

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – July 24, 2008

Chairman Snyder called the meeting to order at 5:10 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Snyder, Mr. Luther, Mrs. Crandall, Mr. Russell, Mr. Barbato, Mr. Accattato, Mrs. Clark (new trustee), Mr. Dunn (partial)

Trustees absent: Mr. Armstrong, Ms. Kinney

Also present: Mr. Laino, Mrs. Woudenberg, Mrs. Semo, Dr. Murphy, Dr. Hawes, Mr. Sargent, Mrs. Prescott, Mr. Socolof. Partial attendance by Kurt Whiteman, Project Mgr. of H.R.Beebe; Earl Redding, representative from Roemer Wallens & Mineaux LLP

Prior to addressing the agenda, Mr. Snyder introduced Mrs. Mary Ellen Clark as a new board member appointed by the governor earlier in the week and welcomed her to the table.

**MINUTES**

Mr. Accattato moved that the minutes of the June 18, 2008 meetings be approved. Mrs. Crandall seconded the motion.

Vote-Unanimous

**EXECUTIVE SESSION**

It was decided to move Executive Session to the end of the meeting to allow more trustees to attend.

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

There were no presentations

**CORRESPONDENCE**

There was no correspondence shared

**FINANCIAL REPORTS**

*Mr. Laino called on Mrs. Woudenberg to discuss the financial reports.* Mrs. Woudenberg reported that student revenue is over the adjusted budget, but cautioned that the figures would change due to year end write-offs. She also stated that health insurance claims keep growing, with a projected \$550,000 over budget in health claims. Ms. Woudenberg illustrated the point by stating that the weekly average on claims has grown over 45% but the budget was based on a 10% increase. She also quoted that the most recent weekly claims were as follows: 6/17= \$83,000; 6/24=\$43,000; 7/01=\$93,000; and 7/08= \$74,000. Mr. Russell asked if the fund balance will be hit if this continues; Mr. Laino replied that it would. Mr. Accattato stated that charge backs could be hit also. Mr. Laino estimated that due to increasing weekly claims, the fund balance could be affected by as much as \$500,000.

Mr. Luther moved to approve the Financial Report as presented. Mr. Russell seconded the motion.  
Vote-Unanimous

***Chairman Snyder presented the Petty Cash Report as of June 30, 2008.***

Mrs. Crandall moved to approve the Petty Cash Report as presented. Mr. Luther seconded the motion.  
Vote-Unanimous

***Chairman Snyder presented Resolution 03-38 (Amended Bank Depository Resolution).*** Mr. Laino explained that this resolution was to ensure enough people were available at a given time for checks to be signed and to amend his title on the deposits.

Mr. Russell moved to approve Resolution 03-38 as presented. Mrs. Crandall seconded the motion.  
Vote-Unanimous

**ENROLLMENT**

**Dr. Hawes gave a brief update on enrollment.** He stated that we are at the close of the fiscal year for enrollment, and it looks that we are a little down for the year when including summer. Enrollment for 2007-2008 was down overall 2.5% (n=210) in Head count, and down overall 0.9% (24.9) in FTE.

**ADMISSIONS**

**Dr. Hawes also spoke on Admissions.** Admissions have been going fairly well, and they are cautiously optimistic. We are up 21 applications and in registered students from Otsego County. We are also showing growth in Schenectady and Saratoga Counties. Overall we are up 388 applications and 73 registered students. Dr. Hawes is very pleased with the growth we are making in neighboring counties. Mr. Russell commented that we are also up in enrollment from the Bronx. Dr. Hawes stated that we do not aggressively recruit in the city. Mr. Accattato asked why students are coming here from so far away. Dr. Murphy stated that a lot of the press the college received last spring could have something to do with it. As they register, people have been saying that they didn't know we were up here until they saw the college in the news.

**FACILITIES**

***Chairman Snyder presented Resolution 07-30 (Approval of Change Orders for Electrical).*** Mr. Laino introduced Kurt Whiteman, who is part of construction management for H.R. Beebe. Mr. Laino stated that the change order was due to the extensive amount of AV equipment and electrical boxes needed for the library and Academic Support Center. The bookstore also had additional electrical needs. Mr. Russell asked if this would then go to the county; Mr. Laino confirmed that it would.

Mrs. Crandall moved to approve Resolution 07-30 as presented. Mr. Luther seconded the motion.  
Vote-Unanimous

**ADMINISTRATION AND PROGRAMS**

***Chairman Snyder presented Resolution 07-26 (MOU-Asynchronous Teaching).*** Dr. Murphy stated that this resolution, as well as Resolutions 07-27 and 07-28 had already been accepted by the bargaining unit and contained only minor changes from the previous year.

Mr. Russell moved to approve Resolution 07-26 as presented. Mr. Luther seconded the motion.  
Vote-Unanimous

***Chairman Snyder presented Resolution 07-27 (MOU – Exclusive Internet Teaching)***

Mr. Barbato moved to approve Resolution 07-27 as presented. Mrs. Crandall seconded the motion  
Vote-Unanimous

***Chairman Snyder presented Resolution 07-28 (MOU-Pro-Rated Pay Scale: Summer/Winter Mini and Fall/Spring Evening College).***

Mr. Barbato moved to approve Resolution 07-28 as presented. Mr. Russell seconded the motion.  
Vote-Unanimous

***Chairman Snyder presented the HCCC 2008-2009 Faculty-Staff Handbook.*** Dr. Murphy stated that were only minor changes made to this year's handbook, including names in organization charts and numbers on storage closets. The largest change was a paragraph regarding how to submit articles to Public Relations.

Mr. Accattato moved to approve the handbook as presented. Mr. Luther seconded the motion.  
Vote-Unanimous

**EXECUTIVE SESSION**

Mr. Barbato moved, at 5:27 p.m., that the Board adjourn to Executive Session to address personnel matters. Mrs. Crandall seconded the motion.  
Vote-Unanimous

Mr. Accattato moved, at 7:15, that the Board reconvene. Mr. Barbato seconded the motion.  
Vote-Unanimous

**MISCELLANEOUS**

Mr. Accattato asked when the next meeting was scheduled (September 18<sup>th</sup>). Mr. Dunn suggested that a meeting be established in August for the purpose of meeting with Dr. Ann Marie Murray. It was agreed that a date will be established in the latter part of August, either the 21<sup>st</sup> or 28<sup>th</sup>, to have a workshop with Dr. Murray so that the board can discuss ideas with her.

Mr. Luther moved to adjourn the meeting. Mr. Dunn seconded the motion.  
Vote-Unanimous

The meeting adjourned at 7:22 p.m.

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