

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – September 28, 2016

Madam Chair Crandall called the meeting to order at 6:40 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Ackerman, Dr. Ainsworth; Ms. Albright; Mrs. Crandall; Mr. Gregory (via skype); Ms. Prymas; Mr. Roche

Trustees Absent: Mr. Barbato, Miss Bellico, Mr. Testa

In Attendance: Dr. McColgin; Ms. Craig; Dr. Hawes; Mr. Laino; Mr. Oriolo; Ms. Ruffing

Also Present: Jeff Steele

INTRODUCTIONS

Madam Chair Crandall introduced and welcomed new trustee, Alison Eyre Albright. Ms. Albright was then sworn in as Trustee of the Board of Trustees of Herkimer County Community College.

There was a discussion regarding the election of Vice Chair of the Board of Trustees. A decision was made to hold a special board meeting on October 15, 2016 (same day as the Board of Trustees workshop) to allow time for any trustees to contact Michael Testa, Chair of the Nominating Committee, if they are interested in the office of Vice Chair or in making a nomination. Chairwoman Crandall asked that all trustees seriously consider which committees they are willing to make the commitment to serve on.

CONSENT AGENDA

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

- a. Minutes
 - i. June 22, 2016 Regular Meeting
- b. Campus Reports
 - i. Academics
 - ii. Student Affairs
 - iii. Enrollment Management
 - iv. Administration & Finance
 - v. Public Relations
 - vi. President's Activities

The Enrollment Management Report was removed from the consent agenda for further discussion.

Mr. Roche moved that the remaining consent agenda items for the September 28, 2016 regular meeting be approved.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

PRESENTATION

Ms. Ruffing provided a presentation on the Service Excellence Plan. Ms. Mary Ann Carroll and Ms. Ruffing have been working on this plan for a few months, as the College views customer service as being very important. Focus groups were implemented, and a faculty/administration survey was completed. The purpose of the Service Excellence Plan is to improve service and communication and create consistency throughout the campus. The plan, which will become part of the campus culture, will start in the fall and be developed in the spring and thereafter by providing training to staff. Chairwoman Crandall thanked Ms. Ruffing for her presentation and hard work.

PRESIDENT'S REPORT

Academic Senate Report: Mr. Steele gave an update on the Academic Senate. They have been working with Dr. McColgin processing the program prioritization process and are in its final stages. Over the summer, the Academic Senate completed the Student Behavior Alert Form. There has been strengthening between the faculty and student governments by having a representative from both the SGA and Academic Senate sitting in as a non-voting member on each other's meetings.

Items for the upcoming year include Second Chance Amnesty Policy, Applied Learning Process, and recommendations on tweaking the academic calendar.

President's Update: Dr. McColgin informed the board about "Ban the Box," which began as a resolution brought forth by the SUNY Student Assembly to the SUNY Board of Trustees. The SUNY Board of Trustees approved the resolution for Fall 2018 implementation.

Dr. McColgin also spoke about the Student Assembly shared governance resolution that contains students input and representation on all major decision-making bodies on their campus. They also feel that student government should also be primary manager of student fees. This resolution will go to Chancellor.

A Presidents' meeting was recently held and revolved around expanded credentials, advocacy and marketing, adopting support for today's learners, and enrollment management.

The SUNY Board of Trustees recently passed a requirement of a Diversity Officer on all SUNY campuses. SUNY has agreed that Herkimer College and Mohawk Valley Community College may share the position of a Vice President of Diversity and Inclusion. A joint meeting of the two colleges was recently held, and a presentation was given on a writing plan for a Diversity and Inclusion Master Plan.

An update on Keller McIntyre Consulting was given. The College has continued moving forward on the EDA proposal. There have been two meetings with County representatives to discuss a joint recreational activities project. Dr. McColgin has also met with the Executive Director of MVEED. An update was given on two federal grants: the National Science Foundation and Upward Bound.

Dr. McColgin reviewed the Enrollment Report. Presently, the enrollment shortage will result in approximately \$780,000 in operating funds.

COMMITTEE REPORTS

Administration and Finance Committee:

A motion was made to approve Resolution 16-1: Tuition Discounting Policy for Pathways in Technology Students.

Vote-Unanimous. Motion adopted.

A motion was made to approve Resolution 16-2: MOA – Flexible Work Schedules for Full-Time Members of the Bargaining Unit.

Vote-Unanimous. Motion adopted.

A motion was made to approve Resolution 16-3: MOA – Release Time for President of the Professional Association and President of the Academic Senate.

Vote-Unanimous. Motion adopted.

A motion was made to approve Resolution 16-4: 2016-17 Salary Adjustment Modification for Non-Bargaining Unit Administrative Positions.

Vote-Unanimous. Motion adopted.

Foundation and Auxiliary Reports:

Chairwoman Crandall inquired about the status of NYCCT. A new Executive Director has not been appointed yet. Although the fall conference is three weeks away, there is still no agenda.

Mr. Gregory asked about the Foundation's annual leadership campaign. Mr. Ackerman would like an update as to where the Foundation stands as compared to last year.

CHAIR'S REPORT

Chairwoman Crandall acknowledged Mr. Brenchley for his service to the Board of Trustees. The Board is very appreciative of his commitment and dedication.

Ms. Prymas made a motion to accept Resolution 16-5: Service Resolution of Robert Brenchley.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

Chairwoman Crandall made an announcement about this weekend's Fall Fest and Alumni Weekend. She encouraged board members to attend, adding that they should all make an effort to support the College.

INFORMATIONAL ITEMS:

Mr. Roche acknowledged Dr. Hawes, Mr. Laino and Ms. Julie Lewis for their work in making it possible for the College to provide student meals on weekends. He remarked that this is a tremendous improvement in Student Life.

Dr. McColgin announced that a luncheon meeting with student ambassadors is being held tomorrow in an effort to gain feedback about student life at Herkimer College.

ADJOURNMENT

Mr. Roche moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:35 p.m.

slh