



Board of Trustees Meeting Minutes

Friday, August 30th, 2024 | 11:00am

Board Members Present: Pete Suttmeier, Donna Wadsworth, Linda Beers, Dan Kelleher, Todd LaPage, Seth McGowen, and Shia Bright

Excused: Mary Irene Lee

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Kyle Johnston, Chris Knight, Scott Harwood, Lee Susice. Members of the College community joined as well.

Board Chair, Pete Suttmeier called the meeting to order at 11:02 a.m. after quorum was met.

Oath of Office

Shia Bright was sworn in as a NCCC Board of Trustee member:

- This is a NCCC student appointment, filling the vacancy after Abigail Martelle's completed term.
- Shia was elected for this role by the Student Government.
- Shia introduced herself to the Board, and members of the college. She was warmly welcomed by all.

Minutes

Seth McGowan made the motion to accept the June 27th, 2024, meeting minutes. Dan Kelleher seconded the motion. The June 27th, 2024, meeting minutes were unanimously (7-0-0).

College Senate Chair | Allison Warner

- A vote is anticipated today to elect co-chairs Chad LaDue and Scott Stringer. They will share the role of Senate Chair this Academic Year. Chad will attend all required meetings; Scott will manage written communications and update related documentation.
- Members of the board discussed the importance of their members attending these meetings.

NCCCAP President | Lee Susice

NCCCAP's first meeting is slated for Friday, September 6th, 2024

CSEA President | Dianna Trummer

No report

Board Chair Report | Pete Suttmeier

- Pete reminded members of the board of the upcoming NYCCT Conference October 3rd-5th in Saratoga. He encouraged members to attend.
- At a recent meeting with NYCCT, members discussed the SUNY Chancellor initiative

pertaining to communications with SUNY CC President's. Joe shared the proposal changes how CC Presidential searches and evaluations; compensation packages are completed. The statute notes that the role of hiring and supporting presidents is a responsibility of the local CC Board of Trustees. NYCCT trustees are discussing a resolution to approach this topic. Will share more as it becomes available.

- Senate meetings to attend and offer BoT representation:
 - September: 20th –Dan Kelleher
 - October: 11th – Todd LaPage
 - November: 8th – Seth McGowan
 - December: 13th – Linda Beers
 - Members discussed student attendance and participation at Senate meetings and related committees.

Interim Vice President for Academic Affairs | Sarah Maroun

The start of this semester was reminiscent of those starts of pre-COVID. The campuses are busy with opportunities to help a lot of students. Courses are currently full or overfull, all good problems to solve.

Board moved to approve the following resolution:

Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Chelsea Drake to the full-time, 221-day, exempt appointment as Nursing Instructor for the 2024/2025 academic year, at an annual rate of \$48,146. This position is currently funded in the 2024/25 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2024/25 academic year and will not be renewed. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Members of the Board discussed how searches are completed.

Vice President for Marketing and Enrollment Management | Kyle Johnston

Kyle noted that it was a good year and while there is still activity in finalizing the Fall 2024 class, the Enrollment team is already planning recruitment activities for Spring 2025 and Fall 2025.

These include:

- College for Every Student (CFES): September 26th, 2024, gathering taking place on SL campus,
- NCCC College Fair – to be held on October 3rd, 2024, in Sparks as part of the Northern Swing of college fairs.
- Fall 2024 campaign – HUS/Chem Dep Funding followed by Health care

In response to questions, Kyle noted that marketing plans change, depending on the funding opportunities that arise. There was also a question about streaming ad placements and timing: per Kyle, the ads are served based on individual's behavior with their streaming services.

Board moved to approve the following resolution:

Linda Beers made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marco Carbone to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor for the remainder of the 2024/2025 academic year at an annual rate of \$47,826, effective August 26, 2024, and for

2024/2025 academic year, at an annual rate of \$49,554. This position is currently funded in the 2024/2025 operating budget. In accordance with the current NCCCAP agreement Article VII- Appointment and Promotions, this appointment will expire at the conclusion of the 2024/25 academic year and will not be renewed. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Interim CFO| Erik Harvey:

- Let the financials and forecast stand as they were shared in his written report.
- The College's supporting counties of Essex and Franklin agreed to add 3% to the 2024-2025 operating budget. Thanks were extended for their continued support.
- Members of the board discussed the key indicators of anticipated enrollment increase, and new enrollment initiatives.

Board moved to approve the following resolutions:

Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the June 2024 financials as they were presented in the packet. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the July 2024 financials as they were presented in the packet. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).

