



Board of Trustees Meeting Minutes
Friday, January 27th, 2023 | 11:00am
Hybrid Meeting: HH-105 & Zoom

Board Members Present: Steve Reed, Pete Suttmeier, Mary Irene Lee, Jerry Griffin, Dan Kelleher, and Sam Weeks

Excused: Mark Moeller, Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Brian Pelkey, Sarah Maroun, Kim Irland, Kyle Johnston, Chris Knight, Erin Walkow, Dianna Dudley, Allison Warner, Scott Harwood, Dave Merrick, Rob Rathbun, Tina LaMour, and Kim Duffey

Board Chair, Steve Reed called the meeting to order at 11:01 a.m.

Minutes

Pete Suttmeier made the motion to accept the November 18th, 2022, meeting minutes. Mary Irene Lee seconded the motion. The November 18th, 2022, meeting minutes were unanimously approved (6-0-0).

College Senate

No report

NCCCAP

Dave Merrick reported:

- Nursing retention and salaries MOU has been signed between NCCCAP and NCCC. It is anticipated to take effect soon.
 - Joe thanked Dave Merrick and NCCCAP for working the College to make these changes, adding that the challenge is attracting and retaining nursing with current offered salaries. The college is working to make positions more marketable for potential nursing employees.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Both Steve Reed and Pete Suttmeier joined NYCCT (New York Community College Trustees) budget advocacy group for their virtual meeting yesterday. Joe shared the joint NYCCT and NYCCAP one-page advocacy document with members of the board. Steve found the meeting to be informational and that advocacy across the community college sector continues.
 - Pete voiced that NYCCT is working with the President's budget advocacy group

- (NYCCAP)
- Joe expanded the conversation by adding the history of funding and advocating for community colleges. He voiced that work is being done locally and statewide to ask for the funding floor; sharing a united community college message of the need for state support.
- Steve reported that the annual President's performance evaluation draft will be shared with members of the board during the executive session. The goal is to have completed it by the next meeting, allowing time for Joe to review and respond.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- The college has begun the Spring 23 semester; welcome week meetings have been successful.
- D2L pilot program starts on Monday with 7 faculty members working with their Information Technology (IT) colleagues to test the new platform. D2L will be replacing Blackboard as the College's Learning Management System in Fall 2023.
- NYSED recently approved the AEMT Certificate and the Teaching Assistant Certificate.
- There is an opportunity for partnership with area community colleges to deliver a medical tech program. She is working out the details with Selina LeMay-Klippel on finding health care locations, and community college representatives, to see if the program would be viable.
- Meeting regularly with the UpNCoding Company in Tupper Lake to develop a non-credit coding curriculum.

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- There are 47 new spring applications as of today (up 17% from previous year).
- Fall tracking numbers currently show 61 applicants above last year's numbers.
- Admission team is working with continuing students that could be registering this semester.
- Several campaigns are underway and/or wrapping up including:
 - FISU Games
 - SL Winter Carnival
 - Spring push focusing on:
 - Adult learners
 - Akwesasne Instant Admit(s)
- Full week of campus visit plans are arranged for end of President's Week. The event for promotion and outreach starts today with marketing rolling out next week.
 - All the above are parts of SEM (Strategic Enrollment Management) plan.
 - Developing and starting enrollment sessions and open campus visits; highlighting new forms of marketing. More to come.
- There has been an overhaul of the visit page on the website. Freshening it up with new campus photos, video shoots, with more to come for people to check out.
- Submitting SEM plan soon. The deadline for SUNY (State University of New York) is January 31st. As soon as it is out it will be cloned, and an updated version created so it can show results. Working group sessions continue to develop new goals and add to the work already done. The SEM plan will be shared college wide prior to sending it to SUNY.
- Members of the board discussed Kyle's report as it was presented. They spoke of various programs, specifically lacrosse programs, that could come with potential

opportunities.

- Joe shared what has been done historically with lacrosse without the enrollment impact that was hoped for.

Interim CFO:

Brian Pelkey reported in Erik Harvey's absence:

- He highlighted the current chargeback numbers and how various counties are affected.
- He shared that expenses are in line with what has been budgeted.
- He shared that currently there are conversations of ways to grow existing funds.
- Board members spoke of the projected budget and previous financials as presented in the report.
 - New initiatives funding and responsible expectations of goals and yield.
 - The current full-time/adjunct faculty student ratio is currently at 11:1 class size on average. It will be projected into the future. It is currently low from a budget standpoint. When looking at rightsizing opportunities, the college is considering options to increase the ratio without overburdening the staff. It was reported that the ratios in 2015 were closer to 17:1.
- Dan Kelleher made a motion to the floor to accept the November and December 2022 financials as they were shared and presented. Jerry Griffin seconded the motion. The motion was unanimously approved. (6-0-0)

Associate Vice President of Student Affairs

Kim Irland reported:

- Readiness survey is focused on incoming students. When a student completes their survey, it generates automatic referrals for students who have urgent or complicated questions.
 - Staff are already reaching out to those students to give individualized support.
- Live Zoom orientation sessions and Blackboard self-paced orientation sessions are now available.
- Counseling initiatives will be launching this spring.
- The College is continuing to use HEERF dollars for mental health support services.
- Kim updated the board on the SUNY Tele-Counseling network set to launch Monday.
 - Provided primarily for psychiatric support.
 - Free service for students who are on a SUNY campus.
 - Currently, the program is not available to serve out-of-state students taking classes online.
- Currently, one of eight students are designated to participate in a pilot program for crisis support which the SUNY system is funding.
 - Anticipated launch in February offering 24/7 support with data tracking.
- Students now can self-refer for counseling services.
- The men's basketball team is doing well.
- RA training is in full swing for the next two weeks.
- Designing an updated climate assessment service – to administer soon.
- The Emergency Response Plan updates are underway. The team is also gathering input from outside resources.
- Members of the board discussed Kim's report; talking at length regarding Diversity, Equity, and Inclusion (DEI) initiatives.

