

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: APRIL 5, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
LEGGETT
BRAYMER
HYDE
DIAMOND
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
RONALD CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DICKINSON
DRISCOLL
MAGOWAN
STROUGH
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
MIKE SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR SIMPSON

Please note, the following contains a summarization of the April 5, 2019 meeting of the Personnel & Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2019/personnel/>

Supervisor Geraghty called the meeting of the Personnel & Higher Education Committee to order at 10:01 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Merlino and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing with the Agenda review, Mr. Geraghty offered privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, who apprised she was pleased to report the State Assembly and Senate had recognized their request to change the way the colleges received funding that would be based either on a rolling three year average of what the State had provided to them for funding or a \$100 per FTE (*Full-Time Equivalent*) depending on which amount was greater for the College. She said this meant it would recognize different colleges based upon where they were with their enrollment and would never go below the amount of funding provided the prior years regardless of the fluctuations in enrollment occurring at all community colleges. She mentioned how beneficial it was that they had recognized the old enrollment based funding formula was antiquated and out-of-date; however, she noted, the new formula had only been approved for this year. She said while they were aware their funding would not be cut, they were unsure what their total allocation would be, and they were working with representatives of SUNY (*State University of New York*) to better understand how this would impact each community college in the State.

In regards to enrollment, Dr. Duffy stated they were projecting an enrollment decline for the Fall 2019 Semester, adding that they had a sophisticated model which predicted enrollment for them that had been accurate for the last three years. She said this was based on the variables that were the most

predictable including the employment rate which continued to be at a respectable rate for the Capital region and the City of Glens Falls, as well as the graduation rate. She explained graduating students resulted in less students returning to possibly enroll for longer than they should causing enrollment to decrease. She advised they had put into place what was referred to as a “finish in two initiative” a few years ago with the purpose of having students commit to completing their associates degree in two years; she added that their two year graduation rate had increased by almost 5% which was rather substantial when reviewing a statistical model.

Dr. Duffy informed there were other conversations going on relating to high school enrollment which would be beneficial to the students, but result in some financial consequences for the College. She added there was also discussion regarding rental aid which was an allocation provided to community colleges based on the space they rented, as a portion of that rental aid was reimbursed to them. She stated the issue was the amount of rental aid available had not been changed in thirty years, but the amount of space community colleges were renting had increased to allow them to expand and offer new opportunities in different communities resulting in greater pressure being placed upon the available funding. She said as a result of this there was discussion concerning the potential to change the percentage of reimbursement which would have a significant impact on SUNY Adirondack.

Dr. Duffy mentioned SUNY Adirondack’s Capital request which was the match provided by the State to the chargeback funds they received, was included in the State Budget. She stated these funds were used to support some of their critical maintenance projects.

Mr. Geraghty asked Dr. Duffy if she was pleased with how the new programs and building had worked out this year and Dr. Duffy replied affirmatively. She stated enrollment in the Science and Nursing Programs had increased and the new Agriculture Business Program that was taught in the new building was working out well. She apprised the Culinary Program in the new location in the downtown area of the City of Glens Falls was working out well and she encouraged anyone who had not had a chance to visit the student restaurant, which was open for lunch and dinner every Wednesday and Thursday until the end of the semester in three weeks.

Chairman Conover advised the County had distributed a County survey regarding Capital Projects to SUNY Adirondack which he hoped they would be responding to. Dr. Duffy stated they would be responding to the survey and she thanked the Chairman for involving them in that process.

Mr. Leggett questioned how the program that permitted high school students to take courses for college credit was impacting enrollment and Dr. Duffy replied these students made up a significant portion of their total enrollment. She said they currently had about seven hundred high school students that were taking advantage of the program who attended high schools throughout Warren and Washington Counties. She informed the data regarding this program indicated that even a student enrolled in one college course while in high school dramatically increased their ability to finish college. She said this applied to the courses offered in the high schools or those enrolled in their early college program which were more geared toward career academies such as Advanced Manufacturing, Information Technoloy Networking, Business Entrepreneurship and New Media Graphic Design, all of which were taught at their Bay Road and Wilton Campuses. She remarked this was a great way for students to start college and explore a career pathway while earning up to thirty college credits at no cost to the student. Mr. Leggett asked whether this program resulted in additional enrollment and Dr. Duffy replied affirmatively. She said the students enrolled in the Career Academies were completing their associates

degrees at SUNY Adirondack since they had almost completed their degree by the time they graduated from high school, as they only had about a year remaining.

