

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – January 28, 2015

Madam Chair Crandall called the meeting to order at 6:30 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Mr. Ackerman, Mr. Barbato (via video conference), Mr. Brenchley, Mrs. Crandall, Mr. Gregory (via video conference), Mr. Roche (via video conference), Mr. Testa

Trustees Absent: Mrs. Clark, Miss Cwiertniewski

In Attendance: Mr. Laino, Dr. Hawes, Mr. Oriolo, Mrs. Ruffing

Also Present: Ms. Trisha Lucas (Auditor, D’Arcangelo & Co., LLP), Jackie Woudenberg, Julie Lewis

CONSENT AGENDA

Madam Chair Crandall presented the following consent agenda items for Board approval:

1. Minutes
 - a. November 20, 2014 Regular Meeting
 - b. December 18, 2014 Special Meeting
2. Campus Reports
 - a. Academics
 - b. Student Affairs
 1. Enrollment Report – January 2015
 2. Admissions Data – January 2015
 - c. Administration & Finance
 1. Monthly Report Ending January 12, 2015
 2. Petty Cash Disbursements as of January 12, 2015
 - d. Foundation Board
 - e. Housing Corporation
 - f. Public Relations

The Enrollment Report was moved to discussion. Mr. Laino reported that the fall enrollment was down about 2%; enrollment is also down about 10-11% for the spring semester, which is an approximate \$1.2 million impact. Some areas being looked at to increase enrollment include the College Now initiative, which is showing very positive results due to the generosity of the County to make this program tuition free. The campus is aware of the challenges being faced, and decisions about vacancies will be made. Fewer students will result in fewer staff; immediate financial efficiencies are needed. Dr. Hawes reported an increase in fall applications. Mr. Oriolo remarked that next year should be the “tell-tale” in determining whether there will be a bigger increase in enrollment. Recruitment activities will need to be broadened as high school classes decrease.

Mr. Brenchley moved that the consent agenda items for the January 28, 2015 regular meeting be approved.

Mr. Testa seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

There was no public comment at this meeting.

PRESENTATIONS

There were no presentations at this meeting.

COMMITTEE REPORTS

Finance, Facilities and Audit:

The 2013-2014 Audit Report for the period ending 8/31/2014 was presented by Ms. Trisha Lucas from D'Arcangelo & Co., LLP and was reviewed with the Finance, Audit and Facilities Committee prior to the regular board meeting. Ms. Lucas reported a clean, unqualified opinion with no significant deficiencies. One recommendation was made that a physical inventory of fixed assets be completed and updated on a continuous basis. The Foundation and Housing Corporation were audited by Fitzgerald, DePietro & Wojnas, CPAs, P.C., and these audits were also clean. Ms. Lucas was thanked for attending this evening's board meeting.

Mr. Roche made a motion to approve the FY 2013-2014 Audit Report, as presented.

Mr. Testa seconded the motion

Vote-Unanimous

Mr. Ackerman left at this juncture of the meeting.

PRESIDENT'S REPORT

Interim President Laino continued a discussion on enrollment and the effect it has on student activity fees. With a successful athletic program, it becomes a bigger challenge to support teams for post-season play. An athletic endowment fund was recently initiated with the Foundation, and private and corporate funds will be raised to add security in funding post-season play.

The state base operating aid that was addressed in the State of the State Address is projected to be flat. A strategy will be formulated over the next couple of months on how our advocacy will be approached.

Chancellor Zimpher's State of the University Address focused on access, completion and success. Mr. Laino will be meeting with fellow presidents on how this will be dealt with.

Mr. Laino recently met with village officials. One of the concerns that was addressed by the Village was how the College could become more of a continuous "presence player" on Main Street. Mr. Roche expressed that he feels it is the Village's responsibility to make Main Street a safe place for our students to come to. Mr. Laino would like to maintain open communication but feels that a plan must occur in the Village first. The trustees will consider some options to bring back to the board.

The Middle States review is being taken very seriously, and work continues with the assessment piece. Work is in progress to bring the Assistant Dean of Academic Affairs for Assessment and Institutional Effectiveness, the Director of Institutional Research and a Research Assistant together in one centralized location.

Classrooms in Johnson Hall will be renovated beginning in May and continuing throughout the summer. Capital funds designated for capital projects will be utilized.

MISCELLANEOUS

Mr. Testa expressed his appreciation to Mr. Laino and his staff for their efforts in a clean audit. Mr. Laino thanked Ms. Woudenberg and Ms. Lewis for their outstanding efforts.

Dr. Hawes acknowledged the recent death of student Kane Buss due to a DWI crash. Many students attended the wake. Dr. Hawes remarked that Kane's family was very appreciative of the College.

ADJOURNMENT

Mr. Testa moved to adjourn the meeting.

Mr. Roche seconded the motion.

Vote-Unanimous

The meeting adjourned at 7:25 p.m.

slh