



Board of Trustees Meeting Minutes

January 28th, 2022 | 11:00am

Hybrid Meeting: HH-105 & Zoom

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

Excused: Mark Moeller and Jerry Griffin

Others Present: Joe Keegan, Stacie Hurwitch, Tara Smith, Sarah Maroun, Kim Irland, Erik Harvey, Kyle Johnston, Chris Knight, Lee Susice, Dianna Trummer, Kim Duffey, Scott Harwood, Erin Walkow, Sarah Kilby, Tina LaMour

Board Chair, Steve Reed called the meeting to order at 11:02 a.m.

Minutes

Dan Kelleher made the motion to accept the December 17th, 2021 meeting minutes. Mary Irene Lee seconded the motion. The December 17th, 2021 meeting minutes were unanimously approved (6-0-0).

College Senate

Sarah Kilby reported:

- First meeting of the semester is February 11th at 1:00 p.m.
 - Steve Reed volunteered to attend the February meeting.
 - Mary Irene Lee volunteered to attend in March.
 - Pete Suttmeier volunteered to attend in April.

NCCCAP

Lee Susice reported:

- Members are doing well as the semester starts.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Next financial meeting will be in February 2022. He encouraged members of the board to join the discussion.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Faculty voted in favor of adopting new learning management system offered through SUNY contract, D2L Brightspace. Gearing up to have the change go live by 2023.
- There have been two new grant submissions:
 - SUNY request for funding (expanding RN program)
 - ANCA/BIONIQUE/TRUDEAU workforce training – which will be submitted on February 10th
- Start of the Spring 2022 semester has been smooth for faculty and students.
- Members of the board discussed workforce development programs, highlighting wastewater treatment. There was discussion on the approval process requirements from the DEC.

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Wednesday – LastChance2Enroll conclude. Thursday campaign started to push through Winter Carnival. More outreach this year at the carnival is planned – the point of the campaign is to geofence the area.
- NCCC is now a sponsor for events hosted by the Malone Chamber. These events are well attended and will have NCCC as a notable sponsor for each one.
- Started new round of programmatic campaign planning. Earlier this academic year, marketing campaigns on the liberal arts and health care were conducted. The next campaign is due to start March 1st with focus on business programs. Following months will include additional programs.
- Enrollment attention has shifted gears to retaining students; helping with the check-in process and other areas where student support is needed. Data will be collected and reviewed; an analysis will be shared in the future.
- NCCC will run two courses at Akwesasne – instant admit resulted in 11 students into the courses. The goal is to build on this for Summer and Fall 2022.
- Members of the board discussed the sponsorship the college now has with the Malone Chamber of Commerce and what it could mean for NCCC.
- Members of the board then discussed with Kyle charts from his reports, specifically noting the applications to the Saranac Lake programs. It was noted that more programs will not link to more students, but rather the program focus is on student demand and designed around those umbrellas.

Interim CFO:

Erik Harvey reported:

- Shared that his report this month showed updated numbers.
- Current enrollment reports show Spring FTE of 976, creating an 8% decrease in budget when compared to Spring 2021.
- Second Chance Pell is 24% less than budget, with an FTE count of 133.
- Erik shared December financials
 - There is an unbudgeted increase in HEERF federal stimulus revenue loss claims
 - The fund balance on August 31, 2021, was \$5.6 million or 41% of 20-21 net operating cost after considering the \$1.3 million surplus.
 - Enrollment declines related to the pandemic are still being realized. Spring 2022 is the worst semester yet for North Country during the pandemic.
- The 2021-22 forecast shows a full year surplus is projected to be \$262K. The deficit would be \$1.15 million if not for the lost revenue claims being reimbursed by HEERF federal stimulus funds.
- Almost all budget coordinators have submitted their budget proposal for 2022-23. Labor and benefits will require a thorough assessment.
- The 2020-21 Financial Audit site visit was last week, and the overall process went well. At the time, there were no audit findings. Thanks were extended to Brian Pelkey and the team for their hard work on preparing for the audit.
- Erik shared with the board the updates regarding HEERF (CARES/CRRSAA). Our Bursar and Financial Aid Director are working on a proposal to pay down student debt using these funds.
- Erik shared the updates for the 5-year plan
- Aid from County and SUNY are coming in.
- Members of the board spoke briefly of Erik's report.

