

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – April 15, 2020

Vice Chair Gregory called the meeting to order at 6:46 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.*

**PUBLIC COMMENT**

Mr. Robert Batson, President of the Poland Central School District Board of Education, spoke about the cost of dual enrollment and the time factor involved to inform local schools of the College’s recommendations and outcomes for the College Now Program. Last year’s approval by the Board of Trustees to waive the cost of dual enrollment was

a year to year decision, and Mr. Batson asked that the Board again waive this cost. Mr. Gregory thanked Mr. Batson for his input and informed him that the tuition and fee schedule would be presented to the Board of Trustees at their June 29, 2020 meeting. Mr. Batson commented that he appreciated the Board's time and looked forward to hearing from them.

### **CONSENT AGENDA**

Vice Chair Gregory presented the following consent agenda items for Board approval:

- a. Minutes
  - i. March 9, 2020 Regular Meeting
- b. Campus Reports
  - i. Division Updates
  - ii. Statement of Revenues and Expenditures as of 3/31/2020
  - iii. President's Activities

Dr. Ainsworth moved that the consent agenda items for the April 15, 2020 regular meeting be approved.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

### **PRESIDENT'S REPORT**

**Academics:** Provost Oriolo provided an overview on academic continuity, initiatives and creativity used to provide instruction and services to our students during the COVID-19 pandemic crisis. In just 17 days, 419 course selections were converted to alternative methods of delivery, 91 individual faculty (full-time and part-time) converted one or more sections, and 100% of faculty began alternative methods of delivery on March 30<sup>th</sup> to continue teaching our students. A virtual campus has been created, and student issues were addressed in response to a student survey regarding the transition. Advisement and Academic Support have gone totally virtual, with tutoring service available 24/7. College Now courses have continued remotely, and international programming and Career Services have gone totally on line. Twenty-eight students remain on campus, and some may continue to do so over the summer. The College in Prison Program has continued by alternative modes of instruction, and the Library has provided students with access to digital resources. Special recognition was given to the Associate Deans for their part in reviewing the 419 course selections that were converted to alternative methods of delivery. The Middle States team visit has been postponed until the fall. Mrs. Crandall expressed the Board's appreciation for the tremendous amount of work done by faculty and staff in just 17 days.

**Student Services:** Mr. Dutcher provided an update on Counseling Services and their part in providing emotional support to students. The Housing staff has gone above and beyond. Numbers for fall housing applications are looking good, and room selections, as well as interviews with potential RA's, are being done virtually. Student Ambassadors, Student Government officers, and student athletes continue to be recruited virtually.

**Administration & Finance:** Mr. Laino reported that the IT staff has been working very diligently. Sixty-five laptops have been deployed to faculty and staff. The Facilities

staff continues to clean and disinfect. The Student Accounts department is working with students to make sure their questions regarding refunds and credits are being answered. Campus Safety continues to keep the campus safe and is monitoring a list of employees who come and go to campus. Food Services remains working with Residence Life to provide and deliver three meals a day to our students. The Generals Cupboard is still accessible to students by contacting Campus Safety.

**Admissions:**

Dr. Stickrod reported that virtual information sessions have been set up, resulting in great turnout and student engagement. These sessions will continue to be held throughout the rest of the term. In addition, virtual individual admissions counselor meetings and virtual presentations to high schools are being held.

**President's Update:**

Dr. McColgin expressed how amazed and proud she is of the entire campus community for the innovation and exceptional service everyone is providing during the COVID-19 pandemic crisis. Everyone is rising to the challenge and adjusting, and she is very proud of what the College has done in a very short period of time.

Promotion as presented:

Promoted from Associate Professor to Professor:

Steve Mezik - Biology

Jeffrey Steele - History/Social Science

Promoted from Instructor to Assistant Professor:

Grace Ashline - Human Services

Mr. Testa made a motion to approve Promotion Recommendations, effective September 1, 2020, as presented.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

Tenure as presented:

Justin Como, Assistant Professor - Studio Art

April Harris, Assistant Professor - Criminal Justice/Cybersecurity

Amy Roepnack, Assistant Professor - Fashion Buying & Merchandising

Mr. Testa made a motion to approve Tenure Recommendations, effective September 1, 2020, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Merit awards, effective September 1, 2020, are as follows: Frank Drapalski; Joe Matteson; Edris Noori; Jason Palkovic; Joshua Parkinson; Timothy Rogers; Gail Smith; Hannah Stublely; and Ember Traino. This list of recommended employees spans back to 2018.

### **FOUNDATION & AUXILIARY REPORTS**

**Foundation:** Mrs. Crandall reported that there was a discussion at today's Foundation meeting regarding the creation of a grant program, with funding up to \$5,000, for students facing identified financial challenges due to loss of employment during the pandemic crisis.

**NYCCT:** Mrs. Crandall reported that community college funding will once again be based on the three-year FTE model that was in place two years ago and believes it will have a negative impact on revenues. Mr. Laino will be looking at this when preparing the College budget.

**Housing Corporation:** Mr. Laino reported that housing refunds are being dealt with, and its fiscal impact is being looked at. Refunds totaling approximately \$570,000 should be sent out in May. Meal plans will be absorbed as well.

### **EXECUTIVE SESSION**

Dr. Ainsworth moved, at 7:55 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105e of Article 7 of the Public Officers Law: to discuss collective bargaining negotiations conducted pursuant to article fourteen of the civil service law.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

At 8:42 p.m., Mr. Testa moved that the board reconvene.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

### **ADJOURNMENT**

Mr. Testa moved to adjourn the meeting.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:44 p.m.

slh