

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – September 18, 2008

Chairman Snyder called the meeting to order at 6:05 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Snyder, Mr. Luther, Mrs. Crandall, Mr. Accattato, Mr. Armstrong, Mr. Dunn, Mrs. Clark, Ms. Kinney

Trustees absent: Mr. Barbato, Mr. Russell

Also present: Dr. Ann Marie Murray (new president of Herkimer County Community College) Mr. Laino, Mrs. Semo, Dr. Murphy, Dr. Hawes, Mrs. Prescott, Mr. Gassmann. Partial attendance by Earl Redding, representative from Roemer Wallens & Mineaux LLP and Mr. Jim Franchi

MINUTES

Mr. Dunn moved that the minutes of the July 24, 2008 meeting be approved. Mr. Luther seconded the motion.

Vote-Unanimous

EXECUTIVE SESSION

At 6:06 p.m., Mr. Dunn moved that the Board adjourn to Executive Session. Mr. Armstrong seconded the motion.

Vote – Unanimous

At 6:40 p.m., Mr. Dunn moved that the Board reconvene. Mr. Luther seconded the motion.

Vote – Unanimous

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

There were no presentations

CORRESPONDENCE

There was no correspondence shared

FINANCIAL REPORTS

Mr. Laino stated that there were no financial reports as the books were being closed on FY 2008.

ENROLLMENT

Dr. Hawes gave a brief update on enrollment. Mr. Armstrong stated that the Board does not receive the enrollment pages in their packets; therefore, they do not see the numbers until they arrive at the board meeting. It was explained that the most current numbers come out on Monday or Tuesday and the packets are mailed the previous week.

Dr. Hawes stated that we are up in Full-Time enrollment, but down in Part-Time. Mr. Accattao asked if we met our needs in chargebacks. Mr. Laino replied that he would like to reserve stating a hard figure until the census numbers were in. The Admissions staff was recognized for bringing in strong numbers

ADMISSIONS

Dr. Hawes also spoke on Admissions. We are up in our feeder counties. College Now has expanded into Otsego County – we are up 29 registered students from Otsego. We are showing positive growth in Schenectady County. We have also seen an increase in registered students from the Bronx and Manhattan.

Mr. Dunn asked why there was a drop in registration from Jefferson County. Dr. Hawes replied that they are planning on going to the Jefferson County Fair, like they did for the Herkimer County Fair, and that they will be doing more work up north to bring those numbers back up.

Mr. Accattato asked about the new Video Gaming program. Dr. Murphy replied that SUNY had approved it, and it had been sent to the State Education Department in December of 2007 where it remains. Mr. Accattato asked about the Music Industry program. Dr. Murphy stated that we have 23 students already enrolled. Mr. Accattato asked about the Medical Coding program and Dr. Murphy stated that it was full.

Mr. Armstrong asked if Senator Seward or Representative Butler were on any Education Committees that may assist in getting a program through the Education Department. Dr. Murphy stated that SUNY has to be careful about programs once they reach the State Education Department and SUNY asked that campuses stay away from constantly checking on programs.

FACILITIES

Chairman Snyder introduced Mr. Nick Laino for explanation of Resolution 08-01 (Award of Library Security Gates). Mr. Laino stated that a bid had been sent out to four vendors for electronic gates for the library. Only one responded. The bid went to Century Technical Corporation for \$19,950.00. Mr. Armstrong asked if the cost was covered by the capital fund. Mr. Laino replied that it is a line item within the project. Mr. Dunn asked if there were gates in the old library. Mr. Laino replied that there were two gates, but that only one is working.

Mr. Armstrong moved to approve Resolution 08-01 as presented. Mr. Accattato seconded the motion.

Vote-Unanimous

EXECUTIVE SESSION

At 6:50 p.m., Mr. Accattato moved that the Board adjourn to Executive Session. Mr. Dunn seconded the motion.

Vote – Unanimous

At 7:10 p.m., Mr. Dunn moved that the Board reconvene. Mr. Armstrong seconded the motion.

Vote – Unanimous

ADMINISTRATION AND PROGRAMS

Chairman Snyder presented Resolution 08-02 (Add new title – Technical Assistant International Programs).

Mr. Accattato moved to approve Resolution 08-02 as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 08-03 (Authorized 403(b) Provider List).

Mr. Dunn moved to approve Resolution 08-03 as presented. Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 08-04 (FY-09 Non-Bargaining Group Salary Adjustments).

Mrs. Crandall moved to approve Resolution 08-04 as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

MISCELLANEOUS

Dr. Murray brought the Fall Fest Calendar to the attention of the Board. She mentioned that Fall Fest was being held on October 4th, and that if board members wish to attend the BBQ, their name is already on a list and they do not have to pay at the table.

Dr. Murray informed the Board that the latest media coverage has been positive. She was part of the team that moved 615 students into housing prior to the start of the semester. She commended Dr. Hawes and his crew for how well the move-in went. There has also been coverage on the soccer teams.

Dr. Murray stated that there had been a memorable 9/11 ceremony on campus and thanked Jeanne McAvoy and Dan Sargent for their efforts in helping plan the ceremony.

There was a discussion on the taping of Board meetings. Mr. Armstrong wanted to know the parameters for usage. Dr. Murray stated that it would be a way to verify the minutes before they are finalized. Mr. Armstrong wanted the process defined as to what would be quoted and how and when tapes would be destroyed. It was agreed that a resolution would be presented to the Board at the October meeting that would address and answer the concerns.

Dr. Murray updated the Board on a press conference that was held regarding the green initiatives being instituted on campus.

Mr. Dunn observed that the Board receives press clippings at each meeting and asked if they might be copied on press releases. Dr. Murray answered that she would look into that possibility with Ms. Ruffing.

Dr. Murray stated that the college will be offering Emeriti their own campus e-mail accounts so that they may stay informed about the events of the college.

Mr. Dunn asked if it might be possible to receive the Board packet electronically instead of via

regular mail. A discussion ensued regarding the sending of information electronically. Due to many concerns it was decided to maintain the process as it is for the current time, but to explore the possibilities of electronic communication for the future.

Dr. Murray informed the Board that she had recently had lunch with Donna Donovan from The Observer-Dispatch and that Ms. Donovan had agreed to be the speaker at the first Executive Breakfast, with a date to be determined.

Dr. Murray requested a meeting with the Chair, Vice-Chair and Secretary of the Board of Trustees to look at the format for the agenda currently being used, as there are no provisions for a President's Report or Foundation Report among others. Dr. Murray suggested that a sub-committee structure as well as use of a consent agenda are possible items they might look into using.

Dr. Murray announced that the Board had joined NYCCT (New York Community College Trustees), which will give the trustees training and many opportunities.

Mr. Snyder mentioned that Suzanne Williams' mother had passed away in case any of the trustees wanted to send a sympathy card.

Mr. Dunn stated that the lacrosse team is doing well and has some matches coming up against Michigan State, Siena and Cobleskill.

Dr. Murray said that Dr. Murphy will be hosting a visit by Dr. Risa Palm, Provost for SUNY, the following day.

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

The meeting adjourned at 7:26 p.m.
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