



Board of Trustees Meeting Minutes
Friday, March 24th, 2023 | 11:00am
Hybrid Meeting: HH-105 & Zoom

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

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

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

Executive Session

Mark Moeller made the motion to enter Executive Session at 11:00 a.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. Jerry Griffin seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 11:01 a.m.

Adjourn Executive Session

Mark Moeller made a motion to adjourn the executive session and open the meeting to the public. Jerry Griffin seconded the motion. The motion was approved unanimously (8-0-0). Executive session adjourned; Board of Trustees meeting opened to the public at 11:55 p.m.

Minutes

Pete Suttmeier made the motion to accept the February 24th, 2023, meeting minutes. Jerry Griffin seconded the motion. The February 24th, 2023, meeting minutes were unanimously approved (8-0-0).

College Senate

No report

NCCCAP

No report

CSEA

No report

Board Chair Report

Steve Reed reported:

- Recently met with Erin Walkow, the NCCC Foundation Director, to discuss the options of staffing the Foundation's administrative office.

Interim Vice President for Academic Affairs

Sarah Maroun added to her written report:

- Recently two Advisory Boards met, which included colleagues from the community:
 - Graphic Arts | March 17, 2023
 - Business | March 24, 2023
- The newly added Software Engineer Bootcamp will kick off in May 2023.
- The Childcare Certificate is projected to be ready to launch later this spring.

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- Strategic Enrollment Management (SEM) teams are beginning to meet to start tackling their assigned goals. This will be the primary focus throughout the summer months.
 - In late April, the campus community will be invited to a presentation which will highlight the progress, and updates, to the plan.
- The Campus Visit Days, held during President's week, data review shows the event went exceedingly well. Plans are in the works to run the event again soon.

- Instant Admit and Registration events will begin throughout the week of May 2nd. This series of events will include sessions to be held during nights and weekends.
- Current advertising is focused on highlighting the Software Engineer Bootcamp.
- Members of the Board discussed the upcoming SEM plan update and presentation.
 - There was voiced interest in hearing the tactics and projects now running.
 - Kyle will prepare a brief presentation to the board at their April meeting.
- Meredith Chapman shared with the Board the recent success of the area counselor luncheon.
- Members of the Board voiced their appreciation, and accolades, to the entire enrollment team, highlighting their hard work over the past several months.

Interim CFO:

Brian Pelkey reported in Erik Harvey's absence:

- The next financial report will be shared in April 2023.
- The 2021-2022 audit is now available to review.
- Current, and proposed 2023-2024, budgets are at the department level for review. They are due April 5th, 2023.
- Joe voiced the work from the Audit Committee, and getting the financials ready, was done well.
 - Members of the Board thanked the Audit Committee for their hard work and attention to detail.
 - The Audit Committee will meet this spring to prepare for the next audit cycle.

Associate Vice President of Student Affairs

Kim Irland let her report stand:

- Members of the Board discussed campus activities made available to the students.
- Kim shared plans for the Alternative Spring Break.
- Members of the board shared high marks to Kim for her hard work at the college.

President:

Joe Keegan added to his report:

- Thanked the Board for their ongoing support of the college, its employees, and our students.

- Looking forward to SUNY Chancellor King’s visit this afternoon.
- Extended thanks to the Board for being here to host the Chancellor.
- SUNY Chancellor Award for Student Excellence has been awarded to Sydney Van Nest. She is a second year AAS Rad Tech student. Sydney is a great example of the college and our core values. There will be a formal ceremony in Albany late next month. Joe plans to attend.
- Joe extended his thanks to the campus community for their recent advocacy work; sharing letters highlighting the priorities of the College with State Representatives has proved beneficial.
- In addition to recent advocacy efforts, Joe highlighted the roadmap to the 2023-2024 Annual Budget which was shared with the campus community yesterday afternoon in a campus-wide town hall.
 - Anticipate sharing the final proposed budget at the May 2023 Board meeting.
- The board recently received the *Flat Tuition Proposal*. After review, it was recommended to postpone moving it forward until additional data can be provided and reviewed. The proposal will be presented for review and consideration at the April Board meeting.

NCCC Association:

No report.

NCCC Foundation:

Erin Walkow reported:

- Recently received \$45K from the Town of North Elba and LEAF
 - These specific funds will be used to purchase two shelters, for athletes, on the Sparks Athletic Field. Erin is working closely with Chad LaDue to get this project completed by Fall 2023.
- There was a \$10K donation for the Opportunity Scholarship to be put towards next year; showing a total of \$35K raised. Erin is continuing to research other potential funders for this scholarship.
- A mailing to folks who previously donated to the Foundation but had yet to this year (“lapsed” donors) that went out has so far yielded a couple donations.
 - Erin included the helpful program sheet Kyle created which highlights scholarships and includes two student testimonials.

- As part of the alumni engagement strategy, Erin added about 500 emails from LiveAlumni to the communication about the LEAF grant. In addition, she will be reaching out to nursing alumni during Nurses Appreciation Week in May to reestablish a connection. This will provide updates to alums and keep them informed of activities at North County, including the upgrades to the nursing labs.

Old Business

None

New Business

None

Public Comment

None

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Jerry Griffin seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:00 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

4/28/2023

Motion: Mary Irene Lee

Second: Pete Suttmeier

Action: Approved (7-0-0)