



Board of Trustees Meeting Minutes | January 29, 2021  
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

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

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Board Chair, Steve Reed, called the meeting to order at 11:00 a.m.

#### Minutes

Mary Irene Lee made the motion to accept the December 18, 2020 meeting minutes as they were presented. Mark Moeller seconded the motion. The December 18, 2020 meeting minutes were unanimously approved (8-0-0) pending a meeting date correction under the Interim CFO's report.

#### College Senate

Shir Filler reported:

- In process of electing a new management confidential member for Senate.
- Submitted application to SUNY for Shared Governance award
- Performed an assessment survey for the shared governance system. During the assessment process thus far, it shows the College is doing well with some notable areas of improvements. It was noted too that the Board of Trustees were complimented in several areas of the survey. A report will be shared soon.
- The board discussed changes with their position with the College.

#### NCCCAP

Lee Susice reported:

- There is a new faculty member at the College, the union hopes to enroll them soon.

#### CSEA

Dianna Trummer reported:

- Did not have a chance to have a meeting this month. There will be a unit meeting next month. The discussion will revolve around the experience of this past academic year. Upcoming elections will be addressed as well.

#### Board Chair Report

Steve Reed reported:

- Begun the preparation for a full evaluation of the President and setting goals. Mary Irene and Pete Suttmeier. They will meet President's Council to get their perspective on the role of Joe Keegan.
- Met recently with the Student Government.

#### Interim Vice President for Academic Affairs

Sarah Maroun reported:

- Good first week back for faculty returning.
- Practical nursing students will return to campus late February, on all three campuses, for clinical skills labs. This will prepare them as clinical sites open.

- SUNY reported the program submissions have been approved and moved to State Ed.
- The steering committee have met and are working on updating the reports for the standards. The draft will be shared with the College community soon.
- The board discussed the happenings of the Department of Labor grant. The discussion then moved to nursing students, faculty, and staff eligibility for the COVID vaccine and related process.

*Board moved to approve the following resolution:*

- Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Tana Hare, to the full-time, 164-day, exempt appointment as the Director of the Nursing Program effective with the Spring 2021 semester at a salary of \$58,996. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

Vice President for Marketing and Enrollment Management

Kyle reported:

- Enrollment numbers for spring were shared. It was noted that across the US colleges saw that traditional population was drastically down. For NCCC new student numbers are down, but the other numbers for re-entry and transfer students have increased. There will be a more direct focus over the spring and summer for potential students to work with NCCC Counselors. In perspective with our CC partners, NCCC shows to be in the number 1 and 2 position showing that the College is faring well in relation to the other colleges.
- *Last Chance to Enroll* has been open this week. There have been about 11-12 students per day registering for classes and the turnaround has gone well.
- Major project this year is the integration of SLATE customer relations management (CRM) system, improving processes and communications with students. It will allow the College to be more approachable by improved mobile-friendly applications, interim applications, website access and related areas. This will go live early next week giving the College the opportunity to be mo.
- North Country Navigator pilot project is going well. Employees are cross-trained to help spring students. Looking to improve stronger touch points and areas of communications. Engaging several people and creating a more holistic approach to processing and communications giving students opportunity for an improved experience on the first day of classes.
- CSM tool is being reorganized. The content has been improved and is being organized to be more accessible.
- It has been shown that CampusReel has been successful; showing student produced videos to share with new students. This is a new industry standard; there is an 80% chance these videos will be opened and reviewed. Aiming to have up to 25 videos ready to post by February.
- Spring campaigns have been going well. Micro-campaigns for student outreach to return to the College and sharing opportunities for scholarships.
- Lite campaign for Winter Carnival. Though the festivities will be limited, NCCC is still a sponsor.
- The board discussed enrollment numbers for re-entry students. There are more students that are older and part-time this year. Moving online was likely a factor in those students returning due to the flexibility of the programs. Kyle recommended the College take a hybrid approach post pandemic to continue offering flexibility to students.
- The board briefly discussed CampusReel and the videos that are being made for the College, both high level and granular.