President:

Joe Keegan reported:

- Joe thanked the board for their continued support of the employees and the College.
- The College is excited about the return of students for Spring 2023. He spoke with RA(s) and looks forward to continuing work with them.
- The administration team looks forward to walking the halls to meet and help students as they start their semester.
- Received from SUNY a request to send information to students who are SNAP eligible.
- Steve and Joe spoke to board members on proposals on the minimum number of board meetings that aligns in case we cannot meet quorum.
 - This includes meeting modalities.
 - The board discussed and agreed to move forward with a new schedule. Plans will be shared with the board soon.
- There are several policies under review by the Policy Committee, which is led by Tara Evans.
- There is still no update on the governor appointments. Joe continues to advocate to the Governor's office to have the college's board fully appointed. It was also reported that there is a similar concern across the CC (Community College) sector.
- The Governor's budget comes out on February 1st.
 - The Assembly and Senate will then meet to work on the budget as it is presented.
- Thanks were expressed to Steve and Pete for participating in the NYCCT call. Their presence at these meetings are important and much appreciated.
- Joe shared with the board the current Spring 23 enrollment numbers; he spoke of what the numbers mean with expectations and reality.
- Joe shared that he is proud of the work that Kyle and his team have done with the development of the SEM plan.
- Currently, the Strategic Plan is slated to end in 2022-23. He shared the plan with the President's Council and Long Range in December. Both groups agreed the bones of the plan are good
 - They agreed to build on it and keep it simple with realistic and achievable goals. The process to update the plan will begin shortly.
- HAZMAT surveys begin today to move forward with the projects for Nursing labs. Expecting design work in the next week from JMZ and putting it out for bid in late February.
- He shared with the board that the administrative team have been meeting regularly to formulate a sustainable 2023-24 budget:
 - Reached out to NCCCAP to make recommendations or alternative solutions.
 - Joe reported the 8.2 Committee has met and will present their findings soon. He has great confidence in what their hard work and dedication to the assignment will show.
- The Middle States updated visit will be coming soon. Joe shared they anticipate board participation will be needed.
- Joe spoke with the SUNY Chancellor Dr. King. Looking forward to a future visit from him.
- Members of the board spoke of Joe's report as it was presented: specifically on county and government positions on the board and the need to fill them.

NCCC Association:

Rob Rathbun reported:

- Had one group of 13 members of FISU who stayed in the dorms for 3 nights. The numbers were much less than what they anticipated.

- The formal audit was recently completed (ending June 2022).
- Submitting a revised spending plan for the spring semester to the Association Board next Friday.
- Resident halls picked up 9 new students for the spring semester. There was a loss of 22 due to graduation, withdrawals, and those who left campus in December 2022.
 - Currently, the association expects 68-70 students in the dorms for Spring semester versus the 84 they had in the fall.
- Received full insurance reimbursement of expenses related to mold removal.
- Moved fuel services to another company due to eligibility for state contract spending.
- Updated the board on new and improved food service offerings.
- The Student Government volunteered to pick up the tab for coffee, tea, and hot chocolate service every day in the connector.
- International students are now cleared to work with the Association and the college.
 - Students expressed interest in working this past semester.
- The Association replaced a boiler at the dorms in early January.

NCCC Foundation:

Erin Walkow reported:

- Foundation member, Chuck VanAnden, will step down as chair in February. Tom Finch is slated to take his place.
- Suzy Cantwell has recently stepped down from the board.
- Encouraged to continue investing in LiveAlumni. Erin reported she received data for just under 2,000 alumni. She is working on finding ways to engage them.
 - One step is creating a new Foundation webpage for the college.
- In 2022, the Foundation raised 122K compared to 73K in 2021.
- The board requested a financial report for February; specifically, to show movement on donations and growth of scholarships.
- Grant requests are out as well in finding additional monies in growing their capital and allowing the foundation opportunities to give back to the college.

Old Business

None

New Business

- Steve recommended the college administration begin sharing oral reports every other month; instead of monthly. He would like them to continue with written reports, in a condensed format, monthly.
 - His focus is to keep oral reports brief so there can be focused discussion on the bigger talking points.
 - Joe shared his thoughts about the change.
 - With the exception of the CFO report, members of the board discussed the change and agreed that the reports (both verbal and written) are condensed to one page and oral reports in response to questions.
 - The board unanimously agreed and moved to begin February.

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:36 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 (6-0-0). Joe Keegan was invited to join the meeting at 12:37 p.m.

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 1:15 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch
Assistant Secretary, NCCC Board of Trustees

02/24/2023

Motion: Dan Kelleher

Second: Pete Suttmeier

Action: Approved (6-0-0)