year will be provided. Mr. Roche met with administration last week regarding the policy and feels that the policy is in compliance. The board agreed that it would be a good idea for them to also attend a training session.

Mr. Brenchley made a motion to approve Resolution 14-16: Herkimer County Community College Sexual Violence Prevention and Response Policy, as presented.

Mr. Roche seconded the motion

Vote-Unanimous

**PERIODIC REVIEW REPORT, STRATEGIC PLAN, REPORT CARD**

Mrs. Carroll distributed and reviewed the Strategic Plan Implementation and Reporting, the Institutional Effectiveness Report Card, the Compliance Section of the PRR, and the Periodic Review Report.

The Strategic Plan will become a flexible, living document, guided by the members of the newly approved Strategic Plan committee. As the plan progresses, the Board will work with the committee recommendations to determine benchmarks which will be documented and measured, with status reports going to the Board on a quarterly basis. Unit/Department leaders will be responsible for action items to align with the Strategic Goals, while top administrators will be responsible for overseeing specific Strategic Goal categories, as laid out in the document.

Mr. Ackerman moved to approve the Strategic Plan Implementation and Reporting document, as presented.

Mr. Roche seconded the motion.

Vote-Unanimous

The board felt that it would be a good idea to track students who could transfer their credits from four-year colleges (if they did not complete their degree there) back to Herkimer College in order to receive an associate's degree. This would add to student success *and* college success at Herkimer College. A cost calculator link for comparison with SUNY institutions is available at Herkimer's website, but the College is currently working on creating a community college/four-year private institution cost comparison.

The 2013-2014 Institutional Effectiveness Report Card was discussed at length, with Ms. Ayouch providing clarification and options for report card data. The Board asked that context be added to the Points of Interest and recommended that in future report cards, benchmarks would be indicated, along with survey response rates and sample sizes noted.

Mr. Ackerman moved to approve the Institutional Effectiveness Report Card, as presented.

Mr. Roche seconded the motion.

Vote-Unanimous

The Board asked that administration come up with an official, consistent policy regarding common student identity verification to replace standing practices throughout the campus. The Board agrees that when private information is being discussed with students, appropriate student identification should be shown in every office. Mr. Laino asked Dr. Hawes to investigate the matter of creating the policy to bring to the Board. The Board is aware that some college procedures and practices may not meet compliance due to the fact that they are not Board approved and published, but rather practiced to some extent within different offices on campus. Interpretation of Compliance regulations may vary depending upon the external reviewer. In order to avoid confusion, official policy-setting is currently being worked on. Furthermore, investigation should begin for the feasibility of acquiring a proctoring service for online student identity verification.

Mr. Roche moved to accept the Compliance Document of the PRR, with no substantive changes.

Mrs. Clark seconded the motion

Vote-Unanimous

Mr. Ackerman moved to implement the Proposed Model of Integrated Sustainability Planning and that it continue to be updated.

Mr. Roche seconded the motion.

Vote-Unanimous

Mr. Roche moved to approve the Periodic Review Report, with the understanding that no substantive changes would be made, but that proper mechanics, formatting and appendices would be adjusted. The Board would receive regular ANGEL updates as the document is fine tuned.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Chairwoman Crandall signed the Certificate of Compliance for the Period Review Report.

### **TUITION AND FEE SCHEDULE 2015-2016**

*Resolution 14-15: Tuition and Fee Schedule 2015-2016* was presented. The College administration has reviewed the tuition and fee schedule and recommends the following:

- Full Time Resident Tuition be increased by \$100 from \$3,840 to \$3,940 per year
- Part Time Resident Tuition be increased by \$4 from \$135 to \$139
- College Now Resident Tuition be increased by \$2 from \$45 to \$47
- Full Time Non-Resident Tuition be increased by \$700 from \$6,300 to \$7,000
- Part Time Non-Resident Tuition be increased by \$28 from \$250 to \$278
- College Now Non-Resident Tuition be increased by \$11 from \$82 to \$93
- Student Accident Insurance Fee be increased by \$10 from \$40 to \$50
- Physical Therapy Licensing Fee be increased by \$25 from \$125 to \$150
- Establish ED 215 Course Fee of \$60
- Establish International Student Health Insurance Fee of \$550 per semester
- Change name of "ID Fee (FSA)" to "ID Card Service Fee (FSA)"
- Delete International Student Fee

Mr. Brenchley made a motion to approve Resolution 14-15 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

### **OTHER**

In regard to the Board of Trustees Self Assessment that was presented at the last board meeting, Attorney Luke explained that there is no need to enter into Executive Session to discuss the assessment, unless there was a discussion, for example, about the performance of any board member. Any discussion regarding the assessment does not necessarily have to be conducted in a regular meeting, but could be discussed at a workshop, as long as an issue does not arise.

Mr. Gregory made a motion to approve the scheduling of a workshop for the board to review the Board of Trustees Self Assessment.

Mr. Roche seconded the motion.

Vote-Unanimous

The board will bring back dates to the June special board meeting for a workshop to be scheduled.

### **ADJOURNMENT**

Mr. Gregory moved to adjourn the meeting.

Mr. Roche seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:52 p.m.