

**HERKIMER COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting – March 26, 2019

Chairwoman Crandall called the meeting to order at 6:00 p.m. in the Hummel Corporate and Professional Education Center, Room 282/283.

Trustees Attending: Dr. Ainsworth, Ms. Crandall, Mr. Jones, Ms. Prymas, Dr. Roche (via video conference), Mr. Russell, Mr. Stalteri, Mr. Testa

Trustees Absent: Ms. Albright, Mr. Gregory

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

Also Present: Ms. Tricia Lucas, Mr. Jeff Steele, Jackie Woudenberg, Dr. Robin Riecker

Dr. McColgin introduced special guests, the Herkimer Generals men's basketball team, who won the NJCAA Division III National Championship. The championship was the first for Herkimer's men's basketball program since the late Jack Alofs led the Generals to the title in 1991. Head Coach Matt Lee was named Coach of the Tournament. Congratulations were extended to all the student athletes, as well as Head Coach Matt Lee and Assistant Coaches Jeremy Cingranelli, Hank Testa and Matt Tomaino.

EXECUTIVE SESSION

Mr. Russell moved, at 6:19 p.m., that the Board adjourn to Executive Session to discuss under provisions of Section 105f of Article 7 of the Public Officers Law, a particular individual.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

Ms. Prymas moved to accept an amended version of the minutes from the March 11, 2019 special board meeting.

Dr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

At 6:25 p.m., Dr. Roche moved that the Board reconvene.

Mr. Jones seconded the motion.

Vote-Unanimous. Motion adopted.

CONSENT AGENDA

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

- a. Minutes
 - i. January 16, 2019 Regular Meeting
 - ii. March 11, 2019 Special Meeting
- b. Campus Reports
 - i. Academics
 - ii. Student Affairs
 - iii. Admissions/Enrollment
 - iv. Administration & Finance
 - v. Statement of Revenues and Expenditures – as of February 28, 2019
 - vi. Public Relations

The Admissions/Enrollment Report and the Statement of Revenues and Expenditures as of February 28, 2019 were removed from the consent agenda for further discussion.

Mr. Testa moved that the consent agenda items for the March 26, 2019 regular meeting be approved.

Mr. Jones seconded the motion.

Vote-Unanimous. Motion adopted.

AUDIT REPORT

Mr. Laino introduced Tricia Lucas from D'Arcangelo & Co., LLP, and Jackie Woudenberg, Controller. Ms. Lucas reviewed the College's Audit Statement for the year ended August 31, 2018. She explained how the GASB 75 amended a portion of GASB 68, and this had an impact on the College's financial statement. The College received a clean opinion, which is the highest level of opinion received, and qualified as a low-risk auditee.

Dr. Ainsworth moved to accept the audit report, as presented.

Dr. Roche seconded the motion.

Vote-Unanimous. Motion adopted.

Mr. Laino recognized the efforts of Ms. Woudenberg and Ms. Julie Lewis. Dr. McColgin and the Board expressed that they were very proud of them.

PRESIDENT'S REPORT

Academic Senate Report:

Mr. Steele reported that the Academic Senate has been discussing SUNY's online scale-up, SUNY's Gen Ed review, prior learning assessment statement, bylaw revisions, and advisement to students.

Dr. McColgin added that Open SUNY anticipates having five to eight academic programs to begin in Fall 2019. The College plans to attend the webinars and to express an interest in potentially being one of the pilot programs in the fall.

Admissions/Enrollment Report:

Dr. Stickrod reported that fall new student admission numbers continue to trend in a positive encouraging direction. There is still much work to be done. START Days have been rebranded to Registration Days, and a student activity piece has been added to Registration Days. A campus tour video is being developed, and the implementation of the CRM system SLATE continues to move forward.

Dr. McColgin distributed a Full Year Enrollment (headcount) by Semester for 2013-2018 to demonstrate the historical trend. It is hoped that the trend will reverse as the College moves forward.

Academic Affairs:

Resolution 18-19: Proposal to Deactivate: Engineering Science A.S. was presented.

