

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – June 18, 2008

Chairman Snyder called the meeting to order at 7:45p.m. in the Hummel Corporate and Professional Education Center, Room 283.

Trustees attending: Mr. Accattato, Mr. Armstrong, Mr. Barbato, Ms. Crandall, Mr. Russell, Mr. Snyder.

Trustees absent: Mr. Dunn, Mr. Luther, MarJanie Kinney

Also present: Dr. Murphy, Dr. Hawes, Nick Laino, Mr. Gassmann, Mrs. Ruffing, Mrs. Semo, Brian Marhaver, Kal Socolof, Steve Mezik, Karen Nagle, Jackie Woudenberg, Karen Congdon, Sharon Gregory, Pat Bailey-WKTV, Bryon Ackerman-ObsERVER Dispatch.

MINUTES

Mr. Pat Russell moved that the minutes of the April 24, 2008, annual meeting, the minutes of the April 24, 2008, regular meeting, the minutes of the May 15, 2008 special meeting and the minutes of the June 9, 2008 special meeting all be approved.

Ms. Isabella Crandall seconded the motion.

Vote-unanimous

EXECUTIVE SESSION

Mr. Don Snyder moved, at 7:47 p.m., that the board adjourn to Executive Session to address personnel issues. Mr. Al Barbato seconded the motion.

Vote-Unanimous

Mr. Don Snyder moved, at 10:23 p.m., that the board reconvene. Mr. Patrick Russell seconded the motion.

Vote-Unanimous

PUBLIC COMMENT

No public comment took place.

PRESENTATIONS

CORRESPONDENCE

FINANCIAL REPORTS

Mr. James Accattato moved to approve the monthly report as presented. Mr. Patrick Russell seconded the motion.

Vote-Unanimous

Chairman Snyder presented the Petty Cash Report for May 2008. Mr. Al Barbato moved to approve the report as presented. Ms. Isabella Crandall seconded the motion.

Vote-Unanimous

Chairman Snyder presented Resolution 07-23 (2008-2009 Tuition and Fee Schedule). Mr. Nick Laino informed the trustees of a tuition increase for Full Time In-State would increase by \$110.00 and Part-Time In-State by \$3.00.

Mr. James Accattato moved to approve Resolution 07-23 as presented. Mr. Dave Armstrong seconded the motion.

Vote-Unanimous

Mr. Don Snyder presented Resolution 07-24 (2007-2008 Comm. Ed. Serv. Facilities Utilization, Child Care and Non-credit Programming Fees).

Mr. David Armstrong moved to approve Resolution 07-24 as presented. Ms. Isabella Crandall seconded the motion.

Vote-Unanimous

Mr. Don Snyder reviewed Resolution 07-25 (2008-2009 HCCC Operating Budget).

Mr. James Accattato moved to approve Resolution 07-25 as presented. Mr. David Armstrong seconded the motion.

Vote-unanimous

Brian Marhaver gave an overview of the Cash Card process. The Cash Card account is a prepaid speedy account on the Generals Cash Card. Brian indicated that we are opening the program up to Herkimer County vendors only, unless they are selling alcohol, tobacco, or lottery, exclusively. Brian stated that the Cash Card program is insured by the FDIC and that we do not use the student's federal funds, until they are earned. There will be an open forum regarding the Cash Card on July 8, 6 p.m., Amphitheater.

ENROLLMENT

Dr. Hawes noted that we are still counting numbers and hoping that the summer mini will bring the numbers up for enrollment. Right now we are down 1.7 % FTE= approx 46.6 students. Dr. Hawes also reported that they are reviewing tracking/retention efforts of the students.

The admissions area is going well at this point, the applications are up 310 compared to last year at this time. Dr. Hawes reviewed some of the numbers listed on the admissions report, example: we are up 41 International Students, 15 out of state, 35 in Herkimer County and etc. Dr. Hawes noted that the upcoming admission dates are: July 10, July 22, and August 5.

ADMISSIONS

Dr. Hawes reported that registrations are still down and hopefully the upcoming admission days will bring in more students.

FACILITIES

ADMINISTRATION AND PROGRAMS

Chairman Snyder postponed the following MOU's until the July 17th, 2008 Board meeting, Resolution 07-26 (MOU-Asynchronous Teaching), Resolution 07-27 (MOU – Exclusive Internet Teaching), Resolution 07-28 (MOU – Pro-Rated Pay Scale: Summer/Winter and Fall/Spring Evening College), Resolution 07-29 (MOU – Changes to Lengths of Positions-from 12-to 10 months).

PERSONNEL

Chairman Snyder presented Resolution 07-21A (Amendment to Resolution 07-21-Appointment of Third President of Herkimer County Community College).

Mr. Patrick Russell moved to approve Resolution 07-21A as presented. Mr. James Accattato

seconded the motion.

Vote-Unanimous

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Chairman Snyder presented Resolution 07-22 (Add new title-Vice President for Administration and Finance).

Mr. Patrick Russell moved to approve Resolution 07-22 as presented. Mr. Al Barbato seconded the motion.

Vote-Unanimous

MISCELLANEOUS

Mr. Patrick Russell will contact Mr. Nick Laino with dates for the joint trustee meeting with the Herkimer County Finance and Education Committees regarding the 2008-2009 HCCC Operating Budget.

Mr. Patrick Russell moved to adjourn the meeting. Mr. Al Barbato seconded the motion.

Vote-Unanimous

The meeting adjourned at 10:32 p.m.

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