

HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
Regular Meeting – May 19, 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; Isabella Crandall; Robert Drumm; William Gregory; Joan Prymas; Daniel Reardon; Michael Stalteri

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

Also Present: Dr. Jennifer Adjodha-Evans; Cynthia Gabriel; Jeffrey Steele

Mr. Ackerman led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

Mr. Gregory moved that the board minutes for the April 27, 2026 annual meeting be approved. Mrs. Crandall seconded the motion. Vote-Unanimous. Motion adopted.

Mr. Drumm moved that the board minutes for the April 27, 2026 regular meeting be approved. Ms. Prymas seconded the motion. Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT

Academic Senate Report:

Dr. Adjodha-Evans reported on Gen Ed updates as it relates to the Civil Discourse Competency. Faculty are very involved in the Middle States process and expect significant progress by fall. Dr. Grates Day shared that she received a letter from Middle States Commission on Higher Education stating that the College's Self Study Design has been approved and fully accepted.

Enrollment Report:

Dr. Grates Day reported that enrollment for the summer is up 14.2% (31 students) and 7.8 FTE. For fall, enrollment is up 3.3% (22 students) and 10.8 FTE. The Admissions team's goal is to increase enrollment for the fall 2027 by 5%.

Financial Dashboard:

Ms. Woudenberg reviewed the Financial Dashboard. Medical claims are being watched. Usage of the fund balance is still trending \$3 million. There is a freeze on all budgets with the exception of Admissions and Facilities. Mr. Reardon acknowledged Mr. Ackerman for his efforts with the County and all their support for the College.

Program Vitality Review Update:

Dr. Grates Day reported that a rubric has been developed to review all academic programs to evaluate program viability. She is waiting for feedback from faculty on this.

Resolutions:

Resolution 25-16: Adoption of Allowable Costs for Federal Programs Policy FA 25-16 was presented and reviewed by Provost Oriolo. This policy was created to establish clear institutional standards for the administration and oversight of **federal** funds received by Herkimer County Community College. The policy is necessary to ensure compliance with applicable federal laws, regulations, and grant requirements.

Dr. Ainsworth moved to approve Resolution 25-16, as presented.

Mr. Ackerman seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 25-17: Addition of a New Job Title was presented. The request for a new job title, Dean of Faculty, is not for a new position. A current position will be converted to a new title as the result of a retirement.

Mr. Gregory moved to approve Resolution 25-17, as presented.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 25-18: Auditing Services – 2025-2026, 2026-2027, 2027-2028 was presented. A Request for Proposal for auditing services for a three-year period was developed and sent to five firms, as well as publicly advertised.

Mr. Drumm moved to approve Resolution 25-18, approving the firm of D’Arcangelo & Co., LLP to provide annual and single audit auditing services for the three-year period 2025-2026, 2026-2027, 2027-2028 at the stipulated amounts of \$55,000, \$56,650, and \$58,350 respectively.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

250th Anniversary Reenactment at the 4th of July Palooza:

The 250th Anniversary Committee would like to do a reenactment at the July Palooza and is requesting approval for 10-15 minutes of reenactment firing.

Mr. Drumm made a motion to approve the 250th Anniversary Committee’s request for 10-15 minutes of firing at the July 1st Fire in the Sky Palooza.

Mrs. Crandall seconded the motion.

Vote-Unanimous. Motion adopted.

Dr. Grates reported that the committee has raised \$24,000. The fundraising goal is \$30,000.

FOUNDATION AND AUXILIARY REPORTS

Foundation:

Chairman Reardon reported that Chip Hummel met with him and President Grates Day last week to discuss foundation matters and the feasibility of hiring a foundation strategist to enhance shared governance between the College and foundation boards. A strategist has been identified and the president is awaiting a proposal.

Housing Authority:

The Housing Board will meet next on September 4th.

EXECUTIVE SESSION

Mr. Ackerman moved, at 6:36 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 7:30 p.m., Mr. Drumm moved that the board reconvene.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Mrs. Crandall moved to adjourn the meeting.

Mr. Drumm seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 7:30 p.m.

slh