



*Board of Trustees Meeting Minutes  
October 29th, 2021 | 11:00am  
Hybrid Meeting: HH-105 & Zoom*

**Board Members Present:** Mark Moeller, Jerry Griffin, Pete Suttmeier, Mary Irene Lee, Donna Wadsworth, and Jessica Kemp

**Excused:** Steve Reed, Dan Kelleher

**Others Present:** Joe Keegan, Stacie Hurwitch, Sarah Maroun, Shir Filler, Kim Irland, Tara Smith, Kyle Johnston, Kimberly Duffey, Diana Dudley, Erik Harvey, Scott Harwood, Lee Susice

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President Joe Keegan called the meeting to order at 11:06 a.m. as requested by Board-chair Steve Reed.

Currently the board is not in quorum. The board will discuss reports.

**Minutes (HOLD)**

Mark Moeller made the motion to accept the September 24<sup>th</sup>, 2021 meeting minutes. Pete Suttmeier seconded the motion. The September 24<sup>th</sup>, 2021 meeting minutes were unanimously approved (6-0-0).

**College Senate**

Shir Filler reported:

- Making progress on the redesigning the focus for which the College and Senate committees should use in the future.
- Senate blackboard site is going through continuous updates; this includes posting minutes, agendas, and other information as they become available.
- Email policy task force met yesterday. It was a productive discussion; they will put together a more accurate communication outreach to students and College employees.
- Still concern regarding student onboarding and making sure they have the necessary materials needed, such as textbooks, to be successful.
- Shir will be taking a medical leave for the Spring 2022 semester. An election for her position will take place in December.
- Pete Suttmeier will be attending the November 12<sup>th</sup> Senate meeting as the Board of Trustee's liaison.

**NCCCAP**

Lee Susice reported:

- NCCCAP second meeting of the semester was productive.
- Negotiations is high on the list of priorities and the negotiation team is meeting regularly with the Administration. The process has been working well and there has been notable progress.
- NCCCAP members are looking forward to joining in the student onboarding discussion.

**CSEA**

Diana Trummer reported:

- CSEA members are down by two cleaners and one laborer on the Saranac Lake campus. Members are hopeful that the positions will be filled.

**Board Chair Report**

Joe read the following prepared statement on Steve Reed's behalf thank in the North Country Community College employees for their efforts related to the Middle States Self-Study: *"Your report and your interactions with the evaluators represent what is best about our college and its people — collegiality, dedication, and a work ethic that goes above and beyond — in both your daily dealings with our students and in those moments when exceptional teamwork and sacrifice are paramount. In few places will you find such unselfish, shared commitment to the common good. To all my thanks and admiration."*

#### Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Continuing Student Registration event will begin on Monday for the Spring 2022 semester.
- Provided updates on known projects coming up:
  - o SUNY General Education revisions and applications will be made across several classes.
  - o Learning Management System change – she explained historical changes has made with NCCC. The College anticipates a new SUNY Contract through D2L/Brightspace. There will be community discussion as to if NCCC will follow suit or keep with the Blackboard platform.
  - o Members of the board discussed the advantages and disadvantages of making the change to the new learning management system as well as anticipated changes to the general education revisions. Sarah noted the heavy lift these changes will need to be made for them to be successful.

*\* Donna Wadsworth joined the meeting at 11:18 a.m. – allowing the meeting to meet quorum.*

- Sarah shared the positive reports from Middle States regarding the recent virtual visit.
- NY State Education Nursing Self-Study was successfully completed two weeks ago.
- Radiological Technology advisory group recently met and was a productive meeting.
- Waste Water Program Grant will soon be submitted to the Department of Environmental Conservation for their review.
- Members of the board briefly discussed certificate programs coming soon to NCCC and others similar opportunities. Sarah noted funding and SUNY parameters for the certificates will become available soon.
- The board thanked Sarah for her hard work in the position she holds; and the teamwork that has been displayed to ensure the success of our students.

#### Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Enrollment activities have been high over the course of this past month. New technology is in place for these activities to be successful. Enrollment team have been helping students with instant-admit. There is a noticeable increase in numbers when compared to this time last year.
- Marketing events are in the pipeline, especially regarding programmatic push to start in the beginning in November. This is designed to bring in students as early deciders for Fall 2022. The primary focus first will be the Nursing and Transfer programs. Spring marketing will begin in March 2022.
- Time to Register campaign continues, the themes are the same while the messaging is different.
- Yearlong campaign; Search Engine Marketing, is in place to continue. It brings awareness of the College and highlights the tuition freeze for the current academic year. There is hope that the freeze will continue into the next academic year.
- Second half of November will be the kick-off of the Spring Enrollment campaign. Last year the applications were down but the actual enrolled student numbers were up. The College does not fixate on the number of applications but rather the number of students that show up.
- The numbers regarding conversion rates, to show the College's yield, are under review. This will potentially show student finances and their potential impact.
- Last night was the best attended North Country Live session of the series. The numbers were impressive showing 53 in attendance. The program continues to thrive and planning for Spring 2022 will start soon.
- Members of the board discussed Kyle's presentation and their thoughts of future enrollment. Kyle expanded his thoughts on indicators and numbers comparable from previous semesters. He noted what has been learned and how to apply changes moving forward.

- A brief highlight from Joe included future scholarship with funding by the State. There is always a need for funding for students. Any funding source that can be tapped into will only continue in helping the success of our students. Joe expressed that the Board of trustee's representative of the Foundation plans to recommended this to the Foundation for their consideration.

#### Interim CFO:

Erik Harvey highlighted his written report:

- Erik gave a summary of his report on the 2021-2022 Forecast
- He highlighted his report regarding HEERF (CARES/CRRSAA/ARPP) federal stimulus funding. He noted opportunities to use the funding to reimburse for lost revenue.
- He noted the external audit is underway and expressed his appreciation and thanks for the focused work provided by Brian Pelkey, the College's Comptroller.
- HEERF audit readiness is also underway. This audit is a heavy lift, but the team is working diligently to ensure the data is accurate for review.
- He noted an opportunity was available to capture some lost revenue due to student debt forgiveness. A plan to pay down student debt is in the creation process. It would allow the College to help the students, with the hopes of anticipating they would then return.
- He highlighted the deliverables his department is working on in the coming months which includes, but not limited to, 2021 External Audit and the submission of the annual report to SUNY.

Jerry Griffin moved to accept the September 2021 financials as they were shared and presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

#### Associate Vice President of Student Affairs

Kim Irland added to her report:

- The recent Diversity newsletter was shared and highlighted.
- Safety Committee has met and continue to review and highlight areas of the College that need attention and improvement.
- Mental Health expansion and advocates continue to be a high priority.
- Members of the board briefly discussed the careers and transfer program that is in place with the College.

#### President:

Joe Keegan reported:

Thanks were extended to all those involved in the Middle States visit, which was successful. It was a shared effort across the College community and thanked all, including the Board, for their efforts and support.

- Joe extended a warm and supportive welcome to Erin Walkow, the College's new Foundation and Development Director.
- There has been a challenge in filling the two Board of Trustee Governor appointments. One has been waiting for three years, another for thirteen months. SUNY has created a position to help move these appointments forward and NCCC is looking forward to the two appointments acted upon soon.
- JMZ completed the preliminary work on the Science and Nursing labs and HVAC in Saranac Lake and Malone. Conceptual ideas have been created and will be shared with the appropriate departments today, and then they will be shared College-wide. Cost structures for these projects will be created afterwards.

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

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the appointment of Erin Walkow, to the full-time, 261-day, management confidential, exempt appointment as Foundation and Development Director effective October 18, 2021, at a salary of \$70,000 This position is currently funded in the 2021/22 operating budget. 2021/2022. Mark Moeller seconded the motion. The motion was unanimously approved (6-0-0)

#### NCCC Foundation:

Erin Walkow introduced herself and highlighted her positive experience thus far.

- A plan of her priorities with past projects and future endeavors were shared.
- She has been meeting with the Foundation Board members individually.
- There are planned upcoming meetings with fellow foundations for collaboration and support.
- The annual year-end appeal to past donors will begin shortly.

#### NCCC Association:

Kim Irland reported in Rob Rathbun's absence:

- The bookstore sales have experienced a 30% decline due to Pell being down.
- New merchandise will be in the bookstore soon.
- Scott Harwood has been upgrading the residence halls internet and bandwidth. Any time there has been an issue Scott has been very responsive, his hard work and attention has been appreciated.
- The Association dining services has meal plan cards and to date almost all residents have them. Promotion to non-meal plan customer base will begin soon now that cash and credit sales have become available.
- Process continues in collecting feedback from Students on the dining services experience. The creation of a potential advisory board is under review.
- The biggest challenge with dining services now is due to low staffing. Rob has been in the kitchen regularly.
- Association Board will meet next week.

#### Old Business

None

#### New Business

None

#### Public Comment

- Kimberly Duffey requested an update for food services on the Malone Campus. She explained the current process for students to eat locally or receiving delivery who attend the Malone Campus. She hears regular requests from students for a more solid eating plan. Kim Irland responded to Kim's request and shared that both Malone and Ticonderoga campuses need similar care and will continue to be discussed at future Association Board meetings.

#### Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:13 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 (6-0-0). Joe Keegan was invited to join the meeting at 12:14 p.m.

Mary Irene Lee made a motion to adjourn executive session at 12:55 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).

#### Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

11/19/2021

Motion: Pete Suttmeier

Second: Mary Irene Lee

Action: Unanimously Approved (7-0-0)