

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – November 9, 2020

Chairwoman Crandall called the meeting to order at 6:04 p.m. in the Robert McLaughlin College Center, Room 217.

Trustees Attending: Mrs. Crandall; Mr. Gregory; Miss Listovitch; Ms. Prymas; Mr. Reardon; Mr. Russell (via video conference); Mr. Stalteri (via video conference); Mr. Testa

Trustees Absent: Dr. Ainsworth

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

Also Present: Mrs. Mary Ann Carroll; Dr. Nicole McDaniels

Via Conference Phone: Ms. April Harris, Assistant Professor/President, Academic Senate; Dr. Robin Riecker, Associate Dean/President, HCCCAA

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.”

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. 202.72 allowed for the extension of public meetings to be held remotely until December 3, 2020.

CONSENT AGENDA

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

- a. Minutes
 - i. September 14, 2020 Regular Meeting
- b. Campus Reports
 - i. Division Updates
 - ii. Statement of Revenues and Expenditures as of 10/31/2020
 - iii. President’s Activities

Ms. Prymas moved that the consent agenda items for the November 9, 2020 regular meeting be approved.

Mr. Gregory seconded the motion.

Vote-Unanimous. Motion adopted.

CHAIR'S REPORT

Chairwoman Crandall welcomed Mrs. Mary Ann Carroll and Dr. Nicole McDaniels and read *Resolution 20-4: Recognition for Mary Ann Carroll and Dr. Nicole McDaniels* for “their outstanding leadership as co-chairs of the College’s Self-Study Steering Committee from the fall of 2018 through the successful completion of the MSCHE review visit in October of 2020, for their uncompromising integrity and hard work throughout that process, and for their unwavering dedication to the continued success of Herkimer County Community College.”

Ms. Prymas made a motion to approve Resolution 20-4, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT

Administration & Finance:

Resolution 20-2: Replacement of Library Roof was presented for approval of the establishment of the Replacement of Library Roof capital project at a total cost of \$470,000, to be funded 50% from Herkimer County and 50% from the state, and that the Herkimer County Legislature be requested to approve a similar resolution for this project at their next regularly scheduled meeting.

Mr. Gregory made a motion to approve Resolution 20-2, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

Chairwoman Crandall thanked Mr. Russell for his efforts in supporting the College for this capital project.

Resolution 20-3: Academic Technology Equipment was presented for additional funding of \$10,000, with 50% of the local share coming from the Herkimer County College Foundation, Inc. and 50% from the state, for the purpose of a Smart Board and Information Technology related equipment for academics, and that the Herkimer County Legislature be requested to approve a similar resolution at their next regularly scheduled meeting

Mr. Testa made a motion to approve Resolution 20-3, as presented.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Admissions/Enrollment:

Dr. Stickrod and Ms. Ruffing led a discussion regarding new marketing and recruitment strategies, in particular Niche and Cappex, two of the biggest players in college research/scholarship platforms.

Dr. McColgin reviewed enrollment figures. FTE's for the fall semester were budgeted at 811.6, and actual FTE's as of October 27, 2020 were 817.7—6.1 FTE's over budgeted goal. She remarked that it takes an entire campus community to reach these goals.

MSCHE Recap:

Dr. McColgin spoke about the successful completion of the MSCHE review visit and how going from warning 12 years ago to now a clean report is remarkable. The Chair of the visiting team submitted a written version of her verbal report at the exit meeting to Dr. McColgin, and this report will be reviewed for factual errors, then returned to the Chair. From there, the document will be submitted to the Middle States Commission on Higher Education, and the Chair will meet with them in February. Suggestions by the visiting team are made in the spirit of collegiality, and the College will soon be getting ready to revisit and revise its new Strategic Plan, Mission Statement, Vision and Core Values.

SUNY Guidance Regarding Spring 2021:

Dr. McColgin explained that SUNY has given guidance on students moving out for Thanksgiving break and for the start-up plan for the spring semester. After Thanksgiving, most courses will move to real-time remote. Per Chancellor Malatras, there will be no on-campus classes before February 1st, spring break will be cancelled, and classes will finish up a week early. Commencement exercises will be virtual. Colleges may submit a request to have any of these directives waived, and Herkimer College will be doing so to: 1) request starting classes on January 21, 2021; 2) offer several courses face to face prior to February 1st; and 3) schedule spring break in April, with most courses going to real-time remote after break. Surveillance testing will continue to be conducted. The College's move-out plan for fall has been approved, and the request for waivers will be submitted this week.

Mr. Dutcher and Dr. McColgin spoke about the partnership with SUNY Upstate Medical University for pooled surveillance testing for COVID-19, as well as the support given to those in quarantine and isolation. The College continues to work closely with the Herkimer County Public Health Department.

Board of Trustees Self-Assessment Results:

Mr. Gregory reviewed the results of the Board of Trustees Self-Assessment and thanked Ms. Ayouch for her work in preparing the results for the Board. Ms. Prymas suggested using different colors for the graphs so they may be discerned more easily.

CORRESPONDENCE

A discussion took place regarding a letter from a concerned student. The Dean of Students, as well as other administrators, had previously spoken with the student regarding the concerns, and it was also recommended for the student to get involved with the SGA. Mr. Dutcher will contact the student again to inform that the matters were brought to the Board's attention.

FOUNDATION & AUXILIARY REPORTS

Foundation:

An invitation was extended to the Board to attend the unveiling of the plaque at the Veterans' Memorial Park on Thursday, November 12, 2020 at 11 a.m. (rain date November 13 at 11 a.m.). This plaque recognizes the members of the Veterans' Memorial Park Organizing Committee.

Housing Corporation:

Mr. Laino reported that the Foundation is working with the Housing Corporation to refinance Housing debt for an additional six years. The fund balance is very good.

NYCCT:

Mr. Gregory spoke about the upcoming NYCCT conference. Interested trustees must register in order to receive a link to attend virtually.

EXECUTIVE SESSION

Ms. Prymas moved, at 8:13 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105e of Article 7 of the Public Officers Law, collective negotiations pursuant to article fourteen of the civil service law.

Miss Listovitch seconded the motion.

Vote-Unanimous. Motion adopted.

At 8:54 p.m., Mr. Gregory moved that the board reconvene.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Mr. Testa moved to adjourn the meeting.

Miss Listovitch seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:55 p.m.

slh