



Board of Trustees Meeting Minutes | August 27<sup>th</sup>, 2021 | 11am  
Hybrid Meeting: HH-105 & Zoom

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Diana Fortune, Kyle Johnston, Dianna Trummer, Rob Rathbun, Chris Knight, Kim Irland

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

### Minutes

Mark Moeller made the motion to accept the July 29<sup>th</sup>, 2021 meeting minutes. Jessica Kemp seconded the motion. The July 29<sup>th</sup>, 2021 meeting minutes were unanimously approved (8-0-0).

### College Senate

Shir Filler reported:

- Senate will meet Friday the 10<sup>th</sup> at 1pm. New positions of Mary Porter and Scott Stringer.
- Outreach to Joe will occur in a few days to discuss anticipated outcomes.
- Board attendance will be as follows | September: Steve Reed, October: Mark Moeller, November: Pete Suttmeier, December: Mary Irene Lee.
- Shir will share all Senate packets with the entire board monthly.

### NCCCAP

Lee Susice reported:

- Opening meeting yesterday, welcomed 7 new members.
- Union negotiation meetings will commence next week with the College's Administrative team.

### CSEA

Dianna Trummer reported:

- Union members met earlier this week; they are glad to be back on campus. Discussions are starting regarding end of contract for next year.

### Board Chair Report

Steve Reed reported:

No report

### Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Classes start on Monday; College faculty are busy getting ready in anticipation for the new year.
- Efforts are being made to notify and explain to students the new vaccination mandate.
- MSCHE self-study completed and submitted. A copy will be shared with the board. The College will hear more in the next couple weeks for anticipated plans for the MSCHE visit with the board.
- FCI Ray Brook will be remote for the 2<sup>nd</sup> Chance Pell program for Fall 2021.

Board moved to approve the following resolutions:

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Instructor for the 2021/22 academic year, at an annual salary of \$44,602. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Robin McGrath to the full-time, 164-day, exempt appointment as Business Instructor for the 2021/22 academic year at an annual salary of \$43,250. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

The board spoke briefly about the upcoming MSCHE visit. There was discussion of holding a meeting with the board in preparation for the virtual visit. Joe and Sarah will plan to hold it after the September board meeting.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Throughout August 2021 the enrollment trend continued for incoming students. Last Chance to Enroll initiative has been successful this week, allowing students to enroll in one day.
- The week prior to the start of classes is historically the busiest week of the year for enrollment team.
- Due to the COVID protocol changes, there is more uncertainty going into the semester when compared to last year.
- Once the vaccination mandate came out, enrollment had 11 drops in one of the days and then righted itself thereafter. Enrollment continues today through the weekend. Kyle anticipates enrollment to continue into early next week.
- The team are working on the Spring Semester enrollment plans which will launch soon.
- Kyle noted preparation for next year; several school fairs are starting to drop back from in-person to virtual. It is anticipated to be a better experience for students.
- In the next month, marketing campaigns from the past year will be under review to prepare the marketing plans for next year. They will likely mirror last year but in a different more streamlined format.
- In the coming weeks, focus will switch from enrollment of students to keeping them in the College. Student outreach and review will begin next week.
- The board spoke with Kyle regarding the enrollment pipeline chart provided in the packet and the vision nationwide colleges are seeing as the new normal.
- Since this morning the FTE is down 6% when compared to this time last year, however student enrollment will continue through the weekend into early next week. The board briefly spoke of this and trending enrollments. It is believed that the drop right now is due to the SUNY wide vaccination mandate made on Monday, August 23<sup>rd</sup>, 2021.
- There was discussion on students being encouraged to vaccinate prior to the mandate. Recently a notification of a college-wide mask mandate was made as well. This week students were given information of area locations to get the vaccination. There are also town hall meetings being held this week to assist students in understanding the mandate and are providing them with tools to help them meet the mandate.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for the 2021/22 academic year at an annual salary of \$59,484. Mark Moeller seconded the motion. The motion was unanimously approved (8-0-0)

Interim CFO:

Erik Harvey reported:

- Erik Shared the College's forecast with the board. He explained the new charge back for our supporting counties

of Essex and Franklin and how it will impact the College.

