

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – March 3, 2010

Chairman Snyder called the meeting to order at 6:19 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Barbato, Mrs. Clark, Mrs. Crandall, Mr. Luther, Mr. Snyder, Mr. Ziesenitz

Trustees absent: Mr. Accattato, Mr. Armstrong, Mr. Dunn

In Attendance: Dr. Ann Marie Murray, Mr. Laino, Ms. Ruffing, Ms. Semo

Guests: Robert Palmieri, Associate Dean of Enrollment Management

Mr. Snyder read a letter from Mr. Patrick Russell, who resigned as trustee of the HCCC Board of Trustees. Mr. Snyder and the board expressed their regret of Mr. Russell's resignation.

**MINUTES**

Mr. Barbato moved that the minutes of the January 21, 2010, regular meeting be approved.

Mrs. Clark seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSION**

At 6:20 p.m., Mr. Barbato moved that the board adjourn to Executive Session to address personnel issues and litigation.

Mr. Luther seconded the motion.

Vote-Unanimous

At 7:20 p.m., Mr. Barbato moved that the board reconvene.

Mr. Ziesenitz seconded the motion.

Vote-Unanimous

**PRESENTATIONS**

There were no presentations.

**CORRESPONDENCE**

The board received letters from the Law Firm of Frank W. Miller.

**PRESIDENT'S REPORT**

Dr. Murray reported that the Middle States compliance is moving along very rapidly. The Strategic Plan is in its final stages. There will be a presentation of the final draft in March, with

final approval in April. In regard to student learning outcomes, the faculty are close to finishing their work. Dr. Murray is very proud of all that has been accomplished.

*Dr. Murray introduced Resolution 09-25 – Resolution to Request Careful Re-Consideration for New York’s 243,000 Community College Students.* The resolution requests that the Governor’s budget: 1) Restore vital funding for the Tuition Assistance Program; and 2) Request public funding restoration for community colleges to the mid-year level for the 2009-10 State Budget.

Mr. Barbato moved to approve Resolution 09-25 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

The NYCCT Meeting is March 11<sup>th</sup> – March 13<sup>th</sup>. Mr. Snyder will be receiving the Marvin A. Rapp Award at the dinner on March 12<sup>th</sup>.

Angela Semo, Director of Human Resources, will be resigning in early April. Dr. Murray thanked Ms. Semo for her twenty-one year service and contributions to the college.

### **COMMITTEE REPORTS**

#### **Finance, Facilities and Audit:**

Mr. Laino reported that the college is currently waiting for the melt to see the impact on the revenue.

#### **Personnel:**

*Mr. Luther introduced Resolution 09-26 – Add New Title – Vice President for Academic Affairs/Dean of Academic Affairs.* A new job title is requested for the previous Dean of Academic Affairs. The board was presented with a job description for duties and responsibilities.

Mrs. Clark made a motion to approve Resolution 09-26 as presented.

Mrs. Crandall seconded the motion.

Vote-Unanimous

### **MONTHLY REPORTS**

#### **Academics:**

In the absence of a Dean of Academic Affairs, Dr. Murray has temporarily adjusted the organizational structure of the academic unit, assigning Michael Oriolo as the Administrator in Charge of Academics. Certain direct reports have been reassigned to members of the Executive Council and to the Associate Deans for Academics. Dr. Murray has been meeting weekly with the Associate Deans and every other week with the Academic team to ensure that the academic needs of the college are being met. The Academic Affairs staff and the President’s Office staff have also been meeting together every other week.

#### **Student Affairs:**

Robert Palmieri, Associate Dean of Enrollment Management, reported that the Financial Aid Department is presenting an Awareness Day on March 4, 2010. Eighty percent of our students are on some type of financial aid. Physical Therapy Assistant (PTA) Day is March 5<sup>th</sup>, with 30 people currently signed up. Media and Music Day is also on March 5<sup>th</sup>, with 80 people signed

up. Open House will be held on March 27, 2010. The Foundation has donated a \$500 scholarship for this event, and the Alumni Office has also donated a scholarship for \$250. Mr. Palmieri presented the enrollment report for spring with 3,400 students enrolled, a 9.5% increase above budget. Spring FTE is at 1,330, which is about 11.9% ahead of budget. Mr. Palmieri responded to a request from Mr. Barbato regarding the demographics of the probation report from the last board meeting. Of the 262 registered spring students who are on probation, 86% of them live on campus; the male/female ratio is 50/50; 22% are from Herkimer County, 15% are from Oneida County, and 28% are from the Metropolitan area. At the end of March, all students on probation are to have a mandatory meeting to determine what they need to do to improve their studies. Mrs. Clark asked if the bar for accepting students is going to keep going up. The college is anticipating incremental increases each year in the base GPA for incoming out-of-county students to reach a baseline of a 70 GPA within five years. Mr. Ziesenitz, student trustee, suggested increased promotion of the Academic Support Services department so that students are aware these services are available and can take advantage of them.

Mr. Palmieri and his staff were commended for the great job they are doing and for focusing on students, as the college is noted for their personal attention and customer service.

**Financial:**

*Mr. Laino gave the Financial Report.*

Mr. Barbato made a motion to approve the Financial Report ending January 31, 2010, as presented.

Mrs. Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of January 2010.

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

Mrs. Clark seconded the motion.

