

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – October 15, 2009

Chairman Snyder called the meeting to order at 6:06 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283

Trustees attending: Mr. Snyder, Mr. Luther, Mr. Armstrong, Mr. Russell, Mr. Accattato, Mrs. Clark, Mr. Dunn

Trustees absent: Mrs. Crandall, Mr. Barbato

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

Guests: Ms. Amy Dewan, Asst. Director of Human Resources

Mr. Dunn moved that the minutes of the September 17, 2009, joint meeting with the Foundation Executive Board be approved. Mr. Russell seconded the motion.

Vote-Unanimous

Mr. Russell moved that the minutes of the September 17, 2009, regular meeting be approved. Mr. Luther seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 6:08 p.m., Mr. Dunn moved that the board adjourn to Executive Session to address pending litigation.

Mr. Luther seconded the motion.

Vote-Unanimous

At 7:05 p.m., Mrs. Clark moved that the board reconvene.

Mr. Armstrong seconded the motion.

Vote-Unanimous

PRESENTATIONS

There were no presentations.

CORRESPONDENCE

Mr. Snyder read a letter from James Franchi regarding the presence of all defendants in a pending litigation during any board discussion.

PRESIDENT'S REPORT

Dr. Murray reported that the college is moving ahead with strategic planning, and input is being received from both external and internal groups. Meetings are being held every other week, and over 100 people on campus are working on this. A draft will be reported in December.

Dr. Murray attended the NYCCAP meeting last month and found it very informative. Across the SUNY board, enrollment is up about 10%. An increase in capital charge-backs was suggested. Dr. Murray also reported a discussion about an employees' retirement policy and interest in allowing retired police officers be hired as peace officers.

At the Board of Trustees Workshop on October 29, 2009, the board policies will be reviewed, and recommendations for changes will be made.

The Torchbearer's Awards reception will be held on November 6, 2009. Invitations have been sent out, and a list of invitees was given to the Board of Trustees. Other events going on at the campus include a Herkimer County Chamber of Commerce After Hours Tailgate Party on October 20th and the Robert H. Wood Great Artists Series Concert, featuring the Stradivari Quartet, on October 23rd.

COMMITTEE REPORTS**Finance, Facilities and Audit:**

There was no report at this meeting.

Personnel:

Mr. Luther introduced Resolution 09-02(Addition of New Titles and Elimination of Existing Titles). During the summer of 2009, the Executive Council reviewed all existing position titles and the accuracy of each. As a result, it was determined that several titles did not accurately reflect the actual duties and responsibilities of the job. Position descriptions for each title in question were carefully reviewed and modified. All current salary ranges and benefits will remain unchanged for each of the positions identified. These changes have been approved by the deans and, once approved, the employees will be notified of the change.

Mr. Armstrong made a motion to approve Resolution 09-02 as presented.

Mr. Accattato seconded the motion.

Vote-Unanimous

MONTHLY REPORTS**Academics:**

Dr. Murphy reported that he met with Empire State regarding having them offer a bachelor's degree on the HCCC campus. Most of Empire State's academic programs can be done here.

The Middle States standards are continuing to be worked on. Two assessments need to take place. Program reviews are done every five to seven years. Dr. Murray spoke about how student accountability is measured and how the Middle States standards

caused us all to be accountable for student learning outcomes. We have to identify what the outcomes are going to be. Mr. Armstrong does not feel that, as trustees, they are getting enough information about who is doing what to meet the requirements of the Middle States accreditation. He feels that the board should have a written progress report at every meeting. Dr. Murray stated that accreditation by the Middle States is required for federal financial aid. In order for HCCC to deliver federal financial aid, we must be accredited. The college was given 12 months to present a report. The Commission will then respond to the report and identify any issues, giving the college time to fix anything. The college is moving through the time line and meeting all of the benchmarks for becoming compliant. Mr. Dunn feels that the template the board was provided with at the last meeting was sufficient and that it would be a good idea to have this presented each month. Dr. Murray stated that the college has collected quite a few templates of successful plans and are vetting them to see which ones would work best. Mr. Armstrong feels the board has the aptitude; since this is a big issue and the board is ultimately responsible for the college, he feels the board needs to know more about what is going on.

Student Affairs:

Mr. Snyder inquired about when a student trustee would be on board. Dr. Hawes reported that a meeting regarding this is being held the following day and that there would be a student trustee by the next meeting.

Dr. Hawes reported that student behavior has been good and that so far, there have only been low-key issues. Dr. Hawes feels that a lot of this speaks to the quality of the students the college has brought in this year. Housing is going well and is still at about 620 students. Bad debt is down. Fire alarms are significantly down from this time last year. The college is transferring 57% of its students; Transfer Days are held twice a year. Sexual Assault Awareness Month was recognized by having a speaker in, who did a wonderful presentation and was well received. The Clothesline Project will be held next week.

Mrs. Clark inquired about the change in GPA in accepting students. Dr. Hawes stated that students with an 80 or above average were targeted first, then students with averages lower than 80 were targeted after. By Spring 2010, students from outside Herkimer County must have a 65 or above average, or a 2400 GED.

Financial:

Mr. Laino gave the Financial Report. Mr. Laino reported that the numbers look good, but October numbers will reflect a significant amount of health claims.

Mr. Russell made a motion to approve the Financial Report as presented.

Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of September 30, 2009. Mr. Russell made a motion to approve the Petty Cash Report as presented.

Mr. Dunn seconded the motion.

Vote-Unanimous

Foundation Board:

Mr. Dunn inquired about whether a formal letter had been done confirming that he was appointed to the Foundation Board. This will be looked into.

Housing Corporation:

No report at this meeting.

Alumni Board:

Mr. Dunn stated that the Alumni Board adopted their budget. The Alumni Association Executive Board will be meeting in the coming weeks to work with the bylaw amendments.

Admissions & Enrollment:

Dr. Hawes gave the admissions and enrollment report. When comparing the actual enrollment figures from last year to this year, HCCC is 12% above in full-time enrollment and close to 6% above in total head count. Numbers look good; there is some melt, but not as significant as the month of September.

MISCELLANEOUS

Ms. Ruffing handed out a card of upcoming events to be held between now and the next board meeting. The Foundation Tuition and Hope Scholarship reception, which is a new event, will be held October 21st at 5:30 p.m. The scholarship recipients are 37 local students who are enrolled here at HCCC. Nominations were made by the Guidance Department of high schools. The goal was to ensure that at least one student from each school in Herkimer County receive a scholarship.

The Herkimer County Arts and Crafts Fair will be held November 14th and 15th, which is the same weekend as the men's and women's soccer national championships. Dr. Hawes reported that an Open House is being held on October 24th, with expectations of a big turnout.

Mrs. Clark moved to adjourn the meeting.

Mr. Accattato seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:45 p.m.

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