



*Board of Trustees Meeting Minutes
Friday, August 26th, 2022 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

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

Excused: Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Tara Smith, Erik Harvey, Chris Knight, Allison Warner, Scott Harwood, Dave Merrick, Kim Duffey, Rob Rathbun, Cammy Sheridan, Kyle Johnston, Tina LaMour

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

Minutes

Pete Suttmeier made the motion to accept the July 28th, 2022, meeting minutes. Jerry Griffin seconded the motion. The July 28th, 2022, meeting minutes were unanimously approved (6-0-0).

NCCCAP

Steve Reed welcomed Dave Merrick, the new NCCCAP President, to his first term. Steve acknowledged the positive relationship with NCCCAP and the Board of Trustees, and noted his tremendous respect for the former NCCCAP President, Lee Susice, and the members of the Association. He looks forward to growing a partnership with Dave Merrick and his members in the coming year.

CSEA

Joe Keegan reported in Dianna Dudley's absence:

- Feedback from the CSEA negotiations team and their constituents has been positive. The new process of negotiations was good and transparent. The completed contract has been ratified by members of CSEA and is now able to move forward in the approval process.

Board Chair Report

Steve Reed reported:

- Shared his thoughts of what he would like to see from the Board and the college employees in the coming year. He highlighted that higher education in general, and community colleges in particular are adjusting to and will need to continue to adjust to financial changes and new program and certificate needs. Social and economic forces beyond the College, are impacting the perception and value proposition of college. He urged NCCC to continue to be agile, creative, and productive to ensuring the continued growth and success of the college and its students. Members of the board expanded on the conversation with meeting attendees.
- The board will work with College Senate on ways to move this discussion forward and identify

and move on action items.

College Senate

No report. The first College Senate meeting of the new academic year is slated for Friday, September 9th, 2022.

Interim Vice President for Academic Affairs

Joe Keegan presented in Sarah Maroun's absence, as Sarah was working with students in New Student Orientation:

- He noted that current data shows a significant uptick of students turning to online classes
- Childcare and education pathways are being explored as well as there is a growing need in the fields.

Board moved to approve the following resolutions:

Mark Moeller made motion to the floor that North Country Community College Board of Trustees approve the following faculty/staff for continuing appointments effective for the 2022/23 academic year: Lori Bennett, Nursing Program Clinical Coordinator Mary Ellen Chamberlain; Director of Financial Aid; Becky LaDue, Radiology Technology Program Director; David Merrick, Criminal Justice Instructor; McCayla Quinn, Bursar; Michelle St. Louis, Registrar. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the following faculty/staff for renewal of temporary appointments effective for the 2022/23 academic year: Thomas Callahan, Business Instructor; Tana Hare, Interim Nursing Program Director; Lauren Heath, Nursing Instructor; Luke Hudak, Coordinator of Dual Enrollment Initiatives; Jessica Martin, Assistant Registrar; Robin McGrath, Business Instructor; Leonard O'Shields, Technology Support Specialist; Samantha Phillips, Enrollment/Financial Aid Counselor; Erin Streiff, Nursing Instructor; Matthew Trombly, IT Programmer/Analyst; Stephanie Wilbur, Nursing Instructor. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the temporary appointment of Richard Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022/23 academic year, at an annual salary of \$46,115. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Current application numbers are up when compared to those at this time last year. He highlighted the positive movement in continuing with keeping those numbers to go up. Final data will be extracted, reviewed, and shared next month.
- The Enrollment team solicited feedback regarding students and their onboarding experience and college support. Surveys are coming back identifying positive experiences as well as opportunities for improvement. Outreach to those students in need of assistance is underway.
- 2023 Enrollment initiatives will start shortly with the new 23-24 application going live in the coming week.
- Last Chance to Enroll campaign has been live for the past two weeks. Numbers are better

than those compared to this time last year.

- The North Country College Fair will return October 6th, 2022 hosted by NCCC in the Sparks Athletics Complex for the first time since 2019. More schools are signing up to attend the event. The fair will also be opened to the public, giving potential adult learners the opportunity to attend. Ad campaigns for this event will kick off in the next couple weeks.
- Visits and travel for 2023 enrollment are booked and counselors will be heading out soon to continue with student outreach in areas across the state.
- Members of the board discussed Kyle's report as it was presented.

Board moved to approve the following resolution:

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the temporary appointment of Julie King, to the full-time, 164-day, exempt appointment as Enrollment and Financial Aid Counselor for the 2022/23 academic year, at an annual salary of \$46,115. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Interim CFO:

Erik Harvey shared comments:

- July 2022 financials as they were presented in his report.
- Erik highlighted his forecast report as it was presented in his report.
- Members of the board spoke of the financial management that has been done over the years. They discussed investments and the positive changes that have been made to support a larger student body. They encouraged the college to continue with this forward-thinking momentum.

