HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
Regular Meeting – July 27, 2026

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

Trustees Attending: Dr. Mark Ainsworth; Isabella Crandall; Robert Drumm; William Gregory; Joan Prymas; Daniel Reardon; Michael Stalteri

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

Also Present: Frank Drapalski; Cynthia Gabriel; Robin Riecker; Jeffrey Steel; Vito Valenzi

Absent: Mr. Kurt Ackerman

Mr. Robert Drumm led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES
Ms. Joan Prymas moved that the board minutes for June 22, 2026, regular meeting be approved.
Ms. Isabella Crandall seconded the motion.
Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT
Academic Senate Report:
Ms. Cynthia Gabriel, speaking on behalf of the Academic Senate President, expressed appreciation to the Board and President for their continued commitment to working together on the Program Viability process.

Enrollment Report:
Dr. Terri Grates Day reported that enrollment has decreased by 10% in the number of students and 7.1% in full-time equivalent (FTE) enrollment. The College has started a Stop-Out campaign to reconnect with former students and encourage them to return. Twenty volunteers are reaching out to approximately 3,000 former Herkimer County Community College students using a prepared script. As of July 24, 2026, 93 students indicated they plan to return. Mr. Bill McDonald noted that this outreach effort is a valuable initiative.

Financial Dashboard:
Ms. Jackie Woudenberg reported that as of June 30, 2026, the healthcare fund had a $400,000 deficit, which is expected to increase as additional claims are processed through the end of August. Healthcare costs continue to rise compared to the previous year.

Program Vitality Review Update:
Dr. Terri Grates Day indicated she has had 4 meetings with faculty regarding Program Viability with an additional meeting this week. Recommendations will be made by August 24, 2026.

Workforce and Economic Development:
Mr. Scott Scheible reported that FastTrack programs have started. Enrollment includes 15 students in Dental Assisting, 3 students in the Restaurant Experience Lab, and 3 students in the CNC Machinist program. Additional FastTrack programs being considered include Teacher Assistant, Pharmacy Technician, and Phlebotomy training.

Resolutions:

Resolution 25-22: Discontinue Pre-Employment Police Basic Training was presented. The Board was informed that; the City of Little Falls Police Department has pulled its sponsorship. Therefore, Pre-Employment Police Basic Training Certificate Program will be discontinued.

Dr. Mark Ainsworth moved to approve Resolution 25-22, approving the discontinuation of Pre-Employment Police Basic Training.
Mr. Bill Gregory seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-23: Delete Purchase of Goods and Services was presented. The College is updating its purchasing policies to ensure purchases are made fairly, responsibly, and in compliance with applicable laws. Board Policy FA 02-19A will be replaced by Policies FA 25-16 and FA 25-24.

Mr. Bill Gregory moved to approve Resolution 25-23, as presented.
Ms. Isabella Crandall seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-24: Purchasing Policy was presented. A revised Purchasing Policy (FA 25-24) to ensure all College purchasing activities are handled fairly, ethically, transparently, and in compliance with applicable laws and regulations. The updated policy will replace the previous Purchasing Policy FA 02-19A.

Ms. Joan Prymas moved to approve Resolution 25-24, as presented.
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-25: Marketing was presented. The Board of Trustees asked the College Administration to seek proposals from marketing companies. A Request for Proposals (RFP) was issued with an annual budget of **$250,000**. The College received proposals from three firms: Trust & Proof, Trainor Associates, Inc., and Vision Point Marketing, LLC.

Mr. Robert Drumm moved to approve Resolution 25-25, approving Vision Point Marketing LLC.
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-26: Provision of Meals and Refreshments at College Meetings, and Event Policy was presented. The proposed resolution was presented for consideration. Following discussion, the Board approved the resolution contingent on legal counsel approval of Section V.

Ms. Isabella Crandall moved to approve Resolution 25-26, pending review.
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion carried.

CHAIR'S REPORT

Mr. Reardon raised the topic of Board of Trustees dinners. Given the College's ongoing efforts to be fiscally responsible, he suggested that discontinuing the pre-meeting dinners would set the right example. The Board members agreed with this recommendation and will revisit the practice next year.

FOUNDATION AND AUXILIARY REPORTS

Foundation:

Chairman Reardon reported that the Memorandum of Understanding remains in progress. The current focus is determining an appropriate structure for supervising Foundation employees within the College.

Housing Authority:

Mr. Bill Gregory reported that the roofing project has been completed and all skylights have been removed. The next Housing meeting is scheduled for September 4.

NYCCT:

Mr. Bill Gregory informed the Board that, with all BOT members in favor, the College will opt out of the 72nd NYCCT Conference in Saratoga, NY. Participation will be reconsidered for the 2027 conference cycle.

EXECUTIVE SESSION

Mr. Robert Drumm moved, at 7:19 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. Joan Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

At 8:02 p.m., Ms. Robert Drumm moved that the board reconvene.
Mr. Bill Gregory seconded the motion.
Vote-Unanimous. Motion adopted.

Mr. Bill Gregory moved to rescind the Outside Employment Policy. Policy # HR 25-11.
Mr. Robert Drumm seconded the motion.
Vote-Unanimous. Motion adopted.

ADJOURNMENT

Ms Joan Prymas moved to adjourn the meeting.
Mr. Robert Drumm seconded the motion
Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:03 p.m.

cmg