



*Board of Trustees Meeting Minutes
November 19th, 2021 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

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

Excused: Mark Moeller

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Shir Filler, Kim Irland, Tara Smith, Kyle Johnston, Erik Harvey, Diana Dudley, Kim Duffey, Scott Harwood, Lee Susice, Erin Walkow, Rob Rathbun, Terry Kemp, Tina Lamour, Amy Tuthill, Bruce Rowe, Becky LaDue, Cammy Sheridan, Kevin Symonds, Brian O'Connor

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

Meeting has not met quorum; board chair starts meeting with department reports.

College Senate

Shir Filler reported:

- Incremental progress on planned focus this year deciding which committees are best situated within the Senate and mapping out difference between committee and task force
- Email policy Task Force is going well, including student input.
- Student onboarding planning continues, including involvement of Senate Exec Committee members related to concerns related to students not having/purchasing textbooks.
- Cantwell property donation
- Process of Special Election to replace Shir as College Senate Chair for the Spring 2022 year.
- FCCC alternate delegate search to replace Lisa Williams who moved to FCCC Delegate role.
- Next meeting Friday, December 10th – Mary Irene Lee will represent the Board that this meeting.

NCCCAP

Lee Susice reported:

- Negotiation meetings continue with the College Administration, and they have been productive.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Held a meeting with Erin Walkow to discuss the future of the Foundation and offered support by the College Board.
- There was a brief call with Dan Kelleher, regarding potential options for tightening up the College's budget and forecast.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- New York State Department of Education approved the Health Care Administrative track. Academic Affairs will

begin working together with the Marketing and Enrollment department on how best to announce the new program track.

* At 11:04 a.m. Jessica Kemp joined the meeting. The Board meeting now meets quorum.

* At 11:09 a.m. Donna Wadsworth joined the meeting.

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Application snapshot was added to the report organized by Spring and Fall 2022 semesters, campus, and programs which highlight their status. This dashboard will be regularly shared moving forward.
- Spring 2022 numbers show 117 applicants; applicant number increased by 18 when compared to this time last year.
- Confirmed students' numbers show 29 students ready for registration, when compared to 25 last year to date.
- Fall 2022; there are 275 applications in process and already accepted. The new streamlined process has proven successful.
 - The Board noted that the enrollment graphics in the report have been helpful and briefly discussed their usefulness.
- The Board briefly discussed the decision-making process for students and the academics response.
- There was discussion on concurrent enrollment, focus was on the Bridge Program and New visions.
 - The discussion continued into continuing programs and the difference in experience now that faculty and students are in a remote setting.
- Kyle shared that he has met with SUNY Institutional Research to gather data as it is related to community colleges and their students in the bridge programs. Compared to national numbers the comparison is like SUNY. The marketing campaign for that demographic was shared with the Board.
- He shared the current program marketing campaigns and future outreach in the coming months.
- Spring enrollment campaign will start this weekend and will continue through January 26th.

Board moved to approve the following resolutions:

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Samantha Phillips, to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor, for the remainder of the 2021-22 academic year, effective November 29, 2021, at an annual salary of \$44,602. 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 temporary appointment of Erin Ruthenberg, to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor, for the remainder of the 2021-22 academic year, effective November 29, 2021, at an annual salary of \$44,602. Jessica Kemp seconded the motion. The motion was unanimously approved (6-0-0)

Interim CFO:

Erik Harvey reported:

- Notes were shared on the current Forecast; he explained the increase numbers of FTEs and compared them to the persistence rate. Expenses are under review to identify more revenue.
- Members of the Board discussed the shared bottom line and the continued budget evaluation.
- Discussion continued into the fiscal and financials of the College; a proposal was shared in how to better the current projections moving forward as our numbers will not be sustainable in a couple years. It was noted that while the College is still operating in a pandemic, there is still need for business evaluation and ways to right size; ensuring the College is financially healthy.
- With the Board, there was discussion on potentially bringing in outside consultants to assist in exploring the future of the College financials and planning. The value of an external or internal group is uncertain.

At 11:41 a.m. the Board of Trustees meeting was interrupted, and a new link was created and shared at 11:45 a.m. The meeting continued. Due to the disruption board members and attendees discussed the need to explore secure options of holding future hybrid meetings and classes.

