

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, April 26, 2019 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Mary Irene Lee, Pete Suttmeier, Jerry Griffin, and Courtney Oakes.

Excuse: Mark Moeller, Dan Kelleher, Anne McDonald.

Others Present: Stacie Hurwitch, Joe Keegan, Alex Parnia, Chris Knight, Erik Harvey, Bruce Rowe.

Board Chair, Steve Reed, called the meeting to order at 11:01 a.m.

There is no quorum; members of the board elect to postpone voting until the next member arrives. They proceed to hear reports.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Next meeting will be on May 10th. May 11th will be Commencement
- Guiding Principles of Shared governance draft reminded Steve that the Board has a list of board committees that will require updating by the Board. The board will need to amend the by-laws to reflect the actual committees of the board at one of its future meetings.

* 11:08 Courtney Oakes arrived.

Approval of Minutes

Mary Irene Lee made a motion to approve the March 25th, 26th, & 27th minutes. Tim Burpoe seconded the motion. The March 25, 26, & 27 minutes were approved unanimously (6-0-0).

Courtney Oakes made a motion to approved the March 29th minutes. Pete Suttmeier seconded the motion. The March 29th minutes were approved unanimously (6-0-0).

Vice President for Academic Affairs

Joe Keegan highlighted his report:

- Academic Affairs and Enrollment Management have been working closely in creating new recruitment initiatives.
- There may be a NCCC extension site on the Akwesasne Reservation coming September 2019. The program opportunities will be geared towards adult learners. The board briefly spoke about the merits of this endeavor.
- Spring 2019 campus advisory boards were successful and helpful in creating a stronger relationship between the College and the community. The College learned of new ways they can help the community with area workforce training and support.
 - The board discussed potential program offerings related to workforce training and development.
- Work for the Middle States Self-Study design proposal has begun.

- Joe shared with the board some noted modifications related to the proposed Teacher Education program.
- The board discussed the future of continuing education in the College.
- The board discussed the continued success of the bridge program. Admissions has been working hard in creating an affordable option for high school seniors to continue their education from Bridge into NCCC after graduation.

Interim Vice President for Enrollment Management Report

Alex Parnia reported:

- Applications are tracking well for Fall 2019 recruitment. To date, they are up by 2.8% when compared to this time last year.
- For the first time of the College, there will be an early registration that will begin tomorrow on all campuses. There are 147 students already signed up to attend across the campuses. The board spoke of the past success with early registration and additional registration days.
- The newest member of the admissions team, Amy Tuthill, will begin on Monday, April 29, 2019.
- Alex explained to the board that after extensive observations and research, there is potential for the Malone Campus to grow. He will start work on new initiatives this summer.
- Recent customer service training for staff was excellent.
- A program with St. Joes is underway to offer NCCC education at their site. There will need to be 15-18 people to start that program. There are 25 employees currently interested in the offerings.

The board recommended the following resolution:

Tim Burpoe recommended resolution 2018/19 | 15 that the North Country Community College Board of Trustees hereby approves the appointment of Rachel Zurschmit (Gebhardt) to the full time, twelve-month exempt appointment as Assistant Director of Admissions, effective April 29, 2019 at an annual salary of \$54,576. This position is currently funded in the 2018/19 operating budget. Courtney Oakes seconded the motion. The motion was approved unanimously (6-0-0).

Vice President for Administration/CFO:

Erik Harvey reported in Bob Farmer's absence:

The March and April financials will be presented at the May 10th meeting.

Erik shared with the board the tentative 2019-2020 budget that will be given as a resolution at their next meeting. He helped answer questions from the board regarding the placement of items. There is no anticipation for the numbers to change when it brought to the board again on May 10th. Jerry Griffin discussed with the board the perception regarding the increase in benefits to salaries and budget. The increase must be explained with more detail than currently provided so that the sponsoring counties can have a better understanding why there was an increase in salary expenditures for the 2019-20 budget. Bob Farmer will provide this information to the Board.

