



## Board of Trustees Meeting Minutes | August 28th, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Pete Suttmeier, Mark Moeller, Dan Kelleher, Mary Irene Lee, Jerry Griffin.

Excused: Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Kyle Johnston, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Maggie Willett, Amy Scattergood, Amy Seymour, Kim Duffey, Tom McGrath

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Board Chair, Steve Reed, called the meeting to order at 11:01 a.m.

### Board Chair Report

The board made a motion to vote and approve the following positions:

- Jerry Griffin made a motion to nominate Steve Reed hold the position as Board Chair. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). Steve Reed accepted the nomination.
- Pete Suttmeier made a motion to nominate Mark Moeller for the position as Vice Chair. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). Mark Moeller accepted the nomination.

### The board voted on the following resolutions:

- Mark Moeller made a motion to approve resolution 2019-20 | #16 that the North Country Community College Board of Trustees hereby approves the fourth temporary appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Instructor for a one-year term for the 2020/21 academic year, at an annual salary of \$41,584. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).
- Mark Moeller made a motion to approve resolution 2019-20 | #17 (Fleming) that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Mathew Fleming, to the full-time, 164-day, exempt appointment as Instructor for a one-year term for the 2020/21 academic year, at an annual salary of \$44,263. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).
- Mark Moeller made a motion to approve resolution 2019-20 | #18 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Luke Hudak, to the full-time, 190 day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2020/21 academic year at an annual salary of \$46,941. This position is budgeted for the 2020/21 academic year. 50% of salary and benefits will be grant funded. The remainder will be hard funds. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).

- Mark Moeller made a motion to approve resolution 2019-20 | #19 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Marcus Painter, to the full-time, 164-day, exempt appointment as Instructor for a one-year term for the 2020/21 academic year, at an annual salary of \$40,244. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).
- Mark Moeller made a motion to approve resolution 2019-20 | #20 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Jamie Strough, to the full-time, 164-day, exempt appointment as Science Instructor for the 2020/21 academic year at an annual salary of \$42,923. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).
- Mark Moeller made a motion to approve resolution 2019-20 | #21 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Sarah Updegraff, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2020/21 academic year at an annual salary of \$46,941. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).
- Mary Irene Lee made a motion to approve resolution 2019-20 | #22 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of David Clayton, to the full-time, 221-day, exempt appointment as Admissions Counselor/Men's Soccer Coach, for a one-year term for the 2020/21 academic year, at an annual salary of \$45,602. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).
- Mary Irene Lee made a motion to approve resolution 2019-20 | #23 that the North Country Community College Board of Trustees hereby approves the fourth temporary appointment of Randolph S. Mitchell, to the full-time, 221-day, exempt appointment as Assistant Director of Financial Aid, for a one-year term for the 2020/21 academic year, at an annual salary of \$53,639. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).
- Mary Irene Lee made a motion to approve resolution 2019-20 | #24 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Maryssa Romeo, to the full-time, 221-day, exempt appointment as Admissions Counselor for a one-year term for the 2020/21 academic year, at an annual salary of \$40,244. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).
- Mary Irene Lee made a motion to approve resolution 2019-20 | #25 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for the 2020/21 academic year at an annual salary of \$56,318. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).

- Mark Moeller made a motion to approve resolution 2019-20 | #26 that the North Country Community College Board of Trustees hereby approves the fourth temporary appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for a one-year term for the 2020/21 academic year, at an annual salary of \$49,620. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).
- Mark Moeller made a motion to approve resolution 2019-20 | #27 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Terrance Kemp to the full time, twelve-month exempt position as Academic Technology Coordinator, for the 2020/21 academic year at an annual salary of \$61,676. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).
- Pete Suttmeier moved to approve the June 25th, 2020 meeting minutes as they were presented. Jerry Griffin seconded the motion. The May 25, 2020 meeting minutes were approved unanimously. (6-0-0)
- Pete Suttmeier moved to approve the July 30<sup>th</sup>, 2020 meeting notes as they were presented. Jerry Griffin seconded the motion. The July 30<sup>th</sup> meeting notes were approved unanimously (6-0-0)
- Mary Irene Lee made a motion to approve the 2020-2021 Board of Trustees meeting schedule as it was shared in the board packet. Mark Moeller seconded the motion. The motion was approved unanimously (6-0-0).
- Dan Kelleher made a motion to approve the June 2020 and July 2020 financials as they were presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).
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#### College Senate

No report

#### NCCCAP

Lee Susice reported:

Looking forward to returning to teaching. NCCCAP members held their first meeting of the semester this week.

