

**HERKIMER COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Regular Meeting – September 12, 2022

Vice Chair Gregory called the meeting to order at 6:02 p.m. in the Robert McLaughlin College Center, Room 282/283.

**Trustees Attending:** Dr. Ainsworth; Mr. Gregory; Mr. Poulos; Ms. Prymas; Mr. Russell; Mr. Stalteri; Mr. Testa

**Trustees Absent:** Mrs. Crandall; Mr. Reardon

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

**CONSENT AGENDA**

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

- a. Minutes
  - i. June 27, 2022 Regular Meeting
- b. Campus Reports
  - i. Division Updates
  - ii. Statement of Revenues and Expenditures as of 7/31/2022
  - iii. President's Activities

Ms. Prymas moved that the consent agenda items for the September 12, 2022 regular meeting be approved, with the exception of the Financial Statement, which will be moved to the regular agenda for further discussion.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

**PRESIDENT'S REPORT**

**Academic Senate:**

As there was not an Academic Senate representative present, there was no report at this meeting

**Enrollment:**

Dr. McColgin reviewed the enrollment charts with the Board. FTE and headcount numbers were budgeted aggressively and are at 98% toward goal. More may be realized due to late start classes. Numbers are ahead of this same time last year. Until the Census date occurs in approximately three weeks, there will not be a true comparison to last year. The number of new and transfer students are 7% higher than last year. The number of out-of-state students is also up, with an increase of 22 students over last year.

**Administration and Finance:**

*Statement of Revenues and Expenditures as of 7/31/2022:* Mr. Laino reviewed the Financial Statement. There is not a report for August due to the closing out of the budget year. Another round of federal money has been applied for. It is unknown at this time where medical claims will land.

*Resolution 22-1 – Addition of New Title: Coordinator of Accessibility Services, ASC* was presented. This new title is more in line with current practices and creates a more positive image for the department. It is also recommended to eliminate the title, Coordinator of Services for Students with Disabilities.

Mr. Russell moved to approve Resolution 22-1, as presented.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 22-2 – Addition of New Title: Senior Academic Advisement Center Specialist* was presented. This new job title creates consistency with similar titles in the admissions and financial aid departments and allows for professional growth within the advisement specialist position.

Mr. Russell moved to approve Resolution 22-2, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 22-3 - Addition of New Title: Director of K-12 Connections* was presented. This new position replaces the former Assistant Dean title, allowing the person to work with principals, guidance counselors, high school faculty and high school students.

Mr. Russell moved to approve Resolution 22-3, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 22-4 - Academic Furnishings* was presented. This project seeks funding for academic furnishings to update all general classrooms with flexible furniture for an engaging teaching and learning environment. The capital budget for this project is \$250,000, with 50% of the local share coming from Herkimer County and 50% from the state. Mr. Laino thanked Mr. Russell for taking the lead on this resolution with discussions with the County.

Ms. Prymas moved to approve Resolution 22-4, as presented.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

*Resolution 22-5 - FY 2022-2023 Community Education Service, Facilities Utilization and Non-Credit Programming Fees* was presented. As this resolution failed at the June board meeting, it is being brought back with the addition of Fitness Center membership and community swim fees.

Mr. Russell moved to approve Resolution 22-5, as presented.

Mr. Stalteri seconded the motion.

Vote-Unanimous. Motion adopted.

### **President's Update:**

Dr. McColgin reported that it has been a busy summer and recognized the Facilities department for the tremendous amount of work they performed to give the College a "facelift," including the waxing of floors and painting of classrooms. Admissions and Student Activities were very busy during Move-In weekend, and the start-up of the new academic year went smoothly. Students seem happy and engaged.

*COVID Protocols:* Under the direction of SUNY, faculty and staff should self report if they test positive for COVID. Students who are accessing campus facilities must be vaccinated or have a medical or religious waiver. Testing has been lifted.

*Other:* A reception for the first exhibit, since COVID, was held in the Cogar Gallery and was well attended.

Advertising/recruitment material for the Supply Chain Management program was shared with the Board.

The Herkimer County Legislature asked for a list of priority capital projects for the College. The list provided included softball field turf; baseball field turf; locker room; classroom furniture; parking lot. Dr. McColgin thanked the legislature for their consideration.

### **VICE CHAIR'S REPORT**

Mr. Gregory reported that Chairwoman Crandall is recovering from surgery.

### **Student Trustee Report:**

Mr. Poulos reported that the first Student Government Association meeting has not yet taken place. He has been hearing much from students that there is a lively look on campus, students are happy about not having to test for COVID, and there is a positive outlook on BookMarket. Mr. Poulos asked the Board if there is a particular theme that he should be actively asking students about. Mr. Stalteri asked for feedback regarding the previous concern about the campus facilities and if the College is heading in the right direction.

### **FOUNDATION & AUXILIARY REPORTS**

#### **College Foundation and Housing Corporation:**

Mr. Laino reported there are concerns regarding housing occupancy, which was budgeted for 358 and is currently around 320. This gap will be made up for through personnel vacancies and cutting down in facilities projects.

The College is hosting the national basketball tournament in March. Funds will be saved in travel. A new scoreboard is needed, and a purchase order through the Foundation will be released this week.

The Craft Fair will be back and held for one day only on November 12<sup>th</sup> in the RMCC building.

The College was approached by the County regarding daycare to rent our existing Center.

**EXECUTIVE SESSION**

Mr. Russell moved, at 7:05 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105h of Article 7 of the Public Officers Law, potential contract pursuant to article fourteen of the civil service law.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

At 7:08 p.m., Mr. Russell moved that the board reconvene.

Dr. Ainsworth seconded the motion.

Vote-Unanimous. Motion adopted.

**NYCCT:**

Mr. Gregory and Mr. Poulos will be attending the NYCCT conference on September 23-24 in Saratoga Springs.

**EXECUTIVE SESSION**

Dr. Ainsworth moved, at 7:09 p.m., that the board adjourn to Executive Session to discuss, under provisions of Section 105f of Article 7 of the Public Officers Law, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

At 7:54 p.m., Ms. Prymas moved that the board reconvene.

Mr. Testa seconded the motion.

Vote-Unanimous. Motion adopted.

**ADJOURNMENT**

Dr. Ainsworth moved to adjourn the meeting.

Ms. Prymas seconded the motion.

Vote-Unanimous. Motion adopted.

The meeting adjourned at 7:55 p.m.

slh