- It was noted that the revenue was higher over the summer than was anticipated.
- The change in employment with the College has moved around due to employees leaving the College. There have been new hires but there is minimal change to the budget line.
- Fund balance currently holds at \$4.6 million; 30-31% will cover operating costs.
- The College's sponsoring counties of Essex and Franklin recently approved the Colleges budget proposal for 2021-2022
- Erik shared with the board how College going online has noticeably helped the surplus. He cautioned how the College is doing as we work with the new model of teaching and how it financially impacts the college.

The July 2021 financials were shared with the Board. Mary Irene Lee motioned for the NCCC Board of Trustees to approve the financials as they were brought to the floor. Jessica Kemp seconded on the motion. The motion was unanimously approved (8-0-0).

#### Associate Vice President of Student Affairs

Kim Irland reported:

- New student orientation sessions are occurring both face-to-face and virtually. They have been successful in educating students over the COVID protocols and masking mandate, preparing them as they start their college experience.
- Currently 90 students in the dorms for Fall 2021. The Association will be working closely with these students to ensure they are vaccinated by the deadline. Currently there are 40 working to complete the vaccination mandate.
- Starting in September, Kim will begin sharing written reports.
- The board discussed vaccination requirements for students in the dorms and protocols if they refuse the vaccination. They will be removed from the dorms by the deadline if they do not comply. Students who reside on campus and only attend courses online are still required to vaccinate.

#### Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for the 2021/22 academic year, at an annual salary of \$52,720. Mary Irene Lee seconded the motion. The motion was unanimously approved (8-0-0)

#### President:

Joe Keegan reported:

- Welcomed the board to campus and thanked them for their ongoing support. He spoke of the uncertainty of Fall 2021 when compared to Fall 2020.
- This is the 54<sup>th</sup> year as the institution. It's exciting to open the new year and seeing students back to campus.
- Middle States Self-Study was a collective effort and was a good period of reflection on the College. Joe extended his thanks for all those involved.
- The search for the Foundation Director is underway. The Search Committee was led by Shir Filler. There are anticipated visits to campus with the potential candidates. Shir commented that there are upcoming virtual interviews with the three candidates. They will be moved forward in the hiring process. Joe expressed his thanks to Shir and the search committee for this heavy lift during the opening of the semester.
- JMZ scoping study is underway. Focus this week was HVAC systems on the campuses, and next week nursing labs will be under review. Recommendations from the study (HVAC, Nursing Lab upgrades, Science lab upgrades) will be shared with the College soon.

#### Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Terrance Kemp to the full time, twelve-month exempt position as Academic Technology

Coordinator, for the 2021/22 academic year at an annual salary of \$64,895. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-1). Jessica Kemp recused herself.

#### NCCC Association:

Rob Rathburn reported:

- Shared with the board the new hires that the Association brought in over the summer.
- Newly contracted position for fiscal operations, Sandy, has been doing extremely well in cleaning up and organizing the needs of the Association.
- Bookstore delivery of books to students has been going well and the new process is helping in mitigating direct contact.
- The Association moved forward in purchasing a new point of sales system and the implementation has caused a delay. It is anticipated that the delay will be rectified soon.
- The dining hall will officially open for business on September 1<sup>st</sup>. Full time operation began yesterday with a staff of four people. Staffing has been the focus, with the hope to hire more employees and potentially student workers as well. Due to staffing, food offerings have had to be scaled back.
- The compressor for the dining hall freezer went down yesterday. All freezer goods have been moved to the hospital's freezer. There should be minimal to no financial impact to lost products. Thanks were extended to the head of dining services for Adirondack Medical Center for their generosity.

#### NCCC Foundation:

Diana Fortune reported:

- The Foundation, in addition to the \$100,000 Opportunity Scholarship for adult students, has awarded \$42,000 in student scholarships.

#### Old Business

None

#### New Business

None

#### Public Comment

None

#### Executive Session

Mark Moeller made the motion to enter Executive Session at 12:14 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. Dan Kelleher seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:14 p.m.

Mark Moeller made a motion to adjourn executive session at 12:30 p.m. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0).

#### Adjourn

Mark Moeller made a motion to adjourn the meeting. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

9/24/2021

Motion: Pete Suttmeier

Second: Mary Irene Lee

Action: Approved (7-0-0)