



Board of Trustees Meeting Minutes

Thursday, June 29th, 2023 | 11:00am

Hybrid Meeting: HH-105 & Zoom

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

Excused: Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Sarah Maroun, Kim Irland, Kyle Johnston, Erin Walkow, Chris Knight. Seth McGowan, and members of the College community, joined as well.

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

Minutes

Pete Suttmeier made the motion to accept the May 25th, 2023, meeting minutes. Todd LaPage seconded the motion. The May 25th, 2023, meeting minutes were unanimously approved (7-0-0).

College Senate

No report

NCCCAP

No report

CSEA

No report

Board Chair Report

Steve Reed reported:

- Today is his last meeting as Chair before Pete Suttmeier takes over on July 1st, 2023. He extends his thanks to everyone at the college for their constant dedication and work they do, making the College a wonderful place to be. Special thanks to Joe Keegan for bringing the College together under his leadership. He extended his thanks to his fellow board members for their support, work, and extra time they put in for the College.

Interim Vice President for Academic Affairs

Sarah Maroun added to her written report:

- Extended thanks to Steve Reed for his time in service. She highlighted appreciation for his time and support of the College and its endeavors.
- Reported that the recent pass rates in Radiologic Technology and Nursing have been exemplary.
- Reported the Cybersecurity program (with Herkimer) has been approved by NYSED and will be offered to students starting Fall 2023.

Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves temporary appointment of Kelli Miller, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the 2023/24 academic year, at an annual salary of \$50,614. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- The Scholarships for Everyone campaign is the biggest one for the College and they are already seeing the benefits. Currently there are 60 applicants for the Opportunity and 6 on Us scholarships. Kyle shared he will be extending it out one more month to August 15th as grant funds remain available.
- Programmatic campaigns continue to be pushed; primary focus is on the Healthcare Programs.
- Work continues with the Strategic Enrollment Management (SEM) Plan continues. Regular updates to the College community will be made as they become available.
- The recent SEM plan conference was successful. Kyle, Sarah Maroun, and Kim Irland met with approximately 60 other SUNY colleges, and those throughout the country.
- The recent SUNY conference focused on online opportunities.
- Members of the board discussed the benefits of the Scholarships for Everyone campaign and the opportunities for potential students.

Interim CFO:

Erik Harvey let his report stand for itself.

- Shared he is thankful for the support from Steve Reed and is looking forward to working with Pete Suttmeier as he takes the position of Board Chair.
- Shared the 2023-2024 Budget has been successfully presented to sponsoring counties of Essex and Franklin. Public hearings are slated for early July with the anticipation that the approved 2023-2024 budget will be sent to the State in August.
 - A proposal for a \$100K increase in operating support from both counties is included.
- Members of the board discussed Erik's verbal report as it was presented.

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 May 2023 financials as they were shared and presented. Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0).

Associate Vice President of Student Affairs

Kim Irland reported:

- The curriculum for Orientation is currently being migrated into Brightspace. She noted that Genesee Community College was helpful by sharing their template for a similar course. The goal is to automatically enroll students (new and continuing) in this free online course.
- The College is now into the compliance report season, and to date they are going successfully.

President:

Joe Keegan added to his written report:

- Extended thanks to Steve Reed and for his unwavering support in the process of shared governance and for his accessibility to the college community.
- Acknowledged today is the last day that Mark Moeller is serving the Board. He thanked him for his years on the Board and thanked him for his hard work and support.
- Noted Student Trustee Sam Weeks last day is also today. He shared that she has done well in representing the student voice. He thanked her for her service and support.
- Welcomed Seth McGowan to the Board. Seth brings to the Board extensive experience K-12, having previously served as Superintendent of the Tupper Lake CSD. He begins his term on July 1st, 2023.
- Joe expanded on Erik's presentation regarding requests to the College's supporting counties of Essex and Franklin. He shared their support for the budget as well as the request for increase of

operating funds. Additionally, he shared there was recognition by the counties for the good work of the College, and our response to the counties' needs for specific programs.