- Dan Kelleher made the motion on the floor that the Long-Range Strategic Planning Committee create a financial action plan with solutions to bring to the board within 3 months. Pete Suttmeier seconded the motion. Discussion followed the motion sharing multiple views of the benefits of completing a plan internally and the potential of following up with an outside consultant. The motion carried unanimously (6-1-0).
 - Jerry Griffin voted no to the motion and suggested to table it for the time being, thus allowing President Keegan and CFO Erik Harvey to research the options for creating a more sustainable budget. Discussion followed on the benefits the option of giving the Administration time to present with a clear map to include reliable data, to be shared with the Board soon.
 - Board Chair Steve Reed proposed, prior to the December meeting, the Board's executive committee and relevant individuals of the Administration, chosen by the President, meet to determine the paths moving forward on how to make changes.
 - Dan Kelleher amended his original motion. He moved to the floor that the North Country Community College Board of Trustees allow the College Administration one month to develop a plan in how move forward with a sustainable fiscal proposal to be presented at the December meeting. Specifically, that the College would have present a balanced budget (cash flow positive budget) by the time we reach a \$3M fund balance. Pete Suttmeier seconded the motion. Discussion followed the amended motion. The motion carried unanimously (7-0-0).

Associate Vice President of Student Affairs

Kim Irland shared:

- The annual craft fair will be held in the Sparks Athletics Facility on Sunday, November 21st.
- Mental Health resources are now available in the residence halls. She highlighted the advantages of this new resource for students. Human Services department has trained and developed a practicum of students to provide a peer support program.

President:

Joe Keegan reported:

- Local political races showed shifts in the Essex County Board of Supervisors. He will reach out to the new members in the new year with the intent to highlight the College and share offers of support for their constituents.
- The Cantwell property proposal moved through the Shared Governance process with overwhelming support from the College community.
- Priorities for the Strategic Plan have been shared, there was productive feedback as the plan went through the process of Shared Governance.
- SUNY is beginning the 2021-2022 funding proposal to the State; Joe is following the progress of said proposal.
- There was a recent meeting with Paola Martinez, the newly appointed Director of Local Government. Her role will be helping community colleges move the Governor's appointments through. When asked, both pending members Linda McClarigan and Josh Dann voiced their continued interest in serving with the Board. Additional information will be shared as it becomes available.
- SUNY has proposed a \$3 million funding expansion for Nursing programs across the state to add/expand nursing slots. There would be allotted \$250k per school. This opportunity is being explored with Academic Affairs.
- Currently there are scholarships for \$1k focused on the Registered Nursing program from the State. The impact of those scholarships for our students is under review.

NCCC Association:

Steve Reed read Rob Rathbun's report in his absence.

- Kim Irland shared additional information:
 - Yesterday a Dining Services Advisory Board was hosted. The data gathered is under review. There is anticipation that this this new advisory board will meet monthly.
 - Options for the Malone campus food needs are being explored. A potential plan was discussed between Kim and our board member Jerry Griffin.
- Saranac Lake housing has some vacancies. There will be outreach as students are getting accepted for Spring 2022 or when students request a change in their dorm assignments.

NCCC Foundation:

Erin Walkow reported:

- Continues to meet with internal and external constituents who are in support of the Foundation.
 - Focus is outreach to past and current donors. It needs to be thoughtful and strategic to move the needle forward in a substantial and meaningful way.
- The Foundation Board requested that their year-end philanthropic donation shows 100% participation. In response, Erin requested the College's Board of Trustees to consider their year-end monetary donation as well.
- The Foundation Board will soon start the process of creating a strategic plan that will align with the College's strategic plan.
- Erin is currently assessing the needs of office support for the Foundation.

Old Business

None

New Business

None

Financials

Pete Suttmeier moved to accept the October 2021 financials as they were presented. Jessica Kemp seconded the motion. The motion was approved unanimously (7-0-0).

Minutes

Pete Suttmeier made the motion to accept the October 29th, 2021 meeting minutes. Mary Irene Lee seconded the motion. The October 29th, 2021 meeting minutes were unanimously approved (7-0-0).

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:53 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. Pete Suttmeier seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 12:53 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:45 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:45 p.m.

Respectfully Submitted,

Board of Trustees Minutes | November 19th, 2021



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

12/17/2021

Motion: Mary Irene Lee

Second: Pete Suttmeier

Action: Unanimously Approved (6-0-0)