

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – September 18, 2019

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: Dr. Ainsworth; Mr. Gregory; Ms. Prymas; Mr. Stalteri; Mr. Testa; Miss Hoskins

Trustees Absent: Ms. Crandall; Mr. Russell

In Attendance: Dr. McColgin; Mr. Dutcher; Mr. Laino; Mr. Oriolo; Ms. Ruffing; Dr. Stickrod

Also Present: Andrew Allen; April Harris; Rob Malone, Attorney; Edris Noori; Dr. Robin Riecker; Jackie Woudenberg

SWEARING IN OF NEW STUDENT TRUSTEE: Vice Chair Gregory introduced and welcomed new student trustee, Briana Hoskins. Miss Hoskins was sworn in as a member of the Board of Trustees of Herkimer County Community College.

CONSENT AGENDA

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

- a. Minutes
 - i. July 10, 2019 Regular Meeting
- b. Campus Reports
 - i. Academics
 - ii. Student Affairs
 - iii. Admissions/Enrollment
 - iv. Administration & Finance
 - v. Statement of Revenues and Expenditures as of 7/31/2019
 - vi. Public Relations
 - vii. President's Activities

The Enrollment Report and Statement of Revenues and Expenditures were removed from the consent agenda for further discussion.

Dr. Ainsworth moved that the consent agenda items for the September 18, 2019 regular meeting be approved.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

Dr. McColgin reviewed the total FTE enrollment comparison (Fall 2018 vs. Fall 2019) chart. Although the College is only 83% of its fall budgeted enrollment goal, there may be some room to meet the gap with College Now and PTech students. The goal is for all College Now registrations to be in by September 20th.

Mr. Laino reviewed the Statement of Revenues and Expenditures. Expenses for August are still coming in, and it will be close to mid-October before an estimate may be made of how close to budget the College will be.

PRESIDENT'S REPORT

Academic Senate Report: Dr. McColgin reintroduced April Harris as the new president of the Academic Senate. The Academic Senate bylaws were revised to have representation of four senators from each constituent area: Business, Health, Science and Technology; and Humanities and Social Sciences.

Dr. Ainsworth made a motion to approve the Academic Senate bylaws, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted

Administration & Finance:

Resolution 19-1: Acceptable Use Policy was presented. Mr. Laino introduced Mr. Allen and Mr. Noori, as they both worked on the Acceptable Use Policy that was reviewed with the Board by Mr. Noori. The purpose of this policy is to outline the use of Information Technology resources at the College and is intended to reflect the College's commitment to serve our learners by providing high quality, accessible educational opportunities and services and to use technology in a responsible manner. Dr. McColgin thanked Mr. Noori and Mr. Allen for their time and efforts. This was a comprehensive process with discussions with senior administration, who also endorse this policy for best practices and for keeping the campus safe.

Ms. Prymas made a motion to approve Resolution 19-1, as presented.

Ms. Hoskins seconded the motion.

Vote-Unanimous. Motion adopted.

There was a discussion regarding a service/emotional support animal policy. A draft policy has been reviewed by counsel and discussed with administration. Formal approval will be at a later date after a determination from both counsels (the College and the Housing Corporation) has been made.

President's Update:

Dr. McColgin explained that the Faculty/Staff Handbook has grown to be 92 pages, is typically a rollover from year to year, and has redundancies because some language is also in one or more of the College's bargaining units' contracts or the Board of Trustees Policy Manual. Dr. McColgin's goal is to streamline the Faculty/Staff Handbook so that any sections containing contractual language will now refer the reader to the appropriate bargaining unit contract or the Board of Trustees Policy Library on the College website. Dr. McColgin recently shared this information with the bargaining units' leadership.

There is no intent to change any procedures, but rather an attempt to clear up redundancies. The new streamlined handbook should be available toward the end of the fall semester. Bargaining unit leaders will see a draft before it is brought to the Board of Trustees for approval.

Resolution 19-4: Supporting a Permanent Funding Floor for Community College Base State Aid Formula Fiscal Year 2020 was presented. Dr. McColgin reported that the New York Community College Association of Presidents (NYCCAP) had a conference call last week and wanted to come out early with advocacy. They would like each Board of Trustees to fully support the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year of \$100 increase per FTE, whichever is more.

Dr. Ainsworth made a motion to approve Resolution 19-4, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Dr. McColgin also reported that SUNY administration convened a task force made up of two- and four-year institutions to develop a plan as to how to move forward with concurrent enrollment. The first round of proposals do not help the situation.

Dr. Dianna Phillips, current president of Harford Community College in Maryland, is the College's Team Chair for the Middle States accreditation. Her preliminary visit is scheduled for November 3-4, 2019. The full Middle States team will arrive on March 29, 2020 and will be on campus through April 1, 2020. There will be a reception the evening of March 29th, which the Board of Trustees are encouraged to attend. The Middle States team will also request to meet with members of the Board of Trustees during their visit.

On the morning of April 1, 2020, the team Chair will read the results of the report to the entire campus community.

Ms. Ruffing presented a PowerPoint explaining the General's Cupboard, which launched at the start of the fall semester. Thirty to 50% of students have food insecurities due to lack of financial resources. The Herkimer County College Foundation was very generous in providing seed money of \$2,500. Donations have also been received by Herkimer College faculty and staff, Walmart Distribution Center, American Dining Creations, and Compassion Coalition.

CHAIR'S REPORT

Student Trustee Report: Ms. Hoskins reported that one of the goals in the coming weeks is to find a way to promote the Student Government Association (SGA).

Resignation: Vice Chair Gregory reported the resignation of Trustee Alison Albright due to relocation. The Board is appreciative of her service to the Board.

Annual Board of Trustees Self-Assessment: The Board of Trustees 2018-2019 Goals and Institutional Highlights and Accomplishments were provided to the Board to serve as supporting documents to complete the Self-Assessment, which Ms. Ayouch will send out electronically tomorrow. The results will be reviewed at the Board of Trustees

workshop, and goals for this academic year will be identified. Due to scheduling conflicts with the Board for the October 5th workshop, a doodle poll with alternative dates will be created and sent out.

FOUNDATION & AUXILIARY REPORTS

College Foundation: A Foundation full board meeting took place last week. Dr. McColgin provided the Board with an overview of what is taking place at the College and included a report on enrollment. Housing is experiencing challenges, with only 440 beds filled. Total occupancy is budgeted at 500.

NYCCT: The NYCCT annual meeting will take place this weekend.

EXECUTIVE SESSION

Ms. Prymas moved, at 7:42 p.m., that the Board adjourn to Executive Session to discuss, under provisions of Section 105e and 105f of Article 7 of the Public Officers Law, contract negotiations and a particular person.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Stalteri moved to approve *Resolution 19-3: Emeritus Status for Mary Ann Carroll*.

Miss Hoskins seconded the motion.

Vote-Unanimous. Motion adopted.

At 8:21 p.m., Mr. Testa moved that the Board reconvene.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Mr. Testa moved to adjourn the meeting.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:21 p.m.

slh