- Advocacy work has begun for the 2024-2025 year. The planned proposal will be to request the floor with additions of equitable, fair, and reliable funds for the community colleges.
- Science and nursing lab construction projects continue. They are doing well on both the Saranac Lake and Malone sites. Current estimates are that these sites will be open in time for the Fall semester start date.
- Ribbon cutting and community leaders day is tentatively set for September 27th, 2023, at 9am. The agenda is to provide updates of the college and extend thanks for the community's support. Plans are in the works to offer similar ceremonies on both the Malone and Ticonderoga campuses.
- The enrollment update was shared highlighting the gains around new initiatives. The nursing programs show strong numbers. Massage Therapy numbers have tripled for the first time in years, and the Criminal Justice program has rebounded. Work continues to bolster enrollment for these programs.
- Selina LeMay-Klippel will soon be hosting a Wastewater Grant round table on July 18, 2023 via Zoom. .
- Pete Suttmeier, Erin Walkow and Joe will be giving a presentation to the AuSable Club on July 12th, 2023. They will share an introduction of the College as well as current updates. These efforts are in part of the fundraising task force which includes members from both the College and Foundation boards.
- Members of the Board discussed the upcoming budget hearings with our sponsoring counties. They spoke of the need for members of the board to attend.

NCCC Association:

Kim Irland reported in Robert Rathbun's absence:

- Jerrad Dumont will begin serving as the Association Board President starting July 1st, 2023.
- To date, the student housing roster is full. Kim also noted there is a short waitlist for the Fall term.

NCCC Foundation:

Erin Walkow reported:

- NCCC Foundation received a \$10K gift from J.M. McDonald Foundation for the Opportunity Scholarship.
 - These additional monies bring the total to \$45K raised from individuals, corporations, and other Foundations.
- A meeting with the Grant Advisor for the Cloudsplitter Foundation, will occur soon. This meeting

will include joint research to uncover grant opportunities from their Foundation.

- The Foundation awarded approximately \$40K in scholarships for the 23-24 year to 41 students. Erin will be working with Rachel Zurschmit to notify recipients. There were 82 applications.
- The survey for the Cantwell Property land donation is complete and she will be working to get the deed transferred to the Foundation. Thanks were extended to Jim Brooks, the College's attorney, for his work on this project.
- Members of the board discussed Erin's report as it was presented.

Old Business

None

New Business

Board moved to approve the following resolutions:

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves following faculty/staff for continuing appointments effective with the 2023/24 academic year: Judy Small, Assistant Professor, Science | Meredith Chapman, Associate Director of Admissions | Rachel Zurschmit, Assistant Director of Admissions | Kent Egglefield, Head Women's Soccer & Lacrosse Coach /Athletics Program Assistant. 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 following faculty/staff for renewal of temporary appointments effective with the 2023/24 academic year: Thomas Callahan, Business Instructor | Tana Hare, Nursing Program Director | Jessica Martin, Assistant Registrar | Robin McGrath, Business Instructor | Renee Poirier, LAC Coordinator (will remain on continuing appt) | Samantha Phillips, Enrollment/Financial Aid Counselor | Brenda Garver, Bursar. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0).

* Members of the Board discussed the methods and process of an internal search. Joe shared there is a policy around this process and the reasoning for it. He made note that there is still an interview process and a search committee.

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves following faculty/staff for renewal of temporary appointments effective with the 2023/24 academic year: Richard Davenport, Nursing Instructor | Lauren Heath, Nursing Instructor | Luke Hudak, Coordinator of Dual Enrollment Initiatives | Erin Streiff, Nursing Instructor | Brandi Taylor, Humanities Instructor | Kelly O'Shields, Technology Support Specialist | Julie King, Enrollment/Financial Aid

Counselor. These positions are currently funded in the 2023/24 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, these appointments will expire at the conclusion of the 2023/24 academic year and will not be renewed. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Public Comment

Addressed board – Lee Susice notified the Board that he will serve as NCCCAP president for next year. He noted he was looking forward to working with everyone next year.

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:26 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. Pete Suttmeier seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan and Seth McGowan were invited to attend the meeting at 12:26 p.m.

Adjourn

Mark Moeller made a motion to adjourn the meeting. Pete Suttmeier 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: August 25th, 2023

Motion: Todd LaPage

Seconded: Mary Irene Lee

Action: Approved (6-0-0)

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