



Board of Trustees Meeting Minutes

March 18th, 2022 | 11:00am

Hybrid Meeting: HH-105 & Zoom

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

Excused:

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

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

Minutes

Mark Moeller made the motion to accept the January 28th, 2022 meeting minutes. Pete Suttmeier seconded the motion. The January 28th, 2022 meeting minutes were unanimously approved (8-0-0).

College Senate

Sarah Kilby reported:

- The Senate has been relatively quiet. At their Feb 22 meeting, the Senate approved an update of the Certificate in Graphics (already approved by the Board) and at the March 22 meeting, the Senate approved to add an online option for three human services programs (AAS Chem Dep Counseling, AAS Human Services, AS Child and Family Services).
- The Senate received update on budget balancing process.
- Pete Suttmeier will represent the Board at the Senate's April in April 8th meeting, while Steve Reed will do at the May 13th meeting.
- By the May meeting, the slate of elected Senate Officers for 2022-23 is expected.

NCCCAP

Lee Susice reported:

- Lee noted that the negotiations are nearing their end and expressed that they have been one of the most cordial series of negotiations meetings that he has been part of.

CSEA

Dianna Trummer reported:

- CSEA is getting ready for their negotiations which are expected to commence in the near future.

Board Chair Report

Steve Reed reported:

- He had no formal report. He requested that the Board consider holding their next meeting, slated for Friday, April 29th, 2022 in person. The Board was supportive of doing so.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- The application for additional funding through SUNY to expand our AAS Nursing program was not selected for funding. However, given the interest by colleges and the workforce needs, we were informed that a future closed RFP will be offered to those schools that were not included in the first round.
- EMT update: Sarah noted that Mountain Lakes EMS has invited us to meeting in the upcoming week or so to discuss how best to deliver EMS courses. Parallel to that, we are working on the application for our own course sponsorship.
- Resolution to appoint Jessica Martin to FT 261-day, exempt appoint as Asst Registrar
- Resolution to add online option to three HUS programs: (AAS Chemical Dependency Counseling, AAS Human Services, AS Child and Family Services)

Board moved to approve the following resolutions:

- *Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Jessica Martin, to the full-time, 261-day, exempt appointment as Assistant Registrar, for the remainder of the 2021/22 academic year, effective February 14, 2022, at an annual salary of \$43,250. This position is currently funded in the 2021/2022 operating budget. Jessica Kemp seconded the motion. The motion was unanimously approved (8-0-0)*
- *Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves adding a distance learning option for the AAS Chemical Dependency Counseling, AAS Human Services, and AS Child and Family Services program. Mary Irene Lee seconded the motion. The motion was unanimously approved (8-0-0)*

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Fall 2022 application and acceptance figures
 - Over 800 applications with 410 accepted students for Fall 22 as we near New Student Registration period in mid April
- Update on the Strategic Enrollment Management (SEM) planning project that is underway. Groups meeting 1-2x week/with hopes for good things to emerge.
- It is expected that some of the tactics will be in place by April. The goal is to have a completed plan in September, along with some tactics that can be deployed for Fall 22. The SEM plan includes:
 - Enrollment Plan – Traditional and Nontraditional Enrollment, and
 - Retention plan
- Will hold a Town Hall forum in late April to get some input from the community and share at the May Senate meeting
- SEM Planning funding support includes a grant proposal from SUNY for \$10K and other budgets to find funding to support.
- Current and future program and college marketing campaigns
 - Business Programs campaign is rolling
 - Envir Science and WRL next
 - Summer 22 campaign will run through April and May
- Starting to see recruitment opportunities opening up
 - College fairs, and college to career events have started to take place in person, and we had three of our employees engaging in the just this last week and another handful scheduled for later this spring. Many schools are still requesting virtual outreach however,
- College For Every Student (CFES) will bring 45 students to campus this spring as well.
- Jerry Griffin asked if there were a report that could be shared with guidance counselors in the fall that shows those Spring 22 high school graduates who were accepted to NCCC for fall but didn't show up? If so, the local high schools could reach out to students and possibly move them into the following spring term. Kyle noted that it could be done and would be willing to partner with Franklin Academy on that. Kyle will reach out to Jerry separately after the meeting.

- Pete noted that it might be useful to receive a report by which high schools students come from. Kyle indicated that it was possible to provide that to the Board. Joe noted that we have that data and provide that to the Board.

