

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – June 27, 2013

Secretary Clark called the meeting to order at 6:03 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees attending:** Mr. Ackerman, Mr. Barbato, Mr. Brenchley, Ms. Clark, Mr. Snyder (via video conference), Mr. Testa, Dr. Wind

**Trustees absent:** Mr. Accattato, Ms. Crandall, Mr. DeLuca

**In Attendance:** Dr. Murray, Dr. Hawes, Mr. Laino, Mr. Oriolo, Ms. Ruffing

**Also Present:** Mr. Tim Trainor (Trainor Associates)

**MINUTES**

Mr. Ackerman moved that the minutes of the February 28, 2013 special meeting be approved.

Dr. Wind seconded the motion.

Vote-Unanimous

Mr. Brenchley moved that the minutes of the April 25, 2013 annual meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Mr. Testa moved that the minutes of the April 25, 2013 regular meeting be approved.

Mr. Brenchley seconded the motion.

Vote-Unanimous

Mr. Testa moved that the minutes of the June 10, 2013 special meeting be approved.

Mr. Brenchley seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

Tim Trainor from Trainor Associates gave a presentation on the outcomes of the College's brand development, including its transformation, vision, mission, brand core values, brand personality traits, brand expectation, and core brand message. He also presented the proposed HCCC logo and the proposed Generals logo.

*Secretary Clark presented Resolution 12-22: Recognition of Women's Softball Team as NJCAA Division III National Champions.* The team and its coaches were congratulated on a successful season. Coach Peter Anadio, Jr., with a 136-33 record, was recognized as NJCAA National Coach of the Tournament during the 2013 National Championship. Members of the women's softball team introduced themselves. Coach Anadio, on behalf of his team, presented the game ball to Dr. Murray and thanked her and the board for their support.

Stephanie Siriano, a member of the softball team, was also recognized on her selection as a recipient of the Chancellor's Scholar-Athlete Award.

*Secretary Clark presented Resolution 12-23: Service Resolution of James D. Accattato.*

Mr. Barbato made a motion to approve Resolution 12-23 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

Ms. Clark acknowledged Mr. Accattato's service to the board as a trustee and read the resolution to the board.

### **CORRESPONDENCE**

A note of appreciation from Maryann Carroll was presented to the Board.

### **PRESIDENT'S REPORT**

Dr. Murray gave a synopsis of the Board of Trustees' self-assessment. A recommendation was made to move to a consent agenda for future board meetings. Also, it was suggested that Public Relations review addresses for duplicity in their mailings.

The President's 2012-2013 Annual Report, outlining the activities of the College and its departments as it relates to the College's strategic plan, was presented to the board.

Dr. Murray reported that the state legislature approved Governor Cuomo's new Start-Up NY program. Under the program, which is designed to attract businesses near college campuses, participating new or out-of-state businesses will not pay any taxes for 10 years and their employees will pay no income taxes for the first five years, among other benefits. The College is investigating this.

Trustee Snyder left at this juncture of the meeting.

### **COMMITTEE REPORTS**

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

*Mr. Laino presented Resolution 12-19A: Award of Bids – Renovation of the Robert McLaughlin College Center Cafeteria/Alumni Hall.* In addition to the base bid, there were two alternates that were accepted – dining room air conditioning for \$143,000 and the kitchen air conditioning for \$23,000.

Mr. Brenchley made a motion to approve Resolution 12-19A, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

### **CAMPUS REPORTS**

#### **Academics:**

An academics report by Mr. Oriolo was provided to the Board.

*Mr. Oriolo presented Resolution 12-24: Proposal to Discontinue Academic Programs.* Several academic programs have been officially deactivated through the HCCC Board of Trustees, as well as SUNY. According to SUNY guidelines, "the period of deactivation is limited to three years. If, after this period, the program has not been reactivated or discontinued, the campus must seek either program reactivation or formal discontinuance." In an attempt to update the College's Inventory of Registered programs, and bring HCCC into compliance, it is recommended that the programs not meeting these guidelines be officially discontinued.

Mr. Barbato made a motion to approve Resolution 12-24, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

**Student Affairs:**

A Student Affairs Report by Dr. Hawes was provided to the Board.

**Admissions & Enrollment:**

*The admissions and enrollment report were given.* Dr. Hawes remarked that this coming fall's enrollment is about 10% off from this time last year. There are three remaining registrations days.

**Financial:**

*The Financial Report was presented.* Mr. Laino's goal, in addition to finishing the year in the black, is to add to the College's unrestricted fund balance; however, any major health insurance claims could impact this.

Mr. Barbato made a motion to approve the Financial Report ending June 18, 2013 as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous

*Secretary Clark presented the Petty Cash Report as of June 18, 2013.*

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

Mr. Testa seconded the motion.

Vote-Unanimous

**Foundation Board:**

Dr. Murray reported that at yesterday's Foundation board meeting, there was a discussion about the executive director reporting directly to the Foundation Board and not to the College, the creation of an MOU with the College and the failed search for an executive director of the Foundation. The Foundation Board has moved to hire a search consultant. This will be funded by the Foundation.

**MISCELLANEOUS**

A report from Public Relations was provided to the board.

Ms. Ruffing reminded the board that Chairman Donald Snyder will be honored on July 10<sup>th</sup> at 3 p.m. when the dedication of the "Donald J. Snyder Corridor" will take place.

The Alumni Gathering, the Diamond Dawgs vs. the Utica Brewers, is scheduled for July 10 at 7:00 pm at the Veterans Memorial Park in Little Falls.

*Dr. Murray presented Resolution 12-25: Adoption of Brand Development Outcomes.* To update and re-establish the College's brand identity in an effort to refresh and enhance the institution's image and stay relevant in the market place, the College Administration, in consultation with Trainor Associates, recommends the adoption of updated college colors and new logos for the College, Foundation, Internet Academy and Athletics.

Mr. Brenchley made a motion to approve Resolution 12-25, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Mr. Ackerman made a motion to approve the 2013-2014 Faculty-Staff Handbook, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

Mr. Barbato moved to adjourn the meeting.

Mr. Ackerman seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:45 p.m.

slh