



**Board of Trustees Meeting Minutes**  
Friday, February 23<sup>rd</sup>, 2024 | 11:00am  
Hybrid Meeting: HH-105 & Zoom

Board Members Present: Pete Suttmeier, Todd LaPage, Donna Wadsworth, Linda Beers, Mary Irene Lee, Dan Kelleher, and Abby Martelle

Excused: Seth McGowan

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Kyle Johnston, Erin Walkow, Chris Knight, Lee Susice, Allison Warner. Members of the College community joined as well.

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Board Chair, Pete Suttmeier called the meeting to order at 11:00 a.m.

Minutes

- Todd LaPage made the motion to accept the November 17<sup>th</sup>, 2023, meeting minutes. Dan Kelleher seconded the motion.
- The November 17<sup>th</sup>, 2023, meeting minutes were unanimously approved pending the requested update are made to the final document (6-0-0).

College Senate

Allison Warner had no report. She requested a Board presence at the upcoming meetings. After discussion the following were selected to attend:

- March 8<sup>th</sup>– Trustee Beers
- April 12<sup>th</sup>– Trustee Kelleher
- May 10<sup>th</sup>– Trustee Lee

NCCCAP

Lee Susice reported:

- The proposed Phased Retirement Program MOA has been accepted by the Membership.
- NCCCAP leadership and the Administration continue to work on a Remote Work Policy proposal. Updates will be shared as they become available.

CSEA

No report.

Board Chair Report

Pete Suttmeier shared:

- Announcement – NYCCT will hold their April 2024 meeting in Syracuse where he plans to attend.
- Shared the NYCCT Advocacy letter related to equitably funding community colleges. All members of the Board agreed to support the message.
- Members of the Board look forward to seeing the upgrades to the nursing labs and science wing on the Saranac Lake campus following their April 2024 meeting.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- The Spring 2024 semester is off to a great start.
- The AAS Nursing expansion project garnered 29 new students for the Spring semester. The new nursing lab/facility has been a welcome upgrade to both students and faculty.
- Sarah shared with the Board the news of our Second Chance Pell program will continue to operate until 2026, after which the College will need to receive approval from several stakeholders, including Middle States, to make the program permanent.
- Members of the Board discussed the conversations around Artificial Intelligence and how it impacts academic integrity, and how our faculty could use it as a tool in the classroom.
- Sarah updated the Board on the Microcredential Policy.

Linda Beers joins the meeting at 11:21 a.m. | Board attendance is now at 7 members.

Board moved to approve the following resolutions:

Todd LaPage made a motion to the floor that the North Country Community College Board of Trustees hereby approve NCCC's Microcredential Policy as it was shared and presented. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Linda Beers made a motion to the floor that the North Country Community College Board of Trustees hereby approve the changes to the admission requirements for the AAS Nursing Program. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

#### Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- How marketing was tailored to create a short-term offering page regarding Microcredentials, to include a piece about continuing education.
- The Free Application for Federal Student Aid (FAFSA) is undergoing significant changes this year, leading to slowdown in receipt of FAFSAs to higher education institutions across the country. The updates began in January, with the intention to provide more aid to students. Currently, we are anticipating an April/May receipt of Financial Aid applications from the federal government.
  - There are multiple opportunities for training and processing new aid through the FAFSA Simplification Act.
- Campus visits from prospective students are happening this week. To date the numbers are lighter when compared to this time last year.
  - We are finding families are pivoting their focus to understanding the new changes with Financial Aid opportunities.
- High School visits to campuses will be coming soon. Plans are in the works to create sessions on what it's like to be a student where they can experience a college-level course in action.
- Upcoming marketing campaigns:
  - AAS Criminal Justice and Cyber Security
  - AAS Visual Arts and Design
  - Software Bootcamp
- Members of the board discussed microcredentials and understanding how they are being used in the workforce.

