

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**Special Meeting – August 30, 2017**

Chairwoman Crandall called the meeting to order at 6:30 p.m. in the Hummel Corporate and Professional Education Center, Room 295.

**Trustees Attending:** Mr. Ackerman, Dr. Ainsworth, Ms. Albright, Ms. Crandall, Dr. DeCarlo, Mr. Gregory, Mr. Murphy, Ms. Prymas, Mr. Roche, Mr. Testa

**In Attendance:** Dr. McColgin, Ms. Craig, Dr. Hawes, Ms. Hunt, Mr. Laino, Mr. Oriolo, Ms. Ruffing

**Also Present:** Mr. Mezik

Madam Chair Crandall welcomed new trustee, Dr. Robert DeCarlo, and student trustee Brendan Murphy. Both trustees were then sworn in to the Board of Trustees of Herkimer County Community College.

**COLLEGE'S OPERATING BUDGET:**

Dr. McColgin presented a PowerPoint on the College's operating budget. The presentation began with background information and included past initiatives, the College's goal (balanced budget in three years), assumptions per year, expenditures, and the impact on the College's fund balance. A discussion followed regarding the County's contribution. Ms. Albright remarked that we need to think "outside the box" and be creative about bringing in revenue. Dr. McColgin emphasized that even if all assumptions are met, the College will still need to decrease expenditures of \$588K over the next two years to meet a balanced budget. The estimated reserved fund balance as of September 1, 2020 is \$1,663,200, which is within SUNY guidelines. Ms. Craig reported that as of 4:00 p.m. today, the FTE was 967.03. Chairwoman Crandall thanked the executive staff for all their time, effort, hard work and dedication.

**ADMINISTRATION & FINANCE:**

Resolution 16-29: The Mohawk Consortium College-in-Prison Program was presented.

Mr. Ackerman made a motion to approve Resolution 16-29, as presented.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

Trustee Ainsworth felt that the Board should thank the faculty and administrators for their community service in this endeavor.

Resolution 16-24: Replace RMCC and Technology Center Roofs was presented.

Mr. Ackerman made a motion to approve Resolution 16-24, as presented.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 16-25: Bookstore/Library Renovations was presented.

Mr. Roche made a motion to approve Resolution 16-25, as presented.

Ms. Albright seconded the motion.

Vote-Unanimous. Motion adopted.

### **ACADEMIC PROGRAMS:**

Provost Oriolo gave a background on the recommendation to discontinue certain academic programs. A task force was developed in the 2015-16 academic year and charged with developing a process to review academic programs to determine whether they should be supported and enhanced, further reviewed and monitored, or deactivated/discontinued. The taskforce, with representation from the faculty and administration, recommended a program prioritization process which was developed and implemented in 2016-17. Upon review of the program prioritization results by the Executive Council, nine programs were identified as requiring follow-up comprehensive review. Faculty conducted the comprehensive review for their own programs, which included an analysis of enrollment trends, graduation and retention rates, employment outlooks, and other factors. They submitted comprehensive review reports to the associate deans who then provided summary reports to the Provost. Due to continued low enrollments (over an extended period of time), sluggish retention and graduation rates, significant program maintenance costs (equipment, technology, software and facilities), and decreased workforce demands, it is the recommendation of College administration to discontinue the following programs: Digital Filmmaking (AS), Radio-Television Broadcasting (AAS) and Communication Arts: New Media (AS).

### **CORRESPONDENCE**

Mr. Roche made a motion that communication be sent to those who sent letters or emails in regard to the Fitness Center changes. The Board stands by the decision that due to the financial situation of the College, changes in fees and hours of the Fitness Center were necessary.

Dr. DeCarlo seconded the motion.

Mr. Roche withdrew the motion and asked that this request be made part of the minutes instead. Dr. McColgin will compose a letter.

Dr. McColgin announced the resignation of Ms. Craig, Dean of Enrollment Management. Ms. Craig wished Herkimer College the best and thanked the board for the opportunity to serve in her position.

### **EXECUTIVE SESSION**

Mr. Gregory moved, at 8:23 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105f of Article 7 of the Public Officers law, as follows: 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. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Ackerman made a motion to approve Resolution 16-26: Proposal to Discontinue Communication Arts: Radio/TV Broadcasting; Resolution 16-27: Proposal to Discontinue Communication Arts: Digital Filmmaking; and Resolution 16-28: Proposal to Discontinue Communication Arts: New Media.

Dr. DeCarlo seconded the motion.

Vote—Ayes-9: Trustees Ackerman, Ainsworth, Albright, Crandall, DeCarlo, Gregory, Roche, Testa, Murphy.

Nayes-1: Trustee Prymas

Motion adopted.

At 9:43 p.m., Ms. Prymas moved that the board reconvene.

Mr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

The Board would like to look at the budget in more detail, as well as the goals for the College.

**ADJOURNMENT**

Mr. Roche moved to adjourn the meeting.

Dr. DeCarlo seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 10:08 p.m.