

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – April 25, 2013

Vice Chair Crandall called the meeting to order at 6:26 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees attending:** Mr. Accattato, Mr. Ackerman, Mr. Barbato, Mr. Brenchley, Ms. Clark, Ms. Crandall, Mr. Snyder (via video conference), Mr. Testa, Mr. DeLuca

**Trustees absent:** Dr. Wind

**In Attendance:** Dr. Murray, Dr. Hawes, Mr. Laino, Mr. Oriolo, Ms. Ruffing

**Also Present:** Ms. Jacqueline Woudenberg, Ms. Julie Lewis, Ms. Trisha Lucas (Auditor, D’Arcangelo & Co., LLP), Ms. Amanda Fries (Observer-Dispatch)

**MINUTES**

Mr. Barbato moved that the minutes of the March 21, 2013 regular meeting be approved.

Ms. Clark seconded the motion.

Vote-Unanimous

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

Trisha Lucas from D’Arcangelo & Co., LLP, presented the FY 2011-2012 Audit Report to the board. The report was reviewed with the Finance, Audit and Facilities Committee of the Board of Trustees prior to the regular board meeting. The financial statements of the Herkimer County College Foundation, Inc. and the Herkimer County Community College Housing Corporation were not audited by D’Arcangelo & Co. Those financial statements were audited by another firm.

In summary:

- The auditor’s report expresses an unqualified opinion, which is the highest opinion that can be received, on the financial statements of HCCC.
- No significant deficiencies were noted relating to the audit of the financial statements as reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards.
- The programs tested as major programs included the Student Financial Assistance Programs Cluster
- HCCC qualified as a low-risk auditee.

Mr. Laino and his department were thanked for their work throughout the year for a clean audit.

Mr. Ackerman made a motion to approve the FY 2011-2012 Audit Report, as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

**CORRESPONDENCE**

Notes of appreciation from Marie Miknavich, Patty McDaniel, Shannon Farrell, Eileen Hart and Stacie Shepardson, and correspondence from Ms. L. Angela Harris, were presented to the Board.

**PRESIDENT'S REPORT**

Dr. Murray reported that there have been a number of events on campus that were well attended, including the jazz concert and the Robert H. Wood Great Artists Series concert, featuring the Bohemian Quartet. Several students and their guests were invited by Dr. Murray to the Bohemian Quartet concert. The concert series has seen increased attendance over the years, with over 200 people attending this year. On April 20<sup>th</sup>, a High School Film Festival, which was created by the RTV faculty under the direction of Bob Gassmann, was held. Twenty-seven students had submissions, and the work was exceptional. Dr. Murray complimented Mr. Gassmann and the RTV department for their work. That evening, the President's Gala was held. Revenue from the gala was up 8% from last year. Dr. Murray thanked the Foundation staff—Jan Fuhrer, Teresa Shepard, and Julie Lewis—for their efforts in making the gala a success. She also recognized those volunteering their time, including Bill McDonald, Sharon Gregory and Shannon Farrell, and the Gala Committee members—Deb Dempsey-Scialdo, Becky Smith, Donna Goodbread and Jan Fuhrer.

Dr. Murray also reported that the College is finalizing plans to move and rearrange offices to create a One Stop Center. There is concern about the storage of filing cabinets, creating a need to move toward becoming paperless over the next year. Dr. Murray complimented the staff impacted by this move for their cooperation, and Michael Oriolo and Hank Testa for leading the committee. This change should make the registration process for new and continuing students more efficient.

A board member is needed for assisting with the College's 50<sup>th</sup> anniversary celebration. Ms. Clark and Ms. Crandall volunteered their services.

The President's quarterly activity report was presented to the board.