#### Interim CFO:

Erik Harvey added to his written report:

- Shared the 5-year projection of the Fund Balance
- Discussed expectations of future high school enrollment numbers
- Reported the College's annual audit is on par with similar colleges.
  - Appreciation and thanks were extended to Brian Pelkey, Comptroller, for his exceptional work managing the books.
- Currently, we are on target with work on proposed 2024-2025 Budget. He plans to share it with the board for their

review at the April meeting.

*Board moved to approve the following resolutions:*

Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves the November 2023 financials as they were presented in the packet. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves the December 2023 financials as they were presented in the packet. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

President:

Joe Keegan reported:

- Extends thanks to the members of the Board for their unwavering support of the College, its students, and staff.
- Extends thanks to the College staff, faculty, and administrators for ensuring a successful Spring 2024 start for student support and success.
- Scott Harwood shared the current enrollment numbers.
  - Spring 2024 enrollment is up by 7% when compared to this time last year.
  - To date, the past three consecutive semesters has shown an increase in enrollment numbers.
- Joe updated the Board on the current arrangement for managing Student Affairs. He noted that the position will be posted and searched for soon.
- Joe reported that he continues to collaborate with other colleges and working on our advocacy message. He noted the chronic disinvestment by the State.
- Our county sponsors, Essex and Franklin County, have approved resolutions in support of the advocacy efforts to increase NYS operating aid support for community colleges.
- Important work on updating the College's Strategic Planning is underway. A proposed draft is anticipated to be shared with the college community in the coming months.
- Joe expressed his thanks to board member, Abby Martelle for her great work in advocating for our students.
- Work on the Office Civil Rights review is underway. Virtual meetings are in place for early March. It is anticipated that an in-person visit will occur in May 2024. A report will be shared as it becomes available.
- Reports there are two position searches underway using the SUNY transformational dollars: Workforce Development Coordinator and Grant Manager.

*Board moved to approve the following resolutions:*

Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the Title IX Informal Resolution Policy. Linda Beers seconded the motion. The motion was unanimously approved (7-0-0).

Todd LaPage made a motion from the floor that the North Country Community College Board of Trustees hereby approves temporary appointment of Renee Poirer as the Title IX coordinator. Mary Irene seconded the motion. The motion was unanimously approved (7-0-0).

Mary Irene Lee made a motion from the floor that the North Country Community College Board of Trustees hereby approves the Phased Retirement Pilot Program as it was presented. Members spoke of the financial impact of offering the program. Linda Beers seconded the motion. The motion was unanimously approved (7-0-0).

NCCC Association:

No report.

NCCC Foundation:

Erin Walkow reported:

- Foundation closed out 2023 with over \$260K dollars raised, more than doubled when compared to this time last year. This is in part thanks to the following organizations for their gifts: Franklin County, Town of North Elba LEAF fund, Stewarts, and Casella Waste.

- Starting outreach for renewed support from other foundations, with the goal to maintain first time gifts and acquiring new opportunities.
- Recently submitted funding requests to:
  - LEAF for funding upgrades to the Sparks Athletics Complex.
  - Adirondack Foundation for funding non-credit pathways, including UpNCoding, Child Development Associate and direct support for professional microcredentials.
- Annually, there are approximately \$47,000 in scholarship dollars made by generous gifts to the NCCC Foundation.
- Members of the Board extended their thanks and appreciation to Erin for her hard work in establishing and increasing scholarships. They highlighted her work and the importance of assisting students with financial hardship.

#### Old Business

None

#### New Business

Board member, Abby Martelle, shared with her fellow board members the appreciation she has with her regular meetings with Joe. In addition, she shared her experiences representing the College during the Winter Carnival, where she was crowned Princess.

#### Public Comment

None

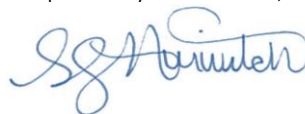
#### Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:25 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. Dan Kelleher seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to attend the meeting at 12:25 p.m.

#### Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Dan Kelleher seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:27 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

Date: April 26<sup>th</sup>, 2024

Resolution #: 2023-24

Motion: Todd LaPage

Seconded: Mary Irene Lee

Action: Unanimously Approved (7-0-0)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees