

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – April 24, 2008

Chairman Snyder called the meeting to order at 5:22 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Luther, Mr. Snyder, Mr. Armstrong, Mr. Barbato, Mr. Russell, Mrs. Crandall, Miss Neary, Mr. Accattato

Trustees absent:

Also present: Mr. Laino, Mrs. Semo, Dr. Hawes, Mrs. Ruffing, Mr. Sargent, Dr. Murphy, Mrs. Prescott, Mr. Gassmann, MarJanie Kinney, (new Student Senate President/Student Trustee); partial attendance by Mike Nuffer, Project Mgr. of H.R.Beebe; Jim Franchi, Ass't. County Attorney; Cynthia Gabriel, Faculty member and Chair of P&T Committee; Brian Marhaver, FSA Executive Director

**MINUTES**

Mr. Luther moved that the minutes of the February 28 and April 10, 2008, meetings be approved. Mrs. Crandall seconded the motion.

Vote-Unanimous

**EXECUTIVE SESSION**

Mrs. Crandall moved, at 5:24 p.m., that the Board adjourn to Executive Session to address promotion and merit. Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Luther moved, at 5:47 p.m., that the Board reconvene. Mr. Accattato seconded the motion.

Vote-Unanimous

Mr. Luther moved, at 5:50 p.m., that the Board adjourn to Executive Session to discuss a personnel issue and pending litigation. Mr. Accattato seconded the motion.

Vote-Unanimous

Mr. Luther moved, at 6:01 p.m., that the Board reconvene. Mr. Accattato seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

No public comment took place.

**PRESENTATIONS**

Prior to Miss Neary providing student trustee comments, Mrs. Crandall moved that Rebecca Neary be commended for her dedication and fine performance during her tenure on the Board, particularly during many difficult times. Mr. Luther seconded the motion

Vote-Unanimous

Mrs. Semo, as Chair of the Presidential Search Committee, also thanked Rebecca for putting in so much time during the search process, and noted that she was glad that this process took place during the year when we had such a great student trustee.

### **PRESENTATIONS**

Miss Neary provided the results of the recent 2008-2009 Student Government Elections: President, MarJanie Kinney; Vice President, Alysia Fernandes; and Treasurer, Yolanda Liu. Miss Neary then introduced MarJanie Kinney, who was at the meeting.

### **CORRESPONDENCE**

Dr. Hawes reviewed distributed material which referred to attempts to provide a safer housing environment for HCCC housing residents (Housing Gate Control Procedures and HCCC Housing Corporation Residence Hall License).

Dean Laino notified the trustees that it would be necessary to hold a May meeting, date to be determined.

### **FINANCIAL REPORTS**

In reviewing the monthly financial report as of April 18, 2008, Nick Laino mentioned that the budget had been adjusted to reflect winter and spring term enrollments (resulting in a revenue shortfall of approximately \$125,000) and in the employee benefits area, projected out to the end of the year, we are looking at a shortfall of approximately \$300,000. Additionally, he drew attention to some areas of savings: personnel services (due to vacancies) and adjuncts and extra service (due to lower enrollments).

Mr. Armstrong moved to approve the Financial Report as presented. Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report as of March 31, 2008. Mr. Luther moved to approve the Petty Cash Report as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Brian Marhaver, Executive Director of FSA (Faculty-Student Assoc.), provided input regarding the evolution of the Cash Card and recommendations supported by the FSA Board:

- change Cash Card to cash only,
- go back to meal cards on the campus, and
- open-up terminals to any off-campus vendors, but eliminate the use of the financial aid.

Trustees were O.K. with the above proposed recommendations related to the Cash Card.

### **ENROLLMENT**

Dean Hawes reviewed Actual Enrollment vs. Budget. He noted spring 2008 enrollment is coming to closure, with headcount down 62, FTE's down 9.5, and our part-time enrollment took a shortfall (some of which was a result of the problem with our switchover to the new ANGEL computer program).