**COMMITTEE REPORTS****Finance, Facilities and Audit:**

*Mr. Laino presented Resolution 12-18: Tuition & Fee Schedule for 2013-2014.* The college administration has reviewed the tuition and fee schedule and recommends the following:

- Full Time In-State Tuition be increased by \$100 from \$3,640 to \$3,740 per year
- To increase the Student Accident Insurance Fee by \$2 from \$38 to \$40
- To increase the Activity Fee for full time students by \$10 from \$170 to \$180
- To increase the Activity Fee for part time students by \$2 from \$10 to \$12
- To change the name "Athletics Participation Fee" to "Athletic Trainer Fee"

Mr. Testa made a motion to approve Resolution 12-18, as presented.

Ms. Clark seconded the motion.

Vote-Unanimous

Dr. Murray reported on the status of the Valley Health Services project. Because the County and VHS were unable to come to an agreement at this time, VHS is now looking at other options, and the College continues to partner with VHS and Bassett on direct health care programs.

**Personnel:**

*Mr. Laino presented Resolution 12-16: Add New Title – Executive Director of the Foundation.* A new job title is requested for the position, Executive Director of the Foundation. The position description for the title in question was carefully reviewed and modified. A discussion followed.

Mr. Testa made a motion to approve Resolution 12-16, as presented.

Ms. Clark seconded the motion.

Vote-6 in favor, 3 opposed. Motion carried

*Resolution 12-17: Memo of Understanding – Change in Length of Obligation for Technical Assistant – Registrar’s Office was presented.* This MOU was developed in coordination with the Professional Association and outlines the changes and stipulations that will apply with the change from 10 months to 12 months of obligation for the position of Technical Assistant – Registrar’s Office, effective April 25, 2013.

Mr. Accattato made a motion to approve Resolution 12-17, as presented.

Mr. Testa seconded the motion.

Vote-8 in favor, 1 opposed. Motion Carried.

## **CAMPUS REPORTS**

### **Academics:**

An academics report by Mr. Oriolo was provided to the Board. The Business, Health, Science, and Technology division has approved two new programs that will be presented to the Curriculum Committee in the future: Sports and Recreation Management A.S. and Paramedic/Emergency Medical Technician Certificate.

### **Student Affairs:**

A Student Affairs Report by Dr. Hawes was provided to the Board. Over 200 potential students and over 400 participants attended the Spring Open House on March 23<sup>rd</sup>. Over 55 colleges participated in the Transfer College Fair at HCCC. Students Abby Black and Shane Delameter were the recipients of the SUNY Chancellor’s Award for Student Excellence.

### **Admissions & Enrollment:**

*The admissions and enrollment report were given.* Dr. Hawes remarked that the College is attempting to close the gap with summer enrollment and hopes to be above the numbers this summer. The average GPA is 81.34, and 140 students are expected to register this Saturday. There are fewer high school graduates within the County, and enrollment for Fall 2013 will be challenging.

### **Financial:**

*The Financial Report was presented.* Mr. Laino reported that the College is reducing expenses. There will be more vacancies than expected. The goal is to end the year in black.

Mr. Ackerman made a motion to approve the Financial Report ending March 31, 2013 as presented.

Mr. Testa seconded the motion.

Vote-Unanimous

*Vice Chair Crandall presented the Petty Cash Report as of March 31, 2013.*

Mr. Ackerman made a motion to approve the Petty Cash Report as presented.

Mr. Barbato seconded the motion.

Vote-Unanimous

## **MISCELLANEOUS**

Ms. Ruffing presented the Public Relations Report and information on Commencement, which is three weeks away. There are 682 potential candidates for graduation.

Ms. Clark remarked that the RTV broadcasting students’ coverage (HCTV 99) of the March 13<sup>th</sup> events was phenomenal.

Invitations to the Phi Theta Kappa Induction Ceremony to be held on Tuesday, April 30<sup>th</sup> were provided to the board.

Mr. Accattato announced that this was his last meeting, as his term expires in June. Dr. Murray thanked him for his service.

Mr. Ackerman moved to adjourn the meeting.  
Ms. Clark seconded the motion.  
Vote-Unanimous

The meeting adjourned at 7:48 p.m.

slh