

# NICHOLAS F. LAINO

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## PROFESSIONAL EXPERIENCE:

HERKIMER COUNTY COMMUNITY COLLEGE, Herkimer, New York 8/05 - Present

Position: Senior Vice President for Administration and Finance, Dean of Administration 8/05 - Present

Position: Interim President (appointed by SUNY Board of Trustees and Chancellor) 6/14 – 5/15

Position: Officer-in-Charge, 3/08 – 8/08, 2/14 – 6/14, 5/23 - Present

- Responsible for the oversight of the financial operations including working with the Controller to present the annual budget to the Board of Trustees and Herkimer County Legislature. Continue to engage state and county officials to secure funding for the capital and operating budget.
- Responsible for Government Relations on the local, county, state and federal level.
- Responsible for the oversight of the facilities operations including new construction. Selection of the architect and construction management and general oversight of all prime and subcontractors, including preconstruction planning. Review and implement all capital construction projects for current and future years.
- Responsible for the oversight of Human Resources including setting compensation, reviewing benefit plans and personnel policies. Lead in the negotiation process with organized labor.
- Responsible for the oversight of the Information Technology Department including continual upgrading of all software/hardware and the network.
- Responsible for the oversight of the Food Services operations including quality control of food along with the proper maintenance of all equipment.
- Responsible for the oversight of all Legal Services including corporate, personnel and litigation issues.
- Previously oversaw all Purchasing including purchases of supplies, equipment, contracts, professional services, and all capital requests.
- Responsible for the oversight of Financial Aid including all student's financial aid packages and all necessary reports that are filed.
- Responsible for the oversight of Campus Safety/Law Enforcement, overseeing supervision of the Director of Campus Safety, Assistant Director of Campus Safety and all personnel in the department concerning various campus safety issues such as investigations, arrests, risk assessment, purchase of safety vehicles, surveillance and arming. Review accident/incident reports for legal and insurance exposure. Investigate and select proper insurance coverage.
- Previously oversaw Institutional Research including submittal of various reports.
- Previously oversaw Residential Life, including housing contracts and all programming.
- Committees: Chairman Budget Committee, Chairman Labor Relations Committee, Member Executive Council, Member Strategic Planning Committee, former Member Campus Council.
- Committees and former committees reporting to the Vice President: Administrative Computer, Academic Computer Services, Hazardous/Toxic Waste, Staff Development.
- Herkimer County Community College Housing Corporation  
Position: Board of Director, Chairman 2/19 - Present  
Position: Board of Director, Vice Chairman, Treasurer 8/05 – 2/19  
Responsible for the oversight of the facilities operations including maintenance of over 630 beds at one time and all major renovations and capital projects. Monitor and oversee the financial operations, creation of the budget and the annual audit.
- Herkimer County College Foundation Inc.  
Position: Board of Director, Treasurer 8/05 - Present  
Responsible for the oversight of the Director of Business and Finance, including responsibility of the creation of the budget, investments, bond obligations, long term debt, the annual audit, previously oversaw the Director of Development, Program Specialist and acted as a liaison with the Alumni Association.
- Herkimer County Community College Faculty Student Association (Bookstore)  
Position: Board of Director, Treasurer 8/05 - Present  
Responsible for the oversight of the entire Bookstore Operations, including the Director of Business and Finance, and responsibility of the creation of the budget and the annual audit.

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, Syracuse, New York 11/05 - Present

Position: Board of Director, Chairman 4/20 - Present

Position: Board of Director, Vice Chairman 4/12 – 4/20

Position: Board of Director, Chairman Audit and Finance Committee 11/05- Present

Present Position: Advisor 5/05 – 11/05

Responsibilities include:

- General oversight of the Transit Authority's policies and procedures.
- Assist in the approval of a \$89 million annual budget.
- General oversight of the Authority's operation.

