

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – December 18, 2008

Chairman Snyder called the meeting to order at 5:47 p.m. in the Hummel Corporate and Professional Education Center, Room 282-283.

Trustees attending: Mr. Snyder, Mr. Luther, Mr. Accattato, Mr. Armstrong, Mrs. Crandall, Mr. Dunn

Trustees absent: Mr. Barbato, Mr. Russell, Mrs. Clark, Ms. Fernandes

In Attendance: Dr. Murray, Mr. Laino, Dr. Murphy, Dr. Hawes, Mrs. Semo, Ms. Ruffing

Guests: Mr. Jim Franchi; Mr. Michael Oriolo; Ms. Jackie Woudenberg; Ms. Trisha Lucas and Ms. Bethany Williams, representing the auditing firm of D'Arcangelo & Co.

**PRESENTATIONS**

***Chairman Snyder read Resolution 08-13 (Memorandum of Understanding – Article VI.G.1. – Extra Service).*** Dr. Murray explained the MOU was between the Administration and Professional Association and reflected a change in language to the contract regarding Extra Service Credits.

***Chairman Snyder introduced the FY 2008 Audit Report.*** Ms. Lucas of D'Arcangelo & Co. explained that the audit was completed according to government audit standards and that no significant deficiencies were found. In addition, the college is a low risk auditee. The staff of the business office will continue to work to limit risks within the budget process. Investments were confirmed in the course of the audit, as well as confirmation of a procedure for disposal of fixed assets.

Mr. Armstrong moved that the minutes of the November 20, 2008 meeting be approved. Mr. Luther seconded the motion.

Vote-Unanimous

Mrs. Crandall moved to approve Resolution 08-13 as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

Mr. Luther moved to approve the FY 2008 Audit Report as presented. Mr. Dunn seconded the motion.

Vote-Unanimous

Mr. Snyder welcomed Don Dutcher (HCCC Athletic Director), Sharon Howell (HCCC Women's Track & Field Head Coach), and members of the Women's Track & Field Team into the board room for recognition of their National Championship Title.

***Chairman Snyder read Resolution 08-12 (Recognition of Women's Track Team as NJCAA Division III National Champions).***

Mr. Dunn moved to approve Resolution 08-12 as presented. Mr. Accattato seconded the motion.

Vote-Unanimous

The Women's Track & Field Team and coaching staff then left the meeting.

**FINANCIAL REPORTS**

*Mr. Laino gave the financial report.* We are still keeping an eye on health insurance costs, which continue to be higher than expected.

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 November 30, 2008. Mr. Luther moved to approve the Petty Cash Report as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

**EXECUTIVE SESSION**

At 6:14 p.m., Mr. Luther moved that the Board adjourn to Executive Session to discuss personnel issues, which included appointment of particular persons. Mr. Accattato seconded the motion.

Vote – Unanimous

At 6:39 p.m., Mr. Accattato moved that the Board reconvene. Mr. Dunn seconded the motion.

Vote – Unanimous

All of the above items were moved, seconded and voted on after 6:00 p.m.

The meeting adjourned at 6:41 due to loss of a quorum.

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