



Board of Trustees Meeting Minutes | March 26<sup>th</sup>, 2021  
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

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

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

#### Minutes

Pete Suttmeier made the motion to accept the February 26<sup>th</sup>, 2021 meeting minutes as they were presented. Mark Moeller seconded the motion. The February 26<sup>th</sup>, 2021 meeting minutes were unanimously approved (8-0-0).

#### College Senate

Shir Filler reported:

- The recent senate meeting was not as productive as usual due to technological difficulties.
- The Administration has been consistently open and inclusive. The Senate is a place to look at policy, documents, and college-wide discussions.
- Mary Irene Lee will attend the April 9<sup>th</sup>, 2021 meeting as a representative of the Board of Trustees.

#### NCCCAP

Lee Susice reported:

- There have been routine labor management meetings to go over MOU's, evaluations, and other materials. These meetings have been beneficial to both parties and will continue to meet weekly.

#### CSEA

Dianna Trummer reported:

- CSEA members are moving ahead with the election process of officers. Completion is anticipated by July 1<sup>st</sup>, 2021.

#### Board Chair Report

Steve Reed reported:

- Voiced appreciation on the Presidential Evaluation feedback. Final draft evaluation will be discussed in executive session today before it is shared publicly.
- He and Pete Suttmeier worked on potential edits for the Middle States report. Appreciation was voiced to those involved in creating the report.

#### Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Middle States draft report has been shared with the community for review. There is a lot more to do but the College is at a point where they can continue to move forward with success. It will be shared by April 1<sup>st</sup> with the Middle States liaison prior to their virtual visit.
- Fall 2021-2022 schedule has been shared with the Faculty for review and recommendations. This draft is anticipated to be completed soon as students will begin registering for classes in a few weeks.

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- Anticipating a mix of educational experience between online, live-online and in person sessions.
- Advisory board meetings have been successful and in a virtual format.
- NYS Education Department approved a blanket approval for distance learning, with exception of licensure programs, for the 2021-2022 academic year.
- Members of the board spoke of the potential of offering a joint registration for a cyber security certificate. While not at an accelerated pace to get approved, it is still on the docket.
- Members discussed degree program tracks that are new to the College.
- There was discussion of students facing the pandemic and choosing the right educational path for them.

#### Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- The promotion of the transfer degree programs needs a strong push. The changes and addition of the tracks makes it interesting from a marketing standpoint. In the future there will be more availability online. The uptick of non-traditional students shows that these transfer degrees are becoming more lucrative. A campaign is currently running since the beginning of March 2021 and will continue for a couple of weeks.
- Next program campaign will begin next week with the focus of Environmental Science and Wilderness Leadership. The anticipation will be for this campaign to run through April 2021.
- All program pages on the website are continuously being updated to be more fluent, transparent, and highlighting the best options for the students anticipated needs based on previous data.
- The College is working to make the website virtual experience better. The web traffic this year has increased to 92,000 visitors.
- Enrollment Management process of North Country Navigator. Phase one; tools needed to apply, get accepted, and registered is almost complete. The premise behind the NCCC Navigator program is to set the students up for success as they navigate through all six phases.
- College is working on a three-part visit plan. There is a demand for students desiring to visit the campus in a safe way. Working to find process and protocols to make this happen with the desired start date of May 1<sup>st</sup>, 2021. The second part is to make a bigger commitment to virtual visits both scheduled and on-demand. The third part is a bigger commitment of working with programs with the option to create program specific virtual events, like the North Country Live program.
- Kyle shared the various avenues where advertising for these events and programs can be found and are actively running; members discussed.

#### Interim CFO:

Erik Harvey reported:

- Highlighted the financial reports with some explanation on using NYS funds.
- Hired the comptroller position. Brian Pelkey comes to us with 15 years as a progressive accountant. He comes highly recommended by Bill Chapin, former NCCC CFO. Looking forward to him joining us in 4-5 weeks.
- Members of the board spoke of the projection of the fund balance.
- Mary Irene Lee made a motion to approve the February financial report as it was shared and presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0)

#### Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the appointment of Brian Pelkey, to the full-time, 261-day, exempt appointment as Comptroller effective April 26, 2021 at a salary of \$65,000. The position is currently funded in the 2020/21 budget. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

#### Associate Vice President of Student Life

Kim Irland reported:

- Where there is still work, there is significant progress made in reopening the Athletics program.

- Expanding guidance on the website to navigate protections from Title IX, particular focus around the protection of women.
- Diversity Equity and Inclusion plan that SUNY has release is under review by the Diversity task force.

President's Report:

Joe Keegan highlighted his report:

- Extended his gratitude to the Board, Faculty and Staff for their continued support of the College.
- Hosted seconded Essex/Franklin hosted Vaccination Pod yesterday. It was a successful event. The counties were offered the space again if needed in the future.
- Students on-campus have been learning their craft and will soon go out to their clinicals.
- Stacie has been conducting a board policy inventory to get a full account of all the policies the board has developed over the years.
- The Board of Trustees biography page has been published to the website. Stacie shared the link in the chat.
- Facilities is working on a full campus-by-campus inventory of the College. This work will be invaluable data when moving towards capital and strategic planning.
- A professional HVAC has been working on the Saranac Lake Campus to find potential updated needs to our ventilation systems.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby supports the 2020-2023 Strategic Plan as it was presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the NCCCAP contract extension with the salary increase. The contract will expire on August 31, 2022. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby adopts the Gender-Neutral Restroom Policy. 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 SUNY Continuity of Operations Plan and the NCCC Addendum to the plan. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0)

NCCC Association:

None

NCCC Foundation:

None

Old Business

None

New Business

None

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:58 a.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 (9-0-0). Joe Keegan was invited to join the meeting at 11:58 a.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,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

4/30/2021

Motion:

Second:

Action: