



Board of Trustees Meeting Minutes

Friday, April 28th, 2023 | 11:00am

Hybrid Meeting: HH-105, TI-210, & Zoom

Board Members Present: Steve Reed, Pete Suttmeier, Sam Weeks, Donna Wadsworth, Mary Irene Lee, Mark Moeller, and Todd LaPage

Excused: Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Sarah Maroun, Kim Irland, Kyle Johnston, Chris Knight, Erin Walkow, Scott Harwood, Dave Merrick, and Allison Warner. Other members of the campus community joined as well.

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

Oath of Office

Todd LaPage was sworn in as a NCCC Board of Trustee member.

- This is a Franklin County appointment, filling the vacancy left by Jerry Griffin's resignation and will run through June 30, 2025
- Brian Pelkey served as notary for Todd LaPage's signature.
- Todd introduced himself to the Board, and members of the college, and was warmly welcomed by all.

Minutes

Mary Irene Lee made the motion to accept the March 24th, 2023, meeting minutes. Pete Suttmeier seconded the motion. The March 24th, 2023, meeting minutes were unanimously approved (7-0-0).

College Senate

Allison Warner reported:

- The Senate passed a resolution on Academic Freedom proposed by the Faculty Council of Community Colleges (FCCC), and several policies that are on the Board's docket today.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- The recent visit with Chancellor King was outstanding. Members of the College shared with the Chancellor the hurdle of getting government-appointed members of the board. He reported that he will investigate the delay.

Interim Vice President for Academic Affairs

Sarah Maroun added to her written report:

- Number of successful advisory boards. Great input from community members and businesses.

- The College's SUNY Program Reviewer noted the Cybersecurity program is moving to NYS Dept. of Education today for their review. The program is anticipated to run in the Fall 2023 semester. Marketing and advertising are prepared to run once we get the final approval to move forward with the program.
- Members of the Board discussed the new format of the board meetings and submission of department reports.

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- Career Fairs
 - The recent Career Fair held on the Ticonderoga campus was successful. Thanks were extended to Selina and Portia for their efforts. Reports showed that 75% of job seekers in attendance applied for work. Plans are being arranged to hold this fair regularly.
 - The Career Fair on the Malone campus is slated for next week.
 - Both fairs offer potential networking for the college and area businesses.
- Kyle announced 15K grant was approved for the College. These awarded monies will go towards the College's Strategic Enrollment Management (SEM) Plan initiatives.
- The updated SEM Plan presentation to the college community is planned for May 5th 3pm. All are welcome to attend.
- Members of the Board discussed how enrollment can track interest in programs and potential initiatives. Kyle shared examples of tracking and how they respond to web traffic and program interest and how it is tied to applications and student interest. Tracks after campaigns, landing pages and other customized reports are compiled and reviewed per event.

*Members of the board discussed attendance for College Senate for May 12th at 1:30 p.m. Pete Suttmeier volunteered to attend the May meeting.

Interim CFO:

Erik Harvey added to his report:

- Members of the board welcomed Erik back.
- Erik highlighted the shared financial statements and college-bridge proposal.
- He shared the movement on government funding, and the \$300K match for several upgrades to the campuses. He voiced how these upgrades are targeted to improve the numbers of the fund balance.
- A brief overview of the forecast, and the current trends when compared to area community colleges, was shared.
- Erik reported that Joes efforts towards securing county advocacy has been going well.
- Findings for the 5-year projection were briefly shared.
- This year's Audit Committee meeting will be scheduled soon.
- Erik thanked Brian, and the entire Administrative Team, for their support and operations during his absence.
- Members of the board discussed Erik's report as it was presented. Additionally, they spoke of the stability of the Second chance Pell grant.
- A member of the public commented on enrollment in the area high schools.

Board moved to approve the following resolutions:

- Mark Moeller made a motion to the floor that the North Country Community College Board of Trustees hereby approves the February 2023 financials are approved as they were shared and presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0).
- Mary Irene Lee made a motion to the floor that the North Country Community College Board of Trustees hereby approves the February 2023 financials are approved as they were shared and presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0).
- Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby

approves the increase in College Bridge tuition by \$15/course effective with the start of the 2023-24 academic year. Mark Moeller seconded the motion.