UTICA TRANSIT AUTHORITY, Utica, New York 5/04 – 5/05

Position: Board of Director, Secretary

Responsibilities include:

- General oversight of the Transit Authority's policies and procedures.
- Assist in the approval of a \$4 million annual budget.
- General oversight of the Authority's operation.

BANK OF COOPERSTOWN (Upstate New York Bancorp, Inc.), Cooperstown, New York 7/07 – 7/20

Position: Community Director – 12/07 – 7/20

Position: Founding Stockholder – 7/07 – 7/20

Responsibilities include:

- Collaboration with Senior Management concerning the creation of a strategic marketing plan.
- Collaboration with Senior Management concerning cultivation of new business.

HNP CAPITAL, Pittsford/Rochester, New York 5/15 – 6/18

Position: Advisory Board

Responsibilities include:

- Collaboration with Principals/Owners concerning their current and future corporate strategic plan.
- Collaboration with Principals/Owners concerning cultivation of new business.

UTICA BREAD INC., Utica, New York 2/22 – Present

Position: Limited Partner

Responsibilities include:

- Collaboration with the President concerning corporate matters in regard to finance, facilities, expansion, and capital.

ARTISANAL CAVES, LLC, (ARTISANAL PREMIUM CHEESE, HEMSTROUGHT'S BAKERY), Utica, NY 12/19 - Present

Position: Limited Partner

Responsibilities include:

- Collaboration with the Executive Chairman concerning corporate matters in regard to finance, facilities and capital.

INTEGRATED COMMUNITY ALTERNATIVES NETWORK, INC., Utica, New York 8/00 –12/05

Position: Chief Operating Officer 1/05 – 8/05

Position: Chief Financial Officer 8/00 – 12/04

Position: Interim Chief Executive Officer 5/01 – 10/01

Position: Board Liaison 1/06 – 6/11, 1/13 - Present

Position: Financial Consultant 8/05 – 12/05

- Direct and oversee 60 contractors, including negotiations and conflict resolution.
- Direct and oversee all financial management, accounting functions and fiscal operations for company, including payroll, purchasing and all insurances.
- Develop and present the company's annual budget.

- Responsible for working with external auditors concerning annual audit.
- Develop long range strategic financial plans with management.
- Direct operations of the human resources group including setting compensation, reviewing company benefit plans and personnel policies.
- Worked in collaboration with programmers to create a management information system.
- Responsible for facility and company fleet of vehicles.
- Trustee for 401(k) Profit Sharing Plan and Trust.
- Responsible for the creation, reviewing and reporting of the Company's 401(K) Profit Sharing Plan and Trust.

UTICA CITY SCHOOL DISTRICT, Utica, New York

7/94 – 1/01

Position: Treasurer 7/94 - 8/00

Position: Financial Consultant 8/00 - 1/01

- General oversight of the Tax Department, Payroll and Bookkeeping.
- Assisted in the management of the Business Office, including the supervision of Employee Benefits, comprising medical insurance, retirement plans and worker's compensation.
- Monitored and assisted in the creation of an \$80 million annual school district budget.
- Responsible for all investments of District's funds, including the creation and development of an investment policy according to New York State regulations.
- Solicited bids from banking institutions for investment purchases.
- Worked in cooperation with fiscal advisors and bond counsel to secure funding for all capital projects, including BAN, RAN and TAN's to maintain sufficient cash flow to meet all school district obligations.
- Approved all tax shelter annuity agreements.
- Responsible for all State and Federal financial report filings.
- Worked with the Internal Auditor and an external auditing firm in preparation for all financial reports.
- Responsible for the preparation of financial reports to the City of Utica Board of Education.
- Worked in cooperation with the Comptroller's Office of the City of Utica for inter municipality agreements and shared services arrangements.
- Prepared school tax agreements, tax rolls and supervise the collection of taxes totaling \$22 million.
- Approved the use of any school facilities by community groups and/or outside organizations, and assuring such use is properly insured.
- Member of the Budget and Finance Committee.
- Maintained communication to promote relations with financial community, financial consultants, attorneys and the general public.
- Personal bonding clearance and check writing authority obtained.

