

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Annual Meeting – April 15, 2020

Vice Chair Gregory called the meeting to order at 6:00 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees Attending:** Mr. Gregory; Ms. Prymas; Mr. Stalteri; Mr. Testa

**Trustees Attending Via Conference Phone:** Dr. Ainsworth; Mrs. Crandall; Mr. Reardon; Mr. Russell

**Trustees Absent:** Miss Hoskins

**In Attendance:** Dr. McColgin

**In Attendance Via Conference Phone:** Mr. Dutcher; Mr. Laino; Mr. Oriolo; Ms. Ruffing; Dr. Stickrod

**Also Present Via Conference Phone:** Mr. Robert Batson, President, Poland CSD Board of Education; Ms. Laura Dutton, Superintendent, Poland CSD; Mr. Robert Gassmann; Ms. April Harris; Dr. Robin Riecker; Ms. Katie Stables

*On March 11, 2020, Governor Cuomo issued Executive Order 202.1, which, in part, suspends certain in-person attendance and public accessibility provisions of the Open Meetings Law and authorized public meetings to be conducted in an alternative manner during the declared “Disaster Emergency.” This order was subsequently continued until May 7, 2020.*

*Per the Governor’s Open Meetings Law Provisions of the New Executive Order No. 202.1: [...I hereby temporarily suspend or modify, for the period from the date of this Executive Order through April 11, 2020 the following:]*

*“Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”*

*Executive Order No. 202.14 extended the provision of Executive Order 202.1 in reference to conducting meetings via phone conference.*

Vice Chair Gregory reviewed conference protocols with those attending the meeting in person and by conference phone.

**BOARD OF TRUSTEES MEETING DATES**

Mrs. Crandall noted that the September 7, 2020 Board of Trustees Executive Committee meeting falls on a holiday and will need to be moved.

Dr. Ainsworth moved to approve the Board of Trustees Meeting Dates for 2020-2021, with the September 7, 2020 Executive Committee meeting being moved to an alternate date.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

### **BOARD OF TRUSTEES POLICY MANUAL**

Dr. McColgin informed the Board that board policies are reviewed each year by Executive Council members to ensure policies are up to date and accurate. Recommendations for additions, removals, or revisions are then made to the Board at their annual meeting.

*Resolution 19-16: Workplace Violence Policy* was presented.

As Herkimer College is committed to maintaining a safe workplace environment for all persons involved in college operations, the Workplace Violence Policy prohibits acts or threats of physical violence that involve or affect College faculty, staff, contract workers, temporary employees or others on College property or conducting Herkimer College business off College property.

*Resolution 19-17: Drug and Alcohol Policy* was presented.

The Drug and Alcohol Policy was moved from the Faculty/Staff Handbook to the Board of Trustees Policy Manual. Mrs. Crandall inquired about alcohol being served at special events at the College. Dr. McColgin explained that according to the policy, the College President has the authority to allow certain exceptions and that a liquor license must be intact and procedures followed to ensure minors are not served.

*Resolution 19-18: Social Media Policy* was presented.

Ms. Ruffing provided a background on the Social Media Policy, which was previously included within the Computer Use Policy and is now being presented as its own policy.

*Resolution 19-19: Approval of Recommended Updated Language for BOT Policies Manual* was presented.

As part of the annual review of the College's Board of Trustees Policy Manual to ensure policies are up to date and accurate, proposed updated language is recommended to the following board polices: SA 87-30A; SA 90-03A; FA 02-03; FA 94-20A; FA 94-20A Attachment; FA 90-26A; and FA 90-26A Attachment.

Mr. Testa moved to approve Resolutions 19-16, 19-17, 19-18 and 19-19, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Revisions to the Smoking on Campus Policy will be presented at the next board meeting. Dr. McColgin expressed her appreciation to the Executive Council for their work in reviewing all board policies.

### **FACULTY/STAFF HANDBOOK**

As the Faculty/Staff Handbook has become disjointed and redundant over time, any Board policies, as well as specific language from bargaining units' contracts, were removed and referred to the appropriate bargaining unit's contract or to the Board Policies Library link on the College website. A draft was shared with the Professional Association and HCCCAA for their review and comment prior to being brought forth to the Board of Trustees. Action will be taken by the Board at their June meeting after having an opportunity to review the handbook. Going forward, the Executive Council will review the Faculty/Staff Handbook every year, and should there be any revisions, they will be brought to the Board for action.

### **ELECTIONS**

Mr. Testa, Chair of the Nominating Committee, announced the need to elect Board officers. Ms. Prymas moved that Mr. Testa remain Secretary of the Board. Mr. Gregory seconded the motion. Vote-Unanimous.

Mr. Stalteri moved that Mr. Gregory remain Vice Chair of the Board. Mrs. Crandall seconded the motion. Vote-Unanimous.

Ms. Prymas moved that Mrs. Crandall remain Chair of the Board. Mr. Stalteri seconded the motion. Vote-Unanimous.

Mr. Gregory extended his congratulations to the officers and asked board members to consider serving as an officer next year.

### **REVIEW OF STANDING COMMITTEE ASSIGNMENT**

Assignment to the Nominating Committee was reviewed and shall consist of the following: Dr. Ainsworth; Mrs. Crandall, ex-officio; Mr. Testa, Chair; Mr. Stalteri.

### **REVIEW OF SPECIAL COMMITTEE ASSIGNMENTS**

As the College is a member of NYCCT, Mr. Gregory shall serve as the NYCCT delegate, and Mrs. Crandall will serve as alternate.

As Mrs. Crandall is Chair of the Board of Trustees, she shall serve as ex-officio on the Foundation Board

Ms. Prymas will continue to serve on the Regional Council of Community Colleges.

### **ADJOURNMENT**

Vice Chair Gregory declared the business of the Annual Meeting complete at 6:45 p.m.

Mr. Testa moved to adjourn the meeting  
Dr. Ainsworth seconded the motion.  
Vote-Unanimous. Motion adopted.

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