



## Board of Trustees Meeting Minutes

Friday, August 25th, 2023 | 11:00am

Hybrid Meeting: HH-105 & Zoom

Board Members Present: Pete Suttmeier, Dan Kelleher, Mary Irene Lee, Todd LaPage, Seth McGowan, Steve Reed, and Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Kyle Johnston, Erin Walkow, Chris Knight, Lee Susice, Allison Warner. Members of the College community joined as well.

---

Board Chair, Pete Suttmeier called the meeting to order at 11:00 a.m.

### Oath of Office

Seth McGowan was sworn in as a NCCC Board of Trustee member:

- This is a Franklin County appointment, filling the vacancy after Mark Moeller's completed term.
- Lisa Symonds served as notary for Seth McGowan's signature.
- Seth introduced himself to the Board, and members of the college, and was warmly welcomed by all.

### Minutes

Todd LaPage made the motion to accept the June 29<sup>th</sup>, 2023, meeting minutes. Mary Irene Lee seconded the motion. The June 29<sup>th</sup>, 2023, meeting minutes were unanimously approved (7-0-0).

### NCCCAP

Lee Susice reported:

- Members of NCCCAP returned this week for the Fall 2023 semester. They said they are looking forward to a successful term.

### CSEA

No report

### Board Chair Report

Pete Suttmeier reported:

- Requested Board presence at upcoming College Senate meetings.
- Pete, Joe, and Erin recently attended an ADK Foundation reception. The mission of the ADK Foundation dovetails with the missions of both NCCC Board of Trustees and NCCC Foundation.
- Planning to hold a summit meeting with stakeholders of the region. Together we will explore new opportunities and potential challenges with education.

### Interim Vice President for Academic Affairs

Joe Keegan reported in Sarah Maroun's absence:

- 1<sup>st</sup> quarter NCLEX results for the Nursing programs, (PN and ADN) were exceptional with 100% pass rate for those taking the test.
- Classes start on Monday.
  - While certain locations are still under construction, classrooms have been successfully moved and rearranged to accommodate the needs of the students and faculty.
- Sarah met with a liaison from Middle States at each campus over the summer. These were a required element for those who had virtual accreditation visits such as NCCC had. The meetings went well, and reaccreditation is now complete.
- Recently the AAS Nursing expansion, the program application is under review by the State. Approval is anticipated in the coming weeks.
  - Application proposal requests that we are granted another 32 seats in Nursing associate degree program.
  - Once approved the College will then market it for a Spring 2024 launch.
- Over the summer there has been a major lift for a full transformation of the learning management program (D2L/Brightspace). The program's live target date for classes is on Monday. Terry Kemp and the IT team have been instrumental in the successful training and launch of the program. The consensus is that D2L/Brightspace is a better learning management platform.

### Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- Strategic Enrollment Management (SEM) plan updates from June
  - *Scholarships for Everyone* was extremely successful. Due to its success, it was extended for another few weeks to bring in more students. The plan is to continue this offer for Spring 2024 semester. The SEM team expected around 150 students to apply. To date there have been 196 applicants.

- The process has been designed to be easy and everyone interested in enrolling with NCCC is encouraged to apply.
- North Country Navigator – Peer mentorship program
  - The program was launched last week.
  - The outcomes will be tracked through the first and second semesters. If data shows it is working as designed, then it will be continued.
  - Currently the program is funded through a SEM grant.
- Enrollment numbers will be shared after the first week of classes.
- Non-credit short-term options will be starting later in the semester.
- Members of the Board discussed Kyle's reports as it was shared:
  - North Country Navigator program.
    - Each mentor has 15 students to support. Not all the students need assistance.
    - Each mentor is getting a stipend for their role in the program.
  - Members of the Board discussed the enrollment report from early August.
  - Kyle highlighted the trend of students to apply at NCCC from out of area high schools.
  - Breakdown of funds for scholarship offerings
    - Kyle reported approximately 95-97% of student applicants receive financial aid.

#### College Senate

Allison Warner reported:

- The Fall 2023 Senate meeting schedule will be shared with the Board as it becomes available.

#### Interim CFO:

Erik Harvey added to his written report:

- The Colleges' supporting counties of Essex & Franklin recently approved the proposed 2023-2024 budget. It has moved to SUNY for approval.
- Each county also approved an increase of \$100K in annual operating aid for a \$200K total for the College to commence in the 2023-2024 year.
- Erik highlighted the forecast for 2023-2024 fiscal year and the current five-year projection.

*Board moved to approve the following resolutions:*

- Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the June 2023 financials as they were shared and presented. Steve Reed seconded the motion. The motion was unanimously approved (7-0-0).
- Dan Kelleher made a motion to the floor that the North Country Community College Board of

Trustees hereby approves the July 2023 financials as they were shared and presented. Steve Reed seconded the motion. The motion was unanimously approved (7-0-0).

#### Associate Vice President of Student Affairs

Joe Keegan reported in Kim Irland's absence:

- Kim has been doing a great job with both the live and online orientation options for our students.
- Kim has been working on the North Country Navigator program with both Kyle and Sarah M.

#### President:

Joe Keegan highlighted his report:

- Extends thanks to the members of the Board for their unwavering support of the College, its students, and staff.
- Joe welcomed our newest members of the Board; Todd LaPage and Seth McGowan.
- Grateful for the overwhelming support of both sponsoring counties of Essex and Franklin in their approval of the proposed 2023-2024 budget and the requested increase in operating aid.
- State budget advocacy is underway. The collected message is for the need of community colleges to be treated fairly and equitably.
- Shared with the Board the recent construction updates and time timeline on the Saranac Lake campus.
- NCCC Foundation's Executive Director, Erin Walkow, has been working diligently with the ADK Foundation in researching potential grant dollars.
- Shared an updated on the Community Leaders Day and Ribbon Cutting Ceremony. The new date of the event will be October 11<sup>th</sup>, 2023, at 9:00am.
- Scott updated the board on the current Fall 2023 registration numbers. There will be an update in the numbers once the 3-week verification process is complete.
- Members of the Board discussed Scott's report on the registration numbers as it was shared.

#### NCCC Association:

Joe Keegan shared Robert Rathbun's written report with the Board.

- Joe highlighted that the current numbers of dorm residents meet full capacity.

#### NCCC Foundation:

Erin Walkow reported:

- Echoed the success of the *Scholarship for Every Student* campaign. She reported there is still funding available and is looking forward to the event being brought back for Spring 2024.

- Erin continues to work with the Director of the ADK Foundation in researching available grants. She will report what she finds as she learns more.

Old Business

None

New Business

- Members of the Board accepted the proposed 2023-2024 Board of Trustees meeting schedule as it was shared in the written report.

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:03 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. Steve Reed seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to attend the meeting at 12:03 p.m.

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Steve Reed seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

Date: November 17th, 2023

Resolution #: 2022-23 | 14

Motion: Seth McGowan

Seconded: Todd LaPage

Action: Approved (x-x-x)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees