

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – September 23, 2015

Madam Chair 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; Dr. Ainsworth; Mr. Barbato; Mr. Brenchley; Mrs. Crandall; Mr. Gregory; Ms. Prymas; Mr. Roche; Mr. Testa; Miss Steele

In Attendance: Mr. Laino; Dr. Hawes; Mr. Oriolo; Mrs. Ruffing

Also Present: Rob Malone, Attorney; Tim Rogers; Hank Testa; Jackie Woudenberg

Madam Chair Crandall introduced and welcomed new board members Joan Prymas and Dr. Mark Ainsworth. The Oath of Office was given to Student Trustee Rhiannon Steele, Ms. Prymas and Dr. Ainsworth.

CONSENT AGENDA

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

1. Minutes
 - a. April 22, 2015 Annual Meeting
 - b. April 22, 2015 Regular Meeting
 - c. May 13, 2015 Special Meeting
 - d. June 22, 2015 Special Meeting
2. Correspondence
 - a. Letter from Basloe Library (9-1-2015)

Mr. Roche moved that the consent agenda items for the September 23, 2015 regular meeting be approved.

Mr. Testa seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment at this meeting.

PRESENTATIONS

There were no presentations at this meeting.

PRESIDENT'S REPORT

Academics

Mr. Oriolo reported on the Online Course Refresh.

Mr. Oriolo presented *Resolution 15-1: Proposal to Deactivate Program (Gender Studies A.A.)*. This academic program has not produced substantial or sustainable enrollment since its inception

in Fall 2009. 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.

Mr. Barbato made a motion to approve Resolution 15-1 as presented.

Mr. Roche seconded the motion

Vote-Unanimous

Mr. Oriolo presented *Resolution 15-2: New Program Proposal: Criminal Justice Pre-Employment Police Basic Training (Certificate)*. This program will prepare students to begin preparation for a career as a police officer prior to being hired by a law enforcement agency. As a further benefit, the program provides law enforcement agencies and municipalities with a diverse pool of trained police officer candidates.

Mr. Brenchley made a motion to approve Resolution 15-2 as presented.

Mr. Roche seconded the motion

Vote-Unanimous

Student Affairs

Dr. Hawes presented *Resolution 14-16A: Herkimer County Community College Sexual Violence Prevention and Response Policy – Amendment*. Due to recently enacted legislation within the State of New York, and upon the recommendation of the State University of New York, and the recommendation of the Executive Council of Herkimer County Community College, the current Herkimer County Community College Sexual Violence Prevention and Response Policy has now been amended to reflect current New York State Law.

Mr. Roche made a motion to approve Resolution 14-16A as presented.

Ms. Prymas seconded the motion

Vote-Unanimous

The annual Security and Fire Safety Report, which is posted online, was distributed to board members. The College's plan has been received by the Department of Education.

Enrollment

Mr. Testa provided an update on enrollment of 1,033 full-time and part-time transfer/new students, which is an increase of approximately 3% from the year before. A new initiative soon to be in place is having a faculty member respond to inquiries of students interested in applying to that faculty member's particular program. Another new initiative is the hiring of a part-time admissions liaison in China in order to recruit students.

A discussion regarding College Now and recruiting efforts took place.

Administration & Finance

The Petty Cash Report as of August 31, 2015 was presented.

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

Mr. Roche seconded the motion

Vote-Unanimous

Public Relations

Mrs. Ruffing distributed recent Herkimer College publications, including a cost analysis comparing the cost of attending Herkimer College as a commuter for two years versus starting at a private college or four-year SUNY College as a residential student.

The Skills Gap Summit scheduled for October 8, 2015 has been postponed.

President's Update

Dr. McColgin remarked that the community has been very welcoming to her.

A draft of the College's response to the SUNY Excels Performance Improvement Plan is being worked on. An email providing a link and due date will be sent to board members.

The Shared Governance Structure and the Strategic Plan was reviewed. The Board of Trustees will receive a quarterly summary of the Strategic Plan.

The 2015-2016 Executive Council priorities were shared with the board.

The College has been invited to submit a proposal to SUNY for a project that is designed to increase access and retention.

CHAIR'S REPORT

Madam Chair Crandall presented *Resolution 15-5: Service Resolution of Mary Ellen Clark*.

Mr. Testa made a motion to approve Resolution 15-5 as presented.

Mr. Roche seconded the motion

Vote-Unanimous

A Board of Trustees Retreat will be held on October 24, 2015 at the College. An agenda will be developed.

Madam Chair Crandall announced that the Herkimer County College Foundation's Annual Leadership Campaign is running through October 31st. As it is important that campus stakeholders are dedicated to the College's strategic plan, the Foundation is looking for a 100% participation rate.

The College is in the process of planning its 50th Anniversary. The creation of a mace is being planned.

COMMITTEE REPORTS

Finance, Facilities and Audit:

Resolution 15-3: Campus Master Plan Update was presented. On December 20, 2001, the last Campus Master Plan Update was developed for the period 2002-2008 and was completed and approved by the Board of Trustees. (An original Campus Master Plan was done in August of 1994 on existing conditions of the campus facilities, and at the time enrollment projections were through 2000.)

Based on current enrollment projections and the need to address exterior and interior facility needs, it is now desirable for the College to update the Campus Master Plan. Total projected

amount is \$100,000, with 50% funding from the state and 50% funding from the Herkimer County College Foundation.

Mr. Roche moved Resolution 15-3 without recommendation. There being no second, motion was lost.

Resolution 15-3 was tabled to the next board meeting, once the board has been supplied with the last Campus Master Plan.

Personnel:

Resolution 15-4: Whistleblower Policy was presented. The Whistleblower Protection Act of 1989, Pub.L. 101-12 as amended, is a United States federal law that protects federal whistleblowers who work for the government and report agency misconduct. On March 13, 2013, the State University of New York instituted its Policy on Fraud and Irregularities for state-operated campuses and statutory colleges. It is the recommendation of college administration that a similar policy be adopted for Herkimer County Community College.

Mr. Ackerman made a motion to approve Resolution 15-4 as presented.

Mr. Barbato seconded the motion

Vote-Unanimous

EXECUTIVE SESSION

Mr. Ackerman moved, at 8:20 p.m., 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. Barbato seconded the motion.

Vote-Unanimous

At 8:29 p.m., Mr. Roche moved that the board reconvene.

Ms. Prymas seconded the motion.

Vote-Unanimous

Resolution 15-6: Retirement Agreement on Janet Ciccarelli was presented.

Mr. Roche made a motion to approve Resolution 15-6 as presented.

Mr. Prymas seconded the motion

Vote-Unanimous

ADJOURNMENT

Mr. Roche moved to adjourn the meeting.

Mr. Barbato seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:30 p.m.

slh