Pete Suttmeier moved to accept the December 2021 financials as they were presented. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).

Associate Vice President of Student Affairs

Kim Irland shared:

- Focus this month has been preparing students to come back to campus – tracking and verifying vaccination status. This will continue throughout the Spring 2022 semester.
- Athletic teams are doing well, the roster is small but consistent when compared to previous spring semesters.
- Diversity task force has compiled several resources for students and employees to lean on. Information on these shared resources is available on the college's website.
- Student engagement for Fall 2022 was shared. Next step from the collected data is to assess and apply what is learned.
- There are minimal student behavior reports currently. Counseling partnerships have resumed and have been shared as options for our students.
- Career services platform will be campaigning this semester.

President:

Joe Keegan reported:

- Highlighted and thanked the board and the college community for their ongoing support.
- Congratulated Jess Kemp who will be serving as college representative in her role as Winter Carnival Princess.
- Franklin County is currently showing highest COVID-19 positivity rate in the state; requiring boosters and testing.
 - Masking mandate is still in effect.
 - The Ticonderoga campus is now testing sight every Friday throughout the Spring semester.
- Union negotiations with NCCCAP continues to be successful.
- Work continues to meet the financial resolution which is due at the May 2022 board of trustees meeting. The first draft will be shared with PC in the coming weeks.
- SUNY offered funding to support our development of a strategic enrollment management (SEM) plan. This will include both retention and recruitment efforts and provide the college with a free consult from the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
- Governor Hochul's budget outline included support for SUNY including continuing the funding floor, restoration of TAP to incarcerated individuals, expansion of funding for part-time TAP, release of transcripts for students who have college debt, and expanded workforce funding. SUNY BoT resolution requires all SUNY schools to release transcripts for students with outstanding bills. It raises questions on accountability and other areas of potential concern are under review.
- Scott Harwood presented the enrollment data for Spring 2022 and what the numbers mean for the college.
 - Members of the board discussed the presented data.
- Members of the board briefly touched on the consulting that SUNY will be providing the community colleges and what the support will look like.

NCCC Association:

Kim Irland reported in Rob Rathbun's absence:

- Association audit is scheduled to begin February 2nd, 2022.
- The Association Board recent met. They will be held regularly on the first Friday of every month.
- Dining hall is now open six days a week. Students have the option to order take-out for Sunday; with made to order lunch options as well. This schedule was created based on usage, staffing and other areas that were explored.
- Significant technology and security upgrades to the dorms occurred over the winter break.
- The Association recently approved an investment to replace the boiler in the High Peaks dorm.
- Kyle Johnston and his team have been working closely with the Association to get the application of housing interest by using the SLATE platform.
- Board Chair, Steve Reed, noted potential for the Association to provide housing for soccer team during this coming summer.

NCCC Foundation:

Erin Walkow reported:

- Shared her final report of resources raised for the year-end report bringing in \$19k. These funds are higher when compared to the \$10K gifted at the year-end outreach for 2021.
- Research of donor management platforms are complete.
- NCCC Foundation committed for the third year of \$100K opportunity scholarships, in addition to regular funds received for scholarships.
- Members of the board discussed potential approaches for alumni outreach.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:17 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 (6-0-0). Joe Keegan was invited to join the meeting at 12:17 p.m.

Mary Irene Lee made a motion to adjourn executive session at 12:52 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 12:52 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

3/18/2022

Motion: Mark Moeller

Second: Pete Suttmeier

Action: APPROVED (8-0-0)