



Board of Trustees Meeting Minutes
Friday, April 26th, 2023 | 11:00am

Board Members Present: Pete Suttmeier, Todd LaPage, Donna Wadsworth, Linda Beers, Mary Irene Lee, Dan Kelleher, Seth McGowan, and Abby Martelle

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Kyle Johnston, Erin Walkow, Sarah Maroun, Chris Knight, Lee Susice, Allison Warner. Members of the College community joined as well.

Board Chair, Pete Suttmeier called the meeting to order at 10:58 a.m. after quorum was met.

Minutes

Todd LaPage made the motion to accept the February 23rd, 2024, meeting minutes. Mary Irene Lee seconded the motion. The February 23rd, 2024, meeting minutes were unanimously (7-0-0).

College Senate Chair | Allison Warner

- Extended thanks to members Linda Beers and Dan Kelleher for attending the recent meetings.
- Shared Artificial Intelligence (AI) is increasing in prevalence in higher education. A committee is reviewing AI tools that can be used in the future.
- Expressed appreciation for Erik Harvey's transparent approach to presenting the proposed budget.
- Allison expanded on a previous conversation centering around supporting the needs of IT in relation to improving access to online platforms. She noted Joe created an internal department IT Steering Committee and will soon initiate an IT Advisory Board that will extend outside the department. She voiced that members of the Senate appreciate the hard work that the IT Team does to support the college community.

NCCCAP President | Lee Susice

- Annual employee evaluations are underway for members of NCCCAP. They look forward to seeing the outcome.
- Promotion reviews are underway and are anticipating a positive report soon.
- NCCCAP and the Administration are finalizing the Remote Work Policy. They are projecting it to be shared at the May meeting.

CSEA President | Dianna Trummer

- No report

Board Chair Report | Pete Suttmeier

- Reminded members of the board that there will be a tour of the nursing and science labs following this meeting.

Interim Vice President for Academic Affairs | Sarah Maroun

- Report stands as it was written.
- Shared details about the upcoming events; Nurses Pinning for each campus, Student Awards and Commencement Ceremony.
- The Board shared appreciation for Sarah's reports as they are written.
- The Board discussed the future of the College Bridge Program regarding demographic changes across the North Country. Specifically, as K-12 enrollments decrease, there is anticipated to be a corresponding decrease in College Bridge enrollment.

Board moved to approve the following resolutions:

Seth McGowan made a motion to the floor that the North Country Community College Board of Trustees hereby approve NCCC to submit a request to *change the name of the Community Resident Aide Certificate to the Direct Support Professional Certificate* SUNY and NYSED. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Seth McGowan made a motion to the floor that the North Country Community College Board of Trustees hereby *approve NCCC to submit a request for distance learning approval for the Direct Support Professional Certificate* to SUNY and NYSED. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

*Dan Kelleher joined the meeting at 11:13 a.m. resulting in all board members in attendance.

- Members of the board discussed the benefits of adding micro-credentials to college offerings. There was a brief discussion of potentially adding a Teacher Aid program. Linda Beers added to the conversation by explaining the need for the formal education of Teacher Aid's in the college's sponsoring counties. Sarah shared the need was also addressed at the recent Human Services Board meeting and is being explored.
- Members of the board discussed revenue for each of the micro-credential levels, currently funded under College Bridge

Vice President for Marketing and Enrollment Management | Kyle Johnston

- Recent on campus events such as the Dual Admissions program signing with SUNY Plattsburgh have been good exposure for the College.
- The Healthcare Symposium held on the Ticonderoga Campus was the first of its kind and was a huge success. In the future, this event will be replicated on other campuses.
- A Career Fair has been announced and will be held on the Ticonderoga campus soon.
- Dual Admissions signing with SUNY Plattsburgh occurred yesterday. It was attended by representatives of both colleges, and the press.
- Explore NCCC Day will be held next April 30th. The number of attendees expected is beyond expectation; to date the RSVP shows 170 students attending from 9 different high schools.
- There are 6 marketing campaigns active now with others in development which will be released soon.
- Kyle and Chris Knight shared with the board 2 of 10 animation videos that are now under circulation: *Applying for Financial Aid & Reviewing your FAFSA Submission*. These 10 visual how-to guides will assist students experiencing difficulties with certain processes when applying to college.
- Members of the board discussed the Plattsburgh partnership. Kyle shared they are already

working on enrollment for Fall 2024.