- Members of the board discussed the proposed increase and how it compares to area colleges offering the same courses.
- The motion was unanimously approved (7-0-0).

Associate Vice President of Student Affairs

Kim Irland added to her written report:

- The Student Awards Ceremony will be held virtually on Friday, May 19th, 2023, at 4 p.m.
 - All are invited to attend.

President:

Joe Keegan added to his report:

- Welcomed Todd LaPage to the NCCC Board and College community.
- Thanked the Board for their ongoing support of the college.
- Thanks were extended to the Board for hosting Chancellor King during his visit last month. Joe shared he was impressed with the positive experience, and college wide and community attendance.
 - Both Assemblyman Billy Jones and Essex County Supervisor Joe Pete Wilson were in attendance showing support of the College.
- Both Program and Campus Advisory Boards held in March and April were successful.
 - Joe thanked Mary Irene, Donna Wadsworth, Pete Suttmeier, and Todd LaPage for their attendance at the Campus Advisory Board meetings.
 - Members of the board shared what they learned while meeting with the area community members, and the great opportunities these sessions provided.
- Joe reported Governor Hochul came to agreement with Assembly and Senate for 2023-2024 proposed budget. A report on how this agreement affects NCCC budget is anticipated next week.
- Joe shared enrollment data showing 167 students registered to date. There is still a heavy push, and work in progress, to continue to encourage students to enroll.
 - New students are being registered for the fall 2023 session.
- Joe explained to the Board the process of policy reviews, updates, proposals for new ones.

Board moved to approve the following resolutions:

- Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the updated Vehicle Parking Policy. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0).
- Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the updated Sexual Harassment Policy. Pete Suttmeier seconded the motion.
 - Members of the Board discussed the policy as it was shared in the report. Pete Suttmeier made a motion to table the policy approval until it is investigated on how it would apply to student and faculty interaction. Mary Irene seconded the motion. The motion was unanimously approved (7-0-0).
- Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the updated Procuring and Contracting Policy. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0).
- Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the Workplace Violence Prevention Policy. Pete Suttmeier seconded the motion.
 - Members of the board discussed the policy as it was presented.
 - The motion was unanimously approved (7-0-0).
- Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the Chosen Name and Gender Identity Policy. Pete Suttmeier seconded the motion.
 - Members of the board discussed the policy as it was presented, and how it can be enforced.
 - The motion was unanimously approved (7-0-0). Mark/Pete

NCCC Association:

No report.

NCCC Foundation:

Erin Walkow reported:

- The lapsed appeal sent in mid-March has raised enough for three additional scholarships and had 34% response rate.
- Working with Chad LaDue on a targeted campaign to the 2017 Hall of Fame inductees to solicit funds to purchase a new scorer's tower and scoreboard with streaming capabilities for the Sparks field. .
- As part of the ongoing alumni engagement strategy, Erin will be reaching out to our nursing alumni during Nurses Appreciation Week which begins May 6th, 2023. She will share with them news regarding the upgrades to the nursing labs.
- She will be submitting requests to the Lake Placid Education Foundation and the Fieldstone Foundation for support for the Opportunity Scholarship. Erin is also working with Kathleen Dowd in the Human Services Program to submit a request to Franklin and Essex Counties for student scholarships from the Opioid Settlement Dollars.
- At the last meeting, the Board requested information on the Foundation's investment policy. Erin reported assets are invested in 58% equities, 36% fixed income, and 6% cash alternatives. These are targeted for moderate growth and income strategy.
- As of Monday, the Foundation has raised \$111,000 compared to \$41,000 last year, showing an increase of \$70,000. This includes \$22,000 for the Opportunity Scholarship, \$45,000 from LEAF and a \$20,000 grant from the Adirondack Foundation Generous Acts Fund and Birth to Three Alliance to support the implementation of the Child Development Associate Certificate set to launch this summer.

Old Business

None

New Business

None

Public Comment

None

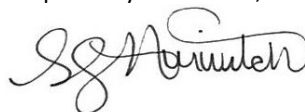
Executive Session

Pete Suttmeier made the motion to enter Executive Session 12:20 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. Mark Moeller seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to attend the meeting at 12:20 p.m.

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:00 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary, NCCC Board of Trustees

May 25, 2023

Motion: Mark Moeller
Second: Pete Suttmeier
Action: Approved (8-0-0)