Interim CFO:

Erik Harvey reported:

- CARES and CRRSAA funding are not included in the shared report. NCCC is awaiting guidance on how it can be used, more on that will be forthcoming.
- Walked the board through the Governor's proposal and potential impact to the 5-year plan:
  - Base Aid: Restored Q4 in 2019-20; 5% reduction in 2020-21; 2021-22 will go back up to the 2019-20 level.

- Rental and Low enrollment Aids: 5% reduction permanent commencing in 2020-21.
- All withheld amounts by NYS totaling approx. \$450K would be returned to NCCC in March 2021.
- Fourth quarter: End result the College will have retained \$3.65MM in cash after five years. Though this is good news, there is still a work to be done. The admin team was aware of and were strategizing to mitigate the operating deficit pre-pandemic.
- The board discussed the current and prospective standing of the fund balance.
- Pete Suttmeier made a motion to approve the report as it was presented. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0)

#### President's Report:

Joe Keegan reported:

- Expressed his appreciation the commitment to the college and the students by the College Community. The good news shared during this meeting is well-received. He acknowledged it has been a challenging year, but the College community has been exceptional in making these unexpected changes work during this pandemic.
- Looking forward to the start of the semester and having Practical Nursing students coming back to campus.
- County outreach for vaccine delivery is being planned on the campuses and is going well.
- It is time to plan for Fall 2021, taking in consideration the vaccinations and herd immunity, and capitalizing on what has been learned throughout this pandemic.
- Opening week has begun, virtually, and meetings have been spread out in smaller doses allowing the community to improve outreach and support to attend to students and their work.
- Current version of the strategic plan was shared this week, there was a great deal of support for the design and potential implementation. It is clear and concise; showing that the goals are achievable and less overwhelming.
- Stimulus funding was discussed, there is an improvement when compared to the recession years ago. Funding for CARES Act funding was explained to the board and how it applies to the College. Pell has expanded from the experimental stages effective July 2023. Allowing more students accessibility to the College experience. These funding opportunities will be beneficial, and the College is grateful.

*Board moved to approve the following resolution:*

- Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the adding of performance evaluation as part of its Board Policy on Management Confidential Staff. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)
  - There was a brief discussion on who will be administering these evaluations.
- Joe presented the following resolution for discussion that the North Country Community College Board of Trustees approves the endorsement of the *Shared Governance at NCCC: Principles, College Constituency Groups, Processes and Procedures*.
  - The board discussed the document. Concerns were voiced regarding the way that the document was describing governance at the College and potential of this document being quasi-contractual. The board requested that it be reviewed by the College's lawyer, Jim Brooks, and that it be revised to describe the larger governance system more accurately, including the Board of Trustees' role and responsibility. They requested that it clarify that the Board of Trustees is the final authority in most, if not all the items that shared governance addresses, a point that was not clear within the document.
  - After detailed discussion, it was decided to table the motion to allow for further review and potential amendments. The college will aim to share a revised version at the February board meeting.

#### NCCC Association:

Kim Irland reported in Shannon Warren's absence:

- Bookstore and packages for students are going well this week.
- Working on dining serves plan, the Association Board is working on coming up with potential operations for next year.
- Working on housing application to an online platform.

NCCC Foundation:

- Dianna Fortune reported:
- The foundation is finishing up the underwriting for their scholarship program. A platform has been created allowing students to apply for Fall 2021 online.

Old Business

- None

New Business

- None

Public Comment

- None

Executive Session

Jerry Griffin made the motion to enter Executive Session at 12:14 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. Mark Moeller seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:14 p.m.

Jerry Griffin made a motion to adjourn executive session at 13:15 pm. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Jerry Griffin made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 13:15 pm.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

2/26/2021

Motion:

Second:

Action: