

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – July 29, 2024

Chairman Stalteri called the meeting to order at 6:09 p.m. in Johnson Hall, Room 202.

**Trustees Attending:** Dr. Ainsworth; Mr. Drumm (virtual); Mr. Gregory; Ms. Prymas; Mr. Reardon; Mr. Russell; Mr. Stalteri

**Trustees Absent:** Mrs. Crandall; Mr. Testa

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

**Also Present:** Mr. William Wallens Esq., Dr. Robin Riecker; Kyle Roepnack

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

There was a moment of silence in tribute to Mrs. Rachel Testa (Trustee Michael Testa's mother) and former State Senator James Seward.

**EXECUTIVE SESSION**

Ms. Prymas moved, at 6:10 p.m., that the board adjourn to Executive Session to discuss, under provisions of 105e of Article 7 of the Public Officers Law, collective negotiations pursuant to article fourteen of the civil service law.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Ms. Prymas moved, at 7:29 p.m., that the board reconvene.

Mr. Reardon seconded the motion.

Vote-Unanimous. Motion adopted.

**CONSENT AGENDA**

Chairman Stalteri presented the following consent agenda items for Board approval:

- a. Minutes
  - i. June 24, 2024 Regular Meeting
  - ii. Financial Reports as of 6/30/2024

Mr. Russell moved that the consent agenda items for the July 29, 2024 regular meeting be approved.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

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

**Administration and Finance:**

Mr. Laino spoke about the many initiatives currently underway. He announced that two applications for funding through the Downtown Revitalization Initiative (DRI) were formally

submitted: one for the expansion of the Esports initiative; and the second for the creation of a laboratory for Heating, Ventilation and Air Conditioning (HVAC) and possible other trades. Both initiatives would be located in downtown Herkimer at a place to be determined.

Mr. Laino and Ms. Linda Lamb recently traveled to NC3 (The National Coalition of Certification Centers), which is an institute of accreditation and partners with Trane for the HVAC systems program. They were able to meet with different partners and speak to the experts on the certification process.

Resumes for the Manager of Training and Workforce Development position will soon be reviewed. Ms. Lamb will oversee workforce development and bring it together with community education.

Mr. Laino has engaged a national speaker to come to campus to speak to faculty and staff about Artificial Intelligence (AI) on Wednesday, November 27<sup>th</sup>. Other partners in the community will also be invited to attend this important presentation.

The Nature Trail is currently being upgraded through SUNY funds.

It is anticipated that the contracts for the chiller and roof projects will be awarded this fall.

A formalized press conference will be planned to celebrate the venture between the College and the County for the College's capital projects. Former and current legislators and the Board of Trustees will be invited.

Mr. Laino remarked that he is open to the idea of a community forum to answer questions from the community regarding the road and parking lot reconstruction project.

The replacement of furniture with soft seating furniture is being finalized and is funded by SUNY.

The College's 2024-2025 operating budget will be presented to the County Legislature on August 8<sup>th</sup> at 6:00 p.m. in RMCC 282/283. The Board of Trustees is invited to attend.

Ms. Woudenberg distributed and reviewed the Fiscal Year 2024-2025 Operating Budget. Mr. Reardon commended administration for keeping tuition the same.

*Resolution 19-27C: Authorize Execution of Second Modification Agreement with Herkimer Solar, LLC* was presented. This agreement extends the Commercial Operation date to December 31, 2024 and requests that the Herkimer County Legislature approve a similar resolution.

Dr. Ainsworth moved to approve Resolution 19-27C, as presented.

Mr. Russell seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 23-18A: Tuition and Fee Schedule for 2024-2025 (Amended)* was presented. This resolution adds to the previously approved tuition and fee schedule for 2024-2025 a Prior Learning Assessment non-refundable student fee of \$150 per evaluation.

Dr. Ainsworth moved to approve Resolution 23-18A, as presented.  
Ms. Prymas seconded the motion.  
Vote-Unanimous. Motion adopted.

*Resolution 23-23: FY 2025 Operating Budget* was presented. The goal of this budget was to decrease the use of the fund balance and increase enrollment.

Dr. Ainsworth moved to approve Resolution 23-23, as presented.  
Mr. Gregory seconded the motion.  
Vote-Unanimous. Motion adopted.

*Resolution 23-24: Approval of Professional Association Contract 2024-2028* was presented.

Dr. Ainsworth moved to approve Resolution 23-24, as presented.  
Mr. Reardon seconded the motion.  
Vote-Unanimous. Motion adopted.

*Resolution 23-25: Approval of Administrative Association Contract 2024-2028* was presented.

Mr. Russell moved to approve Resolution 23-25, as presented.  
Dr. Ainsworth seconded the motion.  
Vote-Unanimous. Motion adopted.

*Resolution 23-26: Management/Confidential Salary Adjustments 2024-2028* was presented.

Mr. Russell moved to approve Resolution 23-26, as presented.  
Dr. Ainsworth seconded the motion.  
Vote-Unanimous. Motion adopted.

**Chief Student Services Officer Update:**

Mr. Dutcher reviewed the enrollment report and reported on Housing, which is up 50 contracts from last year at this time. Two hundred forty-three rooms have been assigned as of July 23<sup>rd</sup>. Numbers for new and transfer students are up, and it is hoped that positive numbers will result from the Call, Text and Email Campaign.

Dr. Riecker reported on the College in Prison Program. Last year's headcount was 76 and is currently at 159. Budgeted numbers for the College in Prison Program are:

Projected Fall 2024 FT Headcount:	20
Projected Fall 2024 PT Headcount:	103
Projected Fall 2024 Total FTE:	36

Projected Spring 2025 FT Headcount:	39
Projected Spring 2025 PT Headcount:	91
Projected Spring 2025 Total FTE:	34

Projected Summer 2025 PT Headcount:	62
Projected Summer 2025 Total FTE:	12

In addition, international student applications are up at 406, 129 I-20s have been processed, and 31 new students are confirmed for fall. The core countries international students are from include China and Japan. There are also many international athletes.

Three individuals have been offered positions in the Admissions Office and will begin work in August and September.

**Chief Academic Officer Update:**

Provost Oriolo provided an update on Competitive Analytics, a new program currently at SUNY and awaiting approval from State Ed. He also reported that a program in Artificial Intelligence (AI) will be created. Herkimer College would be the first community college to offer this program.

**AUXILIARY REPORTS**

**NYCCT:**

Mr. Gregory reminded the Board of the upcoming NYCCT conference in October. Community Colleges who submitted nominations for the NYCCT awards program will receive information regarding award winners by next week.

**INFORMATIONAL ITEMS**

Mr. Laino introduced Kyle Roepnack, who was recently recognized as the 2023-2024 NJCAA Athletic Trainer of the Year.

Ms. Ruffing informed the Board that the Torchbearer Awards Ceremony will be held on Friday, October 18, 2024 at 5:30 p.m. Invitations will be sent at the end of August.

**ADJOURNMENT**

Mr. Gregory moved to adjourn the meeting.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:35 p.m.

slh