

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – September 19, 2018

Madam Chair Crandall called the meeting to order at 6:02 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees Attending:** Dr. Ainsworth, Ms. Albright, Ms. Crandall, Mr. Gregory (via video conference), Mr. Jones, Ms. Prymas, Mr. Russell, Mr. Testa

**Trustees Absent:** Mr. Roche

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

**Also Present:** Mr. Jeff Steele, Dr. Karen Jones, Mr. Douglas Jones

Madam Chair Crandall welcomed new student trustee, Justin Jones. Mr. Jones was sworn in as a member of the Board of Trustees of Herkimer County Community College.

**CONSENT AGENDA**

Madam Chair Crandall presented the following consent agenda items for Board approval:

- a. Minutes
  - i. July 11, 2018 Special Meeting
  - ii. July 11, 2018 Regular Meeting
  - iii. August 31, 2018 Special Meeting
- b. Campus Reports
  - i. Academics
  - ii. Student Affairs
  - iii. Admissions
  - iv. Administration & Finance
  - v. Public Relations
  - vi. President's Activities

Dr. Ainsworth moved that the consent agenda items for the September 19, 2018 regular meeting be approved.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

**COMMITTEE REPORTS**

**Academic and Student Affairs Committee:**

*Resolution 18-2 – Degree and Title Change: Fine Arts A.A. to Art Studio A.S.* was presented.

Ms. Prymas made a motion to approve Resolution 18-2, as presented.

Ms. Albright seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 18-3 – New Program Proposal: Paralegal Certificate* was presented.

Ms. Prymas made a motion to approve Resolution 18-3, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

**Administration and Finance Committee:**

Mr. Gregory gave the Board an update on the Administration and Finance Committee meeting that took place prior to the Board meeting. Topics included a departmental update from Mr. Laino, a discussion on NBU salaries, and an issue to be discussed in Executive Session.

**PRESIDENT'S REPORT**

**Academic Senate Report:** Mr. Steele reported that the Academic Senate recently met. Discussions to take place this semester include reviewing the College's admissions requirements for out-of-county students, re-envisioning the Freshman Seminar course, updating the Academic Senate bylaws, and looking at different models of college committees. Mr. Steele reported that the Academic Senate will also discuss phones in classrooms, as only three classrooms in the Classroom Administration Building had phones during the Active Shooter Drill.

**President's Update:** An emergency Board of Trustees meeting took place on August 31, 2018 to discuss the College Now tuition and fees formula used by the College. The College was notified by SUNY to change the College Now tuition formula, which created a \$27 increase in a three credit-hour course. One of the options suggested was to ask the Foundation to consider making up the difference. The Foundation agreed to support this request for an amount not to exceed \$55,000. The Board expressed their appreciation for the Foundation's assistance. Next year, this increase will be passed on to College Now students.

Dr. McColgin reported that the SUNY Honorary Degree honors community members who have made significant achievements and served as examples of a SUNY's aspirations for its diverse student body. The Executive Council has been discussing this for two years and would like to bring forth a nomination for a SUNY Honorary Degree.

Mr. Testa made a motion to forward to SUNY a nomination for the SUNY Honorary Degree.

Ms. Albright seconded the motion.

Vote-Unanimous. Motion adopted.

Dr. McColgin informed the Board that departmental operation plans have been incorporated into the Executive Council's operational priorities and goals for the 2018-2019 academic year. All align with the College's Strategic Plan.

**Presentation by Dr. Stickrod - Enrollment Goals/Priorities:** Dr. Stickrod gave an informative presentation on the Slate CRM System. Enrollment goals and priorities included: reorganization of admissions recruitment efforts into specific territories; expanding communication and outreach to prospective students; expanding communication and outreach to parents/legal guardians; restructuring the campus visit experience; and establishing and strengthening relationships with school counselors. There was a discussion about reaching out earlier to prospective high school graduates.

**CHAIR'S REPORT**

**Student Trustee Report:** Mr. Jones reported a "happy" sense around campus. SGA recently met and discussed elections for freshman senators, as well as vaping not taking place in the appropriate locations. Members of SGA also expressed an interest in an active shooter drill for students.

**NYCCT Fall Conference:** Chairwoman Crandall and Vice Chair Gregory will attend the NYCCT annual conference this weekend and will report back to the Board at their next meeting.

**Meeting Structure:** A discussion about board committees took place. It was the opinion of the Board that due to the small size of its committees, the Board may be more effective and efficient without committee meetings, with the exception of the Executive Committee. This will require a change to the bylaws. Dr. McColgin offered to draft changes to the Bylaws language and circulate to the Board for their review. A Special Meeting to vote on the change could then take place prior to the start of the Board's fall workshop.

#### **FOUNDATION & AUXILIARY REPORTS**

**College Foundation:** Dr. McColgin, Mr. Laino, Mr. Oriolo and Dr. Stickrod recently met with several members of the Foundation Board. The expected outcome of the joint meeting, according to the president of the Foundation Board, was to identify an action plan to look at and improve the College's enrollment. Dr. Stickrod presented his goals and priorities for the academic year. A lengthy discussion about Foundation scholarships took place.

#### **INFORMATIONAL ITEMS**

Mr. Russell shared with the Board items that were discussed by the Herkimer County Legislature in regard to the needs of the College. Mr. Gregory would like to discuss and take action on these items at the Board's fall workshop. Chairwoman Crandall thanked Mr. Russell for his comments and insight.

#### **EXECUTIVE SESSION**

Mr. Gregory moved, at 7:16 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, pursuant to article fourteen of the civil service law.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

At 7:59 p.m., Mr. Russell moved that the Board reconvene.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

#### **ADJOURNMENT**

Mr. Testa moved to adjourn the meeting.

Mr. Jones seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:00 p.m.