

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – November 14, 2022

Chairwoman Crandall called the meeting to order at 6:00 p.m. in the Robert McLaughlin College Center, Room 282/283.

Trustees Attending: Dr. Ainsworth; Mrs. Crandall; Mr. Gregory; Mr. Poulos; Ms. Prymas; Mr. Reardon; Mr. Russell; Mr. Stalteri; Mr. Testa

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

Also Present: Christina Cain, Director, Herkimer County Public Health; Lorraine Lewandrowski, Herkimer County Attorney; Mark Ruhnke, E and R Engineering; Jim Wallace, Herkimer County Administrator; Lisa Elwood-Farber; Edris Noori; Dr. Robin Riecker; Jackie Woudenberg

Due to a full agenda, a tour of the campus did not take place.

CONSENT AGENDA

Chairwoman Crandall presented the following consent agenda items for Board approval:

- a. Minutes
 - i. September 12, 2022 Regular Meeting
 - ii. October 6, 2022 Special Meeting
 - iii. November 10, 2022 Special Meeting
- b. Campus Reports
 - i. Division Updates
 - ii. President's Activities

Mr. Gregory moved that the consent agenda items for the November 14, 2022 regular meeting be approved.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

CORRESPONDENCE

A complimentary note from Ray and Winnie Cross regarding the Athletic Hall of Fame Induction Ceremony being a success was shared with the Board. Dr. McColgin also recognized members of Executive Council and American Dining Creations for their contributions.

PRESIDENT'S REPORT

Academic Senate:

Dr. Elwood reported that the Academic Senate is working on a couple initiatives: revising the Master Course Outline template; reviewing the local requirements for all academic programs;

and aligning our courses and programs with the new SUNY General Education requirements. This work began last spring and must be completed for implementation Fall 2023. Dr. Elwood provided an explanation on the SUNY Gen Ed category of Diversity, Equity, Inclusion and Social Justice student learning outcomes and courses. Chairwoman Crandall thanked Dr. Elwood for her information and examples. Dr. McColgin acknowledged all the faculty for their hard work.

Dr. Elwood also informed the Board that the Faculty Council for Community Colleges (FCCC) will be hosting their annual summit at Herkimer College at the end of April. All community college Faculty Senate presidents and delegates are invited to attend this two-and-a-half day event.

Enrollment:

Dr. McColgin reviewed the enrollment charts, including budgeted and actual numbers and a comparison to last year. There are more students this fall, but less credit hours are being taken. Dr. McColgin also reported on four-year state-operated institutions and community colleges first-year, first-time undergraduate enrollment changes for official fall 2021 to preliminary 2022. Chairwoman Crandall asked for FTEs of the other institutions. From fall 2015 to fall 2021, the community college sector as a whole has lost 59,426 students (headcount) which is a decrease of 27%.

Ms. Ruffing and Ms. Iglesias gave a marketing and recruitment presentation. Ms. Ruffing provided information regarding the results of a competitive analysis review and a communication audit that were conducted during the last several months. They have been working on a strategic enrollment management plan, which incorporates the recommendations from the two reviews mentioned above. A new marketing video, which became live today, was shown to the Board.

Administration and Finance:

Resolution 22-7 – Establish Day Care Center Agreement – New Beginnings Academy was presented. Mr. Laino reported that Herkimer County leadership has been working with non-profits, as there is a critical need in the southern part of Herkimer County (Frankfort to Little Falls) for day care. The College received a request from New Beginnings Academy to rent existing space at the College for the purpose of a Day Care Center. Terms and conditions were reviewed by the Herkimer County attorney and insurance carrier.

Mr. Russell moved to approve Resolution 22-7, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Wallace remarked that the bigger plan, in six to seven years, is to allow services (mental health, developmental health, etc.) to come together.

Resolution 19-27B – Authorize Execution of First Notification Agreement with Herkimer Solar, LLC was presented. Mr. Ruhnke explained the VDER credit that offsets delivery charges, resulting in a savings of \$550,000 over 20 years. The County and College will partner with Herkimer Solar, LLC in this agreement.

Mr. Russell moved to approve Resolution 19-27B, as presented.
Ms. Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 22-6 – Student Deregistration Policy was presented. Mr. Laino and Ms. Woudenberg reviewed the proposed Student Deregistration Policy, which would allow the College to mitigate financial loss as a result of students who do not satisfy charges incurred for attendance.

Mr. Gregory moved to approve Resolution 22-6, as presented.
Mr. Testa seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 22-8 – New Title – Information Security Officer was presented. Mr. Noori spoke about the importance of cybersecurity and IT risk management programs.

Mr. Russell moved to approve Resolution 22-8, as presented.
Mr. Testa seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 22-9 – New Title – Assistant Director of Admissions was presented. This resolution was tabled.

President's Update:

Dr. McColgin reported that the Genesis Group Celebration of Education will be held on November 17th. Those being honored from Herkimer College include: Mary Ann Carroll, Lifetime Achievement Award; Dr. Karen Jones, Educator; The General's Cupboard, Program.

SUNY received from the state an additional \$60 million to extend across all SUNY campuses, with \$34 million going to community colleges. Herkimer College received \$658,944, which will be used to focus on increasing enrollment; building a hyflex classroom; allocating \$40,000 for additional marketing funding; utilizing a software program; and purchasing a simulator for the Police Academy.

The College was recently awarded a subaward from a Department of Labor four-year grant. Herkimer College received \$338,779, which will be used for the acceleration and retention of health care programs.

The College has applied for a post-secondary grant, Refresh and Restart, in the amount of \$987,879. This grant is aimed at specific needs of stopped-out students. A decision should be made in a couple months.

Dr. McColgin shared advocacy information for 2023. The three needs and priorities are: 1) Workforce Funding – continue \$60 million in funding to build the workforce infrastructure of the state and support high needs, high-cost workforce programs; 2) The Floor – fund SUNY Community Colleges at 22-23 levels; and 3) + 4% cost-of-living to the floor to mitigate inflationary impacts.

CHAIR'S REPORT

Chairwoman Crandall asked if the College is being proactive in regard to Micron jobs. Vice Chair Gregory remarked that an analysis should be done first to find out what is needed. Provost Oriolo added that all Micron job opportunities cannot be filled by all 64 SUNY campuses.

FOUNDATION & AUXILIARY REPORTS

Housing Corporation:

Mr. Laino reported on Housing numbers and long-term debt. Occupancy is a concern, as there is a shortfall of about 50 students. The Housing Corporation continues to do what they can to minimize expenses and the gap.

EXECUTIVE SESSION

Mr. Gregory moved, at 8:46 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.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

At 9:41 p.m., Mr. Gregory moved that the board reconvene.

Mr. Russell seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Mr. Gregory moved to adjourn the meeting.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 9:42 p.m.

slh