

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – January 25, 2017

Madam Chair Crandall called the meeting to order at 6:37 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

**Trustees Attending:** Dr. Ainsworth; Ms. Albright (via audio connection); Miss Bellico; Mrs. Crandall; Mr. Gregory; Ms. Prymas; Mr. Testa

**Trustees Absent:** Mr. Ackerman; Mr. Barbato; Mr. Roche

**In Attendance:** Dr. McColgin; Ms. Craig; Dr. Hawes; Mr. Laino; Mr. Oriolo; Ms. Ruffing

**Also Present:** Ms. Trisha Lucas (Auditor, D’Arcangelo & Co., LLP); Ms. Mary Ann Carroll; Ms. Jackie Woudenberg; Mr. Jeff Steele; Mr. Steven Mezik

**CONSENT AGENDA**

Madam Chair Crandall presented the following consent agenda items for Board approval:

- a. Minutes
  - i. November 30, 2016 Regular Meeting
- b. Campus Reports
  - i. Academics
  - ii. Student Affairs
  - iii. Enrollment Management
  - iv. Administration & Finance
  - v. Public Relations
  - vi. President’s Activities

Ms. Prymas moved that the consent agenda items for the January 25, 2017 regular meeting be approved.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

**PRESENTATIONS**

Ms. Trisha Lucas of D’Arcangelo & Co., LLP, reported that the FY 2015-2016 Audit received an unmodified opinion, which is the highest level opinion one can receive. There were no significant deficiencies and no material weaknesses noted. The Audit Report was reviewed and discussed earlier in the Administration and Finance Committee meeting, and it was moved to be brought to the Board for full approval.

Mr. Testa moved that the FY 2015-2016 Audit Report be approved.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

Ms. Mary Ann Carroll, Assistant Dean of Academic Affairs for Assessment & Institutional Effectiveness, led a discussion and presented a PowerPoint on the Middle States Commission on Higher Education Progress Report. Topics covered included Standards 2, 3, and 7, the

accreditation timeline, and the status of the Progress Report. Chairwoman Crandall thanked Ms. Carroll for all the time and effort dedicated to this report. Dr. McColgin also thanked Ms. Carroll and the entire Institutional Effectiveness Steering Committee and writers of the Progress Report, as this required a great deal of organization.

### **COMMITTEE REPORTS**

#### **Administration and Finance Committee:**

*Resolution 16-7: Amending Policy CF 87-10 Smoking on Campus (Revision)* was presented. Dr. McColgin noted a revision to the current smoking policy in the areas on campus which prohibit the use of smoking products. This resolution prohibits smoking and tobacco use (including the use of "E Cigarettes") from the entire internal area of the upper and lower quads of the campus, as well as within 25 feet of any building entrance on the exterior of the same area of campus. Additionally, the 25-foot prohibition will include the entrances to Wehrum Stadium and the playing areas and spectator areas of all athletic fields on campus. A communication campaign will be initiated in order to fully implement the new policy by Fall 2017.

Mr. Gregory moved to accept Resolution 16-7 and the changes to Policy CF 87-10, as presented. Ms. Prymas seconded the motion.  
Vote-Unanimous. Motion adopted.

Mr. Laino reported that health insurance is trending to budget, and enrollment is being looked at closely. Ms. Craig reported on outreach initiatives and retention efforts.

Dr. Ainsworth made a motion to approve the Statement of Revenues and Expenditures (as of December 31, 2016), as presented.

Mr. Testa seconded the motion.  
Vote-Unanimous. Motion adopted.

Mr. Gregory asked trustees to review the Fund Balance printout which was provided to the Board by Mr. Laino. (This report can also be found in ANGEL under the Administration and Finance Committee meeting documents.)

#### **Academic and Student Affairs Committee:**

*Resolution 16-8: Revised Program Proposal – Early Childhood A.S.* is on hold for further discussion.

#### **Foundation and Auxiliary Reports:**

A 50<sup>th</sup> Anniversary Gala will be held on April 29, 2017. More information will be forthcoming.

Mr. Laino gave an update on a gift given by a donor some years ago.

Dr. Hawes reported that a third Area Coordinator position has been offered to a candidate.

Dr. McColgin reported on the Job Linkage Plan, which was submitted in early December.

Chairwoman Crandall asked for an update from the BOT Assessment Survey team. Trustee Prymas reported that the first meeting will take place soon.

### **PRESIDENT'S REPORT**

**Academic Senate Report:** Mr. Steele reported that he will be looking at recommendations regarding the scheduling calendar. Herkimer College will be hosting a weekend workshop for the Faculty Council of Community Colleges (FCCC) this semester.

**President's Update:** SUNY Provost Alex Cartwright and his staff have scheduled regional engagement meetings with all SUNY campuses. A video conference is scheduled with Herkimer College for this week. These two-hour meetings are designed to build on the hard work already done in developing our Performance Improvement Plan (PIP), giving SUNY the opportunity to discuss our progress to date, and also to explore our goals and challenges in the context of our region and the System as a whole.

Highlights of the Governor's executive budget include a proposal to enact the Dream Act and includes funding to 5,000 additional FTE's. SUNY schools would like to receive what they did last year. Additional funding remains flat, the GAP program has been eliminated, and there are reductions in child care. Dr. McColgin thanked the Board for their letters of support that were sent to the Governor.

Herkimer College will be hosting an Elected State Officials Breakfast again this year. Students, faculty, board members and county legislators will be invited.

There is a SUNY board resolution that calls for each institution to hire a Vice President of Diversity and Inclusion by Fall 2017. Herkimer College will manage this position internally.

Dr. McColgin gave an update on the following grants: Cypercrops - Capacity Track; Herkimer Upward Bound; Herkimer College Environmental Prevention Project; Title III - Strengthening Institutions Program (SIP) Grant; and Economic Development Agency (EDA) Assistance Grant.

Ms. Ruffing presented two videos that will be used for commercials.

### **CHAIR'S REPORT**

**Student Trustee Report:** Miss Bellico reported that the first SGA meeting for the spring semester took place yesterday. The calendar of activities was reviewed, as many students were not aware of all the activities that take place on campus. In an effort to increase student engagement, the group will share this information with other students. The SGA will also support an upcoming showcase, *Soar to Success*, which will take place here at the College on February 23<sup>rd</sup>.

### **ADJOURNMENT**

Mr. Gregory moved to adjourn the meeting.  
Miss Bellico seconded the motion.  
Vote-Unanimous. Motion adopted.

The meeting adjourned at 8:03 p.m.