INTERNATIONAL SERVICE SYSTEMS, INC., Utica, New York 11/92 - 7/94

Position: Branch Manager

- Responsible for daily operations which included providing facility management and maintenance for numerous properties in excess of one million square feet.
- Managed all housekeeping, mechanical, landscaping and snow removal services.
- Accounts included a college, office buildings, health care facilities, manufacturing plants and sports facilities.
- Participated in the hiring, staffing and evaluations for middle management positions.
- Supervised a staff of 200 employees, consisting of administrative, management and labor (both union and non-union).
- Negotiated contracts between company officials and labor leaders of behalf of company.
- Fiscal duties included drafting of annual budget and monitoring of cash flow, requiring analysis of accounts payable and receivable.
- Responsible for preparation of monthly profit and loss reports and annual business plan.
- Assisted with estimating and negotiating subcontract agreements for sale of services.
- Maintained communications to promote customer relations with clients.
- Addressed customer concerns by evaluating problems and mediating the client's problems.
- Addressed both union and employee concerns and problems.
- Negotiated fleet purchases, heavy and small equipment purchases, supplies and maintenance programs.
- Organized various company volunteer community events, such as park restoration projects.

Position: Production Coordinator 1991 - 1992

- Section supervisor for a fifteen member group of Account Administrators.
  - Responsibilities included hiring, scheduling, and training of group members; evaluating and distributing group work assignments.
  - Evaluated and mediated customer problems propagated by group members.
  - Prepared various reports including, quarterly audit reports, monthly management reports, employee progress reports and weekly group volume transaction reports.
  - Provided marketing presentations to bank customers illustrating various products and services available.
- Position: Account Administrator 1989 - 1991
- Honored with "Quality Commitment Award" for outstanding work performance.

#### **ADJUNCT POSITIONS:**

STATE UNIVERSITY OF NEW YORK POLYTECHNIC INSTITUTE AT UTICA/ROME, Utica, NY 1/12 – Present

Position: Adjunct Lecturer

- Instruct courses in Organizational Behavior, Human Resources Management, Human Resources Selection & Staffing, and Industrial and Labor Relations

HERKIMER COUNTY COMMUNITY COLLEGE, Herkimer, New York 1/05 – Present

Position: Adjunct Assistant Professor 8/12 – Present

Position: Adjunct Instructor 1/05 – 7/12

- Instruct courses in Business Organization & Management and International Business

STATE UNIVERSITY OF NEW YORK AT COBLESKILL, Cobleskill, New York 3/19 – 5/19

Position: Adjunct Instructor

- Instruct course in International Business

UTICA COLLEGE OF SYRACUSE UNIVERSITY, Utica, New York 1/05 – 5/17

Position: Adjunct Lecturer

- Instruct courses in Investments, Corporate Finance, Financial Planning & Portfolio Analysis and Financial Management

CAZENOVIA COLLEGE, Cazenovia, New York 8/13 – 5/14

Position: Adjunct Lecturer

- Instructed course in Microeconomics

MOHAWK VALLEY COMMUNITY COLLEGE, Utica, New York 9/02 – 12/02

Position: Adjunct Instructor

- Instructed course in Microeconomics

UTICA SCHOOL OF COMMERCE, BUSINESS & TECHNOLOGY COLLEGE, Utica, New York 9/00 – 12/03

Position: Adjunct Instructor

- Instructed courses in Auditing, Business Mathematics, Microeconomics, Macroeconomics, Management Processes, Production Management, and Labor-Management Relations.