Interim CFO:

Erik Harvey reported:

- Financials: Erik asked for questions on the August 21, Jan 22, Feb 22 financials. Dan Kelleher moved to accept the August 21, January 2022, and February 22 financials as they were presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).
- Student Debt Relief Program proposal: Erik presented that this proposal would assist students adversely affected by the pandemic, of which there is about \$365K in unpaid balances. These apply to Pell-eligible, Title IV eligible (loans), and those with \$500 balance. HEERF is allowing us to use this. MIL noted that historically we had bailed out businesses There was a robust discussion by the Board:
 - Jessica Kemp asked when we decide that a debt is unpayable. Erik noted that it was at time that debts would be typically paid (Spring 20 through Summer 21).
 - Steve Reed asked for the maximum amount and average amount of debt for a student. Kyle will get back to the Board with those figures.
 - The Board expressed that there may be some precedent setting concerns. They were supportive of moving forward with it but wanted to establish a resolution noting that these actions were unique and were the result of federal funding, limited to the COVID-19 period from March 13, 2020 through June 30, 2023.
 - Dan Kelleher proposed a motion to be considered for the next meeting with an understanding that we would move forward. Jerry Griffin noted he wanted to ensure we were not limiting the administration's ability to apply the funding which the Board concurred with.
- Supplemental Support for American Rescue Plan: Erik noted this was additional funding designed to support rural community colleges and their students. The college met the eligibility requirements (>50% of students Pell-eligible, and, >4.5% decline in enrollment since 2019-20) application (additional funding opportunity through the American Rescue Plan to support students, both directly and through institution measures)

Associate Vice President of Student Affairs

No report

President:

Joe Keegan reported:

- Thanked the Board for their ongoing support
- Thanked the campus community and the Board for their efforts related to our MSCHE self-study and the recent announcement of our accreditation having been reaffirmed.
- Shared that the college received a \$1M grant to support nursing labs through efforts of Rep Stefanik, Sen Schumer and Sen Gillibrand
- On the NYS Budget process and the funding floor for community colleges. The Governor, Assembly and Senate proposals are all investing in community college and with the concept of a funding floor. The Assembly put in an additional \$45 million on top of the Governor's budget and the Senate established the floor at the 18-19 funding levels.
- JMZ cost estimates received and will work with Science and Nursing departments first, and then invite campus community
- COVID-19 lifting of mask mandate
- Scott Harwood presented on security camera proposal using capital funding to support it. He noted that it was in line with the recent BoT policy on security cameras and video surveillance. His proposal
 - Full upgrade of SL campus from 34-60 and consistent with BoT policy for entry points, walking points, and vehicular.
 - Modern system is \$136K and we have capital funding that we would like to support.

- Able to purchase off state contract.
- Pete Suttmeier made a motion in support to endorse the capital project, Mark Moeller 2nd. Unanimously approved.
- Erik and Joe presented progress on the balanced budget roadmap including measures to reduce budget deficit.

NCCC Association:

Rob Rathbun reported:

- Thanked Lynne Fisher Kemp for helping out the Association to address backlogs and prepare for the Audit. Lynne will be leaving April 1.
- He is close to wrapping up a Facilities Services Agreement with the College, which will help the College alleviate some of the challenges with recruiting and retaining facilities staff.
- Laptop purchasing possibilities will be offered to students to be able to purchase high quality Dell laptop computer and use financial aid deferments to use.
- Exploring summer groups for the Association.

NCCC Foundation:

Erin Walkow reported:

- Migration to DonorPerfect should be completed in a couple of weeks.
- Scholarship applications are now being taken and noted that Enrollment had been helpful
- LEAF Fund grant through North Elba to help make upgrades on the Athletic fields with September 22 deadline for a \$50K grant.
- The Foundation will be working on strategic plan to align with the Colleges. The Board's Pete Suttmeier will be part of the group leading that effort.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:40 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. Mark Moeller seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:17 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:12 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Regular Session

Dan Kelleher made a motion that the Board approve a survey of Cantwell Property at cost of \$2000-2500 as recommended by Jim Brooks. Mary Irene Lee seconded the motion. Unanimous approval. (8-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Joe Keegan". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Joe Keegan
President, North Country Community College

4/29/2022

Motion: Pete Suttmeier

Second: Dan Kelleher

Action: APPROVED (6-0-0)