Interim CFO:

Erik Harvey highlighted his written report:

- Shared the proposed 2024-2025 Budget for consideration:
 - Highlighted touchpoints used in creating the draft budget with an anticipated uptick in enrollment for Fall 2024.
 - Estimates for the FTE count is 995, showing an 8% increase from the previous year.
 - New program offerings are bringing these numbers up.
 - The current P-Tech program agreement is sunsetting. Next steps are being explored.
 - Proposed salary increases in 2024-2025: with collective bargaining unit agreements, Management Confidential will get their salary/benefits again; these have been frozen since the 2022-2023 budget year.
- Shared with the Board the next steps in the approval process once the members of the Board votes in favor to move forward with the budget proposal.
- Members of the board discussed Erik's report as it was written and presented. They highlighted the need to find a way to fund a way financially support for IT; Grants will be explored.

Board moved to approve the following resolutions:

Seth McGowan made a motion from the floor that the North Country Community College Board of Trustees hereby *approves of the February 2024 and March 2024 financials as they were presented in the packet*. Todd LaPage seconded the motion. The motion was unanimously approved (8-0-0).

- Currently there is unrest at colleges throughout the country with protests. Board member Seth McGowan asked if there is anything by way of disruption in our college community. Sarah Maroun shared that college staff are on alert, but there are no concerns at this time.

President:

Joe Keegan added to his written report:

- Voiced appreciation for the good work and support that the College staff provides their students and each other.
- Thanks to Seth McGowan for the presentation to the college community and beyond in early March 2024 on the eclipse.
- Extends thanks to the members of the Board for their unwavering support of the College, its students, and staff; in addition to their outreach to local officials for the advocacy of increasing operating aid.
- Thanks were extended to Senate Chair Allison Warner for her admirable work with the College Senate and championing the value of Shared Governance these past 2 years.
- Thanks were extended to NCCCAP President, Lee Susice and his team for work on two proposals: Phased Retirement and the Remote Work Policy.
- Thanks to Mary Irene for attending the admissions event with SUNY Plattsburgh.
- The 2023-2024 budget advocacy at the state level has moved forward; last week the budget was approved, and the floor was maintained.
- Reported the draft of the Strategic Plan is anticipated to be shared with the College Senate at their next meeting on May 10th.
- The Office for Civil Rights Review will continue in early May when our reviewer will be onsite to perform the walk-throughs and meet with individuals.

- Capital investment options are being explored for planned upgrades to the Sparks Athletics Facility. JMZ Architects are exploring potential costs and options. More information will be shared as it becomes available.
- As the Second Chance Pell award experiment closes, the College is moving towards the Prison Education Program (PEP).

NCCC Association | Robert Rathbun

No report.

NCCC Foundation Director | Erin Walkow:

- The NCCC Foundation was not selected as a recipient for this year's *Leaf Fund Grant* through the Town of Elba. This application was for assistance with upgrades to the Sparks Athletics Building.
- The Foundation received \$20,000 from the Adirondack Foundation Generous Acts program. These funds will help with non-credit pathways and supporting student scholarships.
- Updates on the *Opportunity Scholarship*:
 - The Cloudsplitter Foundation renewed their support by gifting \$7,599.
 - An individual renewed their commitment of \$10,000 for next year.
 - For the 2024-2025 Academic Year, the foundation has raised \$45,000.
- Work continues with Kyle on sustaining and expanding on the *6-On-Us Scholarship Program*.
- The Scholarship Application will remain open until May 31st. To date, the Foundation has received 36 applications. There is approximately \$50,000 in award monies to grant.
- Briefly updated the Board on the June 4th Education Summit.

Old Business

None

New Business

- Student Trustee Abby Martell shared students are excited about the upcoming commencement ceremonies.

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:25 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. Linda Beers seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to attend the meeting at 12:25 p.m.

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Linda Beers 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: June 27th, 2024

Resolution #: 2023-24

Motion: Mary Irene Lee

Seconded: Linda Beers

Action: Unanimously Approved (7-0-0)

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