

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – July 11, 2007

Chairman Snyder called the meeting to order at 5:06 p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Luther, Mr. Armstrong, Mrs. Crandall, Ms. Neary, 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, Mrs. Woudenberg,

MINUTES

Mr. Accattato moved that the minutes of the April 26, 2007, Annual Meeting be approved. Mr. Luther seconded the motion.

Vote-Unanimous

Mrs. Crandall moved that the minutes of the April 26, 2007, Regular Meeting be approved. Mr. Quinn seconded the motion.

Vote-Unanimous

EXECUTIVE SESSION

Mr. Accattato moved, at 5:08 p.m., that the Board adjourn to Executive Session to address personnel and collective bargaining issues. Mrs. Hummel seconded the motion.

Vote-Unanimous

Mr. Accattato moved, at 7:04 p.m., that the Board reconvene. Mr. Luther seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

No public comment took place.

PRESENTATIONS

No presentations were provided.

CORRESPONDENCE

No correspondence was provided.

FINANCIAL REPORTS

In reviewing the monthly financial report ending June 30, 2007, Dean Laino reported the current shortfall of dollars in the tuition area.

Mr. Accattato moved to approve the financial report as presented. Mr. Luther seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report for June 2007. Mr. Accattato moved to approve this report as presented. Mrs. Hummel seconded the motion.

Vote-Unanimous

FINANCIAL REPORTS (Cont'd.)

Chairman Snyder presented Resolution 06-17 (Auditing Services 2006-2007, 2007-2008, 2008-2009). Dean Laino noted that the auditing services contract with D’Arcangelo & Company would soon expire; therefore, a Request for Proposal for auditing services was developed and sent. As a result, it is the recommendation of the review committee that the trustees accept the proposal from D’Arcangelo and Company for the 2007-2009 three-year period.

Mr. Barbato moved to approve Resolution 06-17 as presented. Mrs. Hummel seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-18 (Tuition and Fee Schedule for 2007-2008). Dean Hawes talked about the student activity fee. Dean Laino reviewed this schedule as follows:

- Full Time In-State Tuition be increased by \$120 from \$2,900 to \$3,020 per year,
- Library Fines be increased by \$0.25 per day from \$0.25 to \$0.50,
- Parking Fines be increased by \$5 from \$5 to \$10,
- Payment Deferral Fee be increased by \$25 from \$25 to \$50,
- Activity Fee be increased by \$20 from \$130 to \$150.

Mrs. Hummel moved to approve Resolution 06-18 as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 06-19 (FY 2007-2008 Community Education Services, Facilities Utilization, Child Care and Non-Credit Programming Fees). Dean Laino reviewed this schedule.

Mrs. Hummel moved to approve Resolution 06-19 as presented. Mr. Armstrong seconded the motion.

Vote-Unanimous

ENROLLMENT

Dr. Hawes noted that we are mainly through the 2006-2007 academic year, with only summer enrollment yet to be added; numbers are lower compared to actual and last year numbers of this time. As a result, Admissions Office efforts are being retooled and reworked.

ADMISSIONS

Dr. Hawes noted that we are 119 registered students ahead of this time last year; there is an increase in applications received from Herkimer; and there are a lot of admissions days between now and the beginning of the fall 2007 semester. Admissions are looking good, and we are not letting up.

FACILITIES

Dean Hawes talked about a number of additional safety initiatives that have been, or will be, implemented on the campus.

ADMINISTRATION AND PROGRAMS

There was nothing to report.

PERSONNEL

Chairman Snyder presented Report #44 (Sabbatical Leave for Sven Trenholm). Dean Murphy reviewed Mr. Trenholm's request to obtain a sabbatical leave to further his education by beginning his doctoral studies with a focus on fully asynchronous math instruction at the University of Nebraska-Lincoln. He further noted that this sabbatical would allow Mr. Trenholm to increase his knowledge and expertise in the area of online instruction, and, also, benefit the College in a variety of ways.

Mr. Russell moved to approve Report #44 as presented. Mr. Armstrong seconded the motion.
Vote-Unanimous

President Williams mentioned that he had previously sent trustees materials related to his recommendation that MaryJo Kelley, a faculty member in the Social Science Division, be promoted from Associate Professor to Professor. He said, "She is one of our best."

Mrs. Hummel moved to approve granting Professor status to Mrs. Kelley. Mr. Quinn seconded the motion.
Vote-Unanimous

MISCELLANEOUS

It was the consensus of the trustees to revise the proposed 2007-2008 Board of Trustees meeting dates as follows: move August 16, 2007 to August 23, and September 20, 2007 to September 27.

President Williams reminded trustees that:

- a vote to approve the 2007-2008 HCCC Faculty/Staff Handbook (which they had been given to review) would take place at the July 19 meeting;
- the July 19 BOT meeting would include a joint meeting with the County Legislators, at which Dean Laino would make a 2007-2008 College Budget presentation;
- trustees wishing to receive travel reimbursements should forward such to his office by the end of July.

Mr. Quinn moved to adjourn the meeting. Mr. Barbato seconded the motion.
Vote-Unanimous

The meeting adjourned at 7:38 p.m.