



Board of Trustees Meeting Minutes | June 24th, 2021
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Tara Smith, Diana Fortune, Kyle Johnston, Dianna Trummer, Shir Filler, Rob Rathbun, Chris Knight, Kim Irland

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

Minutes

- Mary Irene Lee made the motion to accept the May 27th, 2021 meeting minutes. Mark Moeller seconded the motion. The May 27th, 2021 meeting minutes were unanimously approved (7-0-0).

College Senate

No report

NCCCAP

No report

** Board member Donna Wadsworth joined the meeting at 11:05.*

CSEA

Dianna Trummer reported:

- Membership appreciation meeting was held in early June. It lifted morale and was overall a good event.

Board Chair Report

Steve Reed reported:

- Members of the College BoT, the NCCC Foundation Board, and the administration continue to hold meetings with the Foundation director.
 - Steve Reed met with members of President's Council on June 17th, 2021, to highlight and discuss potential changes in the Foundation office structure to include a support position for the new director.
 - The job position will be posted soon.
 - Members of the Foundation Director search committee have been chosen.

Interim Vice President for Academic Affairs

Sarah Maroun added to her report:

- Hearing increased interest in advanced EMT certificate – The College resubmitted the request to the Department of Health (DoH) to be a course sponsor. The original request which was made in early 2020 (before the onset of the COVID-19 pandemic), encouraged the College to work with the existing regional sponsor which the College attempted.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Erin Streiff, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-

year term for the 2021/22 academic year, at an annual salary of \$44,602. Jessica Kemp seconded the motion. The motion was approved unanimously (8-0-0).

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marcus Painter, to the full-time, exempt appointment as Math Instructor for the Fall 2021 Semester, at a pro-rated annual salary of \$20,948. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his report:

- Continuing to close gap on applications for the Fall 2021. Cut down to 100 applications from 400, good progress continues. Students are being registered sooner than they have when compared to past years.
- Digital in Fine Arts campaign will wrap up end of June. The Certificate in Entrepreneurship campaign will begin and run through July. Scholarship opportunities campaign is ongoing and advertised through the radio and social media.
- Lead generation activity is being generated and outreach will continue through July. New relationship with Niche.com to help outreach to students.
- CampusReel videos are showing interest and the College is following through with potential students.
- CRM program working well and developing application/forms and creating ease of use for potential students.
- Board discussed the report from Kyle:
 - Focus on enrollment trends
 - Opportunity scholarships
 - Market for courses and/or workshops over the summer to add to a potential revenue stream
 - Summer and Winterim sessions are currently targeted to students who wish to meet general education requirements before they transition to 4-year Colleges.

Interim CFO:

Erik Harvey highlighted his report:

- The proposed NCCC budget 2021-2022 was shared with the Board. Erik highlighted several points of potential revenue increase opportunities, and an extensive explanation of the current budget layout.
- The Board discussed the budget, fund balance, and potential investments.
- The Board spoke of the recent meeting surrounding the recent audit of the College.

Pete Suttmeier made a motion to approve the May financial reports and as they were presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

Dan Kelleher made a motion to approve the 2021-2022 Budget. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0). The budget will now move to the College's supporting counties of Essex and Franklin for their review and approval.

Associate Vice President of Student Life

- Kim Irland introduced Rob Rathbun, Executive Director / Food Service Manager of the NCCC Association. He spoke briefly to the board. He voiced recognition of the heavy lift for his position. His immediate action plan is to put together a dining staff for operations to begin late August. He is working to create a plan to keep funding low while keeping in mind exceptional customer service. He shared his previous experiences in similar positions and explained the first two weeks is critical for the success of the Association and the College.
- Kim explained the plan to reopen the Residence Life side of the Association. Members of the College staff are working together to get the dorms ready for students.

President:

Joe Keegan highlighted his reported:

- Thanked the board for their ongoing support of the College, Foundation and Association.
- Welcomed Rob Rathbun to the College.
- College received the Shared Governance Award given by SUNY Chancellor. College will continue to do the work with which they were awarded.
- Thanked the board for their support on the 2021-2022 budget and highlighted the hard work of the staff who put the report together.
- Outreach to JMZ came back with a scoping report. Proposal is for JMZ to look at HVAC, Nursing and Science lab updates and renovations. Proposed to cost under \$25,000 though will likely change as we added additional buildings for the HVAC assessment. Goal would be for them to start immediately upon agreement. Timeline is critical due to the funding timeline constraints associated with federal stimulus dollars and earmarks for the year. Work to start in Summer of 2022.
 - Mary Irene Lee made the motion to support the College working with JMZ as presented and brought to the floor. Mark Moeller seconded the motion. The motion was unanimously approved (8-0-0).
- IT infrastructure updates will be completed in time for the start of Fall 2021
- Joe explained Governor Cuomo’s recent announcement of lifting COVID restrictions and protocols, and it impacts the College community. He shared the campus reopening plan, which was moved through Shared Governance. The board discussed the opportunity to have a press release, Chris Knight is working on this and there are basics of the reopening impact already highlighted the College’s website. When further guidance is available it will be shared, and outreach will be expanded to various platforms.
- Board discussed the executive orders and open meeting laws as it pertains to the board returning to an onsite meeting. Stacie Hurwitch voiced support and requested the board to consider keeping Zoom as an option for video conferencing in the event others cannot make it to campus but who still wish to participate. The board voiced their agreement. The board moved to accept the 2021-2022 meeting schedule as designed by Stacie Hurwitch with the plan to make changes as needed. The board will return to onsite meetings starting July 29th, 2021.

Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the updated *Campus Access Policy*. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

NCCC Association:

No report

NCCC Foundation:

No report

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:00 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. Mary Irene Lee seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:00 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:45 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Pete Suttmeier 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 12:45 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

7/29/2021

Motion: Pete Suttmeier

Second: Mary Irene Lee

Action: Approved (8-0-0)