



Board of Trustees Meeting Minutes
Thursday, June 27th, 2024 | 11:00am

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

Excused: Seth McGowan

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

Board Chair, Pete Suttmeier called the meeting to order at 11:01 a.m. after quorum was met.

Minutes

Mary Irene Lee made the motion to accept the April 26th, 2024, meeting minutes. Linda Beers seconded the motion. The April 26th, 2024, meeting minutes were unanimously (7-0-0).

College Senate Chair | Allison Warner

No report

NCCCAP President | Lee Susice

No report

CSEA President | Dianna Trummer

No report

Board Chair Report | Pete Suttmeier

The June 4th Educational Summit event went well. Currently debriefing and planning for future discussion and implementations from what we've learned.

- Members of the board appreciated the overwhelming attendance and participation of County sponsors, legislators, area businesses, and liaisons throughout the North Country.
- Members from College for Every Student were in attendance. They are planning to hold their annual Fall event at the Saranac Lake campus.

Interim Vice President for Academic Affairs | Sarah Maroun

Joe Keegan presented on Sarah's behalf. She will let her report stand.

- Members of the board discussed the workforce needs of the region and how they will work with the future framework of the College. They highlighted on opportunities for Veterans through economic development.
 - The college was fortunate to be invited by Franklin Country to attend the Biotechnology meeting. The County sees biotech as a cluster of educational opportunities that could grow in the region – linking them with the college.

Board moved to approve the following resolutions:

Linda Beers made a motion to the floor that the North Country Community College Board of Trustees hereby approves NCCC to submit a request to approve a hybrid learning modality for the AS Environmental Science degree to SUNY and NYSED. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Mary Irene Lee made a motion to the floor that the North Country Community College Board of Trustees hereby approves NCCC to submit a request for distance learning approval for the AS Sports and Events Management degree to SUNY and NYSED. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Mathew Fleming, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the 2024/25 academic year, at an annual salary of \$55,184. 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. Linda Beers seconded the motion. The motion was unanimously approved (7-0-0).

Vice President for Marketing and Enrollment Management | Kyle Johnston

Kyle added to his written report:

- Financial Aid has packaged more awards than when compared to this time last year.
- Awarding Financial Aid is a big overhaul; the process for students is better than the past. The more students processed; the more money awarded.
- With the use of Grant money, there are currently 5 advertising campaigns running concurrently. Kyle thanked Chris Knight and Don Paulson; both were instrumental in getting these campaigns rolling on the website.
- RSVPs continue to come in for MASH camp events slated to be held on all three campuses in July.
- Members of the Board discussed with Kyle the normalcy of last-minute enrollments to the fall semester
- Members of the Board discussed with Kyle the tiers used to determine how funds are used for marketing and outreach.

Interim CFO | Erik Harvey:

- Let the financials and forecast stand as they were shared in his written report.
- Shared the proposed 2024-2025 Budget for consideration and highlighted key points:
 - Anticipated enrollment uptick and how it relates to the budget.
 - Anticipated returns of investment.
 - Updates on the Pell program.
 - Functional/system level changes with the Enrollment and IT. These departments did a great job implementing, navigating, and maintaining changes needed to the Financial Aid platform.
 - Located scholarship and grant dollars; allowing the college to invest and shrink the deficit.
 - Confirmed the 2% tuition increase, noting it was the first since 2019, as the College kept tuition frozen for the past four years.
 - Operational support from our sponsoring counties of Essex and Franklin have been instrumental in keeping the percentage increase low. Erik voiced his appreciation for their continued support of the College.
 - Explained the proposed salary and benefits expenditures

- Members of the board discussed Erik’s report as it was presented.
- Members of the board discussed the importance of the five-year plan and anticipated projections and opportunities to increase and manage future funds as opportunities arise.
- Board thanked Erik and his colleagues for their work on this budget proposal.

