

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – June 22, 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. Brenchley; Mrs. Crandall; Mr. Gregory; Ms. Prymas; Mr. Roche; Miss Steele; Mr. Testa

**Trustees Absent:** Mr. Ackerman, Mr. Barbato

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

**Also Present:** Miss Marica Bellico; Attorney Rob Malone; Tom Stock; Sharon Howell; Jerald Brotzge, Ph.D. (Program Manager, New York State Mesonet); Barbara Lee Steigerwald (Assistant Commissioner for Special Projects at the Division of Homeland Security and Emergency Services)

**INTRODUCTIONS**

Madam Chair Crandall introduced and welcomed Ms. Erin Craig, new Dean of Enrollment Management. Ms. Craig provided a background on herself. Although she has been spending one to two days a week during the month of June working at the College, she will officially begin her duties on July 1<sup>st</sup>.

The Board's new student trustee, Marica Bellico, was also introduced. Miss Bellico provided her background and expressed that she is looking forward to joining the Board. Mr. Roche praised Miss Steele for the interest and involvement that she has displayed during her term as student trustee. Miss Steele thanked the Board and remarked how much she has learned from serving on the Board of Trustees.

**PRESENTATION**

Mr. Laino introduced Jerald Brotzge, Ph.D., Program Manager of New York State Mesonet, and Barbara Lee Steigerwald, Assistant Commissioner for Special Projects at the Division of Homeland Security and Emergency Services. Herkimer College has been selected as one of 125 state-wide integrated weather stations to deliver high quality weather data to emergency management. Weather data, which will be measured in real time, from across the state will be collected and disseminated back to the public. The station will be located on County land, well beyond the baseball field. Standard observations will be: 1) precipitation; 2) temperature; 3) humidity; 4) wind speed and direction; 5) solar radiation; 6) barometric pressure; 7) soil temperature; 8) soil moisture; 9) site photos. A question and answer session took place. Attorney Malone explained that if the Board would like to move forward with a resolution, one will be drafted for signature and will be presented at the next County legislature meeting.

Mr. Testa moved that the Board approve a vote of support for a 20-year Land Use Permit agreement with the Research Foundation for the State University of New York for the installation of one of 125 statewide integrated weather stations to deliver high quality weather data to emergency management, at no cost to the College, with a 12-month right of revocation.

Mr. Gregory seconded the motion.  
Vote-Unanimous. Motion adopted.

### CONSENT AGENDA

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

- a. Minutes
  - i. April 20, 2016 Annual Meeting
  - ii. April 20, 2016 Regular Meeting
- b. Campus Reports
  - i. Academics
  - ii. Student Affairs
  - iii. Admissions
  - iv. Administration & Finance
  - v. Public Relations
  - vi. President's Activities

Ms. Prymas moved that the consent agenda items for the June 22, 2016 regular meeting be approved.

Mr. Roche seconded the motion.  
Vote-Unanimous. Motion adopted.

Mr. Testa moved that the Petty Cash Report be removed from future board meeting agendas, providing that there are no legal requirements that this report be on the agenda.

Mr. Roche seconded the motion  
Vote-Unanimous. Motion adopted.

### PRESIDENT'S REPORT

**Academic Senate Report:** Ms. Howell gave a report on the Academic Senate, including updates on the Student Behavior Alert Form, the student grade appeal process, the Second Chance Amnesty Policy, excused and unexcused student absences, and assessment. Monthly meetings with Dr. McColgin have been taking place throughout the summer.

**Enrollment Report:** Dr. McColgin reviewed the Enrollment Report. Ads for the next summer session have been placed. Even though enrollment is down, Herkimer College is doing better than its sister institutions. Dr. McColgin reported that as of June 20<sup>th</sup>, 2,312 students have been accepted, and 521 students have registered. There are four more START dates, and Admissions continues to work on summer initiatives. Ms. Craig reported that 1,411 letters have been sent out to students who were accepted but not registered, notifying them of upcoming START dates. The College is also being creative on social media.

**President's Update:** Dr. McColgin informed the Board that Herkimer College, in partnership with Monroe Community College, Tompkins Cortland Community College, Mohawk Valley Community College and Clinton Community College, has received an Achieving the Dream (ATD) grant to create new degree programs using high quality open educational resources (OER) in new degree programs. The initiative, which involves 38 community colleges in 13 states, is designed to help remove financial roadblocks that can derail students' progress and spur improvements that will increase the likelihood of degree and certificate completion. Beginning this summer, Herkimer College will begin converting two online degree programs, Liberal Arts and Sciences: General Studies and Business: Health Services Management

Technology, to what are called "Z-degrees." All required and elective courses will move from publisher copyrighted textbooks to Open Educational Resources. Recognition was given to Bill Pelz and his staff for this initiative.

Dr. McColgin, Mr. Laino and Mr. Sargent will be going to Washington, DC next month to meet with federal elected officers (part of the Keller McIntyre consulting firm). Keller McIntyre has identified three federal grants that Herkimer College has a good possibility of securing.

Dr. McColgin presented her annual report to the Board and gave an overview of the President's Office's activities, including the status of Executive Council's priorities for 2015-2016. The Board thanked Dr. McColgin for her impressive report and agreed that this report should be included with the budget packet that will be presented to the Herkimer County Legislature.

### **CHAIR'S REPORT**

**Student Trustee Report:** Miss Steele remarked that she is proud to see that SGA ended the academic year with 10 solid students who were very involved, as opposed to last year when SGA ended the year with four students. In addition, SGA ended with four new officers in place by the end of the academic year. Miss Steele thanked the Board for the Midnight Breakfast held recently for students. Chairwoman Crandall remarked that it has been a pleasure working with Miss Steele this year and thanked her for being so involved.

**BOT Self Assessment Results:** Due to a late submission that was not included in the results, the BOT Self Assessment results will be discussed at the workshop to be held in October.

### **COMMITTEE REPORTS**

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

Mr. Roche made a motion to approve the Statement of Revenues and Expenditures as of June 6, 2016, as presented.

Mr. Brenchley seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Roche made a motion to approve the Petty Cash Disbursements as of June 6, 2016, as presented, and to remove this report for future meetings.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Brenchley made a motion to approve the 2016-2017 Faculty-Staff Handbook.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 15-17: 2016-2017 Operating Budget was presented.*

Mr. Roche made a motion to approve Resolution 15-17, as amended.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 15-18: Waiver of Tuition and Fee Schedule for P-Tech Students was tabled.*

*Resolution 15-19: Tuition and Fee Schedule for 2016-2017* was presented.

Ms. Crandall made a motion to approve Resolution 15-19, as amended.  
Mr. Testa seconded the motion.  
Vote-Unanimous. Motion adopted.

*Resolution 15-20: FY 2016-2017 Community Education Service, Facilities Utilization, Child Care and Non-Credit Programming Fees* was presented.

Mr. Roche made a motion to approve Resolution 15-20, as presented.  
Mr. Brenchley seconded the motion.  
Vote-Unanimous. Motion adopted.

As requested by the Board, Dr. McColgin will seek counsel regarding whether a waiver of Fitness Center charges for trustees and their spouses may be waived.

**Academic and Student Affairs Committee:**

*Resolution 15-15: Proposal to Deactivate Photographic Technology A.A.S.* was presented.

Mr. Gregory made a motion to approve Resolution 15-15, as presented.  
Mr. Roche seconded the motion.  
Vote-Unanimous. Motion adopted.

*Resolution 15-16: Child Protection Policy* was presented.

Ms. Crandall made a motion to approve Resolution 15-16, as presented.  
Mr. Testa seconded the motion.  
Vote-Unanimous. Motion adopted.

**EXECUTIVE SESSION:**

Mr. Roche moved, at 7:58 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 medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.  
Miss Steele seconded the motion.  
Vote-Unanimous. Motion adopted.

At 8:06 p.m., Mr. Roche moved that the board reconvene.  
Mr. Gregory seconded the motion.  
Vote-Unanimous. Motion adopted.

**INFORMATIONAL ITEMS:**

Dr. McColgin remarked that it has been a great year and emphasized that all the recognitions mentioned in her annual report would not have been possible without our employees.

**ADJOURNMENT**

Miss Steele moved to adjourn the meeting.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:13 p.m.

slh