HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
Regular Meeting – June 22, 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; Steven Boucher; Donald Dutcher; Michael Jory; William McDonald; Michael Oriolo; Scott Scheible; Jackie Woudenberg

Also Present: Jessicca Fiore; Cynthia Gabriel; Mark Gaworecki; Katie Maneen; Brandon Noga; Mike Masi; Matt Powers; Kyle Roepnack; Jeffrey Steele

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

Chairman Reardon recognized Ms. Shari Hunt's service to the Board as she recently retired. He also introduced Ms. Coleen Graziadei as the Executive Assistant to the President.

OATH OF OFFICE
Mrs. Crandall and Mr. Gregory were given the Oath of Office by Vice Chair Stalteri, as they were recently reappointed by the Herkimer County Legislature as members of the Board of Trustees.

APPROVAL OF MINUTES
Mr. Ackerman moved that the board minutes for the May 19, 2026, regular meeting be approved.
Mr. Drumm seconded the motion.
Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT
Academic Senate Report:

There was no Academic Senate report for this evening's meeting.

Enrollment Report:

Dr. Grates Day reported that Fall enrollment is up 2% in headcount and 1.8 FTE from last year at this same time.

Financial Dashboard:

Ms. Woudenberg reviewed the Financial Dashboard. It is anticipated that there will be a shortage at the end of the fiscal year depending on health care claims, with a lot of movement between now and the end of August.

Program Vitality Review Update:

Dr. Grates Day reported that Institutional Research is providing data on the academic program viability rubric. It is currently being reviewed, and the Cabinet will make recommendations by August 27, 2026.

Admissions Overview:

Mr. Brandon Noga, Director of Admissions, and Ms. Katie Maneen, Assistant Director of Admissions, provided an overview of the Admissions Office. Topics included major challenges facing admissions offices nationwide, strategies for the College to remain competitive, recent staffing changes within the Office of Admissions, recruiting and travel plans, areas identified for improvement, and current initiatives underway. Key recruitment talking points include open enrollment, affordability, strengthening relationships with College Now, small class sizes, and the College's new athletic facilities. Discussion also included the possibility of offering evening classes and the importance of highlighting and sharing student success stories.

Workforce and Economic Development:

Mr. Scott Scheible reported that several FastTrack programs have been launched and have received a positive response to date. Current offerings include Dental Assistant, CNC Machinist, and Restaurant Experience Lab. Planned future programs include Welding, Building Maintenance, and Security Guard training. Dr. Grates Day reported that the P-TECH will be housed on campus beginning this Fall. Mr. Scheible also provided an update on grants and apprenticeship opportunities.

Resolutions:

Resolution 25-19: Insurance Broker and Risk Management Services was presented. A Request for Proposal (RFP) for insurance broker and risk management services was developed. The College received a proposal of interest from three companies.

Mr. Drumm moved to approve Resolution 25-19, approving the firm of USI Insurance Services, LLC, to provide insurance broker and risk management services for the next three academic years (2026-2027, 2027-2028, and 2028-2029).
Mr. Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-20: Operating Budget was presented. Ms. Woudenberg reviewed the details of the proposed budget for FY 2026-2027 in the amount of $24,441,813.

Mr. Gregory moved to approve Resolution 25-20, as presented.
Ms. Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Chairman Reardon expressed the Board's appreciation to Mr. Gaworecki and Mr. Ackerman for the County's support and contribution.

Resolution 25-21: Facilities Utilization Fees Schedule was presented. Additions, changes and deletions were justified and presented to the Board of Trustees for approval.

Ms. Crandall moved to approve Resolution 25-21, as presented.
Mr. Ackerman seconded the motion.
Vote-Unanimous. Motion adopted.

CHAIR'S REPORT

Mr. Reardon stated that the Ribbon Cutting Ceremony for the Baseball and Softball fields was a success. He expressed his appreciation to everyone involved in the project and the ceremony.

FOUNDATION AND AUXILIARY REPORTS

Foundation:

Chairman Reardon, Dr. Grates Day, and Mr. Hummel met with a foundation strategist to enhance shared governance between the College and Foundation boards, with a goal of finalizing details by the end of August 2026. Mr. Reardon asked board members to consider recommending anyone interested in serving on the Foundation Board, as current members are terming out.

Housing Authority:

Mr. Don Dutcher reported that the roofing project will start this week. Scott Petrie, Director of Housing, and Chase Benton, Area Coordinator, both started working this week. Mr. Jim Bono has scheduled a Housing Corporation meeting for September 4, 2026.

NYCCT:

Mr. Gregory informed the Board of the 72nd NYCCT Conference in Saratoga, NY. Conference runs from September 16th through the 18th.

EXECUTIVE SESSION

Mr. Drumm moved, at 8:10 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 8:42 p.m., Ms. Prymas moved that the board reconvene.
Mr. Drumm seconded the motion.
Vote-Unanimous. Motion adopted.

Mr. Drumm moved that the Outside Employment Policy be revised to make the policy optional for AY 2026-2027 and that the policy verbiage be revisited annually.

Mr. Ackerman seconded the motion.
Vote-Unanimous. Motion adopted.

ADJOURNMENT
Mr. Gregory moved to adjourn the meeting.
Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:44 p.m.

cmg