



*Board of Trustees Meeting Minutes
December 17th, 2021 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

Board Members Present: Steve Reed, Jerry Griffin, Pete Suttmeier, Mary Irene Lee, Donna Wadsworth, Dan Kelleher, Mark Moeller, Donna Wadsworth*, Jessica Kemp**

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Kyle Johnston, Erik Harvey, Kim Irland, Shir Filler, Chris Knight, Lee Susice, Erin Walkow, Scott Harwood, Kim Duffey, Sarah Kilby, Dianna Dudley

Board Chair, Steve Reed called the meeting to order at 11:00 a.m.

Minutes

Mary Irene Lee made the motion to accept the November 19th, 2021 meeting minutes. Pete Suttmeier seconded the motion. The November 19th, 2021 meeting minutes were unanimously approved (6-0-0).

* Donna Wadsworth joined the meeting at 11:04 a.m.

College Senate

Shir Filler reported:

- Final meeting of fall semester was on December 10th.
- Sarah Kilby will be taking over as Senate Chair beginning the start of the Spring 2022 semester.
- Cammy Sheridan was voted in as the Faculty Counsel's alternate delegate.
- Feb 11th, 2022 at 1pm is next meeting and will be hosted by Sarah Kilby.

NCCCAP

No report

Board Chair Report

Steve Reed reported:

- Recently the Board's Executive Committee met with members of President's Council on December 10th, 2021 for a productive information gathering meeting regarding the draft design of the Budget and Planning Process.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Last day of classes were yesterday. Sarah thanked the faculty, students, and supporting staff for their hard work in ensuring a successful semester.
- Faculty members met to discuss options for a jointly registered program with Herkimer Community College, focusing on cybersecurity. More information is being explored and a proposal will be shared with the college when it becomes available.
- Middle States Accreditation for the College will be reviewed at their March 2022 evaluation meeting.

**Jess Kemp joined the meeting at 11:08 a.m.

Vice President for Marketing and Enrollment Management

Joe Keegan reported in Kyle Johnston's absence:

- Kyle is currently attending the SUNY-sponsored Strategic Enrollment Management Plan (SEM) meeting. SUNY contracted with Community Colleges to participate in this event.
- The enrollment team has welcomed two new counselors. They have been training the past two weeks. They are well-prepared to start work on student caseloads in the coming weeks.
- Scott Harwood presented the enrollment pipeline report and shared the projections, and how they potentially affect the college for the upcoming Spring 2022 term.
- Members of the board spoke of the start of Spring semester, noting the potential numbers as it relates to starting numbers of previous spring semesters.

Interim CFO

Erik Harvey highlighted his report:

- November 2021 financial statement showed a monetary variance due to the timing of entries.
- The 2021-22 Forecast continues to show a projected deficit of close to \$1 million total versus budget.
- Spring 22 registrations are still incoming, while the numbers are not favorable, when compared to previous years, they will ultimately provide a good snapshot on full year enrollment and revenue. This data is anticipated in January and will be shared at the February meeting once it has been reviewed.
- Erik shared with the board the proposed 2022-2023 Tuition and Fees schedule. He explained it had been fully reviewed through the shared governance process. He made a specific note that there were numerous votes in favor of freezing the tuition.
 - Considerations of the freeze were shared with the board.
 - HEERF (federal stimulus) funding continues to provide relief for revenue losses through May 2022.
 - Erik explained the revenue for every 1% increase to tuition.
 - NCCC annual FTE decline and tuition increases, since 2010-2011, are consistent with the New York State Community College average.
 - Look at fee structure in future to better map and present the numbers to potential students. Will show for 23-24 budget analysis.
 - Members of the board spoke of the trend of sister community colleges.

Dan Kelleher moved to the floor to accept the 2022-2023 Tuition and Fee Schedule as it was presented. Pete Suttmeier seconded the motion. There was discussion following the motion. The motion was approved unanimously (8-0-0).

Dan Kelleher moved to accept the November 2021 financials as they were presented. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Associate Vice President of Student Affairs

Kim Irland shared:

- On December 1st, Angela Brice and the Student Government Association piloted a Food Pantry service for the Saranac Lake campus. There is a form that students may use to request items.
- An MOU was recently signed with Behavioral Health Services North STOP Domestic Violence program to provide free counseling services on all three campuses.
 - Members of the board discussed the need for counseling and that these needs are being appropriately met.
- The College signed a contract with Citizen Advocates to provide free counseling services with a focus to the residence hall population. This was funded through the HEERF funding.
- Articulation Agreements to improve the Transfer Services web resources are under review and opportunities are being explored by Bruce Kelly.
- Residence Halls are closing this week in anticipation for the winter break.
- Housing security solution arrangements are in process for students seeking assistance.
- Recently, events took place at the Saranac Lake dorms that the Student Affairs team are investigating.

