HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
Regular Meeting – August 24, 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; Marianne Graziadei, 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: Cynthia Gabriel; Robert Gassman; Mark Gaworecki; Jeffrey Steele

Ms. Marianne Graziadei led the Board in the Pledge of Allegiance.

OATH OF OFFICE
Ms. Marianne Graziadei was given the Oath of Office by Vice Chair Stalteri, as she was recently appointed by Governor Kathy Hocul as members of the Board of Trustees.

Ms. Marianne Graziadei was born in Oriskany, New York, and attended SUNY Albany, where she earned a Bachelor of Science degree in Social Welfare. She enjoyed a successful career with Panera Bread, ultimately serving as Vice President of Operations Tools, Systems and Training before retiring in 2018. Marianne currently resides in Little Falls, New York, where she owns and operates a horse farm.

APPROVAL OF MINUTES
Mr. Robert Drumm moved that the board minutes for July 27, 2026, regular meeting be approved.
Ms. Joan Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT
Academic Senate Report:
Ms. Cynthia Gabriel stated faculty members are excited for new semester. Faculty is looking forward to the Battle of the Majors with students.

Enrollment Report:
President Grates Day reported that FTE enrollment is down 5%, which is an improvement from the 7% decline reported at the previous meeting.

Mr. Steve Bouchard reported that the College's booth at the Herkimer County Fair was a success. Over the six-day event, staff had the opportunity to engage with numerous fairgoers, provide information about the Re-connect Program, and highlight the programs and opportunities available at Herkimer County Community College.

Financial Dashboard:
Ms. Jackie Woudenberg reported that, as of July 31, 2026, the net position was just under $86,000. As of August 24, 2026, the net position had increased to approximately $326,000. She noted that the College is currently over budget for health care expenses; however, a more accurate assessment will be possible once all data has been received.

Program Vitality Review Update:
President Grates Day met with the faculty five times during the summer to discuss the program viability process and seek faculty feedback. The Academic Closures for Regional Realignment are addressed in Resolution 25-31 below.

Workforce and Economic Development:
Mr. Scott Schieble provided an update on current grant funding opportunities, as follows:

- **NYS Department of Agriculture and Markets** – Ag and Food Systems Workforce Grant: $180,000 requested to support food systems workforce training. Application submitted April 2026; awaiting decision.
- **Up Mobility Foundation** – Coalition Building Grant: $90,000 requested to support creative entrepreneurship and arts-based economic development. Application submitted June 2026; awaiting decision.
- **NYPA/SUNY**: $500,000 requested to develop two electrical technology micro credentials. Preliminary acceptance received; agreement pending.
- **Northern Border Regional Commission – Catalyst Program**: Pre-application submitted in August 2026 to explore development of the Community Impact and Vocational Innovation Center (CIVIC). Awaiting decision.
- **SUNY Office of Workforce Development and Upward Mobility**: Proposal being developed for workforce training in water and wastewater treatment; application deadline September 11.
- **U.S. EPA – Brownfields Job Training Grant**: Proposal being developed for workforce training in brownfield remediation and reuse; application deadline September 23.
- **U.S. EPA – Water Infrastructure Workforce Development Grant**: Proposal being developed for water and wastewater workforce training and apprenticeship partnerships; application deadline October 5.

Resolutions:

Resolution 25-27: Surplus and Asset Disposal was presented. The college wants to make sure that extra or unused college property is handled and disposed of properly.
Mr. Bill Gregory moved to approve Resolution 25-27, approving the Surplus and Asset Disposal Policy FA 25-27
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-28: Third-Party Provider Oversight Policy was presented. The college created the policy to ensure the college has appropriate oversight of third-party services. These third-party providers must follow the college's rules, accreditation requirements, and applicable laws and regulations.
Ms. Isabella Crandall moved to approve Resolution 25-28, approving the attached Third-Party Provider Oversight Policy FA 25-28
Ms. Joan Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-29: Travel Policy was presented. This policy establishes consistent guidelines for authorizing, arranging, paying and reimbursing expenses related to travel
Mr. Kurt Ackerman moved to approve Resolution 25-29, approving the Travel Policy FA 25-29.
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-30: Vehicle Use Policy was presented. This policy establishes guidelines for the safe, responsible and authorized use of college-owned, leased, and rented vehicles.
Ms. Isabella Crandall moved to approve Resolution 25-30, approving Vehicle Use Policy FA 25-30.
Ms. Joan Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 25-31: Academic Program Closures for Regional Realignment was presented. This resolution removes the following academic programs from the college's academic program inventory.

- *AAS Business Administration: eSports Management*
- *AAS Business Administration: Health Services Management Technology*
- *AAS Business Administration: Human Resource Management*
- *AAS Business Administration: Marketing*
- *AAS Business Administration: Small Business Management*
- *Certificate: Small Business Ma*
- *AAS: Crime and Intelligence Analysis*
- *AAS: Forensic Investigations*
- *AAS: Early Childhood*
- *AS: Engineering Science*
- *AAS: Legal Studies*
- *Certificate: Paralegal Studies*
- *AA: Liberal Arts and Sciences, Humanities*
- *AS: Liberal Arts and Sciences, Sciences*
- *AS: Quality Assurance Business*

Ms. Isabella Crandall moved to approve Resolution 25-31, approving Academic Program Closures for Regional Realignment.
Mr. Kurt Ackerman seconded the motion.
Ayes – Kurt Ackerman, Dr. Mark Ainsworth, Isabella Crandall, Robert Drumm, Marianne Graziadei, William Gregory, Dan Reardon, Michael Stalteri
Nays – Joan Prymas
Motion adopted.

CHAIR'S REPORT
The Chair had no report

FOUNDATION AND AUXILIARY REPORTS

Foundation:
Joint Foundation and College Board meetings have been held, and a new mou and revised bylaws for both boards have been prepared and forwarded to the attorneys for review. We anticipate receiving feedback from

the attorneys in September 2026.

Housing Authority:
The next meeting is scheduled for September 18. To date, 236 students have moved onto campus.

NYCCT:
Mr. Bill Gregory reported that he had no additional information to share, other than confirming that no Board members will be attending the NYCCT Conference.

EXECUTIVE SESSION
Mr. Robert Drumm moved, at 7:03 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.
Mr. Bill Gregory seconded the motion.
Vote-Unanimous. Motion adopted.

At 8:30 p.m., Mr. Bill Gregory moved that the board reconvene.
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

ADJOURNMENT
Ms. Joan Prymas moved to adjourn the meeting.
Mr. Kurt Ackerman seconded the motion
Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:30 p.m.

cmg