

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – June 29, 2020

Chairwoman Crandall called the meeting to order at 6:06 p.m. in the Robert McLaughlin College Center, Room 217.

Trustees Attending: Mrs. Crandall; Ms. Prymas; Mr. Stalteri

Trustees Attending Via Conference Phone: Dr. Ainsworth; Mr. Reardon; Mr. Russell; Mr. Testa (joined later in the meeting)

Trustees Absent: Mr. Gregory

In Attendance: Dr. McColgin

In Attendance Via Webex: Mr. Dutcher; Mr. Laino; Mr. Oriolo; Ms. Ruffing; Dr. Stickrod; Ms. Woudenberg

Also Present Via Conference Phone: Ms. April Harris; Dr. Robin Riecker

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. 202.38 extended suspension of in-person meeting requirement of Open Meetings Law until July 6.

PUBLIC COMMENT

A request for Public Comment was received from Mr. Robert Batson, President of the Poland Central School District Board of Education. Because Mr. Batson was not in attendance via conference phone, the board proceeded with the next agenda item.

EXECUTIVE SESSION

Ms. Prymas moved, at 6:09 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 bargaining negotiations conducted pursuant to article fourteen of the civil service law.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

At 6:49 p.m., Ms. Prymas moved that the board reconvene.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

CONSENT AGENDA

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

- a. Minutes
 - i. April 15, 2020 Annual Meeting
 - ii. April 15, 2020 Regular Meeting
- b. Campus Reports
 - i. Division Updates
 - ii. Statement of Revenues and Expenditures as of 5/31/2020
 - iii. President's Activities

Mr. Stalteri moved that the consent agenda items for the June 29, 2020 regular meeting be approved.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

CORRESPONDENCE

The Board received correspondence from area superintendents and high school counselors requesting the Board to strongly consider use of institutional scholarship funds to offset the cost of College Now tuition.

PRESIDENT'S REPORT

Academics:

Resolution 19-26 – Proposal to Deactivate Property and Asset Management Certificate was presented. This certificate program, an initiative from SUNY that encouraged institutions to offer this program, has not yielded enrollment.

Mr. Stalteri made a motion to approve Resolution 19-26, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 19-20 – Proposal to Deactivate Emergency Medical Technician – Paramedic (A.A.S.) and Emergency Medical Technician – Paramedic (Certificate) was presented. After thorough review over the past several months, it is recommended that these programs be deactivated and that no new students be accepted. Students currently enrolled will be offered the opportunity to complete their program of study.

Mr. Russell made a motion to approve Resolution 19-20, as presented.
Mr. Reardon seconded the motion.
Vote-Unanimous. Motion adopted.

Administration & Finance:

Resolution 19-21 – 2020-2021 Proposed Operating Budget was presented. Ms. Woudenberg gave a PowerPoint presentation and reviewed the proposed budget details. Budgeted expenditures represented a decrease of 0.7% over the 2019-2020 budget, and estimated revenues included a \$146 increase in the full-time tuition rate. It was recommended that the Board of Trustees approve the 2020-2021 operating budget in the amount of \$22,981,578.

Mr. Stalteri made a motion to approve Resolution 19-21, as presented.
Ms. Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Dr. McColgin thanked the trustees and the entire campus community for their support and perseverance, dedication, research, creativity and going above and beyond. Due to a lot of hard work and tough decisions, the budget proposed no layoffs or furloughs. The board thanked everyone for their hard work.

Resolution 19-22 – Tuition and Fee Schedule for 2020-2021 was presented.
Mr. Russell made a motion to approve Resolution 19-22, as presented.
Dr. Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 19-23 – FY 2020-2021 Community Education Service, Facilities Utilization and Non-Credit Programming Fees was presented. No changes were proposed for the 2020-2021 fiscal year.

Mr. Reardon made a motion to approve Resolution 19-23, as presented.
Ms. Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 19-24 – Amending Policy CF 87-10 Smoking on Campus (Revision) to Create a 100% Smoke and Tobacco Free Campus was presented. Laura Jacquays, Project Lead for the Truth Initiative Grant, presented to the board on this topic last year. The Student Government Association also submitted to the board a resolution requesting adoption of an amended policy. This policy specifically expands the prohibition of smoking (including vaping, the use of Juul pods and all other forms of “e-cigarettes”) and the use of all tobacco products to include the entire main campus of the College, as well as athletic fields and facilities adjacent to the campus, thereby establishing Herkimer County Community College as a “100% smoke and tobacco free campus.” If approved, this amended policy would be phased in and implemented in January 2021.

