

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – July 6, 2023

Chairman Stalteri called the meeting to order at 6:03 p.m. in the Robert McLaughlin College Center, Room 282/282.

Trustees Attending: Dr. Ainsworth; Miss Cingranelli; Mrs. Crandall (virtually); Mr. Gregory; Ms. Prymas; Mr. Reardon; Mr. Russell; Mr. Stalteri

Trustees Absent: Mr. Testa

In Attendance: Mr. Laino; Mr. Dutcher; Mr. Oriolo

Guests (Virtually for Executive Session Only): Dr. Angela Provart, President, Pauly Group; Johanna Duncan-Pointer, Senior Vice Chancellor, Office of Community Colleges and the Education Pipeline; Jennifer Miller, Assistant Vice Chancellor for Community College Support

Also Present: Ms. Jackie Woudenberg; Mr. Edris Noori; Dr. Jennifer Adjodha-Evans; Mr. Jeff Steele

Chairman Stalteri announced a change in the order of the agenda by moving Executive Session to accommodate invited guests' schedules.

CONSENT AGENDA

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

- a. Minutes
 - i. May 22, 2023 Regular Meeting
- b. Campus Reports
 - i. Enrollment Charts
 - ii. Statement of Revenues and Expenditures as of 6/30/2023

Ms. Prymas moved that the consent agenda items for the July 6, 2023 regular meeting be approved.

Mr. Reardon seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Laino gave an Admissions Report shared by Ms. Iglesias, Director of Admissions. Admissions is focusing on student outreach, and a Registration Day event will be held, in conjunction with Advisement, on August 9th. Admissions and Public Relations are in the process of updating recruitment material. Enrollment charts have been formatted to be more comprehensible.

EXECUTIVE SESSION

Mr. Gregory moved, at 6:11 p.m., that the board adjourn to Executive Session to discuss, under provisions of 105f of Article 7 of the Public Officers Law, matters leading to the appointment,

employment, promotion demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Dr. Ainsworth moved, at 8:14 p.m., that the board reconvene.

Mr. Gregory second the motion.

Vote-Unanimous. Motion adopted.

OFFICER-IN-CHARGE'S REPORT

Administration and Finance:

Resolution 22-19 – FY 2023-2024 Community Education Service, Facilities Utilization and Non-Credit Programming Fees was presented and discussed. Fees remain the same as the prior year.

Dr. Ainsworth moved to approve Resolution 22-19.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 22-20 – FY 2024 Operating Budget was presented and discussed. The budget presentation included the annual FTE enrollment by term, as well as a history of the unrestricted fund balance. Mr. Laino recognized Dr. Jennifer Adjodha-Evans, Mr. Steve Mezik, Ms. Woudenberg, Mr. Dutcher and Provost Oriolo for their efforts as a team to develop the FY 2024 operating budget. A presentation will be given to the County's Ways & Means and Education committees on July 10th.

Mr. Gregory moved to approve Resolution 22-20.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Faculty-Staff Handbook: The Faculty-Staff Handbook is reviewed annually for any changes, additions, or deletions.

Mr. Russell moved to approve revisions to the Faculty-Staff Handbook, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Capital Projects Update: Mr. Laino reported that eight capital projects, totaling over \$100 million, are being developed. The monies involved do not affect the College's General Fund. College administration met with County officials and architects to discuss these projects; both the Herkimer County Ways & Means and Education committees approved the projects and appropriated over \$12 million. Mr. Laino thanked Mr. Russell for his stewardship throughout the process. Community use of the new or improved facilities that will result from the projects was well received by the County and will also assist in attracting students. A formal resolution will be brought to the Board at the September board meeting so that it may be added to the state budget.

Resolution 22-21 Appointment of Officer-in-Charge was presented. It is the recommendation that effective May 20, 2023, the Board appoint Nicholas F. Laino as Officer-in-Charge until an interim or permanent president is appointed.

Mr. Gregory moved to approve Resolution 22-21.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

CHAIR'S REPORT

Board members were encouraged to attend the July 10th Ways & Means meeting at 6 p.m. for the budget presentation. Trustees Stalteri and Prymas will also attend the Education Committee meeting beginning at 5:30 p.m. the same evening.

INFORMATIONAL ITEMS

Mr. Russell shared a note from a community member suggesting the offering of a Geology program, considering the College's close proximity to the Herkimer Diamond Mines.

ADJOURNMENT

Dr. Ainsworth moved to adjourn the meeting.

Mr. Russell seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 9:14 p.m.

slh