



## Board of Trustees Meeting Minutes | April 3, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

**Excused:** Vondell Livingston.

**Others Present:** Joe Keegan, Stacie Hurwitch, Bob Farmer, Sarah Maroun, Chris Knight, Kyle Johnston, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Lee Susice, Kim Duffey, Mary Ellen Chamberlain.

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Board Chair, Steve Reed, called the meeting to order at 11:04 a.m.

### Meeting Minutes

Mary Irene Lee moved to approve the January 2020 meeting minutes pending discussed change. Mark Moeller seconded the motion. The January 2020 meeting minutes were approved unanimously. (8-0-0).

### College Senate

Shir Filler reported:

Next Senate meeting will be April 17th. Steve Reed will attend.

### NCCCAP

Lee Susice reported:

Noted this new situation is a learning curve for all of us but they're making it work. Members of NCCCAP have a meeting this afternoon.

### CSEA

No report.

### Board Chair Report

Steve Reed reported:

Extended this thanks the entire College community for their hard work and dedication to keep the College in working order. The board has great gratitude for the flexibility of all employees and their creativity.

Steve met with Joe Keegan and Bob Farmer early this week regarding the budget.

### **Interim Vice President for Academic Affairs**

Sarah Maroun reported:

- Extended thanks to her colleagues. There have been some steep learning curves but the staff has been incredible in navigating this new normal. They have moved 230 courses online in a two-week period. They are now all on Blackboard.
- Sarah referenced her report to the board and highlighted the work of the task force, timeline, classroom session designs and the exceptional work from the Information Technology staff.
- Team decided early on to call every student to make sure that they all had the resources and support they need to work online. Kyle will expand on this effort during his report. The same had been extended to the faculty.
- Chris Knight put together a wonderful Welcome Back video and posted it on opening day, Monday. The personal touch really helped. The board expressed their happiness with this creativity.
- Sarah also highlighted that a number of resources have been uploaded on multiple platforms for both faculty and students. Terry Kemp has been exceptionally helpful during this entire endeavor.
- First full faculty meeting on March 16 | they decided to meet twice a week via webinar to connect and share ideas. These additional meetings are not considered mandatory, they are optional.
- Looking forward; Selina LeMay-Klippel has led the charge in reaching out to the community in how the College can be a beacon of hope.
- The board briefly discussed Sarah's report.

### **Dean of Students & NCCC Association**

- Kim Irland highlighted her report in the board packet.
- They have been communicating with students frequently to ensure they are secure and taken care of. Some students still have belonging in their dorms; the Association
- The Association Board has officially discouraged residents from returning to the dorms unless they had no other residence.
- The Association has terminated the contract with American Dining Creations. There is a temporary arrangement with Lake View Deli to feed our remaining dozen students.
- Housing and Meal plans will be credited on a prorated scale after the semester has been concluded.
- Student Life department has been focusing heavily on student wellness.
- Student Emergency Fund has been set up to help food insecurity and other student needs during this difficult time.

- Student Governments are continuing to meet virtually and finding ways of keeping students engaged.

### **Vice President for Marketing and Enrollment Management**

Kyle Johnston highlighted his report:

- He spoke of the changes made with retention and recruitment efforts.
- Last week a check-in was done by phone with all students (roughly 700) to make sure they were ready to go. Most were in a technological aspect. IT was instrumental in getting them the webcams, laptops and other items to them.
- The biggest need the students' needs were more in line with homelessness, hunger, etc. A lot of resources were given to those students from Sarah and Kim to help make our students whole. It was a lot of triage last week.
- This week, on Wednesday, the questions have changed to how the students are doing in their classes and again helping with additional concerns.
- Faculty have reported to Admissions the students that are not participating or having trouble; they are trying to be creative in finding out the concerns those students are facing.
- Next week retention effort is to continue to find and help alleviate the pain points our students are going to face.
- For recruitment creativity has changed in how to find new students for Fall 2020. Outreach to local high schools and
- The College can now process Financial Aid online and turn-around time is one day.
- Setting up virtual visits next week will be offered to all interested students regardless of their standing (first year, athletes, veterans, etc). [www.nccc.edu/visit](http://www.nccc.edu/visit)
- Marketing has moved to being program specific using radio, website, news, digital access.
- Starting the push for summer, there are some slight changes but most of the offerings were online already.
- The board discussed these new changes and how the resources are being connected to those students in need. There are about 1-3 students a day in significant need.
- The future of enrollment will now change focus and the Admission team is starting to work on new initiatives. Kyle noted the new normal will likely produce a lull for a bit but anticipated an increase over the summer. He believes there will be Federal and State support in future programs; such as -scholarships for non-traditional students. The more we can tie federal/financial/scholarship aid is the best case in getting students a free ride in an education.

