

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 15, 2007

Chairman Snyder called the meeting to order at 5:08 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Snyder, Mrs. Hummel, Mr. Luther, Mr. Quinn, Mr. Armstrong, Mrs. Crandall, Mr. Accattato, Mr. Barbato, Ms. Susenburger

Trustees absent: Mr. Russell

Also present: Dr. Williams, Dr. Hawes, Mr. Gassmann, Mr. Laino, Mrs. Barrett, Mrs. Semo, Mr. McDonald, Mrs. Prescott, Mr. Mezik, Mrs. Woudenberg; partial attendance by Bethany Williams and Trisha Lucas (from D'Arcangelo and Co.)

President Williams introduced Jessica Susenburger, new Student Government President and Student Trustee, who would take over for Kraig Everard (who decided to discontinue the responsibilities of this position, to devote more time to his studies).

MINUTES

Mr. Snyder presented the minutes of the December 21, 2006, meeting. Mrs. Hummel moved to approve the minutes. Mr. Luther seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

No public comment took place.

EXECUTIVE SESSION

Mr. Accattato moved, at 5:12 p.m., that the board adjourn to Executive Session to address personnel and collective bargaining issues. Mrs. Crandall seconded the motion.

Vote-Unanimous

Mr. Quinn moved that the board reconvene at 7:11 p.m. Mrs. Crandall seconded the motion.

Vote-Unanimous

PRESENTATIONS

Jessica Susenburger talked about her educational plans. She noted that actions are being taken to recruit students' interest in Student Government for fall 2007.

CORRESPONDENCE

Dr. Williams shared the following info:

- The American Red Cross will honor Colonel James Hill (HCCC Dean of Administration Emeritus) at its Annual “Great Heroes Breakfast” on March 22. Trustees interested in attending should contact the President’s secretary to reserve a ticket.
- Jeanne McAvoy has been hired to fill the position of Secretary to the President. (He provided a brief bio on Jeanne, who began her duties on March 6, and noted, after she has had some time to familiarize herself with the office, she would be attending Board of Trustees meetings.)
- A Trustee Workshop is scheduled on April 19 and a Regular Board Meeting on April 26. It was the consensus of the trustees not to have the Workshop; therefore, the next meeting of the trustees will be on April 26. (President Williams reminded trustees that this would consist of both an Annual and a Regular meeting.)

FINANCIAL REPORTS

Dean Laino reported on the monthly financial report ending February 28, 2007, stating that his major concern is related to student revenues (specifically, fall 2007 tuition); he is monitoring this very closely; we may be able to make-up some of the shortage of dollars from other budget lines (i.e., energy, etc.); and trustees will be kept up-to-date on this issue.

Mrs. Hummel moved to approve the financial report as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

Mr. Snyder presented the Petty Cash Report, February 2007. Mr. Luther moved to approve this report as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder noted that auditors from D’Arcangelo and Co. had presented the FY 2006 Audit Report during Executive Session, and asked for a vote to approve it.

Mr. Accattato moved to approve the FY 2006 Audit Report as presented. Mr. Quinn seconded the motion.

Vote-Unanimous

Mr. Accattato moved that the Chairman of the HCC Foundation Finance Committee attend a future BOT meeting to report on the most recent Foundation audit. Mr. Armstrong seconded the motion.

Vote-Unanimous

FINANCIAL REPORTS (Cont'd.)

Chairman Snyder presented Resolution 06-06 (Unrestricted Fund Balance Reserves). Dean Laino explained that the College Administration discussed with the trustees, at a February 7, 2007, Trustee Workshop, the need to establish fund balance reserves.

Mr. Luther moved to approve Resolution 06-06 as presented. Mr. Quinn seconded the motion.
Vote-Unanimous

ADMISSIONS

Dr. Hawes reported applications received are up 91 compared to this time one year ago, and we are targeting the upcoming March 31 Open House to be our largest one.

ENROLLMENT

Dean Hawes noted that a comparison of 2006-2007 current enrollments to 2005-2006 actual enrollments indicates numbers are down. He, also, noted that, in comparing year-to-date enrollment numbers to budget, we are down in headcounts, credit hours, and FTE's, but numerous efforts are in effect to enhance Fall 2007 enrollment.

FACILITIES

Chairman Snyder presented Resolution 06-07 (Award of Moving and Storage Contracts – Library Project).

Mr. Quinn moved to approved Resolution 06-07 as presented. Mr. Armstrong seconded the motion.
Vote-Unanimous

ADMINISTRATION AND PROGRAMS

President Williams reviewed a program development list; informing trustees of adjustments to some current programs, as well as, plans for the development of new programs. He noted that, beginning next month, trustee approval of these new programs will be sought.

Chairman Snyder presented Resolution 06-08 (Approval of Implementation of Four-Day Work Week, 2007).

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

PERSONNEL

President Williams provided a list of current employee reappointments.

President Williams recommended that the following faculty be granted Tenure: David Higgins, Karen Jones, and Jeffrey Steele.

Mr. Luther moved to approve Tenure as recommended. Mrs. Crandall seconded the motion.
Vote-Unanimous

MISCELLANEOUS

President Williams:

- distributed the latest admissions publication, “Thinking About Herkimer?”
- distributed the January 2007 JUCO Review publication, in which HCCC is a featured College,
- provided a review of SUNY Day, which he and some of his staff attended on Feb. 27, and
- told trustees that he would be attending the March 16 Herkimer County Chamber’s Annual Legislative Breakfast.

Mrs. Barrett reminded the trustees to reserve the evening of Friday, May 18, for Commencement, and noted that information on this event would be available at the April meeting.

Mr. McDonald distributed the HCCC Board of Trustees Self-Assessment form (to be completed and returned by March 23), and noted that a summary of the responses would be compiled for distribution/discussion at a Trustee Workshop.

Mr. McDonald distributed copies of the February 7 Trustee Workshop evaluation summary.

Mr. Accattato moved to adjourn the meeting. Mr. Luther seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:43 p.m.

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