

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – November 27, 2023

Chairman Stalteri called the meeting to order at 6:06 p.m. in the Robert McLaughlin College Center, Room 282/282.

**Trustees Attending:** Dr. Ainsworth; Miss Cingranelli (6:19 p.m.); Mrs. Crandall; Mr. Drumm; Mr. Gregory; Ms. Prymas; Mr. Reardon; Mr. Russell; Mr. Stalteri

**In Attendance:** Mr. Laino; Mr. Dutcher; Mr. Oriolo; Ms. Woudenberg

**Also Present:** Mr. Douglas Heller, Principal/Civil Engineer, The LA Group; Mr. Dan Woodside, President, CS Arch; Mr. Jeffrey Steele; Mr. Jason Korniat; Mr. Ed Lynch

Chairman Stalteri called on Mr. Dutcher to lead the Board in the Pledge of Allegiance.

**Minutes**

Mrs. Crandall moved that the minutes for the September 25, 2023 regular meeting be approved.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Testa moved that the minutes for the November 8, 2023 special meeting be approved.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Testa moved that the minutes for the November 9, 2023 special meeting be approved.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Testa moved that the minutes for the November 14, 2023 special meeting be approved.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Testa moved that the minutes for the November 15, 2023 special meeting be approved.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Testa moved that the minutes for the November 17, 2023 special meeting be approved.

Mr. Drumm seconded the motion.

Vote—Ayes-9: Trustees Ainsworth, Cingranelli, Crandall, Drumm, Prymas, Reardon, Russell, Stalteri, Testa.

Nayes-1: Trustee Gregory

Motion adopted.

## **Financial Reports**

Mr. Reardon moved that the Financial Reports as of October 31, 2023 be approved.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

## **OFFICER-IN-CHARGE'S REPORT**

### **Administration and Finance:**

Mr. Laino introduced Mr. Douglas Heller, Principal/Civil Engineer for The LA Group. Mr. Heller discussed the outside work to be performed for the new baseball and softball fields, as well as the College's main parking lot and some surrounding roadways. The goal is to accomplish as much as possible between May and November 2024. The work will not affect the fields for the teams to play on this upcoming season. A schematic design will be available for viewing at a future press conference.

*Resolution 23-11 Award of Engineer—LA Group—to Develop Scope of Work for the Parking Lot/Baseball/Softball Fields* – In order to have three approved capital projects (baseball/softball fields development and parking lot road reconstruction) ready for spring/summer/fall 2024 construction season, it is recommended that The LA Group & Engineering, PC provide these services in the amount of \$610,000, and that the Herkimer County Legislature be requested to approve a similar resolution.

Mrs. Crandall moved to approve Resolution 23-11, as presented.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Laino introduced Mr. Dan Woodside, President of CS Arch, who discussed the replacement of the PE building roof and renovations of the women's and men's locker rooms and training room.

*Resolution 23-12 Award of Architect Firm—CS Arch—to Design and Develop Scope of work for Physical Education Roof, Locker Room/Training Room Renovations* – In order to have three approved capital projects (PE roof, locker room/training room renovations) ready for the spring/summer/fall 2024 construction season, CS Arch is recommended for appointment to provide these services in the amount of \$376,450, and that the Herkimer County Legislature be requested to approve a similar resolution.

Mr. Gregory moved to approve Resolution 23-12, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 23-9 Renew Day Care Center Permit – New Beginnings Academy* – New Beginnings Academy has requested to renew their agreement for the Day Care Center for a total amount of \$1,750 per month, beginning January 1, 2024 through August 31, 2025.

Mr. Russell moved to approve Resolution 23-9, as presented.

Mrs. Crandall seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 23-10 Addition of New Title – Director of Advancing Success in Associate Pathways Program (100% salary grant funded).*

Mr. Drumm moved to approve Resolution 23-10, as presented.

Miss Cingranelli seconded the motion.

Vote-Unanimous. Motion adopted.

