

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – August 30, 2007

A couple of trustees were delayed in their arrival to this meeting; therefore, the start of the official meeting was delayed.

Vice Chairman Luther called the meeting to order at 5:50 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Luther, Mr. Armstrong, Mrs. Crandall, Ms. Neary, Mr. Accattato, Mr. Barbato, Mr. Quinn

Trustees absent: Mr. Snyder, Mrs. Hummel, Mr. Russell

Also present: Dr. Williams, Mr. Laino, Mrs. Semo, Dr. Hawes, Mr. McDonald, Dr. Murphy, Mrs. Prescott, Mr. Gassmann, Mrs. Barrett. Partial attendance - Mr. Lemm

**MINUTES**

Mr. Armstrong moved that the minutes of the July 19, 2007, meeting be approved. Mr. Quinn seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

No public comment took place.

**EXECUTIVE SESSION**

Mr. Accattato moved, at 5:51 p.m., that the Board adjourn to Executive Session to address personnel issues. Mr. Barbato seconded the motion.

Vote-Unanimous

Mr. Quinn moved, at 7:02 p.m., that the Board reconvene. Mr. Barbato seconded the motion.

Vote-Unanimous

**PRESENTATIONS**

Following a presentation/discussion regarding arming campus peace officers, it was the consensus of the trustees that future discussions on this topic take place.

**CORRESPONDENCE**

Several items had been placed at trustees' seats:

- HCCC 2007-2009 Academic Catalog,
- HCCC 2007-2008 Academic Planner,
- August 2007 "The General",
- information noting Al Barbato's reappointment to the HCCC Board of Trustees, effective July 1, 2007 through June 30, 2014,
- updated HCCC BOT information sheet, and
- HCC Foundation 2007-2008 Handbook (to be read in preparation for the upcoming, September 27, joint HCCC Trustees and HCC Foundation Leadership dinner meeting).

**CORRESPONDENCE (Cont'd.)**

President Williams announced that Rob Palmieri would be moving from his position as Director of Institutional Research to Associate Dean of Enrollment Management (position previously held by Scott Hughes).

**FINANCIAL REPORTS**

In reviewing financial reports ending July 31, 2007, Dean Laino informed the trustees that we are still on target to make the projected increase to the unreserved fund balance of \$125,000.

Mr. Barbato moved to approve the financial reports as presented. Mr. Accattato seconded the motion.

Vote-Unanimous

Vice-Chair Luther presented the Petty Cash report for July 2007. Mrs. Crandall moved to approve this report as presented. Mr. Quinn seconded the motion.

Vote-Unanimous

Vice-Chair Luther presented Resolution 06-20A (Amendment: 2007-2008 Proposed Operating Budget). Dean Laino explained that Resolution 06-20, presented at the July 19 trustees meeting, indicated a requested \$75,000 in sponsor contribution, but the County Legislators agreed to \$50,000. As a result, Resolution 06-20A was prepared to reflect that adjustment.

Mr. Quinn moved to approve this report as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

**ENROLLMENT/ADMISSIONS**

No information was provided.

**FACILITIES**

Dean Laino reported on campus lighting enhancements; Mr. Armstrong had one additional recommendation, which Dean Laino will follow-up on.

Vice-Chair Luther presented Resolution 06-21 (Capital Construction Program 2008-2013). Dean Laino explained that it is the point in time when College Administrators review and prioritize future capital needs of the College. This has been done via this resolution, with which we request your approval of our recommendations.

Mr. Accattato moved to approve Resolution 06-21 with one change to the sequence priority—move the “replace Physical Education Building roof” project to a higher priority. Mr. Quinn seconded the motion.

Vote-Unanimous

**ADMINISTRATION AND PROGRAMS**

Vice-Chair Luther presented Resolution 06-22 (MOU-Asynchronous Teaching). Mrs. Semo explained that this is the nineteenth year trustees have been presented with this request, and the only change, to it, is to reflect that the agreement will remain in place for the 2007-2008 academic year.

**ADMINISTRATION AND PROGRAMS (Cont'd.)**

Mr. Armstrong moved to approve Resolution 06-22 as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Vice-Chair Luther presented Resolution 06-23 (MOU-Pro-Rated Pay Scale: Summer/Winter Mini and Fall/Spring Evening College). Mrs. Semo explained that this is the eleventh year trustees have been presented with this request, and the only change, to it, is to reflect that the agreement will remain in place for the 2007-2008 academic year.

Mr. Armstrong moved to approve Resolution 06-23 as presented. Mr. Accattato seconded the motion.

Vote-Unanimous

Vice-Chair Luther presented the HCCC 2007-2008 Faculty-Staff Handbook. Dean Murphy noted that this handbook had been mailed to trustees for prior review and is, essentially, the same as last year.

Mrs. Crandall moved to approve this handbook. Mr. Quinn seconded the motion.

Vote-Unanimous

**PERSONNEL**

Vice-Chair Luther presented Report #45 – Merit Recognition Recommendations, effective September 1, 2007, as follows:

Sandra Mizerak	Cindy Brewer
William Baum	Sharon Gregory
Matt Lee	Becky Ruffing
Scott Manley	Deb Sutliff
Holly Snyder	Jackie Woudenberg

Mrs. Crandall moved to approve Report #45 as presented. Mr. Accattato seconded the motion.

Vote-Unanimous

President Williams drew attention to a distributed list of new HCCC employees, June 1-September 4, 2007, and expressed his satisfaction with the fine caliber of qualifications these individuals possess.

**MISCELLANEOUS**

President Williams presented the list of BOT Meeting Dates May 2007-April 2008.

Mr. Barbato moved to approve this list as presented. Mr. Quinn seconded the motion.

Vote-Unanimous

President Williams informed the trustees of a recent communication from NYCCT (New York Community College Trustees of the State University of New York, Inc.), regarding HCCC Trustees' membership for the 2007-2008 academic year. It was the consensus of the trustees not to pay the membership.

**MISCELLANEOUS (Cont'd.)**

President Williams mentioned the Pancake Breakfast to be held the following morning. He noted that Gary Luther would attend to present special years of service awards to employees; one award would be presented to Donna Wellington for 40 years of service.

Mr. Barbato moved to adjourn the meeting. Mr. Quinn seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:42 p.m.

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