President

Joe Keegan reported:

- Thanks were extended to the Board of Trustees for ongoing. He extended happy holidays to all.
- Congratulations were directed to student, faculty, staff for a good semester despite some challenges the college faced due to COVID.
- Shared with the board a proposal on the Budget and Planning Process; identifying the primary goal of the college to arrive at a balanced budget when a \$3m fund balance has been met. This is to include the institutional goal of financial stability within the lines of the college's strategic plan. The framework of the planning process was noted.
 - Erik Harvey shared the overview of the shared proposal and the data related to its design. Scott shared his findings as well and the related assumptions to the data. They both voiced the need for immediate intervention to stop the cycle of decline.
 - Members of the board spoke of findings from the last meeting and how they relate to the new data. They noted the current national discussion on the importance of community colleges and the similarities of declining numbers of enrollment within our own SUNY ranks.
 - Joe highlighted SUNY's actions to assist their community colleges in helping enrollment planning and retention efforts, including the SEM workshop that Kyle Johnston is participating in.
 - Members of the board spoke of the marketing efforts and the potential need to re-evaluate program offerings; noting local businesses are looking for trained professionals in specific trades. Joe shared the data of long-term occupational employment projections for 2018-2028 in the North Country region and the colleges' ability to respond to specific workforce needs.
 - There will be an open forum with focus on the Budget and Planning proposal following this meeting. Erik Harvey will provide an in-depth data analysis at 1pm through Zoom.

Dan Kelleher brought to the floor that the Board of Trustees support the proposal and a recommended to amend the November 2021 resolution on the timeline to have the plan to the Board from the March 2022 meeting to the May 2022 board meeting. Members of the college and Board spoke to the benefit of this extended timeline. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the Conflict-of-Interest Policy pertaining to College Employees. Dan Kelleher seconded the motion. It was noted that the College Attorney reviewed and approved the policy. The motion was unanimously approved (8-0-0).

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves granting Emeritus status to Peter Sayles, Assistant Professor. Mary Irene Lee seconded the motion. The motion was unanimously approved (8-0-0)

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves granting Emeritus status to Judy Steinberg, Professor. Mary Irene Lee seconded the motion. The motion was unanimously approved (8-0-0)

- Joe reported SUNY Chancellor Malatras resigned November 2021. The replacement process is underway.
 - He noted that the SUNY Community College budget advocacy group are continuing to move forward requesting 100% of the floor.
- The college's supporting counties of Essex and Franklin are experiencing a substantial uptick in persons affected with COVID19 virus. In alignment with other colleges there is messaging by NCCC to show encouragement of faculty, staff, and students to get the COVID19 vaccine booster.

CSEA

Dianna Dudley reported:

- CSEA organization recently loosened the rules on gift giving to its members. Dianna gifted \$100 gift cards to members using union funds.

NCCC Association

Rob Rathbun reported:

- The association is anticipating a 25-30% decline in students utilizing housing on the Saranac Lake campus for Spring 2022.
- In anticipation to the change in housing, the Association is exploring how it will address labor, food expenses, and hours of operation to accommodate the potential decline in students.
- Expansion and upgrades of campus security equipment are being explored. The Association will report back on the findings with potential plans to implement these proposed upgrades. Expenses will likely need additional support by both the College and the Foundation.

NCCC Foundation

Erin Walkow reported:

- Year-end appeal is currently \$12,000 with a couple weeks left for donations to come through. Last year, year-end appeal total was \$10,000. Majority of these monies are from new donors, which includes a first-time donor gifting of \$5,000.
- Exploring new giving opportunities. One being the Leaf Fund, provided by the town of North Elba.
- Reviewing critical needs for the Foundation organization management. Currently speaking with software companies to explore opportunities available to create a dedicated platform to track donors and gifts.
- Members of the board discussed un-restricted and restricted funds and how they apply to the Foundation.
- The Foundation reached out to nearly 70 students from the Class of 2021 asking them to consider donating to the college to help support future students.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:24 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and 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. Mary Irene Lee seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:24 p.m.

Mark Moeller made a motion to adjourn executive session at 1:00 p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:00 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

1/28/2022

Motion: Dan Kelleher

Second: Mary Irene Lee

Action: Approved Unanimously (6-0-0)