Vote-Unanimous

**Foundation Board:**

Dr. Murray reported that Vince Casale, Director of Development, is resigning in April. A search committee for the position is being assigned.

**Admissions & Enrollment:**

The admissions and enrollment reports were presented to the board.

**MISCELLANEOUS**

Ms. Ruffing reported that the "Back from Haiti" program was held on February 11<sup>th</sup>. A panel of participants in a mission team from Little Falls, including two HCCC students, spoke about their experiences. A Statewide Financial Aid Day was held on February 27<sup>th</sup>. Parents and students were assisted in filling out their applications on computers. The Science Fair, which 19 high school students participated in, and Job Fair were both held on February 6<sup>th</sup>. Upcoming events include the Career Fair on March 25<sup>th</sup>; the Robert H. Wood Great Artists Series concert, featuring the Marian Anderson Quartet, on March 26<sup>th</sup>; and the Second Annual President's Gala on April 10<sup>th</sup>. Ms. Ruffing also reported that the men's basketball team won the Regional's this past weekend.

Mrs. Crandall made a motion to remove the Board of Trustees Amended Policies Resolutions off the table.

Mrs. Clark seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-07 – Amending Policy CR 89-16A, Use of Official College Logo and Seal.*

Mr. Ziesenitz made a motion to approve Resolution 09-07 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-08 – Amending Policy CR 00-22, External Image – School Colors and Nickname.*

Mr. Barbato made a motion to approve Resolution 09-08 as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-09 – Removing Policy HR 73-00A, Faculty Promotion, from the Herkimer County Community College Board of Trustees Policy Manual.*

Mrs. Crandall made a motion to approve Resolution 09-09 as presented.

Mr. Ziesenitz seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-10 – Amending Policy HR 88-18A, Employee Compensation – Amendment.*

Mr. Barbato made a motion to approve Resolution 09-10 as presented.

Mrs. Crandall seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-11 – Removing Policy HR 89-08A, Equal Opportunity – Revision.*

Mr. Barbato made a motion to approve Resolution 09-11 as presented.

Mrs. Crandall seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-12 – Removing Policy HR 89-25, Drug Free Workplace.*

Mrs. Crandall made a motion to approve Resolution 09-12 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-13 – Removing Policy HR 01-09, Policy Against Workplace Violence.*

Mrs. Crandall made a motion to approve Resolution 09-13 as presented.  
Mr. Ziesenitz seconded the motion.  
Vote-Unanimous

*Dr. Murray introduced Resolution 09-14 – Removing Policy HR 01-18, Discrimination and Harrassment.*

Mrs. Clark made a motion to approve Resolution 09-14 as presented.  
Mr. Luther seconded the motion.  
Vote-Unanimous

*Dr. Murray introduced Resolution 09-15 – Amending Policy HR 05-16, Sabbatical Leave.*

Mr. Barbato made a motion to approve Resolution 09-15 as presented.  
Mr. Ziesenitz seconded the motion.  
Vote-Unanimous

*Dr. Murray introduced Resolution 09-16 – Amending Policy FA 87-02, Activities Fee.*

Mr. Barbato made a motion to approve Resolution 09-16 as presented.  
Mrs. Crandall seconded the motion.  
Vote-Unanimous

*Dr. Murray introduced Resolution 09-17 – Amending Policy FA 88-14, Records Retention and Disposition.*

Mr. Barbato made a motion to approve Resolution 09-17 as presented.  
Mrs. Clark seconded the motion.  
Vote-Unanimous

*Dr. Murray introduced Resolution 09-18 – Amending Policy FA 94-20A, Investment of College Funds.*

Mr. Barbato made a motion to approve Resolution 09-18 as presented.  
Mrs. Crandall seconded the motion.  
Vote-Unanimous

*Dr. Murray introduced Resolution 09-19 – Removing Policy PC 91-02, Freshman Seminar.*

Mr. Ziesenitz made a motion to approve Resolution 09-19 as presented.  
Mr. Barbato seconded the motion.  
Vote-Unanimous

*Dr. Murray introduced Resolution 09-20 – Amending Policy CF 87-10C, Smoking on Campus (Revision).*

Mr. Luther made a motion to approve Resolution 09-20 as presented.

Mrs. Crandall seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-21 – Amending Policy SA 87-30A, Student Medical Withdrawal.*

Mr. Barbato made a motion to approve Resolution 09-21 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-22 – Amending Policy FA SA 90-03A, Withdrawal for Students Called to Emergency Active Duty.*

Mr. Barbato made a motion to approve Resolution 09-22 as presented.

Mr. Ziesenitz seconded the motion.

Vote-Unanimous

*Dr. Murray introduced Resolution 09-23 – Removing Policy SA 94-33, Administrative Withdrawal.*

Mrs. Crandall made a motion to approve Resolution 09-23 as presented.

Mrs. Clark seconded the motion.

Vote-Unanimous

Dr. Murray reported that the approval of Resolutions 09-07 through 09-23 completes the first phase of revising the Board of Trustees Policy Manual. One hundred percent of the policies have been reviewed. Phase 2 includes substantial changes to several policies, and Phase 3 will include the creations of several new policies.

Mr. Snyder thanked the board for adjusting their schedules this evening to make a quorum.

Mr. Barbato moved to adjourn the meeting.

Mrs. Crandall seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:15p.m.

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