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the July 2022 financials as they were presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Associate Vice President of Student Affairs

No report

President:

Joe Keegan reported:

- Expressed his thanks for the board's ongoing support of the college.
- He highlighted changes that have been made to move the college forward.
- He welcomed students, faculty, and staff back to the campus. He looks forward to an exciting and successful semester.
- Joe noted that the 2022-23 budget proposal was approved unanimously, supported by both sponsoring counties of Essex and Franklin. He shared that the budget is currently in its final phase and under review by SUNY.
- NCCC recently received \$200K from the NYS Governor's office for the purpose of a one-time investments in programs and enrollment. He voiced that the college is thankful to be included in the sharing of funds across the SUNY system.
- The discussion of the 2023-2024 budget will soon be underway. The timeline for completing the proposed budget is aggressive so that the college can get it approved and out sooner than traditional. The design is to have it approved early so the College can be in a competitive marketplace.
- Both supporting counties of Essex and Franklin recently approved the negotiation contract

- with NCCCAP. All parties involved shared that this was a positive negotiation experience.
- The proposed CSEA negotiated contract will be shared shortly giving the board the opportunity review and comment.
 - Joe formally welcomed Dave Merrick as the new NCCCAP President. He continued by thanking Lee Susice for his years of service to the College as NCCCAP President.
 - Both Allison and Dave will join President's Council as the respective leaders and representatives of the Senate and NCCCAP on the council.
 - Scott Harwood and his team were thanked for their efforts in installing 94 new surveillance cameras across the campuses, with 30 more slated to be installed soon. This work is aligned with the updated Video Surveillance Policy that the Board approved last year.
 - In addition, there have been other significant efforts over the summer to make the campuses safer. This includes the migration of Everbridge (formerly NY Alert), an emergency mass notification system, and Singlewire, software which can use our college phones as intercoms in the case of an emergency. Both are now live and will begin the testing notification phase soon. This software package will allow college-wide emergency alerts to be delivered in several different formats such as phone, text message, and intercom.
 - Joe brought to the floor a resolution to support the JMZ proposal as it was presented in the July 2022 meeting.
 - *Jerry Griffin made a motion that the North Country Community College Board of Trustees support the capital project proposal for the nursing and science lab upgrades, that was presented by JMZ Associate Karin Green on July 28, 2022. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0)*
 - Members of the board discussed Joe's report, as well as the capital project plan, as it was presented.
 - Joe and Scott shared with the board the current enrollment data update.

NCCC Association:

Rob Rathbun reported:

- Over the summer, the Association netted \$89K in rental revenue. After allotted expenses, the remaining funds were used to cover costs of surveillance system upgrades in the Saranac Lake dorms. Thanks was expressed to those involved in the upgrades and installation.
- Current residential numbers sit at 88 students in residence hall, a 15% increase over what was anticipated.
- Candidates are stepping forward for the residence director position. Angela Brice is currently holding the position in a part-time capacity until it can be filled. She also continues in her other role with the College and related responsibilities. It is anticipated at the director position will be fill in the coming weeks.
- The new laptop program initiative has started. The program allows student to purchase a laptop using their financial aid funds.
- Rob shared that in June, Christine Conover, joined bookstore as clerk. He noted that she is doing a fantastic job and currently working on a bookstore makeover.
- Rob reported the dining hall is open serving the college community 7 days a week. The kitchen is currently low on labor but are currently looking to recruit students in the coming weeks. Recruiting and hiring staff from the area community has been challenging.

NCCC Foundation:

Erin Walkow reported:

- She continues to attend area events and meeting with new and potential donors.
- The Foundation received an additional \$10,000 donation this summer, which is earmarked to improve the nursing lab in Saranac Lake. Receiving donations over the summer.
- Erin is designing an appeal to go out to the colleges nursing alumni offering them the opportunity in supporting capital projects and related improvements needed in the nursing program.
- Year-end annual appeal will soon be coming forward. Currently, the giving data, when compared to last year has shown an increase of \$30k.
- Erin recently attended a Foundation-focused conference hosted by the University of Albany. At the event, she was able to connect with both Jefferson and Adirondack Community Colleges. Together they are working to find a way to implement similar actions and events here at North Country.
- Erin announced that there will be a joint meeting between the College Board of Trustees and the Foundation Board. This meeting is slated for October 7th, 2022. More information regarding the meeting and related details will be shared soon.
 - Members of the board discussed Erin's report as it was presented and highlighted the importance of the importance of the October 7th meeting with the boards.
- Joe commented on the positive efforts made for the Association on behalf of Rob Rathbun. He continued by highlighting the exceptional work made by Erin Walkow with the Foundation.

Old Business

None

New Business

None

Public Comment

None

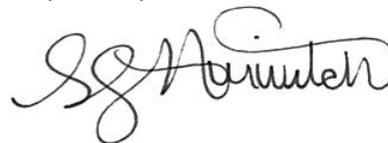
Executive Session

Jerry Griffin made the motion to enter Executive Session at 12:14 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 (6-0-0). Joe Keegan was invited to join the meeting at 12:15 p.m.

Adjourn

Jerry Griffin made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Board of Trustees, Asst. Secretary

November 18, 2022
Motion: Mark Moeller
Second: Pete Suttmeier
Action: Approved (6-0-0)