

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – January 17, 2008

Chairman Snyder called the regular Board of Trustees meeting to order at 5:05 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

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

Trustees absent:

Also present: Dr. Williams, Dr. Hawes, Mrs. Prescott, Mr. Gassmann, Mr. Laino, Dr. Murphy, Mrs. Ruffing, Mrs. Semo and Mr. Sargent. Two auditors from D’Arcangelo (Tricia Lucas and Bethany Williams), Cheryl Netti, Julie Lewis, and Jackie Woudenberg were present during discussion related to the FY 2007 Audit Report.

MINUTES

Mrs. Hummel moved that the minutes of the December 20, 2007, meeting be approved. Mr. Armstrong seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

No public comment took place.

EXECUTIVE SESSION

Mr. Accattato moved, at 5:06 p.m., that the board adjourn to Executive Session, for a presentation of the HCCC FY 2007 Audit Report, by the auditors mentioned above.

Mrs. Crandall seconded the motion.

Vote-Unanimous

Mrs. Crandall moved that the board reconvene at 6:22 p.m. Mrs. Hummel seconded the motion.

Vote-Unanimous

PRESENTATIONS

There were no presentations other than the aforementioned Audit Report.

CORRESPONDENCE

No correspondence was provided.

FINANCIAL REPORTS

Regarding the financial report ending December 31, 2007, Dean Laino drew attention to two areas: fall tuition (shortfall of about \$35,000) and winter tuition (shortfall of about \$56,000). President Williams attributed some of the winter tuition shortfall to a late transition of ANGEL software being used for Internet courses, which resulted in not getting our Winter Mini advertising in on time. Dr. Hawes noted that a better handle on the tuition situation will result following January enrollments. Dean Laino reported no alarming issues on the expense side of the financial report.

FINANCIAL REPORTS (Cont'd.)

Mrs. Hummel moved to approve the financial report as presented. Miss Neary seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash report for December 2007. Mr. Luther moved to approve this report as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder presented the FY 2007 Audit Report. Mr. Armstrong moved to approve this report as presented. Mr. Luther seconded the motion.

Vote-Unanimous

ENROLLMENT/ADMISSIONS

Dean Hawes reported spring enrollments, compared to this time last year, show an increase of 35 registered students; applications received, overall, up 80 students; Spring 2008 enrollments vs. budget and 2006-2007 actuals both down; and the number of international students up to 102 (35 of these students were brought in this semester alone). We still have on-going registration taking place and two late registrations to come. We will have a more solid report next month.

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. Accattato moved that Resolution 07-07 be approved. Mr. Russell seconded the motion.

Vote-Unanimous

President Williams thanked the trustees for this great honor, expressed his sincere appreciation for it, and added that he hopes to continue to do service to it. Chairman Snyder thanked President Williams for his fine service to the College.

Chairman Snyder presented Resolution 07-08 (Request of Herkimer County College Foundation by the Herkimer County Community College Board of Trustees). Dean Laino noted that this resolution authorizes the HCC Foundation to work with the HCCC President to develop a major Capital fundraising plan to raise \$1.5 million, to support the renovation of four science labs in Johnson Hall.

Mr. Luther moved to approve Resolution 07-08. Mr. Barbato seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 07-09 (Library Drainage Remediation Project). Dean Laino explained that the need arose for some additional drainage work (not included in the scope of work specified initially) on the northwest side of the Library, in relation to the Library Project currently underway. He noted that the total funding for this would be \$19,585 and would be allocated out of the Library Capital Project budget.

Mrs. Crandall moved to approve Resolution 07-09. Mrs. Hummel seconded the motion.

Vote-Unanimous

ADMINISTRATION AND PROGRAMS

Nothing was reported in this area.

PERSONNEL

President Williams explained that Pamela Mackey was hired mid-year; therefore, a decision on her tenure must be made at this time. He further explained that March is the usual time when tenure is brought to the trustees; however, since presidential search work is scheduled for the regular March Board of Trustees meeting, the remaining tenure recommendations will be presented at the regular February meeting (February 28).

Dean Murphy and President Williams recommended Ms. Pamela Mackey be granted tenure, effective January 2008. They mentioned Pamela's fine performance during her tenure at HCCC (including her work outside of the classroom as an active advisor for the students who write for *The General*, the HCCC student newspaper), as well as her many years of work as an editor/writer for an impressive array of well-known publications, prior to coming to HCCC.

Miss Neary moved to approve the recommendation that Ms. Mackey be granted tenure. Mr. Russell seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 07-10, Emeritus Status for Dr. Ronald F. Williams, effective upon his retirement date.

Mr. Armstrong moved to approve President Emeritus status for Dr. Williams. Mrs. Hummel seconded the motion.

Vote-Unanimous

President Williams thanked the trustees, very much, for this special recognition.

MISCELLANEOUS

President Williams reviewed the January 31, 2008, HCCC BOT Workshop agenda.

EXECUTIVE SESSION

Mr. Barbato moved, at 6:56 p.m., that the board adjourn to Executive Session to discuss the presidential search. Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Barbato moved that the board reconvene at 7:55 p.m. Mrs. Crandall seconded the motion.

Vote-Unanimous

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

Vote-Unanimous

The meeting adjourned at 7:58 p.m.

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