**Chief Academic Officer Update:**

Provost Oriolo reported that the College in Prison program is growing, with 46 new students for the spring semester, bringing the total to over 100 students. The Advisory Committee dinner meeting held this month was a success. Mr. Oriolo shared that there is an Advisory Committee for every AAS program on campus—12 committees with approximately 136 members.

The campus has been very active with visits from K-12 groups. Over 100 concurrent students recently attended and participated in four different classes and also received their college ID. Fourth graders from Little Falls Elementary School visited the campus twice for Electrical Tech and Physics classes. Sixth graders from ODY and St. Johnsville will be on campus December 12<sup>th</sup>.

**Chief Student Services Officer Update:**

Mr. Dutcher reported that a Late Night Breakfast will take place on December 6<sup>th</sup>. A “soft” activity period will be launched for the spring semester, due to efforts of the SGA. Mr. Dutcher expressed his appreciation to the Foundation for the Thanksgiving meal served to students who were unable to go home for the holiday. Currently, there are 302 students enrolled in Housing.

Because of the success of the College’s athletic programs, Mr. Laino reported that he is concerned about FSA’s unrestricted fund balance and the need to ensure it is properly funded for athletes and students.

Mr. Dutcher reported that the men’s soccer team finished third in the NJCAA National Championships; the women’s soccer team finished as Region III runner-up; and women’s cross country had the best season in the history of the College, finishing fourth overall in the NJCAA National Championships. Men’s basketball is ranked among the top 10 in the country. A t-shirt press is being purchased to raise funds for athletics.

Efforts are being considered to make the campus more student-friendly. One consideration currently being discussed is to develop a coffee house.

Mr. Dutcher reported on enrollment. Mr. Gregory offered some suggestions to include in the enrollment report. There will be a focus on renewing/creating articulation agreements.

**Controller Update:**

Ms. Woudenberg reported that the auditors’ fieldwork ended last week. They are now continuing their work remotely. Just under \$1.8 million of the fund balance was used for FY23. More details will be shared once the audit is complete.

Mr. Laino announced that SUNY monies will be used to fund three projects: 1) Nature Trail Learning Lab (\$115,000 to refurbish); 2) Natural History Learning Lab (\$75,000 to relocate the lab); and 3) creating study and general use space for students (\$130,000). In addition, a math booster lab will be furnished (\$5,000). These funds are not from the general fund. The projects will be announced at this week's All Campus meeting.

### **CHAIR'S REPORT**

#### **Student Trustee Report:**

Miss Cingranelli reported that three new clubs have been added: Cheer Club, Debate Club, and Business Club.

#### **BOT Self-Assessment Results:**

There was a discussion regarding forming committees versus ad hoc committees as needed. Mr. Gregory remarked that he would accept input or comments from trustees on the Self-Assessment survey.

### **FOUNDATION & AUXILIARY REPORTS**

#### **College Foundation**

Mr. Laino reported on a successful Arts and Crafts Fair.

#### **Housing Corporation:**

Mr. Laino is exploring outside revenue opportunities during the summer months for Housing, as well as the possibility of replacing RA's with an additional Area Coordinator.

### **NYCCT**

Mr. Gregory and Mr. Stalteri remarked that the recent NYCCT conference they attended was very valuable and encouraged board members to attend future meetings. Mr. Laino spoke about the importance of advocacy and shared that, based on a presentation by a community college president, community colleges are much less funded than state-operated campuses. Community colleges need to be cautious about retaining what they currently have. The Chancellor has emphasized that work force development will be a very important factor in keeping colleges. Mr. Gregory will try to obtain presentations from the conference to share with the Board.

### **INFORMATIONAL ITEMS**

There was a brief discussion regarding the College's moniker, *Herkimer College*.

### **EXECUTIVE SESSION**

Dr. Ainsworth moved, at 8:03 p.m., that the board adjourn to Executive Session to discuss, under provisions of 105f of Article 7 of the Public Officers Law, matters leading to the appointment, employment, promotion demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Drumm moved, at 9:46 p.m., that the board reconvene.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

**ADJOURNMENT**

Mr. Gregory moved to adjourn the meeting.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 9:47 p.m.

slh