#### CSEA

No report.

#### Interim Vice President for Academic Affairs

Sarah Maroun reported:

- Preparing for students to return. This has been a successful faculty return week and all are eager to get started.
- Highlighted the Northern Border Regional Commission Wastewater training program grant received. This program dovetails with our already established environmental science program. The grant will cover cost of development (\$90,000). The board discussed the timetable to offer in the Spring. It does depend on the continuation of COVID19. Sarah spoke briefly about the need to market the program and work with the local municipalities to determine the need.
- Middle States self-study report continues – drafts are coming in regarding each standard. A draft will be shared with the community mid-September.
- The board discussed administering a self-evaluation as well. Stacie Hurwitch will share and they will update for 2020-21. Steve Reed requested to fellow members of the Board that it is completed prior to November visit.
- Operations at the St. Regis Mohawk site will be suspended this semester; students will pursue their studies online.

#### Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Fall 2020 enrollment numbers are trending in the right direction. Currently they are at 850 fte's. The College needs to remain aware that after next week, if following the annual trend, 30 of those students might defer to Spring 2021 semester.
- The Fall 2020 campaign has been ongoing for a month and has been successful.
- Personal outreach to students who were undecided has been going well.
- 45 students attended the virtual enrollment events this week on Tuesday and Wednesday.
- Fall 2020 Micro-Campaign – Last Chance to Enroll – advertising extended out to September 1<sup>st</sup>. One more event will be on Tuesday. Communications will continue and the team will continue to follow leads. It's important to set a date to create a sense of urgency but the students are being contacted same day in most cases.
- The Board discussed enrollment plans and virtual visits with Kyle.
- The Board discussed SUNY initiative of Stay Near, Go Far.
- 125 students will receive the Opportunity Scholarship; the remainder will go to students attending in the Spring 2021.

\* Steve Reed notes that Jerry Griffin had to leave the meeting. The board meeting no longer meets quorum. They will continue to listen to department reports.

#### **Interim Vice President for Administration/CFO:**

Erik Harvey shared with the board the financial reports for July 2020, and the forecast for August 2020. He then updated the board on the current status of financials related to the upcoming budget year.

- The board discussed the financial status of the College.
- Still looking at .5mil deficit for 2019-20. Efforts now going towards 2020-21.
- Both counties have approved the 2020-2021 College Budget. They were comfortable with our plans and look forward to the future.

#### **President's Report:**

Joe Keegan reported:

- Welcomes Amy Scattergood, new reporter for the Adirondack Enterprise.
- Thanks the board for their ongoing support and the College is a better institution because of it.
- Thanks the Administration, Faculty and Staff for their hard work, and positive energy they've shown this week. It has been a good first week of the semester.
- Cautiously optimistic on Kyle's report and it is exciting to see the progress. Grateful for the support of the foundation for the non-traditional student Opportunity Scholarship.
- Counties were supportive of the proposed budget and were generous with their time in making it work.
- Honor to host Senator Schumer last week, a wonderful conversation on the impact COVID 19 has had on the community and the College. The spoke of potential opportunities for outside support.
- SUNY has a new Chancellor, Dr. Jim Malatras. His previous position was that of SUNY Empire President. Shir Filler commented on this appointment. There are many faculty groups that have a vote of no-confidence in the process of the appointment given that there was no shared governance and the appointment was allegedly entirely political. College Senate will discuss this at their meeting later today.

#### **NCCC Association:**

Joe reported how busy the Association has been in packing and delivering books for our students via curbside.

#### **NCCC Foundation:**

Diana Fortune reported:

Since the last meeting, the Foundation has secured another \$6,500 for their Student Assistance Fund.

#### **Old Business**

None

**New Business**

None

**Public Comment**

None

**Adjourn**

The meeting ended at 11:37am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

**APPROVED**

September 25, 2020

Motion: Mary Irene Lee

Second: Mark Moeller

Action: Approved 6-0-0