### **Vice President for Administration/CFO:**

Bob Farmer shared with the board the financial reports for January and February 2020. He then updated the board on the current status of financials related to the upcoming budget year.

- He highlighted the current forecast
- 437K deficit (910fte) - wild card, not sure what is going to happen to Second Chance Pell over the summer. It will increase deficit to 600K if 2nd Chance Pell doesn't continue over the summer.
- Under in expenses by 200K - this makes up how the College got to the 437K deficit

- The fund balance is estimated to be \$4.1 million at the end of August 2020 given the projected deficit.
- Bob noted how COVID-19 has financially impacted the College. To date the College has spent \$10,000 to get students and faculty where they need to be so they can go fully online. Seeing some savings in travel expenses. He shared the earlier sentiments on how exceptional the IT Department has been.
- There is work to do on the 20-21 budget - Bob shared his analysis with the board with the FTE of 875. This assumes a 4% tuition increase, the same as previous years. One way to close the gap is to create the 4%.
- State has reported that they will not be increasing the state aid rate and removed the floor to stabilize the state aid. At this point for 20-21 it does not have significant impact but could in future years.
- Lisa and Eric have been working with the College departments and managed to find \$170K in budget cuts. At this time, there is no reduction in staff to obtain these

\* Tim Burpoe made the motion to accept the financial reports as they were presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0)

### **President's Report**

Joe Keegan reported:

- The efforts of the College faculty and staff during this difficult time has been herculean. He is extremely grateful for all the work that everyone has done to keep the College moving forward in creative ways.
- The calling campaigns have been instrumental in the success and support of our students and faculty.
- The financial team has been wonderful in finding ways to get us through this.
- The College formed a COVID-19 Task Force that has been instrumental in getting the emergency response plan live and running continuously. At the beginning they met twice daily, then after three weeks it went to once daily. Beginning next week, they will meet twice a week; and additionally as needed.
- Chris Knight created a COVID-19 resource page to the website. Kim Irland has done the same for our students.
- The College is doing everything they can to keep the employees whole through the rest of the semester. We anticipate that some colleagues may have some emergency needs as well.
- As the College of Essex and Franklin counties it is our responsibility to be helpful to our communities. The College has been helping locally by donating supplies, incubators and beds to the public health agencies that have then been distributed to area hospitals.
- The College is working to help with workforce development. Regional workforce counties, NYS Department of Labor have combined a roundtable with NCCC and will be meet regularly.
- The faculty continues to work with our students with enrollment for Fall 2020 - to day 1XX students have enrolled.
- Joe Keegan read a moving letter from a NCCC Student on their appreciation to the College community.

- There was a College Town Hall last Wednesday for employees to gather. It will be occurring every other week to keep the opportunity to keep connected.
- The Foundation Board generously approved 100K opportunity scholarship to focus on non-traditional students looking to re-career or improve their position.
- The board discussed future plans on getting PN/ADN students into hospitals. Sandra Gothard explained the position of current students and the position of NYS Ed. They will be able to practice at the top of their current license, not what they are working towards. The current hurdle is testing has been closed; they are expected to open again in a few weeks. The same holds true on Radiological Technology students. The board extended their support in moving students forward in completion if needed.
- Joe expanded the discussion of Bob's report regarding the 20-21 budget. While right now there are uncertainties of the budget once we are out of the Pandemic, the College continues to be creative and inventive in ways to save and make money. The College Administrative Team is working on creating contingency plans and made the following recommendations:
  1. Recommend that we freeze salaries for administrative staff for 20-21
  2. Restrict non-essential travel across the College until further notice
  3. Develop a plan to look at all other areas of savings possible. This will include a review of our current operations for additional savings and may require restructuring/loss of some positions, as well as other budget reductions across the board
  4. Reinstitute Early Retirement Incentive for this year
  5. Create an advisory council with shared governance representation to review and help shape budget balancing plan identified in #3.
  6. Request that the Board approve, with limits a fund balance draw over next couple of years as the College works through the various challenges and get right sized ~300K/annually
- The board discussed 2nd Chance Pell and other budget related items.

### **NCCC Foundation**

Diana Fortune reported:

The Foundation board was pleased to help the College with the new scholarship.

### **Old Business**

None

### **New Business**

None

### Executive Session

Pete Suttmeier made the motion to enter Executive Session at 12:31 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.* Tim Burpoe seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan and Bob Farmer were invited to join the meeting at 12:32p.m.

Pete Suttmeier made a motion to adjourn executive session at 1:20 p.m. Tim Burpoe seconded the motion. The motion was approved unanimously (7-0-0).

### Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:21 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

Friday, April 24, 2020

Motion: Tim Burpoe

Second: Mark Moeller

Action: Approved (8-0-0)