Mr. Loeb spoke about the American Red Cross initiative entitled "Sound The Alarm" which was taking place on May 4th and consisted of installing smoke alarms in area homes at no cost through the use of volunteers and he requested that the College notify all of the students and faculty about the program. He added that he would also like the College to look into gathering a large team of volunteers to assist with the installation effort on May 4th, similar to how the County would have a large team partaking in this effort.

Mr. Driscoll asked Dr. Duffy if the recent closing of five colleges within the New England region would be impacting enrollment at SUNY Adirondack. Dr. Duffy advised their campus had been in touch with all three of the colleges closing in the State of Vermont to offer assistance in anyway possible. She said one of their employees who worked in enrollment would be going to southern Vermont to meet with the students and determine whether there were any opportunities for the students to transfer to SUNY Adirondack.

A discussion ensued.

Resuming the Agenda review, Mr. Geraghty stated Item 2 pertained to the Review of report on tracking of vacancies filled. *Report provided for informational purposes.*

Mr. Geraghty stated Agenda Items 3A-B pertained to the following referrals from the Health, Human & Social Services Committee:

- 3A) *Countryside*- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Sr. Aide, Part-Time Temporary, *Grade 7, Base Annual Salary \$33,600*, effective April 22, 2019.

Mr. Leggett questioned whether this was a new position and Mr. Geraghty replied the position was a result of an adjustment to the staffing at Countryside Adult Home.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the April 19th Board Meeting.

- 3B) *Health Services*-Request to authorize enrollment in job-related course: Laura Monroe, *Registered Professional Nurse*, to enroll in IDS 400 Diversity at Southern New Hampshire University-Online. Course begins March 4, 2019; Cost: \$926. If this request is approved, Ms. Monroe will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Motion was made by Mr. Leggett, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 19th Board Meeting.

Moving along, Mr. Geraghty apprised Agenda Item 4 consisted of a referral from the Support Services Committee, *County Attorney*, regarding a request to amend the Salary Schedule and decrease the salary of the Legal Assistant No. 2 position from \$48,017 to \$45,000 effective April 22, 2019.

Motion was made by Ms. Braymer, seconded by Mr. Sokol and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 19th Board Meeting.

Concluding the agenda review, Mr. Geraghty noted Agenda Item VI consisted of a listing of vacancies approved for filling by other Committees since the last Personnel & Higher Education Committee meeting, which included the following:

- Buildings and Grounds-** Janitor #3, *Grade 4, Base Annual Salary \$29,333*, due to promotion.
Cleaner #11, *Grade 2, Base Annual Salary \$27,438*, due to promotion.
- County Attorney -
Countryside-** Legal Assistant #2, *Annual Salary \$45,000*, due to termination.
Institutional Aide Per Diem, *Grade 3, Base Annual Salary \$28,026*, due to resignation.
Institutional Aide #12, *Grade 3, Base Annual Salary \$28,026*, due to retirement.
Food Service Helper #TBD, *Grade 2, Base Annual Salary \$27,438*.
- Health Services-** Registered Professional Nurse #37, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
Registered Professional Nurse #31, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- Planning-
Public Works-** Junior Planner, *Grade 12, Base Annual Salary \$38,818*.
Sr. Account Clerk #1, *Grade 7, Base Annual Salary \$33,600*, due to resignation.
MEO-Heavy #14, *Grade 10, Base Annual Salary \$37,633*, due to promotion.
- Social Services-** Assistant Social Services Attorney- Part-Time, *Annual Salary \$34,260*, due to resignation.
Social Welfare Examiner #17, *Grade 8, Base Annual Salary \$34,988*, due to promotion.
Social Welfare Examiner #43, *Grade 8, Base Annual Salary \$34,988*, due to promotion.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Loeb and seconded by Mr. McDevitt, Mr. Geraghty adjourned the meeting at 10:15 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board