President | Joe Keegan:

- Extends thanks to the members of the Board for their unwavering support of the College, its students, and staff.
- Welcomes Newest student trustee Shia Bright to the 2024-2025 Academic Year. Shia is in the AS Environmental Science program, a campus resident and looking forward to her second year with NCCC. Special thanks to Student Government and Ang Brice for ensuring that the student trustee position was filled by the start of the academic year.
- Chancellor King will be visiting the campus on Wed, September 4th, 2024, from-2:30 – 4pm. Will open to Zoom for rest of the campus community.
- We're starting off this year as a vibrant campus community. Thanks were extended to those who participated in the enrollment process. He highlighted how all departments are part of ensuring a successful student experience.
- Scott Harwood shared with the board that we are trending towards an 8% enrollment increase when compared to this time last year. This is due to enrollment in new program offerings and does not include College Bridge and Second Chance Pell numbers.
- Members of the board discussed the impact on the budget with this increase in enrollment.
- Members of the board discussed enrollment comparisons with other SUNY CC campuses.
- Members thanked NCCC for their support for the needs of the counties
- Joe thanks the counties for their ongoing support and outreach to NCCC
- Hire through SUNY Transformation dollars of academic career advisors – one for each campus. Hopes in increase of retention and support of students
- Hire through SUNY Transformation dollars to hire a grant writer: Betsy Penrose
- SUNY 8mil – Joe discussed the plan for the use of those funds in health care and mental health counseling.
- Title VI – Tara Evans, our HR Director and Title VI Coordinator, discussed the changes in Title

- VI expectations from SUNY, including mandatory training for employees.
- Members discussed the changes to Title VI and Title IX and the updates to College policies.
 - Joe shared these updates in expectations on the responsibility of the College to ensure the safety of students and College employees.
 - Joe shared an update on the Student Affairs vacancy. An offer was accepted and declined. As a failed search, new solutions for short/long term are being reviewed. Joe will continue to oversee the department, with the help of the admin team until a solution can be reached.
 - Shared updates to the Strategic Plan. Community Connection piece includes new partnerships and the offerings of North Country Live throughout the Fall 2024.
 - Update on OCR review –response was submitted from their report. We’re waiting to hear back. There will be financial implications of updating accessibility through all three campuses.
 - Members of the Board discussed with Joe the Capital planning initiatives. The committee will meet quarterly to discuss the use of investments.

Board moved to approve the following resolution:

Linda Beers made a motion from the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Kevin Symonds to the full-time, 221-day, exempt appointment as Programmer/Analyst effective July 15, 2024, at an annual rate of \$46,431. This position is currently funded in the 2024/2025 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2024/2025 academic year and will not be renewed. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Linda Beers made a motion from the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Kevin Symonds to the full-time, 221-day, exempt appointment as Programmer/Analyst 2024/2025 academic year, at an annual rate of \$48,146. This position is currently funded in the 2024/2025 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2024/2025 academic year and will not be renewed. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

NCCC Association | Robert Rathbun

No report.

NCCC Foundation Director | Erin Walkow:

- The annual and endowed scholarships, managed by the Foundation, recently awarded over \$55,000 in scholarships. These scholarships were awarded to approximately 60 of the 100 students who applied.
- In addition to these scholarships, the Foundation raised \$65,000 for the 2024-2025 Opportunity Scholarship. We will begin fundraising for the next academic year in November.
- The Foundation received a \$100,000 unrestricted donation from a couple who had been giving \$5,000 for the last three years. Unrestricted giving really is a testament to the value and trust they place in the College administration to use their gift effectively and responsibly to fill a need at the college.
- This summer, monies were gifted to the Student Emergency Needs funds, the Nursing Program and North County Live.

- Members of the board thanked Erin’s excellent fundraising efforts. They discussed the continued initiatives in collecting additional dollars. The current focus is on the use of the Foundation’s Endowment.
- Members of the board discussed the future of the Foundation and its Board.

Old Business

None

New Business

Stacie presented to the board the proposed 2024-2025 BoT Meeting Schedule for their consideration.

- Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves 2024-2025 BoT Meeting Schedule as it was presented. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Public Comment

None

Executive Session

Linda Beers made the motion to enter Executive Session at 12:28 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. Seth McGowan seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was not invited to attend the meeting at 12:28 p.m.

Adjourn

Linda Beers made a motion to adjourn the meeting. Seth McGowan seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary, NCCC Board of Trustees

Date: November 22, 2024

Resolution #: 2024-25

Motion: Mary Irene Lee

Seconded: Dan Kelleher

Action: Pending (7-0-0)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees