

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – June 28, 2021

Vice Chair Gregory called the meeting to order at 6:01 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Dr. Ainsworth; Mrs. Crandall (via conference phone); Mr. Gregory; Ms. Prymas; Mr. Reardon; Mr. Stalteri

Trustees Absent: Mr. Russell; Mr. Testa

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

Also Present: Jackie Woudenberg; 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. 202.110 allowed for the extension of public meetings to be held remotely until July 5, 2021.

CONSENT AGENDA

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

- a. Minutes
 - i. April 26,2021 Annual Meeting
 - ii. April 26, 2021 Regular Meeting
 - iii. May 5, 2021 Special Meeting
- b. Campus Reports
 - i. Division Updates
 - ii. Statement of Revenues and Expenditures as of 5/31/2021
 - iii. President’s Activities

Ms. Prymas moved that the consent agenda items for the June 28, 2021 regular meeting be approved.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

PRESIDENT'S REPORT

President's Update:

Resolution 20-16: 2021-2022 Proposed Operating Budget was presented. Mr. Laino and Ms. Woudenberg spoke about where the College landed with the budget last year, where it is now, and projections of where it may land this year. This proposed budget was the most realistic, as well as most difficult, budget to put together. A discussion took place regarding the Higher Education Emergency Relief Fund (HEERF), including the allowable uses of HEERF I and II funds, HEERF institutional usages as of June 23, 2021, and HEERF grant balances to date. Also reviewed were FY 2021 projected normal revenues and expenses, a recap of FY 2021 fund balance, FY 2022 budget revenues and expenses, and the fund balance.

Dr. Ainsworth made a motion to approve Resolution 20-16, as presented.
Ms. Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Dr. Ainsworth and Mrs. Crandall expressed the board's appreciation for all the hard work put into developing this budget during such a tumultuous year.

Administration and Finance:

Resolution 20-13A: Amended FY 2022 Tuition and Fee Schedule was presented. The amended schedule reflects slight changes for resident and non-resident tuition for off campus locations, as well as international health insurance.

Dr. Ainsworth made a motion to approve Resolution 20-13A, as presented.
Ms. Prymas seconded the motion.
Vote-Unanimous. Motion adopted.

Resolution 20-15: Addition of New Title – Research and Assessment Specialist. This new title is a change from the Research Assistant title.

Ms. Prymas made a motion to approve Resolution 20-15, as presented.
Mr. Reardon seconded the motion.
Vote-Unanimous. Motion adopted.

Academic Services:

Resolution 20-17: New Program Proposal – Emergency Management Certificate was presented. This one-year online certificate program proposal was passed by the Humanities/Social Sciences Division, the Curriculum Committee and the Academic Senate. If approved by the board, the proposal will be forwarded to SUNY for approval and will be effective spring 2022.

Dr. Ainsworth made a motion to approve Resolution 20-17, as presented.
Mr. Stalteri seconded the motion.
Vote-Unanimous. Motion adopted.

President's Update (Cont'd.)

Resolution 20-18: Revised Mission and Vision Statements for the College was presented. The Middle States Commission on Higher Education agreed with the recommendation that the cycle

of review of the mission and vision statements be every five years. The revised mission and vision statements were vetted through faculty, staff and students, and finalized by the Institutional Effectiveness Planning Committee.

Ms. Crandall made a motion to approve Resolution 20-18, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

Dr. McColgin thanked the members of the IE Planning Committee for all their thoughtful work. These revised statements will form a good basis for review and revision of the College's strategic plan.

Admissions/Enrollment:

Enrollment exceeded the budgeted enrollment goal for this past year. Dr. McColgin presented a lawn sign used to congratulate and welcome future Herkimer College students who are within a reasonable drive from the College. Signs will be shipped to students who live out of the area.

President's Update (Cont'd.)

Fall 2021 Restart Plan:

Mr. Dutcher informed the board that COVID screening requirements are still in place for individuals who are not vaccinated, and students living on campus will still be tested during move-in weekend. Daily health screening and temperature checking are no longer needed for those who are vaccinated. SUNY has passed a resolution that all students must be vaccinated "upon FDA approval." Communication will be sent to all students regarding the SUNY resolution.

Merit:

Merit awards, effective September 1, 2021, are as follows: Karen Ayouch; Vicki Brown; Mary Ann Carroll; Shari Hunt; Jamie Lamberto; Josh Louis; Martin Luppino; Amber Minosh; Kyle Roepnack; Katie Scanlon; Jackie Woudenberg.

VICE CHAIR'S REPORT

NYCCT Fall Conference: The NYCCT annual fall conference, which provides an opportunity for discussions with trustees from other community colleges, will be held November 5-6 at the Saratoga Casino Hotel. Those trustees interested in attending should contact Ms. Hunt.

President's Evaluation Timeline: The board was reminded that toward the end of July, Ms. Ayouch will be sending to all trustees a survey regarding the president's evaluation. Prior to that, the board will be provided with a status on the Executive Council priorities, as well as a "year in review" that goes along with the survey. The chair of the board will then meet with the president in mid-August.

CORRESPONDENCE

The board was provided with a copy of a note of appreciation from Debra Sutliff, who was recently awarded emeritus status.

FOUNDATION & AUXILIARY REPORTS

Foundation:

The Foundation annual meeting is scheduled for July 8. Mr. Laino reported that the Foundation is looking at a logging project, as well as evaluating some of the land options.

Housing Corporation:

Mr. Laino reported that the number of housing applications is currently around 200.

EXECUTIVE SESSION

Mr. Stalteri moved, at 7:45 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.

Mr. Reardon seconded the motion.

Vote-Unanimous. Motion adopted.

At 8:23 p.m., Ms. Prymas moved that the board reconvene.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Ms. Prymas moved to adjourn the meeting.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:24 p.m.

slh