

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – January 27, 2016

Madam Chair Crandall called the meeting to order at 6:30 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Dr. Ainsworth; Mr. Barbato (via Skype); Mr. Brenchley; Mrs. Crandall; Mr. Gregory; Ms. Prymas; Mr. Roche (via Skype); Miss Steele; Mr. Testa

Trustees Absent: Mr. Ackerman

Note: Mr. Roche participated via Skype at the start of the meeting, but due to technical difficulties was not able to reconnect after the completion of the audit presentation. Mr. Barbato participated via Skype up to the Executive Session portion of the meeting, then participated by conference phone.

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

Also Present: Ms. Trisha Lucas (Auditor, D’Arcangelo & Co., LLP); Ms. Jackie Woudenberg; Ms. Julie Lewis; Mr. Jeff Steele

CONSENT AGENDA

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

- a. Minutes
 - i. November 19, 2015 Joint Meeting with the Foundation Board
 - ii. November 19, 2015 Regular Meeting
 - iii. January 14, 2016 Special Meeting
- b. Campus Reports
 - i. Academics
 - ii. Student Affairs
 - 1. Enrollment Report – January 2016
 - 2. Admissions Data – January 2016
 - iii. Administration & Finance Update
 - 1. Monthly Report Ending January 12, 2016
 - 2. Petty Cash Disbursements as of January 12, 2016
 - iv. Public Relations
 - v. President’s Activities

The Enrollment Report was removed from the consent agenda for further discussion. In addition, the presentation portion of the President’s Report and the Audit Report presentation were moved to the beginning of the board meeting.

Mr. Testa moved that the remaining consent agenda items for the January 27, 2016 regular meeting be approved.

Mr. Gregory seconded the motion.

Vote-Unanimous

Assistant Professor of Fashion Buying and Merchandising Amy Roepnack shared a slideshow and trailer of Herkimer College Fashion Club’s recent presentation, *Trashion’*, featuring students’ garments made of recycled goods. Several student members of the Fashion Club

modeled their garments. The board thanked Ms. Roepnack and her students for the wonderful presentation.

The Audit Report for the period ending 8/31/2015 was presented by Ms. Trisha Lucas from D'Arcangelo & Co. Ms. Lucas reviewed the individual auditor's report and the revenue and expenses for FY 2014-2015. No material weaknesses nor significant deficiencies were found. Ms. Lucas reported that the audit went very well and that the campus was very well prepared. Herkimer College is a low-risk auditee. The board thanked Ms. Lucas for her presentation. Mr. Testa, Chair of the Finance, Facilities and Audit Committee, thanked Mr. Laino and his staff for a clean audit.

Mr. Brenchley made a motion to approve the FY 2014-2015 Audit Report, as presented.
Mr. Testa seconded the motion
Vote-Unanimous

Dr. McColgin reviewed the Enrollment Report. At this point in the semester, we have achieved 72% of our budgeted enrollment goal. This figure will increase when the College Now registrations are completed.

Mr. Brenchley made a motion for the Enrollment Report to be removed from the consent agenda and added to the regular portion of the agenda for all future board meetings.
Mr. Gregory seconded the motion.
Vote-Unanimous

CHAIR'S REPORT

Student Trustee Report: Miss Steele reported that the Student Government Association is planning an event, *Slices with Student Government*, on February 9th to allow students the opportunity to come and talk to the SGA.

Special Meeting Times:

Ms. Prymas made a motion that in order to accommodate all trustees, an effort should be made to schedule special meeting times for 6 p.m. on either Wednesdays or Fridays.
Dr. Ainsworth seconded the motion.
Vote-Unanimous

PRESIDENT'S REPORT

Academic Senate Update: Mr. Steele reported that Academic Senate continues to work on updating their bylaws and hopes to have the process completed by March. They are also working on selecting a faculty member to serve on the newly formed regional council. In addition, the Academic Senate is surveying faculty for any ideas on improving the College.

President's Update: Dr. McColgin gave an update on a request to relocate the Old Fort Herkimer Church artifacts collection from the College to the new community center in the Town of German Flatts. This would allow the collection to be exhibited there in support of the Town's goals for the park to provide interpretation of cultural resources. The board agreed that more information needs to be obtained (if artifacts are insured, who are the "rightful" owners of the artifacts, if the collection is assessed for value, etc.) before moving forward.

Dr. McColgin reported on the creation of community college councils and what the membership of the council is comprised of (community college presidents, trustees, faculty

members, students, businesses and community leaders). The College must forward by February 29th the name of one member of our Board of Trustees for consideration and appointment to the regional council by the SUNY Chancellor.

Mr. Gregory made a motion to canvass the board members to determine who wishes to participate, and to request that President McColgin forward the College's nomination to the SUNY Chancellor's Office.

Dr. Ainsworth seconded the motion.

Vote-Unanimous

There are ongoing meetings with the Governor's staff regarding our partnership with NYPA. It is hoped that classroom renovations will start at the end of the spring semester.

The College received notification this week that Herkimer College is one of 150 community colleges nationwide from 35 states that are eligible to compete for the 2017 Aspen Prize (for community college excellence).

The Board was provided with an updated organizational structure chart, keeping in mind that the College is sharing enhanced governance.

COMMITTEE REPORTS

Finance, Facilities and Audit Committee:

Mr. Brenchley made a motion to approve the Petty Cash Report as of January 12, 2016, as presented.

Mrs. Crandall seconded the motion.

Vote-Unanimous

Mr. Brenchley made a motion to approve the Statement of Revenues and Expenditures as of January 12, 2016, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous

Mr. Gregory requested that administration come up with a course of action/viable solutions regarding the current budget and how we plan to close the deficit (e.g. FTE/staff ratio, etc.).

Personnel Committee:

Dr. McColgin reported on the SUNY Distinguished Faculty Ranks program, providing background information and campus participation.

Mr. Testa made a motion for Herkimer College to participate in the SUNY Distinguished Faculty Ranks program; that the Distinguished rank be an honorific award; that the nomination and recommendation process (as defined by SUNY) be conducted by the College's SUNY Chancellor's Awards Committee; and that the award carry a one-time honorarium of \$2,000.

Mr. Gregory seconded the motion.

Vote-Unanimous

EXECUTIVE SESSION:

Ms. Prymas moved, at 8:09 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105f of Article 7 of the Public Officers law, the employment history of a particular person.

Mr. Gregory seconded the motion.
Vote-Unanimous

Mr. Barbato made a motion to approve Resolution 15-8: Addition of New Title, as presented.
Ms. Prymas seconded the motion.
Vote-6 in favor, 1 opposed. Motion carried.

At 9:35 p.m., Mr. Brenchley moved that the board reconvene.
Mr. Gregory seconded the motion.
Vote-Unanimous

INFORMATIONAL ITEMS

There will be a Special Meeting of the Board of Trustees on Wednesday, February 10th at 4:30 p.m.

ADJOURNMENT

Mr. Gregory moved to adjourn the meeting.
Mrs. Crandall seconded the motion.
Vote-Unanimous

The meeting adjourned at 9:40 p.m.

slh