



Board of Trustees Meeting Minutes | April 30<sup>th</sup>, 2021  
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Excused: Jessica Kemp

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Erik Harvey, Tara Smith, Diana Fortune, Shir Filler, Lee Susice, Kim Irland, Kyle Johnston, Dianna Trummer

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Board Chair, Steve Reed, called the meeting to order at 11:03 a.m.

Minutes

- Mary Irene Lee made the motion to accept the March 26<sup>th</sup>, 2021 meeting minutes as they were presented. Jerry Griffin seconded the motion. The March 26<sup>th</sup>, 2021 meeting minutes were unanimously approved (7-0-0).

College Senate

Shir Filler reported:

- There was no meeting in April, but there will still be one held in May. This meeting will include the election of officers. Policies and curriculum discussions are also planned. Mary Irene Lee will be in attendance to represent the Board.

NCCCAP

Lee Susice reported:

- Member meeting held in April. They will be holding elections as well next week.
- Weekly labor management meetings continue to go well and showing good progress on outstanding items.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Voiced his appreciation to those who were involved with the Middle States Liaison meetings.
  - The board was extremely pleased with the Shared Governance outcome. It showed tremendous work on behalf of all faculty and staff, the President, and the members of the Board.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Continuing and new student registration has started, there is an even presence for online and on campus environments.
- Professional Development sessions over the past few weeks, it has been well attended and proved successful.
- Completed program advisory boards for Spring 2021; they were successful.
- Expressed appreciation for those involved in the Middle States meetings with Dr. Bishop, Middle States Liaison, a couple weeks ago. The themes carried over from the report to the in-person meetings.

### Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- April has been busy with the department working on long term projects that are starting to come to fruition.
- North Country Navigator launched two weeks ago for our students and has been going well. The six stages of that process, previously noted in March minutes, have been successful thus far in getting students through the application and registration process. It will continue to grow on the preparation side of enrollment through May-August 2021.
- There has been a lot of work in building an electronic portal for Financial Aid. It is a better experience for students and heightens security.
- Student portal will be called 'Saints E-Hub'; the name which was voted on by students.
- Review of applications has been ongoing between Fall 2020 to Fall 2021. To date there has been a significant spike of over 180 applications.
- Marketing campaigns for specific programs continue to be successful; they will go through the summer and into Fall 2021.
- Finished on a high note with North Country Live sessions for Spring 2021. It has been a phenomenal job on parts of several people and will continue this initiative into the future. It is an opportunity to expand upon. Chris Knight shared the College is collecting ages, locations of participants, and how they heard about the series as part of our registration. The last three sessions the College used paid Facebook ads that were geo-fenced as far as Albany, Syracuse, and Watertown as a test to see how far we can reach. Kudos were given to Chris Knight and Selina LeMay Klippel for their exceptional work and leadership with this initiative.
- Members spoke of the current FTE numbers in relation to this time in 2020. Erik Harvey shared with the board the numbers for Spring 2021, showing a 12% increase in comparison to this time last year.

### Interim CFO:

Erik Harvey reported:

- Our new Comptroller, Brian Pelkey, joined us on Monday. He's already doing an excellent job.
- The NYS Budget for 2021-2022 will give a 98% floor for base aid.
- State has provided guidance with how the College can use funding with the CRRSAA and CARES Act. Stimulus funding has given our students \$1.1M to date.

### Associate Vice President of Student Life

Kim Irland reported:

- Athletics reopening plan has been shared with and approved by the Essex County Public Health department.
- Preferred name change policy has already been in action. College application now has a field for new students disclose preferred name, so far over two dozen students have used that field.
- There is a pandemic baby boom occurring and we can see that data with our students. Anticipate additional support for those students.
- Common read initiative has been successful, today was the first dialog regarding the book Uncomfortable Conversations with a Black Man. It was a positive and vulnerable conversation.
- Career Services program review is underway. There is potential for matching students with local business for employment opportunities. Kim expanded the Colleges old process and shared ideas of practice for future connections. The new platform will help students navigate job postings that employers what to share with our students. It will also help the College review the data that will become available if this platform is implemented.
- The board discussed the student behavioral incidents. They are low this year as they are not on campus. There is an increase in Academic Integrity concerns but at this point there have not been any student conduct meetings.
- Counseling needs have grown, and students are being connected to area mental health options to support them. Thriving Campus is a dynamic directory for students to connect local or through telehealth. There is anticipation that it will be renewed in October 2021. This platform gives students faster access for support.

### President's Report:

Joe Keegan highlighted his report:

- Commented on the Middle State liaison visit, thanking the faculty and staff of the College for their phenomenal work. Particularly in the light of a pandemic.
- Commencement planning is going well. Another virtual experience with live elements. Two voices were added to Commencement program which will now include a student graduate and faculty member. This decision was awarded to our Grand Marshal, Shir Filler. Mat Fraser will be our guest speaker, he has thrived an actor, comedian, and a person with a disability. Thanks were extended to Chris Knight, Stacie Hurwitch and the Commencement committee.
- Joe thanked the members of the board who attended the meeting with Dr. Bishop, Middle States team chair.
- Meeting with the retirees spoke of the same ethos that was shared with Dr. Bishop by our current Faculty and Staff.
- The College has seen National, State and Local support when it comes to finances for our students and the College. The CRRSA funding is the second part of the CARES act. It will improve the Colleges technologies.
- The Strategic Plan has been reviewed by the administrative team and highlighting points that are currently being worked on by various departments.
- County outreach has been requested to meet and share the updated request to the NCCCAP contract.
- Members of the Board spoke of the budget with Joe and Erik. More will come in May 2021 regarding the Fund Balance and the potential for a balanced budget.
- There was discussion on how community colleges have been put on a raised platform through the country. There were comments on how North Country could take advantage of the promotion of community colleges.

### NCCC Association:

Shannon Warren reported:

- Preparing for Fall 2021, focusing on enhancing the student experience from start to finish.
- Received over 50 applications for housing, over 30 students have paid so far. To date the College is still on track to increase in housing applications. Majority have been from athletes. Full housing could accommodate 92 students.

### NCCC Foundation:

Diana Fortune reported:

- Secured a \$10,000 grant to support the opportunities scholarship by the Adirondack Foundation.
- The awards program will show smaller numbers this year when compared to the event last year. Kudos to Kim Irland and Kathy Goodrow for their work on this event. There is an anticipation of 59 awards being given virtually this year.

### Old Business

None

### New Business

None

### Public Comment

None

### Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:58 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. Mark Moeller seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 11:58 a.m.

Pete Suttmeier made a motion to adjourn executive session at 1:15 pm. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

5/27/2021

Motion: Mark Moeller

Second: Pete Suttmeier

Action: Approved (6-0-0)