

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – November 28, 2007

Chairman Snyder called the regular Board of Trustees meeting to order at 5:14 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

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

Trustees absent: Mrs. Crandall, Mrs. Hummel

Also present: Dr. Williams, Dr. Hawes, Mrs. Prescott, Mr. Gassmann, Mr. Laino, Dr. Murphy, Mrs. Barrett, Mrs. Semo, Mr. Sargent; Mr. Marhaver, Mrs. Woudenberg and Mrs. Netti partial attendance

**MINUTES**

Mr. Luther moved that the minutes of the October 11, 2007, meeting be approved. Miss Neary seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

No public comment took place.

**PRESENTATIONS**

Miss Neary reviewed recent Student Government funding approvals, including one for Rape Aggression Defense (RAD). She noted that, currently, HCCC is the only college offering this program, which is a program strictly for female students.

Dean Hawes introduced Mr. Brian Marhaver, Bookstore Operations Manager, who provided a presentation on the FSA/Cash Card. He noted that this is the official identification card of Herkimer County Community College, which is issued to all students, faculty and staff. This card provides access to essential campus services, and offers a convenient account for making purchases on and around campus. He further noted that in June of 2006, HCCC Administration gave approval to go ahead with a new concept. This concept allowed card owners to extend use of their cards at participating local restaurants and businesses, as well. A company named CARDSMITH was chosen (hired) to manage the card and processing transactions; eliminating the need for further employees/computer equipment on campus.

Mr. Marhaver noted that we are a model for community colleges in the state. He did, however, note some issues that need to be reviewed and, ultimately, a decision to, or not to, continue this program (now about halfway into a three-year contract) needs to be made.

President Williams noted that this topic will be brought back to the trustees, when it is time to make decisions regarding restructuring this process.

Mrs. Woudenberg introduced Mrs. Cheryl Netti, Business Office Accountant, and President Williams introduced Mr. Dan Sargent, new Assistant to the President.

### **EXECUTIVE SESSION**

Mr. Accattato moved, at 5:40 p.m., that the board adjourn to Executive Session to address personnel issues and review required attributes of the future HCCC President. Mr. Luther seconded the motion.

Vote-Unanimous

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

Vote-Unanimous

### **CORRESPONDENCE**

No correspondence was provided.

### **FINANCIAL REPORTS**

Regarding the financial report ending October 31, 2007, Dean Laino reported that we are only one month into the new fiscal year and no negative trends appear at this time.

Mr. Luther moved to approve the financial report as presented. Mr. Russell seconded the motion.

Vote-Unanimous

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

Vote-Unanimous

Chairman Snyder presented the Preliminary Unaudited Financial Statements for 2007. Mr. Barbato moved to approve this report as presented. Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 07-04 (Establishing Unrestricted Fund Balance Reserve). Mr. Barbato moved to approve this resolution as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

### **ENROLLMENT**

No reports were given.

### **ADMISSIONS**

Dean Hawes reported that fall 2007 admissions figures are right in line. Our mission right now is spring 2008 admissions which, compared to this time one year ago, indicate that, overall, we are up 21 applications and up 51 registrations.

### **FACILITIES**

No facilities reports were presented.

### **ADMINISTRATION AND PROGRAMS**

No information in this area was presented.

### **PERSONNEL**

Chairman Snyder presented Resolution 07-05 (Presidential Selection Process). President Williams explained that this resolution names the Presidential Screening Committee members and their charge. He further indicated that the HCCC Board of Trustees Chairman is welcomed to attend any Screening Committee meetings.

Mr. Armstrong moved to approve Resolution 07-05 as presented. Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 07-06 (Leadership Appointments for Presidential Search). President Williams explained that this resolution names Angela Semo Chair of the Presidential Screening Committee, and Michele Barrett supervisor of all advertising and promotions related to the presidential search.

Mr. Barbato moved to approve Resolution 07-06 as presented. Mr. Quinn seconded the motion.

Vote-Unanimous

### **MISCELLANEOUS**

The proposed advertising and time schedule to be followed for the presidential search were reviewed.

Mr. Armstrong asked if there was any way to address the poor condition of the College's tennis courts. President Williams responded that he would bring a proposal back to the Board of Trustees.

Chairman Snyder conducted a discussion to determine four dates, during which all trustees would be available to perform duties related to the presidential search. The following schedule was set:

- January 31, 2008, BOT Workshop would be devoted to presidential search work.
- Two Saturdays, March 8 and 15, and Thursday, March 20 (regular BOT meeting date) would be reserved to conduct interviews (a total of six interviews, two each day).

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

Vote-Unanimous

The meeting adjourned at 8:26 p.m.

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