Ms. Prymas made a motion to approve Resolution 18-19, as presented.

Mr. Jones seconded the motion.

Vote-Unanimous. Motion adopted.

Resolution 18-20: Proposal to Deactivate: Liberal Arts & Sciences: Mathematics A.S. was presented. Ms. Prymas made a motion to approve Resolution 18-20, as presented. Mr. Jones seconded the motion. Vote-Unanimous. Motion adopted.

Provost Oriolo reported that three new programs have moved forward through New York State Ed: 1) Supply Chain Management; 2) Health Professions; and 3) Communication and Media program.

Administration & Finance:

The Statement of Revenues and Expenditures as of February 28, 2019 was presented and reviewed by Mr. Laino. Positions that become vacant are being looked at closely, and we continue to try to work within the confines of the budget, which enrollment has a big impact on. Dr. McColgin added that enrollment is not strictly new students; it is also retaining the students we have, and we need to do a better job at this. She stressed that faculty and staff need to be diligent about using the software that we have to track problems (attendance, etc.) with students. Mr. Russell feels that Admissions needs to get into the high schools earlier than the students' senior year and to find out why students are going elsewhere to attend college. Dr. Ainsworth asked that the Board be provided with a tracking sheet of the number of students from each area. Dr. McColgin remarked that based on a recent survey, those who influence whether a student attends a community college has shifted from historically being guidance counselors and teachers to parents.

Mr. Stalteri made a motion to approve the Statement of Revenues and Expenditures as of February 28, 2019, as presented. Mr. Jones seconded the motion. Vote-Unanimous. Motion adopted.

The Board was provided with recommended revisions to the Board of Trustees Policies Manual to review prior to the April board meeting, at which time the revisions/additions will be brought forward for approval.

Resolution 18-18: New Titles: Director of Counseling (12-month) and Director of Career Services (10-month) was presented. Mr. Stalteri made a motion to approve Resolution 18-18, as presented. Dr. Roche seconded the motion. Vote-Unanimous. Motion adopted.

President's Update:

A list of reappointments for 2019 was provided to the Board for their information. This list was vetted by supervisors, Executive Council, and then the president.

All nominees of the Torchbearer Awards have accepted and expressed their gratitude for this honor.

Dr. Roche left at this juncture of the meeting.

There was a discussion regarding service awards for 50-year employees. It was noted that whatever is decided sets a precedence.

Mr. Russell moved that two suites be named after the two employees who will be recognized this year for 50 years of service.

Mrs. Crandall seconded the motion.

Vote-Unanimous. Motion adopted.

CHAIR'S REPORT

Student Trustee Report:

Mr. Jones reported that he and several other SGA representatives will be attending the upcoming SUNY Student Assembly conference. SGA is preparing for elections for the next academic year, and nominations are currently being sought.

Board of Trustees Self-Assessment:

Chairwoman Crandall reviewed the results of the Self-Assessment with the Board, particularly those areas that need improvement. Dr. McColgin recommended changing the language in the Board of Trustees Policy Manual for the Self-Assessment to be conducted each June, with a summary of its results presented for review and discussion at the annual Fall board workshop. The Board's goals could also be decided on at this time.

FOUNDATION & AUXILIARY REPORTS

College Foundation:

Chairwoman Crandall reported that a Foundation full board meeting will take place tomorrow morning at 8:00 a.m.

Housing Corporation:

Mr. Laino reported that more capital projects will be taking place this year in Housing.

NYCCT:

Chairwomen Crandall reported that the NYCCT Board of Directors meeting will take place on April 6th at the Sheraton Syracuse University Hotel & Conference Center.

EXECUTIVE SESSION

Mr. Jones moved, at 8:16 p.m., that the Board adjourn to Executive Session to discuss under provisions of Section 105e of the Public Officers Law, contractual issues.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

At 9:07 p.m., Mr. Jones moved that the Board reconvene.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

ADJOURNMENT

Mr. Testa moved to adjourn the meeting.

Mr. Russell seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 9:07 p.m.