

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – February 8, 2021

Chairwoman Crandall called the meeting to order at 6:01 p.m. via Microsoft Teams.

**Trustees Attending:** Dr. Ainsworth; Mrs. Crandall; Mr. Gregory; Miss Listovitch; Ms. Prymas; Mr. Reardon; Mr. Russell; Mr. Stalteri

**Trustees Absent:** Mr. Testa

**In Attendance:** Dr. McColgin; Mr. Dutcher; Mr. Laino; Mr. Oriolo; Ms. Ruffing; Dr. Stickrod

**Also Present:** Ms. Jackie Woudenberg; Ms. Trish Lucas (D’Arcangelo & Co., LLP); Ms. April Harris, Assistant Professor/President, Academic Senate; Dr. Robin Riecker, Associate Dean/President, HCCCAA

*On March 11, 2020, Governor Cuomo issued Executive Order 202.1, which, in part, suspends certain in-person attendance and public accessibility provisions of the Open Meetings Law and authorized public meetings to be conducted in an alternative manner during the declared “Disaster Emergency.”*

*Per the Governor’s Open Meetings Law Provisions of the New Executive Order No. 202.1: [...I hereby temporarily suspend or modify, for the period from the date of this Executive Order through April 11, 2020 the following:]*

*“Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”*

*Executive Order No. 202.92 allowed for the extension of public meetings to be held remotely until February 26, 2021.*

**CONSENT AGENDA**

Chairwoman Crandall presented the following consent agenda items for Board approval:

- a. Minutes
  - i. November 9, 2020 Regular Meeting
- b. Campus Reports
  - i. Statement of Revenues and Expenditures as of 1/31/2021
  - ii. Enrollment Charts
- c. President’s Activities

Dr. Ainsworth moved that the consent agenda items for the February 8, 2021 regular meeting be approved.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

## **PRESENTATIONS**

Ms. Lucas reviewed the Comprehensive Annual Report and Compliance Reports for the Year Ended August 31, 2020. Audits for FSA, the Foundation and Housing Corporation were performed by other auditors, and D’Arcangelo’s report relies on their reports. The auditor’s report expressed an unmodified opinion (which is the highest level of opinion one can receive) on the financial statements of the College. Ms. Lucas met with management and the Board Chair prior to this evening’s board meeting to review the audit. Highlights of the audit were presented to the board and included a summary of the audit results, which indicated that Herkimer College qualified as a low-risk auditee.

Dr. Ainsworth moved to accept the audit report, as presented.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

Dr. McColgin expressed her appreciation to Ms. Lucas, Ms. Woudenberg, Mr. Laino and the entire Business department for their efforts. Mr. Laino also thanked Ms. Lewis and Ms. Woudenberg.

## **PRESIDENT’S REPORT**

### **Academic Senate:**

Ms. Harris reported that a task force has been created by the Senate to look at the Prior Learning Assessment (PLA) requirements and is working with the associate deans on this project. Dr. McColgin added that the PLA task force is very timely, as many students enrolling in college bring “real-life” experiences and competencies that may be eligible for credit. Dr. McColgin thanked the Academic Senate and the task force for looking at this very important initiative.

### **Administration & Finance:**

*Resolution 20-5: New Title – Director of Instructional Design* was presented and reviewed by Mr. Oriolo.

Mr. Gregory made a motion to approve Resolution 20-5, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 20-6: New Title – Learning Management (LMS) Administrator* was presented and reviewed by Mr. Oriolo.

Mr. Gregory made a motion to approve Resolution 20-6, as presented.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

These two new titles replace positions that currently exist in the Internet Academy department and are revenue generating positions.

### **Enrollment:**

Dr. McColgin provided an enrollment update. Although there is currently a deficit from budget in FTE for the spring semester, College Now and P-Tech numbers are just starting to come in.

The College realized more in College Now and P-Tech numbers for the fall semester than what was budgeted for. Mr. Laino added that enrollment is down for most SUNY community colleges. He provided information regarding those SUNY community colleges experiencing a decline in enrollment from last spring to this spring.

### **Spring 2021 Restart Update:**

Mr. Dutcher and Mr. Laino provided an overview of the Spring 2021 restart plan. During Move-In weekend, 299 students were tested on-site. One hundred fifty-three residential students are being tested on a weekly basis. There are currently three students in isolation and 34 students in quarantine. Dr. McColgin thanked Mr. Dutcher, Tim Rogers and Marty Luppino for their efforts as the “Rapid Response Team.” There has been 100% alignment between the Primary Urgent Care rapid test and the reflex testing with SUNY for those who were tested by both. Mr. Dutcher thanked the Housing staff and others for delivering meals, sending care packages from the General’s Cupboard, and checking on the mental health of those students in quarantine/isolation. Mr. Laino also expressed that the Herkimer County Public Health department is doing a great job. He informed the board that monies from the CARES Act subsidized the UV lighting that was recently installed in the College’s HVAC system.

### **President’s Update:**

Dr. McColgin informed the board that it has been 10 years since the College’s Strategic Plan, Vision Statement and Mission Statement were reviewed. The Self Study process was used to inform where the College wants to be with these. It was decided that it would be best to hire a consultant, The Society for College and University Planning (SCUP), to help facilitate the process. The intent is to extend the current Strategic Plan to December 2021, to have a new Mission Statement and Vision Statement for the board to review by the end of this spring semester, and by the end of the Fall 2021 semester to have a new Strategic Plan for the board’s final adoption.

Dr. McColgin presented a PowerPoint on an update of the Executive Council Priorities, all of which are linked to the Strategic Plan:

- Successful Middle States reaccreditation
- Maintain fiscal stability while responding to federal, state and local funding challenges
- Reaffirm commitment to service excellence
- Focus on student recruitment, retention and success
- Review and update crisis management plan
- Refresh data reports and analytics

### **CHAIR’S REPORT**

Chairwoman Crandall shared with the Board a card of appreciation from Mary Ann Carroll.

### **CORRESPONDENCE**

Chairwoman Crandall also acknowledged a letter of appreciation from Mark Altieri.

### **FOUNDATION & AUXILIARY REPORTS**

#### **Foundation:**

Dr. McColgin shared with the Board an initiative that she discussed with Mr. Fowler regarding

using Microsoft Teams as a leverage to gather together some alumni for face-to-face conversations to let them know what is going on at the College. The first event took place last week and was a success, and these alumni social hours with specific affinity groups (e.g. athletic teams) will continue to be held.

**Housing Corporation:**

Mr. Laino reported that student housing is not very good now. Long-term debt is being modified from four years to 10 years at a lesser interest rate.

**NYCCT:**

Mr. Gregory shared with the Board the announcement of the new NYCCT Executive Committee, as well as a virtual advocacy roundtable being held on February 18<sup>th</sup> at 4:00 p.m.

**EXECUTIVE SESSION**

Dr. Ainsworth moved, at 7:59 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105e of Article 7 of the Public Officers Law, collective negotiations pursuant to article fourteen of the civil service law.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

At 8:29 p.m., Mr. Gregory moved that the board reconvene.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

**ADJOURNMENT**

Dr. Ainsworth moved to adjourn the meeting.

Mr. Reardon seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:30 p.m.

slh