In comparing spring enrollment to this time last year, Dean Hawes noted headcount down 102 and FTE's down 0.6.

### **ADMISSIONS**

Dr. Hawes reported fall 2008 admission numbers looking very good; there should be a comparable number of registered students next year to this year.

**FACILITIES**

Chairman Snyder presented Resolution 07-14 (Approval of Change Order for Gym Floor Replacement). Mr. Laino noted that this change order was a result of additional costs incurred in the preparation of the floor replacement.

Mr. Accattato moved to approve Resolution 07-14 as presented. Mr. Luther seconded the motion.  
Vote-Unanimous

Mr. Laino introduced Mike Nuffer, Project Mgr. of H.R.Beebe, who was present to discuss the following change orders related to the Library expansion project.

Chairman Snyder presented Resolution 07-18 (Approval of Change Order for Asbestos Abatement/PCB Removals).

Mr. Russell moved to approve Resolution 07-18 as presented. Miss Neary seconded the motion.  
Vote-Unanimous

Chairman Snyder presented Resolution 07-19 (Approval of Change Order for Electrical).

Mr. Barbato moved to approve Resolution 07-19 as presented. Mr. Accattato seconded the motion.  
Vote-Unanimous

Chairman Snyder presented Resolution 07-20 (Approval of Change Order for General Trades).

Mr. Luther moved to approve Resolution 07-20 as presented. Mrs. Crandall seconded the motion.  
Vote-Unanimous

Mr. Nuffer informed the trustees that there will be more change orders pending.

**ADMINISTRATION AND PROGRAMS**

There was nothing in this area to report.

**PERSONNEL**

Chairman Snyder brought to the table the following promotion recommendations, effective September 1, 2008, that had been presented:

Associate Professor to Professor - Mary Greene – Social Science

Assistant Professor to Associate Professor - Catherine DeLorme – MAHPES

Instructor to Assistant Professor - Jason Brown – Humanities  
Andrew Devitt – Humanities  
Chris Earley – Humanities  
Amy Getman – MAHPES  
Larry Snyder - Social Science  
Jeff Steele – Social Science

## **PERSONNEL (Cont'd.)**

Mr. Russell moved to approve all promotion recommendations as presented. Mr. Luther seconded the motion.

Vote-7 Yes; 1 abstention--Mr. Armstrong, because he was not present during the presentation.

Chairman Snyder brought to the table the following merit recommendations, effective September 1, 2008, that had been presented: Leslie Cornish, Kathy Montano, Clare Burth, Ellen Curry, Gary Loiacono, Tze Teck Sim, Shannon Farrell, Carl Lohmann, Kyle Roepnack, Anne Marie Sirianni, and Jackie Vivlamore.

Mr. Accattato moved to approve all merit recommendations as presented. Mrs. Crandall seconded the motion.

Vote-7 Yes; 1 abstention--Mr. Armstrong, because he was not present during the presentation.

## **MISCELLANEOUS**

Mr. Laino introduced Becky Ruffing who, in the absence of a Director of Public Relations, will oversee commencement. Mr. Laino thanked Becky for filling-in during this transition. Mrs. Ruffing reviewed commencement plans and distributed a related packet of information. Trustees also asked that, for future commencements, consideration be given to trustees and faculty members robing in the same area.

Assistant to the President, Dan Sargent, distributed the HCCC Board of Trustees Self-Assessment Form and reviewed the process to be followed for this assessment.

Dean Murphy reported on the second request by Tom Barthel, President of The Academic Senate of Herkimer County Community College, to elicit a response from the HCCC Board of Trustees regarding the academic senate. It was the consensus of the trustees that this matter be addressed by the incoming College President.

## **EXECUTIVE SESSION**

Mr. Barbato moved, at 7:40 p.m., that the board adjourn to Executive Session to discuss the presidential search. Mrs. Crandall seconded the motion.

Vote-Unanimous

Mr. Barbato moved that the board come out of Executive Session and adjourn the meeting. Miss Neary seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:12 p.m.

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