

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Special Meeting - June 22, 2015

Chairwoman Crandall called the special meeting to order at 6:10 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Brenchley, Mrs. Clark, Mrs. Crandall, Mr. Gregory (via Skype), Mr. Testa, Miss Steele

Trustees Absent: Mr. Ackerman, Mr. Barbato, Mr. Roche

In Attendance: Dr. Cathleen McColgin, Nick Laino, Michael Oriolo, Dr. Hawes, Rebecca Ruffing

Also Present: Hank Testa, Jim Salamy

FACULTY STAFF HANDBOOK 2015-2016

Mrs. Clark made a motion to approve the 2015-2016 Faculty-Staff Handbook, as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous

PART-TIME EMPLOYEE PAY SCALE

Resolution 14-18: Part-Time Employee Pay Scale was presented. The recommendations in this resolution reflect the Part-Time Pay Scale of Herkimer County Community College. The current rates for part-time employees have not been adjusted since August 9, 2012; recruitment and retention of part-timers is very difficult. This proposed part-time pay scale is part of Herkimer County Community College's budget.

Mr. Testa made a motion to approve Resolution 14-18, as presented.

Mr. Brenchley seconded the motion

Vote-Unanimous

Resolution 14-19: Adjunct Teaching Faculty Pay Scale was presented. The recommendations in this resolution reflect the Adjunct Teaching Faculty Pay Scale of Herkimer County Community College. The current rates for Adjunct Teaching Faculty have not been adjusted since Fall 2012; Herkimer County Community College rates are the lowest adjunct rates in the region, which makes recruitment and retention of adjuncts very difficult. This Adjunct Teaching Faculty Pay Scale is part of Herkimer County Community College's budget.

Mr. Testa made a motion to approve Resolution 14-19, as presented.

Mr. Brenchley seconded the motion

Vote-Unanimous

Resolution 14-22: FY 2015-2016 Community Education Service, Facilities Utilization, Child Care and Non-Credit Programming Fees was presented. Annually, the College's Administration reviews all service user fees to ensure appropriateness with current requirements. Additions, changes and deletions are justified and presented to the Board of Trustees for approval. College Administration proposes Child Care fee changes, the addition to the options of a six-month or

annual pass for the use of the Cristman Pool to include a 10-visit pass, and the removal of the HCTV and RTV/AV Services fee schedule. (Contracts will be negotiated on an individual basis should these services be requested.)

Mrs. Clark made a motion to approve Resolution 14-22, as presented.

Mr. Testa seconded the motion

Vote-Unanimous

Resolution 14-21: Award of Contract – Entrepreneurial Center Renovations was reviewed. On September 25, 2013 the Board of Trustees approved a resolution for the development of an Entrepreneur Center for Small Business Development (Resolution #13-3), and on October 23, 2013, the Herkimer County Legislature approved a similar resolution (#252). In accordance with General Municipal Law, bids were solicited for the General Contractor for the Entrepreneurial Center Renovations. On May 15, 2015, bids were opened. The project architect, CS Arch, has reviewed the bids and recommends awarding of the contract to BeeBe Construction Services, Inc.

Mr. Brenchley made a motion to approve Resolution 14-21, as presented.

Mr. Testa seconded the motion

Vote-Unanimous

Mr. Laino presented *Resolution 14-20: 2015-2016 Operating Budget*. The Herkimer County Community College Administration has developed its 2015-2016 Proposed Operating Budget and reviewed the details with the Board of Trustees. The budget reflects an estimated enrollment increase to 2,601.5 FTEs, up from the 2014-2015 budget of 2,563.2 FTEs. Budgeted expenditures will total \$24,427,989. This represents an increase of 0.7% over the 2014-2015 budget of \$24,254,395. Estimated revenues include a \$100 increase in the full-time tuition rate to \$3,940. No increase in sponsor contribution is requested from Herkimer County.

Mrs. Clark made a motion to approve Resolution 14-20, as presented.

Mr. Testa seconded the motion

Vote-Unanimous

Dr. McColgin acknowledged the efforts of the Executive Council, their direct reports, and the entire campus community for their considerations and discussions leading up to the 2015-2016 budget.

Mr. Brenchley moved to adjourn the meeting.

Mr. Testa seconded the motion.

Vote-Unanimous

The meeting adjourned at 6:41 p.m.

slh