HERKIMER COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING MINUTES

Regular Meeting – September 28, 2026

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

Trustees Attending: Mr. Kurt Ackerman; Dr. Mark Ainsworth; Isabella Crandall; Robert Drumm; Marianne Graziadei, William Gregory; Elizabeth Messett, Joan Prymas; Daniel Reardon; Michael Stalteri

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

Also Present: Robert Gassman; Matt Lee; Jason Riecker; Jeffrey Steele; Vito Valenzi

Ms. Joan Prymas led the Board in the Pledge of Allegiance.

OATH OF OFFICE

Miss Elizabeth Messett was given the Oath of Office by Vice Chair Stalteri, as a student trustee.

Elizabeth Messett is a Liberal Arts major at Herkimer County Community College and a graduate of Sauquoit Valley High School. She serves as a Resident Assistant and is the president of the Student Government Association. As President, she hopes to represent students' ideas and concerns.

INTRODUCTION

Dr. Chris Hirschler, Dean of Faculty
Dr. Hirschler introduced himself and discussed how he hopes to draw on his past experience in working with faculty.

Dr. James Manley, Dean of Students
Dr. Manley introduced himself and shared his vision for strengthening the student experience at Herkimer County Community College, with a focus on belonging, engagement, well-being, and success.

APPROVAL OF MINUTES

Ms. Joan Prymas moved that the board minutes for August 24, 2026, regular meeting be approved.
Mr. Robert Drumm seconded the motion.
Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT

Academic Senate Report:
Mr. Jeffrey Steele reported that, during last week's meeting, they discussed filling Academic Senate vacancies, volunteer positions, and adding online offerings.

Enrollment Report:
Enrollment is down 6%, and full-time equivalent (FTE) enrollment is down 4%. Dr. Terri Grates Day reported that she is in discussions with the BOCES superintendent about P-TECH, a potential middle college high school, and the high school math and science shortages.

Financial Dashboard:

Ms. Jackie Woudenberg noted this is no financial update for this month due to Banner issues.

Program Vitality Review Update:
Dr. Terri Grates Day received letter from SUNY approving the 8 program closures and the restructuring of seven programs. The College is also working on adding the AS in general studies as a replacement of the Liberal Arts: Science degree.

Workforce and Economic Development:
Mr. Scott Scheible informed the following:

- Marketing continues for October FastTrack cohorts in CNC Machining, Welding, Security Guard Certificate, and Building Maintenance. Enrollment is on track to meet grant requirements.
- HCCC was invited to submit a full NBRC Catalyst grant proposal for $24,000 to conduct a study on converting the childcare center into a workforce development and community hub.
- HCCC is pursuing SUNY-funded workforce training partnerships with Herkimer County IDA and Daneli Partners, with Valley Residential Services discussions underway for fall.

Strategic Planning Discussion:
Dr. Grates Day will meet with the committee this Thursday to discuss the 2027–2032 Strategic Plan. The committee will use the SOAR framework (Strengths, Opportunities, Aspirations, and Results) to develop a manageable plan.

Athletic Tournament:

Dr. Terri Grates presented the NJCAA (National Junior College Athletic Association) request to host the following at Herkimer County Community College: 2026-2027 Men's Basketball and Woman's Softball, Men's Basketball through 2032, 2028 Men's Soccer, and 2029 Woman's Soccer.
Mr. Robert Drumm moved to approve
Mr. Kurt Ackerman seconded the motion.
Vote unanimous. Adopted

Resolutions:

Resolution 26-1: Addition of a New Job Title was presented. Recommendation of the College Administration to approve New Job Title: Executive Director of the Foundation and Chief Advancement Officer.
Mr. Robert Drumm moved to approve Resolution 26-1, approving the Addition New Job Title: Executive Director of the Foundation and Chief Advancement Officer.
Mr. Bill Gregory seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 26-2: Salary Grade Level Change was presented. The college recommends a new salary grade for Admission Counselor.
Ms. Isabella Crandall moved to approve Resolution 26-2, approving the new salary grade for Admission Counselor.
Mr. Kurt Ackerman seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 26-3: Password Policy was presented. This policy establishes password management requirements for Herkimer County Community College to protect IT resources and user accounts.
Mr. Bill Gregory moved to approve Resolution 26-3, approving the Password Policy, Policy # CR 26-3.
Mr. Kurt Ackerman seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 26-4: Patch Management Policy was presented. This policy establishes patch requirements for all College-owned or managed IT resources and applies to all users, including employees, students, alumni, guests, and vendors, whether accessing systems on-site or remotely.
Mr. Kurt Ackerman moved to approve Resolution 26-4, approving Patch Management Policy, Policy # CR 26-4.
Mr. Bill Gregory seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 26-5: Vulnerability Management Policy was presented. This policy is to protect the College's (IT) Resources by establishing a systematic approach to identifying, assessing, prioritizing, and remediating security vulnerabilities.
Mr. Kurt Ackerman moved to approve Resolution 26-5, approving Vulnerability Management Policy, Policy # CR 26-5.
Ms. Isabella Crandall seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 26-6: Acceptable Use was presented. The purpose of this policy is to establish guidelines for the responsible and secure use of HCCC technology resources in compliance with applicable laws and College policies.
Mr. Bill Gregory moved to approve Resolution 26-6, approving Acceptable Use Policy, Policy # CR 26-6.
Ms. Joan Prymas seconded the motion.
Mr. Robert Drumm abstained.
Vote. Motion adopted.

Resolution 26-7: Security Awareness Training and Testing was presented. This policy establishes an information security training program to ensure users understand their responsibilities and can recognize and respond to security threats.

Mr. Robert Drumm moved to approve Resolution 26-7, approving Security Awareness Training and Testing Policy, Policy # CR 26-7.
Mr. Kurt Ackerman seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 26-8: Change Control was presented. This policy ensures that changes to Herkimer County Community College IT resources are properly managed to minimize disruptions and negative impacts on services and users.
Ms. Joan Prymas moved to approve Resolution 26-8, approving Change Control Policy, Policy # CR 26-8.
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 26-9: Northern Border Regional Commission Catalyst Program presented. The Board of Trustees authorized Herkimer County Community College to apply for up to $24,000 in NBRC Catalyst Program funding for the CIVIC Project and, if awarded, to accept and expend the grant funds in accordance with the grant agreement and applicable College approvals.
Mr. Kurt Ackerman moved to approve Resolution 26-9, Northern Border Regional Commission Catalyst Program.
Mr. Robert Drumm seconded the motion.
Vote-Unanimous. Motion adopted.

CHAIR'S REPORT

Chair Mr. Daniel Reardon thanked Mr. Steve Boucher for his outstanding work promoting the 2026 Mohawk Valley Gives campaign. Also, thanked the Board of Trustees for its 100% participation in giving.

FOUNDATION AND AUXILIARY REPORTS

Foundation:
Dr. Terri Grates Day reported that volunteers are needed for the November 7, 2026, Craft Fair. Board Chair Mr. Daniel Reardon stated that the Foundation's attorney is reviewing the MOA. The College's attorney has already approved the MOA.

Housing Authority:
Mr. Bill Gregory reported that the roof project is complete. Drywall repairs from prior roof leaks and E-bike charging stations outside the dorms are being explored.

NYCCT:
Mr. Bill Gregory reported that the NYCCT Conference took place, but no information is available to report at this time.

Student Board of Trustees Report:
Ms. Elizabeth Mezzett currently has nothing to report.

EXECUTIVE SESSION

Mr. Robert Drumm moved, at 7:49 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.
Dr. Mark Ainsworth seconded the motion.
Vote-Unanimous. Motion adopted.

At 8:12 p.m., Mr. Robert Drumm moved that the board reconvene.
Mr. Michael Stalteri seconded the motion.
Vote-Unanimous. Motion adopted.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

cmg