#### **EDUCATIONAL CREDENTIALS:**

STATE UNIVERSITY OF NEW YORK INSTITUTE OF TECHNOLOGY AT UTICA/ROME, Utica, New York  
Master of Science in Business Management Concentration: Human Resource Management

STATE UNIVERSITY OF NEW YORK INSTITUTE OF TECHNOLOGY AT UTICA/ROME, Utica, New York  
Bachelor of Business Administration in Business and Public Management Concentration: Marketing

STATE UNIVERSITY OF NEW YORK COLLEGE OF TECHNOLOGY AT DELHI, Delhi, New York  
Associate in Applied Science in Business Administration Concentration: Marketing  
National Junior College Athletic Association, Division III, Track and Field, Member, 100m, 200m, 4x100m relay

NORWICH UNIVERSITY, THE MILITARY COLLEGE OF VERMONT, Northfield, Vermont  
Completed Courses in Business Administration  
Reserve Officers Training Corps (ROTC). Army, Cadet  
National College Athletic Association, Division III, Football, Member, Linebacker, All Special Teams

CITY UNIVERSITY OF NEW YORK, SCHOOL OF PROFESSIONAL STUDIES, New York, New York  
Completed Courses in Public Authorities Board Governance

CORNELL UNIVERSITY, SCHOOL OF INDUSTRIAL AND LABOR RELATIONS, Buffalo, New York  
Completed Courses in Labor Relations

THE STATE UNIVERSITY OF NEW YORK, Albany, New York  
Completed The State University of New York Executive Leadership Workshop

#### **GOVERNMENT INVOLVEMENT:**

CITY OF UTICA COMMON COUNCIL, Utica, New York 1/92 - 12/93

Position: Councilman

- General oversight of City government policies and procedures.
- Consideration and resolution of constituent problems.
- Assisted in the creation and approval of a \$37 million annual budget and grant allocations.
- Preparation of new legislation and enactment of laws.
- Reviewed planning for commercial real estate development within City of Utica.
- Associated with loan executive programs and studies for Utica Chamber of Commerce.
- Committee Chairman for City Auditorium - Zoo - Library; and Urban and Economic Development - Municipal Housing - Industrial and Commercial Growth.

#### **SPECIAL ASSIGNMENT BY THE STATE UNIVERSITY OF NEW YORK:**

THE STATE UNIVERSITY OF NEW YORK AT POTSDAM, Potsdam, New York 3/22 - Present

Position: Senior Advisor for Finance and Budget

- Make recommendations on fiscal decisions that impact the budget to System.
- Make recommendations on workforce needs to System.
- Participate, as appropriate, in the Presidents Council and serve as an advisor and subject matter expert to the President, Officer-in-Charge, or other appropriate campus leader, so duly appointed by the Board of Trustees or designee, as well as serve in a similar role to other members of the Campus Community.
- Assigned to Standard VI of the Middle State Commission on Higher Education Self-Study Evaluation to meet the standard.

#### **PROFESSIONAL AFFILIATIONS:**

Middle States Commission on Higher Education

Position: Evaluator - 12/12 - Present

New York State Community College Business Officers Association:

Position: President Emeritus – 6/19 – Present

Position: Chairman Audit and Legal Committee – 9/19 – 8/21

Position: Past President 6/17 – 6/19

Position: Interim Chairman, Technology Committee – 3/19 – 6/19

Position: Interim Chairman Facilities (Capital) Committee 3/18 – 6/18

Position: President 6/15 – 6/17

Position: Vice President 6/12 – 6/15

Position: Chairman Education Committee 10/10-6/12

New York Community College Association of Presidents 3/08 – 8/08, 2/14 – 5/15, 5/23 – Present  
SUNY Poly Foundation (Institute of Technology Foundation at Utica/Rome, Inc.) Utica, New York 9/12 – 9/21  
Position: Board of Director, Board of Trustee  
Position: Chairman Audit Committee  
Position: Member Finance Committee  
SUNY Operational Excellence Committee  
SUNY Shared Services Steering Committee  
SUNY Strategic Planning “Group of 200”  
SUNY Learning Network – Finance Committee  
The University of Vermont, Burlington, Vermont - Legal Issues in Higher Education Conference  
Position: Advisory Board -12/15 - Present  
New York Public Transit Association  
American Public Transportation Association