

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – November 20, 2008

Chairman Snyder called the meeting to order at 6:10 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

Trustees attending: Mr. Snyder, Mr. Luther, Mr. Accattato, Mr. Armstrong, Mr. Barbato, Mr. Russell, Mrs. Crandall, Mrs. Clark, Ms. Fernandes

Trustees absent: Mr. Dunn

In Attendance: Dr. Murray, Mr. Laino, Mrs. Semo, Dr. Hawes, Ms. Ruffing

Guests: Mr. Jim Franchi; Mr. Mike Nuffer, Project Manager of H.R.Beebe; partial attendance by Mr. Damon Hacker, Actuary from Armory Associates, LLC.

Prior to approval of the minutes, Chairman Snyder introduced Ms. Alysia Fernandes as the new Student Trustee replacing Ms. MarJanie Kinney, who had to resign as SGA President. Ms. Fernandes will be Student Trustee only through the end of the semester as she will be graduating mid-year.

**MINUTES**

Mr. Armstrong moved that the minutes of the October 16, 2008 meeting be approved. Mr. Barbato seconded the motion.

Vote-Unanimous

Mrs. Crandall moved that the minutes of the October 16, 2008 joint meeting with the HCC Foundation Executive Board be approved. Mrs. Clark seconded the motion.

Vote-Unanimous

**PRESENTATIONS**

Mr. Snyder welcomed Don Dutcher (HCCC Athletic Director), Pepe Aragon (HCCC Men's Soccer Head Coach), the rest of the coaching squad, and members of the Men's Soccer Team into the board room for recognition of their National Championship Title. The team presented the Board of Trustees with a soccer ball signed by the entire team.

***Chairman Snyder read Resolution 08-10 (Recognition of Men's Soccer Team as NJCAA Division III National Champions).***

Mr. Barbato moved to approve Resolution 08-10 as presented. Mr. Accattato seconded the motion.

Vote-Unanimous

***Chairman Snyder read Resolution 08-11 (Recognition of Pepe Aragon Upon His Induction Into the NJCAA Soccer Hall of Fame).***

Mrs. Crandall moved to approve Resolution 08-11 as presented. Mrs. Clark seconded the motion.

Vote-Unanimous

The Men's Soccer Team and coaching staff then left the meeting.

Mr. Damon Hacker, Actuary from Armory Associates, LLC was introduced to give the trustees background on the GASB45 Report. The GASB45 shows the true cost for benefits over the lifetime of a person's post-employment. Credit rating agencies will begin to look at liabilities from now on, taking long-term management of such funding into account. Health care costs over the next 20 years could cost the college millions of dollars. The college will need to look at potential plans to keep health care costs manageable, while still making it affordable for the employees.

Dr. Murray stated that the presentation was to give an overview and a sense of the concept and that actual numbers for HCCC could be brought to a later meeting.

### **PRESIDENT'S REPORT**

Dr. Murray reported that the Pacifica Quartet concert went well and that there were over 3,000 visitors to the Arts & Crafts Fair.

Dr. Murray brought a memo regarding campus safety to the attention of the board members. We are in the process of finalizing the Campus Safety Plan, with a projected roll-out to the campus in the spring. She stated that Ms. Ruffing has tentatively set a press conference for November 24<sup>th</sup> to address parts of the plan. Dr. Murray thanked and recognized Mr. Isaiah Williams, SGA Secretary, for spear-heading a web-based survey regarding the arming of peace officers. There were 216 responses to the survey. Dr. Murray assured the board that both they and the campus would be informed of her decision regarding arming prior to the press conference.

Dr. Murray thanked the members of the board who attended a lunch with Dr. Hoy, Chair of the MSA Accreditation Team, during his initial visit. Dr. Hoy's report indicated additional work is needed in three of the 14 points: strategic planning, institutional effectiveness and student learning outcomes. Dr. Murray pointed out that 68% of colleges that Middle States reviews are non-compliant in institutional effectiveness. She explained what a strategic plan must show, including how the plan ties to the budget and the mission statement of the college. We are in a culture of constant assessment, and we must involve everyone. Mr. Armstrong asked how the board can help; Dr. Murray stated that some other goals might be postponed as we work towards finalizing the self-study. The full MSA team will visit the campus in April.

Dr. Murray also informed the board members that there is funding available for Board of Trustee training, and directed their attention to another memo that detailed training possibilities including but not limited to individual sessions with practitioners, individual study through several books, and utilization of NYCCT .

Dr. Murphy and Dr. Murray have had meetings with a group of faculty who are trying to establish an Academic Senate. Dr. Murray feels that the college needs faculty to have a voice so that issues can be discussed and is in favor of the senate if guidelines and by-laws can be agreed upon; both will be vetted through her office and the Board of Trustees, and the creation of such a body will require BOT approval.