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 April 2024 financials as they were presented in the packet. Todd LaPage 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 of the May 2024 financials as they were presented in the packet. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the proposed 2024-2025 Operating Budget as it was shared and presented. Linda Beers 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.
- Thanked members of the Board who joined in the important discussion at the Educational Summit.
 - College was recognized by the community for their effort and continued work in continuing to support the needs of the community.
- Thanks to Abby Martelle for her year of service on the Board and well wishes for her future success.
 - Shared that Angela Brice and the Student Government have elected Shia Bright to start in August as the new NCCC Student Trustee for 2024-2025.
- Shared the excellent work by campus teams to make this a successful year thus far in preparing FAFSA packages for the Fall 2024 semester students.
- Scott Harwood updated the Board on current enrollment status. The College shows to be on budget and trending where we should be. Current snapshot today – 520 students enrolled this time last year. To date, there are 562 enrolled for Fall 2024. Majority of these students are for enrolled in new programs.
- The search for the role of Associate Vice President of Student Affairs is underway. Thanks were extended to the Search Committee for their hard work and time in finding the perfect fit for this important role.
- Thanks to advocacy on \$8 million in funding for operating support for the community college sector, NCCC was granted \$200K in funds. These funds are to be split between health care workforce funding and mental health support for students. The College aims to meet the needs in the most budget-friendly way.
- The Office of Civil rights review has been completed. The preliminary findings are modest. The full report will be shared as it becomes available.
- Sarah Kilby has done work on keeping the College on target with the Prison Education Program.
- Congratulations were extended to Dan Kelleher on his new position as the Executive Director with ROOST, wishing him great success in his new role.
- Joe shared the proposed Strategic Implementation Plan 2024-2027 and some of its goals including:

- Artificial Intelligence– create a comprehensive program to address the use of academic AI. Teaching appropriate and ethical use of AI by leveraging resources from SUNY and creating ways to keep the College on target as we move towards the continuing involvement of AI throughout the world.
- Student Experience – Diversity equity and inclusion, social justice (folding into academic program reviews and the necessity to maintain accessibility). Considering offering English as a Second Language (ESL) to accommodate non-English speaking residents in the region.
- Continuing Education Program – the College continues to explore grant funding opportunities. Second Chance Pell will continue, this program is vital to the college’s operation.
- Direct Support Professional (DSP) Microcredential – DSP numbers have been astounding and all in credit bearing courses, increasing headcounts and full-time equivalents (FTEs). Great job by Sarah Maroun and Kathleen Dowd-Maloney in using this segment of delivering education.
- Financial sustainability – Department level review process will create clear guidelines and self-assessment evaluations
- Non-revenue stream to help sustain the college – philanthropic and grant commitments. Great work by Erin for her continued dedication to this role.

Board moved to approve the following resolutions:

Todd LaPage made a motion to the floor that the North Country Community College Board of Trustees hereby approves the updated 2024-2027 Strategic Implementation Plan as it was shared and presented. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).

Linda Beers made a motion to the floor that the North Country Community College Board of Trustees hereby approves the following faculty/staff for continuing appointments effective with the 2024/25 academic year: Jennifer Barrett, Massage Therapy Program Director; Thomas McGrath, Associate Professor/LAC Coordinator; and Lisa Williams, LAC Coordinator. These positions are currently funded in the 2024/25 operating budget. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the following faculty/staff renewal of temporary appointments effective with the 2024/25 academic year: Brandi Taylor, Humanities Instructor; Erin Streiff, Nursing Instructor; Kelly O’Shields, Technology Support Specialist. These positions are currently funded in the 2024/25 operating budget. Linda Beers seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the following faculty/staff for temporary appointments effective with the 2024/25 academic year: Emma Atkinson, Nursing Clinical Coordinator; Laura Cunningham, Nursing Instructor; Lauren Heath, Nursing Instructor; Ernest Hough, Humanities/Social Science Instructor; Luke Hudak, Dual Enrollment Initiatives Coordinator; Anne Nelson, Nursing Instructor. These positions are currently funded in the 2024/25 operating budget. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of

Trustees hereby approves the promotion of Jimmy Cunningham from the rank of Assistant Professor to the rank of Associate Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Kimberly Duffey from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Chad LaDue from the rank of A3 to the rank of A2 effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Renee Poirer from the rank of Assistant Professor to the rank of Associate Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Kelly Rodriguez from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Sarah Shoemaker from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Jamie Strough from the rank of Instructor to the rank of Assistant Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Allison Warner from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

NCCC Association | Robert Rathbun

No report.

NCCC Foundation Director | Erin Walkow:

- Shared a written report on Erins behalf
- This year there were 109 scholarship applications. These were reviewed and approximately have of those applicants were collectively awarded over \$50K. Those applicants where were not awarded will be encouraged to work with Kyle and his team to explore other funding opportunities.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee 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. Linda Beers seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to attend the meeting at 12:28 p.m.

Adjourn Executive Session Open to Public

Mary Irene Lee made a motion to adjourn the executive meeting and go back into public meeting at 12:50 pm. Linda Beers seconded the motion. The motion was approved unanimously (7-0-0).

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: August 30th, 2024

Resolution #: 2023-24

Motion: Seth McGowan

Seconded: Dan Kelleher

Action: Unanimously Approved (7-0-0)

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