

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – September 14, 2020

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

Trustees Attending: Dr. Ainsworth; Mrs. Crandall; Ms. Prymas; Mr. Reardon; Mr. Russell (via video conference); Mr. Stalteri

Trustees Absent: Mr. Gregory; Mr. Testa

In Attendance: Dr. McColgin; Mr. Dutcher; Mr. Laino; Mr. Oriolo; Ms. Ruffing (via video conference); Dr. Stickrod

Also Present: Mr. Thomas Stock, Assistant Director of Facilities; Ms. Lorraine Lewandrowski, Esq., County Attorney

Via Conference Phone: Mr. Mark Ruhnke, P.E., C.E.M.; 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. 202608 extended suspension of in-person meeting requirement of Open Meetings Law until October 4.

CORRESPONDENCE

Dr. McColgin received a thank you letter from Ray Lenarcic for the board's approval to install a plaque at the Veteran's Memorial Park. This plaque identifies the founders of the Memorial Park. A small ceremony will be held once the plaque has been installed.

PRESIDENT'S REPORT

Academics:

Provost Oriolo gave an update on academic continuity amidst the COVID-19 pandemic. All classes for the Fall 2020 semester are being delivered via a combination of three modes of delivery: traditional asynchronous online courses taught through the Internet Academy; Real-Time-Remote; and a limited number of on-campus, in-person classes/labs. In addition, there will no longer be a Fall break in October, and no classes will be held during the week of Thanksgiving. Beginning November 30th, classes will continue in a fully remote format for the remainder of the semester (with the exception of Police Academy and possibly the Physical Therapist Assistant Program). Dr. McColgin praised the entire campus community for their efforts and cooperation.

CONSENT AGENDA

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

- a. Minutes
 - i. June 29, 2020 Regular Meeting
 - ii. July 16, 2020 Special Meeting
 - iii. July 30, 2020 Special Meeting
- b. Campus Reports
 - i. Division Updates
 - ii. Statement of Revenues and Expenditures as of 7/31/2020
 - iii. President's Activities

Dr. Ainsworth moved that the consent agenda items for the September 14, 2020 regular meeting be approved.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT (Cont'd.)

Academics:

Resolution 20-1 – Emeritus Status for Randolph Baker was presented. Provost Oriolo provided a summary of Mr. Baker's accomplishments in his 17 years of service to the College.

Ms. Prymas made a motion to approve Resolution 20-1, as presented.

Mr. Reardon seconded the motion.

Vote-Unanimous. Motion adopted.

Administration & Finance:

Mr. Laino reported on the 2019-2020 College's Operating Budget and stated at this time we anticipate that we will not need to use the full fund balance appropriation of \$689,720. This did not include the State cut funding of 20% in the last quarter of the 2019-2020 fiscal year.

The TAP program for new students, as well as the state Excelsior scholarship, could be in jeopardy, and the College is attempting to come up with a plan should this occur. There is no clear guidance at this time from the Department of Budget. Per SUNY, each

campus has to make a decision as to how they are going to absolve this “bad debt.” More information will be shared as things evolve.

Mr. Laino provided an update on the solar project. An educational component, successfully negotiated by Attorney Lewandrowski, is now addressed in Schedule A of *Resolution 19-27A – Purchase of Solar Energy Credits from Herkimer Solar, LLC. – Amended*. A savings of approximately \$38,000 per year over 20 years will be realized. Mr. Ruhnke explained the SUNY Energy Buying Group (EBG) process. A lengthy discussion ensued.

Resolution 19-27A was tabled to the end of the meeting.

Admissions/Enrollment:

Dr. Stickrod reported that a directors’ meeting was held this morning. Herkimer College ended up approximately 88 headcount (about 10%) down from last year but is managing somewhat better than its sister institutions. Headcount is up 37 students from the downstate New York area. Dr. Stickrod spoke about the proposed “fast track admit” initiative for Herkimer County High School (plus Richfield Springs and Oppenheim-Ephratah-St. Johnsville) graduates for fall 2021.

President’s Update:

Dr. McColgin explained how the total enrollment and the number of students were budgeted for. A question regarding the enrollment figure of international students was raised. Provost Oriolo and Dr. Riecker informed the board that faculty and staff are working with international students in real-time remote to keep them engaged while they are working from home, as most international students were deferred until spring.

A discussion between Dr. McColgin and Dr. McMenamain, Middle States team chair, recently took place. Two new team members have replaced two previous members. The visit will begin the evening of Sunday, October 18th with a virtual Meet and Greet. A schedule will be released to the college community and board members once the visiting team has reviewed it. The exit report will take place on Wednesday morning, October 21st.

A Fall 2020 restart update was provided by Mr. Dutcher, who explained how students were brought back to campus. Housing numbers were also provided. The pool has been inspected by the Health Department, and one pool class is being taught. The Fitness Center remains closed to the community until further notice. The baseball and softball teams have had scrimmages with no spectators present. Esports will be a club for the fall semester and then hopefully move into an intercollegiate sport for the upcoming spring semester.

COVID-19 surveillance testing begins on September 15th in the Cogar Gallery for residential students, student athletes, and commuter students taking classes on campus. Testing is voluntary for faculty and staff. All SUNY institutions were required to submit their Surveillance Testing Plan to SUNY Administration for approval; presently, we are waiting to hear from SUNY. For smaller campuses, such as Herkimer College, if COVID-19 positive numbers reach 5% (approximately 29) of their total on-campus

population, remote learning will automatically go into effect for a minimum of two weeks. The Institutional CARES Act funding will be used for surveillance testing expenditures.

Chair's Report

The board was informed that they should be using their herkimer.edu email account rather than their personal email account. The board's self-assessment will be coming out soon, and the board should fill this out and return as soon as possible. The results will be discussed at October's workshop. The board was also reminded to complete the president's survey.

FOUNDATION & AUXILIARY REPORTS

Foundation: The Foundation met last week. Mr. Fowler reviewed the Foundation's initiative regarding the HerkCARES Emergency Grant Program. Dr. McColgin provided the Foundation Board of Directors with a report that summarized all the initiatives that took place over the summer, as well as an enrollment report.

Dr. McColgin offered praise to Ms. Ruffing for the recent *Connections* issue, which contains initiatives to keep our campus safe. This is the last fall issue that will be sent in print, as the Public Relations department is moving to an annual printed publication that will include the Annual Report and be released during the winter time. An e-newsletter will be introduced toward the end of November, making information more readily available. Ms. Ruffing and Mr. Fowler are working together on a distribution list.

Mr. Laino reported that Foundation investments increased over \$800,000 from 8/31/2019 through 8/31/2020.

Housing Corporation: Mr. Laino reported a good fund balance and reserve for the Housing Corporation. A \$200 credit for the upcoming spring semester will be given to housing students, as they will not be coming back to campus after Thanksgiving break.

PRESIDENT'S REPORT (Cont'd.)

Administration & Finance:

Resolution 19-27A - Purchase of Solar Energy Credits from Herkimer Solar, LLC. - Amended was presented. Dr. Ainsworth remarked that he would support moving forward with Resolution 19-27A if a certain percentage of the savings would be allocated every year to a specific account in reserve. Mr. Laino stated that a budget line could be created for this. Mr. Laino thanked Attorney Lewandrowski for her time and efforts.

Mr. Reardon made a motion to approve Resolution 19-27A, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Dr. Ainsworth moved to adjourn the meeting.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:41 p.m.

slh