

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – February 28, 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

Trustees absent:

Also present: Dr. Williams, Dr. Hawes, Mrs. Prescott, Mr. Gassmann, Mr. Laino, Dr. Murphy, Mrs. Barrett, Mrs. Semo and Mr. Sargent. Bruce Pegg and Lisa Elwood-Farber were present during discussion related to two, new curriculum proposals.

MINUTES

Mr. Luther moved that the minutes of the January 17, 2008, 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 discussion of personnel and student discipline issues. Mr. Armstrong seconded the motion.

Vote-Unanimous

Mr. Luther moved that the board reconvene at 6:21 p.m. Mrs. Crandall seconded the motion.

Vote-Unanimous

PRESENTATIONS

There were no presentations other than the two curriculum proposal presentations, which took place later in the meeting.

CORRESPONDENCE

No correspondence was provided.

FINANCIAL REPORTS

Regarding the financial report ending January 31, 2008, Dean Laino remarked that we are at the half-way point for the 2007-2008 fiscal year, with revenues at 64 percent of budget and expenses at 42 percent. He further reported 40 percent of the budgeted full-time salaries dollars expended, at the same point in time. Additionally, Dean Laino mentioned that he is watching the Health Care Costs line very closely, where there may be a potential to exceed budget.

Mrs. Crandall moved that the financial report be approved as presented. Mr. Luther seconded the motion.

Vote-Unanimous

FINANCIAL REPORTS (Cont'd.)

Chairman Snyder presented the Petty Cash report for January 2008. Mrs. Crandall moved to approve this report as presented. Ms. Neary seconded the motion.

Vote-Unanimous

ENROLLMENT

In comparing 2007-2008 preliminary actual enrollments to budget for the fall 2007 semester, Dean Hawes reported we did catch up with FTE's (College Now programming really helped) and, budget-wise, we met our goals. In comparing 2007-2008 current enrollments to 2006-2007 actual enrollments, Dean Hawes reported: headcount down 2 percent, credit hours up 140, and FTE's up 4.7 percent.

ADMISSIONS

Dean Hawes reported that, number-wise, we are looking very strong for fall 2008.

FACILITIES

Chairman Snyder presented Resolution 07-15 (Builders Risk Insurance for Library Project). Dean Laino reported this was basically a housekeeping matter, further explaining that a one-year Builders Risk Policy, through the Crocker Agency, was put in effect when the Library Project was started in January 2007, and, as the project continues beyond that year, continual insurance is necessary.

Mr. Luther moved that Resolution 07-15 be approved as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

ADMINISTRATION AND PROGRAMS

Dean Murphy introduced Bruce Pegg, Associate Dean of Humanities, and Lisa Elwood-Farber, Assistant Professor of English, who provided presentations, and answered questions, regarding Resolution 07-11 (New Curriculum Proposal: Gender Studies, A.A.). He then introduced Bob Gassmann, Assistant Professor of R/TV, who did the same for Resolution 07-12 (New Curriculum Proposal: Digital Filmmaking, A.S.).

Mr. Russell moved to approve Resolutions 07-11 and 07-12 as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 07-13 (Memo of Understanding--Implementation of Four-Day Summer Work Week, 2008). Mrs. Semo noted that this agreement is the same as the last eleven years, and has support of both the Professional Association and C.S.E.A. Union, and the four-day work week would begin the week of June 16, 2008, and end on August 8, 2008 (a total of eight Fridays, including July 4).

Mr. Luther moved to approve Resolution 07-13 as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

PERSONNEL

President Williams provided trustees reappointment/non-reappointment information, effective September 1, 2008.

President Williams recommended the following individuals for tenure, effective September 1, 2008:

- Christian Avis – Assistant Professor, English
- Randy Baker – Assistant Professor, Business/Computers
- Amy Brelinsky – Instructor, Physical Education
- Andrew Devitt – Instructor, Developmental Writing
- Lisa Elwood-Farber – Assistant Professor, English
- George Smith – Assistant Professor, Chemistry
- Jane Verri – Assistant Professor, Social Science

Mr. Russell moved to approve tenure recommendations as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Mr. Accattato moved to approve the addition of two peace officer positions for the protection of the College. Mr. Barbato seconded the motion.

Vote-Unanimous

MISCELLANEOUS

President Williams reminded trustees that, due to unanticipated delays in furniture orders for the newly expanded and renovated library building, the library dedication ceremony will not take place on April 25. Trustees will be kept informed of the progress of getting the furnishings in place, as well as the new date for the dedication.

President Williams noted that:

- ethics packets had not yet been received from the County for distribution to trustees, and
- Commencement will be Friday, May 16, 5:00 p.m.

EXECUTIVE SESSION

Mr. Barbato moved, at 7:10 p.m., that the board adjourn to Executive Session to discuss the presidential search. Mr. Luther seconded the motion.

Vote-Unanimous

Mr. Russell moved that the board come out of Executive Session and adjourn the meeting. Mr. Luther seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:27 p.m.