

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – December 20, 2007

HCC Foundation Executive Committee members and HCCC Trustees/Executive Council members participated in a joint dinner meeting prior to the start of this regular Board of Trustees meeting.

Chairman Snyder called the regular Board of Trustees meeting to order at 6:25 p.m. in the Hummel Corporate and Professional Education Center, Rooms 282/283.

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

Trustees absent: Mr. Accattato

Also present: Dr. Williams, Dr. Hawes, Mrs. Prescott, Mr. Gassmann, Mr. Laino, Dr. Murphy, Mrs. Barrett, Mrs. Semo, Mr. Sargent

**MINUTES**

Mr. Quinn moved that the minutes of the November 28, 2007, meeting be approved. Mrs. Crandall seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

No public comment took place.

**PRESENTATIONS**

Miss Neary updated the trustees on Student Government Association actions:

- The 9<sup>th</sup> Annual Curling Charity Challenge (to raise money for the Peer Tutor Scholarship) is being arranged.
- A woman from SUNY had met with SGA members regarding the students' role in the presidential search screening process; during this visit SGA members learned that, ultimately, a committee of six students will be chosen to work with the candidates.

**FINANCIAL REPORTS**

Regarding the financial report ending November 30, 2007, Dean Laino reported that we are in a much better situation than we were this time last year, and we are on budget with nothing of any alarm at this time.

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

Vote-Unanimous

Chairman Snyder presented the Petty Cash report for November 2007. Mr. Quinn moved to approve this report as presented. Mr. Luther seconded the motion.

Vote-Unanimous

**FINANCIAL REPORTS (Cont'd.)**

Dean Laino reminded the trustees that auditors from D'Arcangelo and Company would attend the January 17 Board of Trustees meeting to present the College's FY 2007 Audit Report, and a vote by trustees to approve this document would follow. Dean Laino noted that copies of the Audit Report would be mailed to trustees' homes prior to the January meeting.

**CORRESPONDENCE**

President Williams distributed:

- a listing of HCCC Presidential Search Advertising as of December 21, 2007,
- an article on [www.pressconnects.com](http://www.pressconnects.com), "BCC considers arming campus peace officers,"
- two American Association of Community College's articles, "The Community College Presidency: 2006," and "Compensation and Benefits of Community College CEO's: 2006," and
- a copy of his most recent President's Employment Contract.

**ENROLLMENT**

Dean Hawes reported that we are right on target in regard to fall 2008 enrollments. In regard to spring 2008, Dean Hawes reported:

- We are pounding the pavement to bring in continuing students who have not yet registered.
- New students are still coming in.
- Compared to this time last year, numbers are a little down, but we will continue to pound the pavement to bring the students in.

**ADMISSIONS**

Dean Hawes introduced Rob Palmieri, Associate Dean for Enrollment Management, who reported on spring 2008 admissions. Mr. Palmieri noted that, overall, applications and registrations received are up, and we should reach our budget goal.

**MISCELLANEOUS**

Judy Hummel announced that she would be honored as an American Red Cross Hero at an event on March 20 (one of the dates trustees previously committed their time to for presidential search work). She noted that she would very much appreciate the rescheduling of the March 20 trustees meeting to enable her to be present to receive this special recognition. It was the consensus of the trustees to reschedule the March 20 regular Board of Trustees meeting to March 27 (same time and place).

Chairman Snyder reminded trustees of the following meetings (devoted to presidential search work and requiring full trustee participation):

- January 17 regular BOT meeting, and
- January 31 regular BOT workshop\*.

\*President Williams noted that a walk-through of the newly renovated College Library would take place during the workshop.

Chairman Snyder mentioned Mr. John Quinn's recent announcement to resign from the HCCC Board of Trustees, effective December 31, 2007. Chairman Snyder expressed, on behalf of the trustees, John's fine service to the Board, which was beyond comparison, noting that John had offered so much during his service. Additionally, he noted John's valor and fine character, which played a part in his decision to resign (so that Isabella Crandall might be allowed to finish out his term).

**MISCELLANEOUS (Cont'd.)**

President Williams, on behalf of the HCCC administration, thanked John for his significant contributions as a board member and, in particular, his knowledge/expertise in the teaching area, which brought focus to many conversations/discussions.

Mr. Quinn thanked Chairman Snyder and President Williams for their remarks, and expressed the enjoyment and satisfaction he had gained from his experience as a board member.

Chairman Snyder proposed that a resolution be prepared to request that the HCC Foundation Board get behind the College President in an attempt to raise funds necessary to revamp the College's science labs.

Mr. Quinn moved that the aforementioned action be taken. Mrs. Hummel seconded the motion.  
Vote-Unanimous

**EXECUTIVE SESSION**

Mr. Barbato moved, at 7:47 p.m., that the board adjourn to Executive Session to discuss the presidential search. Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Luther moved that the board reconvene at 8:15 p.m. Mrs. Crandall seconded the motion.

Vote-Unanimous

**FACILITIES**

Chairman Snyder presented Resolution 07-07 (Review of Board Policy Regarding Naming of New Buildings, and Rationale and Recommendation for Naming New Library After Retiring President Dr. Ronald F. Williams).

Mr. Luther moved that Resolution 07-07 be tabled. Mr. Quinn seconded the motion.

Vote-Unanimous

**ADMINISTRATION AND PROGRAMS**

Mr. Barbato moved that Judy Hummel be appointed as the official representative on the Presidential Screening Committee, and that any other trustees may attend and audit any of the Screening Committee meetings. Mrs. Crandall seconded the motion.

Vote-Unanimous

**PERSONNEL**

No personnel matters were addressed.

Mrs. Crandall moved to adjourn the meeting. Mr. Luther seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:37 p.m.