

HERKIMER COUNTY COMMUNITY COLLEGE**BOARD OF TRUSTEES MEETING MINUTES****Regular Meeting – March 23, 2026**

Chairman Reardon called the meeting to order at 6:00 p.m. in Robert McLaughlin College Center, Room 282/283.

Trustees Attending: Kurt Ackerman; Dr. Mark Ainsworth; Robert Drumm (virtual); William Gregory; Joan Prymas; Daniel Reardon; Michael Stalteri; Olivia Stromecki

Trustees Absent: Isabella Crandall

In Attendance: Dr. Terri Grates Day; Donald Dutcher; Michael Jory; William McDonald; Michael Oriolo; Rebecca Ruffing; Scott Scheible; Jackie Woudenberg

Also Present: Cynthia Gabriel; Jessica Fiore; Jeffrey Steele

Ms. Gabriel led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

Dr. Ainsworth moved that the board minutes for the February 19, 2026 regular meeting and the February 27, 2026 special meeting be approved.

Mr. Ackerman seconded the motion.

Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT**Academic Senate Report:**

Ms. Gabriel reported that the Academic Senate met with the Provost regarding the program prioritization process and the factors that play into deactivation. The Senate voted on the deactivation of Emergency Management Certificate and Business: Fashion Buying & Merchandising AAS, effective June 1, 2026. SUNY will follow up with the College in three years to confirm if the College wishes to discontinue the programs. The Board of Trustees will vote on the program deactivations at their next meeting. The Senate also discussed Prior Learning Assessment (PLA) and student access to information about it online, as well as making the process more user friendly. Ms. Gabriel shared the importance of everyone maintaining positive perceptions in the college and community.

Enrollment Report:

Dr. Grates Day reviewed enrollment, which is down 2.7% in headcount and 0.5% in FTE.

ITEC Agreement:

Dr. Grates Day reported that the College has moved to ITEC (Information Technology Exchange Center) for the College's information technology's needs and gave an overview of its services. ITEC is operated out of Buffalo State University and provides SUNY's 64 campuses with a variety of technology needs.

Board of Trustees PDFs Accessibility on Website:

Ms. Ruffing informed the Board that Marketing and Communications has been working for several months now making website material accessible to people with disabilities to ensure our campus meets the required Department of Justice compliance benchmarks. She reviewed plans for the Board of Trustees section of the website, and QR codes were distributed to board members to use to access this. Board meeting minutes prior to 2025-2026 have been moved to the Content Archives section of the website.

Ms. Ruffing also updated the Board about the Fire in the Sky Palooza to take place on July 1st beginning at 5:00 p.m. at the Stadium. The Syracuse Symphony will be performing and will be funded through the Wood's Trust. Jim Bono is heading up the fundraising aspect for the fireworks and has received some donations to cover expenses.

Reappointments:

A list of reappointments for 2026–2027 was shared with the Board for informational purposes. Moving forward, all reappointments will be limited to one-year terms to promote fiscal responsibility and streamline administrative planning.

Resolutions:

Resolution 25-8: Addition of New Job Titles and a Grade Level Change and Correction of Salary Range for Two Current Titles was presented. The following new titles were presented to the Board for approval: Admissions Counselor; Assistant Director of Admissions; Assistant for K-12 Partnerships; Enrollment and Retention Specialist; and Chief Student Affairs Officer. It was also recommended that the grade level and salary ranges for Chief of Staff and Director of Operation and Director of Human Resources be corrected.

Mr. Gregory moved to approve Resolution 25-8, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 25-9: Adoption of Policy SA 25-9 Posthumous Degree Policy was presented. Ms. Fiore reviewed the resolution with the Board. This policy is being established to comply with SUNY's requirement regarding the awarding of posthumous degrees across SUNY campuses and to ensure alignment with the new SUNY policy.

Mr. Ackerman moved to approve Resolution 25-9, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Determining Variables for Monthly Budget Update:

Dr. Grates Day asked the Board what variables they want reflected in budget updates that are provided to them. Ms. Woudenberg shared suggestions of those variables that are most requested. Ms. Woudenberg will compile information for the Board's review and will provide samples before the next board meeting.

CHAIR'S REPORT

Student Trustee Report:

Dr. Grates Day announced that Miss Stromecki and student Jeremy Bell are recipients of the Chancellor's Award for Student Excellence. The Board offered their congratulations. Miss Stromecki reported that because students become sluggish after spring break, SGA is extending their office hours to every Friday instead of every other Friday to provide resources to help students finish out strong. Oliva and two other SGA members will be attending the SUNY Student Assembly in Albany in April. SGA elections are April 6-13.

2026-2027 Board of Trustees Meeting Schedule and Elections:

Chairman Reardon announced that election of officers takes place next month. Any board member interested in running for office should contact the Nominating Committee. A Board Meeting Schedule for 2026-2027 will be drafted and shared with the Board to review in preparation for next month's annual meeting.

FOUNDATION AND AUXILIARY REPORTS

Foundation:

Chairman Reardon reported that a Foundation meeting was held last week. Mr. Kapusta stepped down as president of the Foundation Board but will stay on as a member.

Housing Authority:

Board members were provided with the bylaws of the Housing Authority, which state that membership includes two (2) HCCC Trustees.

Mr. Ackerman moved that Daniel Reardon and William Gregory be appointed to the Housing Board as members of the Herkimer County Community College Board of Trustees.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

NYCCT:

Mr. Gregory announced that 2026 Awards Nominations are open until June 17.

INFORMATIONAL ITEMS

Ms. Ruffing will be sending out Commencement invitations to the Board and asked that they RSVP to her. The Late Night Breakfast will be held May 11th at 10:00 p.m.

Mr. Dutcher reported that the Health Department performed a random audit of student vaccinations. He recognized Rebecca Wheelock for her work on this, as the audit resulted in 99% compliance, and after just receiving a piece of missing information, the College is now 100% compliant.

The baseball and softball fields project is behind schedule and may not be ready until May 1st. The College is now required to rent other facilities for this season's baseball and softball games.

Provost Oriolo reported that the Community Health and Human Services program was approved by SUNY and will now go to the State Ed Department.

Dr. Grates Day reported on two grants that the College applied for. One grant in the amount of \$250,000 is to renovate the Child Care Center. The other is a \$1.5 million grant that funds innovative programs, work force and adult learning.

Mr. Dutcher reported on athletic and academic summer camps.

Dr. Grates Day gave an update on the 60 Acts of Service for the College's 60th anniversary. To date, 30 requests have been received, and some have been completed. Ms. Ruffing will share a list with the Board should they be interested in participating.

EXECUTIVE SESSION

Dr. Ainsworth moved, at 7:24 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.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

At 8:10 p.m., Mr. Gregory moved that the board reconvene.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Mr. Stalteri moved to adjourn the meeting.

Miss Stromecki seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:10 p.m.

slh