### **EXECUTIVE SESSION**

There was no circumstance that required an executive session.

### **PUBLIC COMMENT**

There was no public comment.

### **CORRESPONDENCE**

There was no correspondence shared.

**FINANCIAL REPORTS**

***Mr. Laino gave the financial report.*** He reiterated that health insurance costs have been unexpectedly high. We are also looking at an approximate loss from state aid of \$430,000; this an approximate hit of 5.98%. The loss for next year is estimated to be 12-14%.

Dr. Murray identified some attempts to offset the loss of funding, including a 10% reduction in supply budget lines and saving energy by reducing temperatures one to two degrees. Mr. Laino stated that the budget process has been moved up three months, and the FY 2009-2010 budget will be built without using the fund balance. He also stated that we will have to be fiscally conservative in order to minimize the impact these cuts will have on operations.

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

Chairman Snyder presented the Petty Cash Report as of October 31, 2008. Mr. Russell moved to approve the Petty Cash Report as presented. Mrs. Crandall seconded the motion.  
Vote-Unanimous

**OTHER REPORTS**

There was no Foundation Report.

There was no Alumni Report.

Mr. Laino gave the report from the Housing Board. Over the past two years, approximately \$400,000 has been set aside for a Capital Debt Service Reserve.

**ENROLLMENT**

***Dr. Hawes gave a brief update on enrollment.*** We are up 6% in headcount and 9.6% in FTE compared to this time last year. General applications for the fall 2009 semester are up 45% from last year.

**ADMISSIONS**

***Dr. Hawes also spoke on Admissions.*** We are up in terms of spring admissions. It will be important to have retention from spring to keep our fall 2009 numbers up.

**FACILITIES**

***Chairman Snyder presented Resolution 08-06 (Close Out of Projects from Improve Track Facility Project and New Entry, Corridor Connection and Offices at College Center Project).*** Mr. Laino stated that it sometimes takes time to close out projects. This resolution reflects the close out of the stated projects.

Mr. Accattato moved to approve Resolution 08-06 as presented. Mr. Barbato seconded the motion.  
Vote- Unanimous

***Chairman Snyder presented Resolution 08-08 (Approval of Change Orders for Electrical).*** Mr. Laino stated they are in the process of closing out various items in regard to the library project. Mike Nuffer explained that there was extensive fire alarm work completed which caused some of the original costs to change. Mr. Accattato stated that the work had already been completed, and board approval should take place before work is commenced.

Mr. Armstrong moved to approve Resolution 08-08 as presented. Mr. Luther seconded the motion.  
Vote- 8 in favor, 1 opposed. Motion carried; Resolution 08-08 passed.

*Chairman Snyder presented Resolution 08-09 (Approval of Change Orders for Glass).* Mr. Nuffer explained that there were some alterations in the lobby area of the library that required different glass to be installed.

Mr. Armstrong moved to approve Resolution 08-09 as presented. Mr. Russell seconded the motion.  
Vote – Unanimous.

### **PERSONNEL**

Mr. Snyder announced that Ms. Rebecca Ruffing has accepted the position of Director of Public Relations.

*Chairman Snyder presented Resolution 08-07 (Adoption of the State of New York Deferred Compensation Plan).* Mrs. Semo explained that this would be an addition to the current plans available to employees, and it would be voluntary.

Mr. Russell moved to approve Resolution 08-07 as presented. Mrs. Crandall seconded the motion. Vote- Unanimous.

### **MISCELLANEOUS**

Ms. Ruffing stated that Commencement will be May 15, 2009 at 5:00 p.m. She cited advance printing of the date as part of the college catalog and the increased cost in labor should the date be moved date to Saturday as previously discussed.

Ms. Ruffing stated that Friday April 17, 2009 has been set as the Inauguration date. She explained that Inauguration is the opportunity for the campus to officially welcome a new president and involves a procession of other college presidents and SUNY representatives, among others. There is an Inauguration committee, led by Dan Sargent, that is establishing the timetable for the event. Currently, the inauguration will be held earlier in the day, with a dinner later in the evening. Mrs. Crandall stated that April 17<sup>th</sup> was during Spring Break for local school districts. Ms. Ruffing stated that they will be sending out “Save the Date” cards in the near future.

Mr. Snyder read the Board of Trustees policy regarding the Torchbearer Awards. A committee needs to be formed, and a member of the board needs to be appointed to the committee.

The Alumni Hall of Honor is under the purview of the Alumni Association and the Board of Trustees, while they may make nominations, is not involved in the process.

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

The meeting adjourned at 8:14 p.m.

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