

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – April 26, 2007

Chairman Snyder called the meeting to order at 5:12 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Luther, Mr. Armstrong, Mrs. Crandall, Ms. Susenburger, Mr. Snyder, Mr. Accattato, Mrs. Hummel, Mr. Barbato, Mr. Quinn, Mr. Russell

Trustees absent:

Also present: Dr. Williams, Mr. Laino, Mrs. Semo, Dr. Hawes, Mrs. Barrett, Mr. McDonald, Dr. Murphy, Mrs. Prescott, Mr. Gassmann, Mr. Blake Pitcher, Mr. Randy Baker, Mr. Chris Earley, Mrs. Mary Ann Carroll, Ms. Janet Evelyn-Dorsey, Mr. Bruce Pegg

MINUTES

Mrs. Crandall moved that the minutes of the March 15, 2007, meeting be approved. Ms. Susenburger seconded the motion.

Vote-Unanimous

EXECUTIVE SESSION

Mrs. Crandall moved, at 5:14 p.m., that the Board adjourn to Executive Session to address personnel and collective bargaining issues. Mr. Luther seconded the motion.

Vote Unanimous

Mr. Luther moved, at 6:50 p.m., that the Board reconvene. Mr. Quinn seconded the motion.

Vote Unanimous

PUBLIC COMMENT

No public comment took place.

PRESENTATIONS

President Williams introduced Dr. Dan Murphy, new Dean of Academic Affairs.

Ms. Susenburger introduced the new Student Government President/Student Trustee, Ms. Rebecca Neary.

Jessica Susenburger provided a report on the Student Government Association (SGA):

- 1) Members of the Student Government Association and Phi Beta Lambda joined efforts to paint benches in the Mini Park.
- 2) SGA officer elections took place and the following students were elected--
 - Rebecca Neary, President
 - Vice President, Stacey Pagano
 - Treasurer, Kayla Lott.

President Williams introduced Ms. Mary Ann Carroll, Associate Professor of Radio/TV, who provided a presentation on the newly approved Liberal Arts & Sciences: Communication Arts Program--New Media, A.S. Program (to be promoted for fall 2007).

Due to the nature of the 2006-2007 Budget Parameters, related discussion took place during the Executive Session. Dean Laino noted that a prepared proposal, based on that discussion, would be brought back to the trustees at the next regular Board of Trustees meeting.

CORRESPONDENCE

Mr. McDonald talked about a Faculty/Student Opinion Survey (an instrument designed to provide a general assessment of how well we function as an institution; the summary of which will become part of the upcoming Middle States Self-Study process) that had been mailed to trustees. He asked trustees who had not yet completed and returned their copy, to please do so.

FINANCIAL REPORTS

Dean Laino reported on the monthly financial report ending March 31, 2007: a continual concern for the shortage of dollars in the student revenues (tuition) area remains, spring 2007 dollars were short nearly \$64,000; and, hopefully, summer 2007 tuition will be sufficient to offset this shortage.

Mr. Quinn moved to approve the financial report as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report for March 2007. Mr. Luther moved to approve this report as presented. Mr. Quinn seconded the motion.

Vote-Unanimous

ENROLLMENT

(See ADMISSIONS).

ADMISSIONS

Dr. Hawes chose to focus on admissions, rather than enrollment. In comparing the number of fall 2007 applications received to this time last year, numbers are up in several counties (including Herkimer, Oneida and Albany); yet, Onondaga was down 52. Overall, the number of applications received is up 95 and students registered up 29.

FACILITIES

No info was reported.

ADMINISTRATION AND PROGRAMS

Pat Russell thanked the Public Relations Office staff for the fine publications they are producing.

Chairman Snyder presented Resolution 06-09 (Revision of Medial Transcriptionist Certificate Program to Medical Coding/Transcriptionist Certificate Program). Janet Evelyn-Dorsey, Associate Dean of the Business/Computer Division, provided a presentation on this revised certificate, noting the key feature being that all courses would be offered on-line.

Mr. Russell moved to approve Resolution 06-09 as presented. Mr. Barbato seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-10 (New Program – Video Game Development, A.A. Degree). Bruce Pegg, Associate Dean of the Humanities Division, along with Randy Baker (Assistant Professor in the Business/Computer Science Division) and Blake Pitcher (Digital Graphics and Design Instructor), provided a review of this new program proposal. President Williams noted that, at the current time, we would be the only college in the state to offer this program.

ADMINISTRATION AND PROGRAMS (Cont'd.)

Mrs. Hummel moved to approve Resolution 06-10 as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-11 (New Program – Music Industry, A.A. Degree). Bruce Pegg, Associate Dean of the Humanities Division, with input from Chris Earley, Music Instructor, provided a review of this new program proposal. Mr. Pegg noted that this is a very versatile program, designed to prepare students to transfer to a four-year baccalaureate degree program and, eventually, lead these students to careers in music performance, production, marketing, management and other music-related occupations.

Mr. Barbato moved to approve Resolution 06-11 as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

President Williams and College Trustees thanked all faculty members who were involved in the production of the three aforementioned program proposals.

PERSONNEL

Chairman Snyder presented Resolution 06-12 (Emeritus Status for John Bullis).

Mr. Accattato moved to approve Resolution 06-12 as presented. Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-13 (Emeritus Status for Leanne Jardine).

Mrs. Hummel moved to approve Resolution 06-13 as presented. Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-14 (Emeritus Status for Barbara (Bouchard) Townsend).

Mrs. Hummel moved to approve Resolution 06-14 as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-15 (Emeritus Status for Paul Wehrum).

Mr. Accattato moved to approve Resolution 06-15 as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-16 (Approval of Professional Association Contract, 2006-2010).

PERSONNEL (Cont'd.)

Mr. Luther moved to approve Resolution 06-16 as presented. Mrs. Crandall seconded the motion.

Vote-Unanimous

MISCELLANEOUS

Mrs. Barrett distributed a list of highlights for this year's Commencement. She asked trustees in need of tickets (for guests/friends) for this event to contact her office.

Mr. McDonald noted that a complete discussion of the recently distributed HCCC Board of Trustees Self-Assessment summary would take place at a future Board of Trustees meeting. Chairman Snyder mentioned that he would like to receive more detailed comments from fellow trustees, and would be requesting these later on.

President Williams will follow-up on arrangements for a joint meeting of HCCC Trustees and members of the HCC Foundation Board of Directors.

In light of the current tragedy at Virginia Tech, President Williams informed the trustees that the College staff is working diligently to review current safety standards/procedures, and letters have been sent to all HCCC students regarding the means of communication to be used in case of an emergency situation.

Mrs. Hummel moved to adjourn the meeting. Mrs. Crandall seconded the motion.

Vote-Unanimous

The meeting adjourned at 8:04 p.m.

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