Ms. Prymas made a motion to approve Resolution 19-24, as presented.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

Admissions:

Dr. Stickrod reported that information sessions and parent/student sessions have been taking place virtually. Dr. McColgin reported that as of this morning, when compared to this same time last year, there were 57 additional new registered students. Dr. McColgin commended Dr. Stickrod and his team for their good work. She also recognized the campus community in regard to continuing students, as FTEs are currently 30 more than this time last year.

President's Update:

The board was directed at their last meeting to review the updated Faculty/Staff Handbook.

Mr. Stalteri made a motion to approve the Faculty/Staff Handbook, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 19-25 - Approval of Installation of Plaque at Veterans' Memorial Park was presented. This bronze plaque recognizes the members of the Veterans' Memorial Park Organizing Committee, with the understanding that the total cost of the project be funded by the Herkimer County Hunger Coalition.

Mr. Russell made a motion to approve Resolution 19-25, as presented.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Lenarcic will be informed of the approval of the installation of this plaque. Chairwoman Crandall noted Mr. Lenarcic's appreciation for the upkeep of the park, and she asked that the maintenance department be informed of the board's acknowledgement and appreciation of their efforts.

Dr. McColgin gave a background on all the efforts involved with the move to remote learning and remote working due to the COVID-19 pandemic crisis. She thanked Mr. Edris Noori for all his efforts from a technological standpoint, and Provost Oriolo and his team. Final guidance from Governor Cuomo for re-opening institutions of higher education in New York State was received this past weekend. The executive summary that campuses submitted to SUNY on June 6th provided an initial overview of their reopening strategies. With the Governor's final guidance now released, a more detailed, comprehensive plan for the College to reopen will be developed by a recently established task force comprised of administration, faculty and staff. Dr. McColgin gave an overview of what measures have already been taken and those that need further discussion.

While Mr. Stalteri shared that he expects the Governor to change things regarding the reopening of education, he also feels that there should be a presence on campus. He is hopeful that the College will get back to balance and that the worst case scenario will be remote learning/working. Mr. Stalteri feels it is best to put a plan in place that reflects the best of both worlds--bringing students back and giving them hope, but also having a Plan B should the College need to shut down. He remarked that our students are our stakeholders; they need something to hold on to. Dr. McColgin remarked that faculty will be adding to their syllabi how the rest of the semester will be conducted in the event the College needs to vacate.

Mr. Dutcher gave an update on athletics. Fall sports do not look very promising, as there may not be enough schools to play against. Mr. Dutcher is working on Plan A and Plan B.

Dr. McColgin reported that SUNY Chancellor Johnson has accepted a position as president of Ohio State University, effective September 1st. An overview of the Pathways Scholars Award Program was given. Herkimer College has approximately 25-30 awards that may be provided to students through this program.

FOUNDATION & AUXILIARY REPORTS

NYCCT: Mrs. Crandall provided an overview of the May 30th NYCCT meeting, including: change in bylaws; a one-time 50% discount for NYCCT dues; a fall conference scheduled for November 13-14; NYCCT joining with NYCCAP as one voice to SUNY and local legislators; the financial future of community colleges; a statewide decline of 15,000 FTEs; a multimedia campaign to recruit students; more connections between two- and four-year colleges (2+2 programs); retention; increase (7%) of graduation rates for community colleges; and advertising campaign theme ("Stay Near, Go Far"). A roundtable discussion, *Diversity, Equity and Inclusion*, will be held via Zoom on July 9th. Chairwoman Crandall encouraged board members to participate in this discussion.

Foundation: Mr. Laino reported the availability of up to \$25,000 through the HCCF Assists fund to assist students with certain needs due to the pandemic.

Housing Corporation: Mr. Laino reported that housing continues to be a challenge due to the reduction in beds by going to single occupancy.

INFORMATIONAL ITEMS

Ms. Ruffing reported on the production of a 30-second video, as well as a 15-second spot, to promote the idea that Herkimer College is well-positioned to deliver an exceptional student experience.

EXECUTIVE SESSION

Mr. Stalteri moved, at 8:13 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105f of Article 7 of the Public Officers Law: the medical, financial, credit or employment history of a particular person or corporation, or matters

leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

At 9:05 p.m., Ms. Prymas moved that the board reconvene.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Mr. Stalteri moved to adjourn the meeting.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 9:06 p.m.

slh