

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES**

Friday, December 22nd, 2017 | Saranac Lake Campus

Board Members Present: Tim Burpoe, Steve Reed, Mary Kay Tulloch, Anne McDonald, Dan Kelleher, Mary Irene Lee, Mark Moeller, and Joe Costa.

Excused: Jerry Griffin, and Pete Suttmeier.

Others Present: Steve Tyrell, Stacie Hurwitch, Chris Tacea, Bob Farmer, Joe Keegan, Lisa Symonds, Diana Fortune, Dianna Trummer, Sarah Kilby, Chris Knight, Chad LaDue, Joe Pete Wilson.

Board Vice-Chair, Tim Burpoe, called the meeting to order at 11:04 AM.

Approval of Minutes

Anne McDonald made a motion to approve the November 30th, 2017 minutes. Daniel Kelleher seconded the motion. The November 30th, 2017 minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported:

- The Curriculum Committee approved the changes in Malone RN program; in the future this will eliminate having RN courses held through video conferencing between the campuses.
- Next Senate meeting is scheduled for early February.

NCCCAP

Chad LaDue reported:

- The Labor/Management team has been meeting monthly and the time has been productive and successful.
- Frequent one-on-one meetings with Steve Tyrell have been going well.

CSEA

Dianna Trummer reported:

- The final completed contract between NCCC and CSEA will hopefully be shared with members in January. The contract currently resides with Essex County awaiting to be signed.

Board Chair Report

No report.

Vice President for Academic Affairs

Joe Keegan reported:

The presence of the Board, with more visibility across the academic area, has been appreciated and we look forward to the New Year.

The board acted on the following resolution:

Steve Reed recommended resolution 2017-18 | 09 that the North Country Community College Board of Trustees hereby approves (1) Michael Saulpaugh's 2017/2018 salary will increase retroactively to

\$42,805 with an effective date of January 1, 2018, (2) the retroactive amount will equate to \$9,333 and will be paid in equal bi-weekly payments through August 31, 2018, (3) Michael Saulpaugh will receive the 2018/2019 contractual increase per the CBA. Daniel Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

* Please note, due to emerging hazardous weather conditions, the planned presentation on Student Learning Outcomes Assessment from Sarah Maroun has been postponed.

Dean of Admissions Report

Chris Tacea reported:

- Confirmed our admissions numbers are parallel to those of last year's Spring enrollment.
- The Admissions team is working hard to enroll additional continuing students and get them registered for the Spring-18 semester.

Interim Vice President for Administration/CFO:

- Bob Farmer discussed the Colleges current position with for the 2016-17 year in regards to revenue and expenditures. He specifically noted surplus for the 2016-17 year.
- Bob Farmer presented the September and October financials to the Board. Mark Moeller moved to approve the financials. Joe Costa seconded the motion. The motion was approved unanimously (8-0-0).
- Steve Tyrell reported the College has the second best fund balance/operating budget of all the 30 Community Colleges in New York State. NCCC shared this news with the sponsoring counties of Essex & Franklin. NCCC has decided to build a strong ratio as a means to counter any future budget shortfalls.
- Chad LaDue commented, as NCCCAP Union president, the members are very pleased with how well the College is doing financially.

The board acted on the following resolution

Anne McDonald recommended resolution 2017-18 | 10 that the North Country Community College Board of Trustees hereby approves the Investment Policy – FIN200. Mary Kay Tulloch seconded the motion. The resolution was approved unanimously (8-0-0).

President's Report:

Steve Tyrell shared his written report and highlighted:

- SUNY Potsdam initiative continues to move forward. Both Stacie Hurwitch and Carol Rourke (Potsdam) are arranging a meeting with SUNY Administration and the two Colleges in the next few weeks. The goal is to work with SUNY Administration to address any concerns they may have and assist in expediting the Extension Site Application. After SUNY review, the application moves to New York State Education Department for their review and approval.
- Implementation plans for the Strategic Plan will be shared with the Board at the January Board meeting, and once the College faculty and staff have the chance to review and edit as needed.

The board acted on the following resolution:

Mark Moeller recommended resolution 2017-18 | 11 that the North Country Community College Board of Trustees hereby approves the appointment of Robert Farmer, to the full-time, management

confidential, twelve month, 261-day, exempt appointment as Vice President of Administration / Chief Operating Officer effective 12/25/2017, and at an annual salary of \$129,329. Steve Reed seconded the motion. The resolution was approved unanimously (8-0-0).

NCCC Association:

No report.

NCCC Foundation:

Diana Fortune expressed appreciation to the Board for their contributions to the Foundation.

Old Business:

- Steve Tyrell shared with the board the draft SUNY Potsdam Implementation Timeline. This document will help to keep the College stakeholders on track to ensure a successful launch of the program in Fall-2018. There has been good feedback from the community and the College is still accepting comments and edits.
 - Chad LaDue reported that NCCCAP members feel positive about the way in which the Shared Governance process was used in the development of this new initiative. They felt they were genuinely in the loop and urges the College to continue this practice in future decision making.

Public Comment:

None.

Executive Session

Steve Reed made the motion to enter Executive Session at 11:33 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.*** Joe Costa seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited to join the meeting at 11:34 p.m.

Joe Costa made a motion to adjourn executive session at 12:10p.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Joe Costa made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:11p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

2017-18 | January 26th, 2018

Motion: Anne McDonald

Seconded: Mark Moeller

Motion approved: (8-0-0)