The board recommended the following resolution:

Tim Burpoe recommended resolution 2018/19 | 16 that the North Country Community College Board of Trustees hereby approves the appointment of Terrance Kemp to the full time, temporary, twelve-month exempt appointment as Academic Technology Coordinator, effective April 1, 2019 and for the remainder of the 2018-19 academic year at an annual salary of \$58,535. This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed. Courtney Oakes seconded the motion. The motion was approved unanimously (6-0-0).

The board discussed the importance of creating metrics to go with the new positions to ensure return on investment.

President's Report:

Steve Tyrell reported:

- Attended session on Mergers, Partnerships and Collaborations in Boston. He spoke of the financial distress that colleges are experiencing nationwide. Data has shown that connecting with sister institutions and other four-year colleges will help with the success of the College's future. He encouraged that the College continue to grow partnerships and collaborations with Colleges in order to maintain stability.
- Customer Service training that Alex Parnia hosted on adult recruitment programs was great and well received.
- On April 11th SUNY Chancellor Johnson, Senator Little and Assemblyman Jones had a brief visit to the Saranac Lake Campus. The Chancellor was impressed with the online program offerings; she's interested in seeing NCCC continue with similar innovations.
- The Middle States Self-Study design proposal is in-work and must be delivered and approved prior to the work beginning in the Fall semester. Institutional Priorities will need to be approved and made part of the proposals. There is a lot of support for the ones listed in the President's report. Would like to have final priorities approved at the May Board and Senate meetings.
- There is continued interest and support from the community in the future of the pool.
- Next Friday, May 3rd there will be a special senate meeting to review and discuss the Saranac Lake Campus Master Plan.
- Dr. Paul Miller will be our guest speaker – he's a dynamic speaker and will bring a great message about diversity.

NCCC Foundation:

No report.

NCCC Association:

No report.

Old Business

Steve Tyrell reported the concept of Shared Governance at NCCC has been reviewed and modified for over a year. He referenced the bulleted list in his report. The College would like the board to endorse the guiding principles as a major stakeholder group. While this document is finalized it also a living document; and it is encouraged to be reviewed and updated regularly. All stakeholders group leaders will sign at the end to endorse the document.

The shared governance working group will continue its work to ensure we're following the document and improving it when and where needed.

College Senate

Bruce Rowe reported in Sarah Kilby's absence.

- Special meeting to discuss JMZ plan on Tuesday 12:15-13:30. Video conferencing will be made available. The meeting will bring opportunity for clarification. It will be noted the master plan is a guide not a blue print for updates. The senate members will then vote on a survey whether or not they endorse the plan.
- Nominees for officers will be voted on at their May 13th meeting.
- Senate members voted unanimously to approved the honorary degree policy.
- Senate members voted to support and approved moving forward with the proposed 2019-20 College budget.
- Bruce Rowe shared with the board updates and changes that are in-work with the Faculty Council of Community Colleges (FCCC).

New Business

The board recommended the following resolutions:

Courtney Oakes recommended resolution 2018/19 | 17 that the North Country Community College Board of Trustees hereby approves the policy on honorary degrees (awarded to students posthumously) attached hereto and will become effective immediately. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The board discussed that this would take effect from January 2019 moving forward, this will not be retroactive. The resolution will be passed and recommendation to the title of the policy will be reviewed later.

Tim Burpoe recommended resolution 2018/19 | 18 that the North Country Community College Board of Trustees hereby approves the NCCCAP contract with the terms of agreement effective September 1, 2019 through August 31, 2021. R. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).

*Steve Tyrell explained the non-financial agreements that were made and are included in the new agreement. He spoke about the salary increase equivalencies.

Executive Session

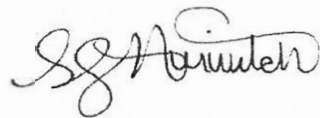
Mary Irene Lee made the motion to enter Executive Session at 12:15 p.m. in relation to ***collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*** R. Pete Suttmeier seconded the motion. The motion was passed unanimously (6-0-0). Steve Tyrell was invited to join the meeting at 12:15 p.m.

Tim Burpoe made a motion to adjourn executive session at 12:50 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 12:50 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

Approved

Friday, May 10, 2019
Motion: Mark Moeller
Second: Pete Suttmeier
Position: Unanimous (6-0-0)