

**NORTH COUNTRY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MINUTES**  
*Thursday, June 27, 2019 | Saranac Lake Campus*

**Board Members Present:** Steve Reed, Tim Burpoe, Mary Irene Lee, Pete Suttmeier, Jerry Griffin, Mark Moeller, Anne McDonald and Courtney Oakes.

**Excused:** Dan Kelleher

**Others Present:** Joe Keegan, Stacie Hurwitch, Bob Farmer, Alex Parnia, Diana Fortune, Tara Smith, Erik Harvey, Chris Knight, Joe Pete Wilson

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

**College Senate**

None

**NCCCAP**

None

**CSEA**

None

**Board Chair Report**

Steve Reed reported:

- Board members are welcome to the interviews for the Vice President for Marketing and Enrollment next week.

Joe Keegan and Steve Reed will attend the Essex County meeting on Monday.

**Vice President for Academic Affairs**

Joe Keegan reported:

- Workforce Development initiatives for developing continuing education. NCCC has been working with both counties, bringing some \$52K in workforce development funding to area employers. These include International Paper, Akwesasne Mohawk Casino, Agricultural Tourism, etc. Looking at tying it into a degree program track. Retain, recruit and bring new jobs to the area. The board briefly discussed this new opportunity.
- From the Saranac Lake Campus advisory board we learned waste-water management positions are in high demand in the North Country but the list of candidates is low. NCCC looking at how we can help Essex and Franklin meet the need for waste water and tech positions. Currently NCCC does have a program that could help start creating a degree program; this is being looked into further.
- Outreach with St. Regis Mohawk tribe has begun.
- NYS LPN/RN self-study is underway in ensuring compliance and sending for review on July 3<sup>rd</sup>.
- Self-Study design is in the works and MSCHE continues.
- College Bridge is winding down for the summer.

*The board recommended the following resolutions:*

Jerry Griffin recommended resolution 2018/19 | 24 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Thomas McGrath, to the full-time, 164-day, exempt appointment as LAC Coordinator/Assistant Professor for the 2019/20 academic year, at an annual salary of \$45,239. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 25 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Lisa Williams, to the full-time, 164-day, exempt appointment as LAC Coordinator for the 2019/20 academic year, at an annual salary of \$42,587. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 26 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Marcia Sullivan-Marin, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2019/20 academic year, at an annual salary of \$47,891. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 27 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Chad Czelusniak-Serviss, to the full-time, 164-day, exempt appointment as Business Instructor for the 2019/20 academic year, at an annual salary of \$42,587. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 28 that the North Country Community College Board of Trustees hereby approves the initial term appointment of David Lee-Howe, to the full-time, 164-day, exempt appointment as Business Instructor for the 2019/20 academic year, at an annual salary of \$41,260. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 29 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Jennifer Barrett, to the full-time, 164-day, exempt appointment as Massage Therapy Program Director for the 2019/20 academic year, at an annual salary of \$57,174. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 30 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Maryssa Romeo, to the full-time, 221-day, exempt appointment as Admissions Counselor for a one-year term for the 2019/20 academic year, at an annual salary of \$38,608. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 31 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Marcus Painter, to the full-time, 164-day, exempt appointment as Math Instructor for a one-year term for the 2019/20 academic year, at an annual salary of \$38,608. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 32 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Randolph S. Mitchell, to the full-time, 221-day, exempt appointment as Assistant Director of Financial Aid, for a one-year term for the 2019/20 academic year, at an annual salary of \$51,870. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 33 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Mathew Fleming, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-year term for the 2019/20 academic year, at an annual salary of \$42,587. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 34 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Humanities Instructor for a one-year term for the 2019/20 academic year, at an annual salary of \$39,935. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 35 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of David Clayton, to the full-time, 221-day, exempt appointment as Admissions Counselor/Men's Soccer Coach, for a one-year term for the 2019/20 academic year, at an annual salary of \$43,912. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 36 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for a one-year term for the 2019/20 academic year, at an annual salary of \$47,891. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 37 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Kirana LaVallie, to the full-time, 164-day, exempt appointment as nursing instructor, at an annual salary of \$43,912. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 38 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Luke Hudak, to the full-time, 190-day, exempt appointment as Coordinator of Dual Enrollment Initiatives, at an annual salary of \$45,239. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 39 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Tana Hare, to the full-time, 164-day, exempt appointment as nursing instructor, at an annual salary of \$46,566. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 40 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of David St. Germain, to the full-time, 164-day, exempt appointment as nursing instructor, at an annual salary of \$51,870. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Anne McDonald recommended resolution 2018/19 | 42 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY and NYSED for NCCC to offer an early childhood/childhood teacher education concentration/advising track within the AA Liberal Arts and Sciences-Humanities and Social Sciences program. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

### **Interim Vice President for Enrollment Management**

Alex Parnia shared his report and highlighted:

- Meredith Chapman recently returned from a conference in Niagara Falls. She learned that many colleges are experiencing drops in enrollment. NCCC admits are 10-15% higher than where we were last year this time.
- Working hard to recruit adult learners. This is a year round process, whereas high school students are a captive audience during specific times of the year.
- Ticonderoga, August 23<sup>rd</sup> 12 | 7.5-week format for adult learners will begin. The board discussed the new format and are happy to hear there is the support from the faculty. Alex explained that this is not a curriculum change but a delivery methodology change; it is restructuring the class. The content remains the same as a traditional 15-week course. This would also mean that admits would occur every 7.5-weeks instead of 15-weeks, which will better accommodate the adult learners.
- Alex shared with the board a recent article in the Adirondack Daily Enterprise that highlighted the partnership between NCCC and St. Joe's.

- Alex reported that NCCC now has a new logo and the launch of the new branding of the College will slowly begin. He had the board reference the timeline in his report. There is no additional cost for implementation. Thanks was extended Chris Knight who has been an integral part of this process.

#### **Vice President for Administration/CFO:**

Bob Farmer shared with the board the current forecast for the college and highlighted the report.

- Fees have historically been over budgeted.
- Chargebacks have been slightly under budget.
- 200K over budget for revenues
- Retirement is over budget
- Professional services are over budgeted due to unexpected funds. For example, Presidential search, School of Applied Technology review, VP EM search, pool study.

- NYCLASS Local Investment program could be a program that NCCC could use for a low risk and high return. Bob will investigate further.

Pete Suttmeier moved to approve the April 2019 and May 2019 financials as they were shared and presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

#### **President's Report:**

Joe Keegan reported:

- Formally thanked the board for the opportunity to serve the College in this new capacity.
- Acknowledged support teams for their hard work and dedication to the College.
- First goals in the coming weeks is to go out and have meetings with area College presidents, local legislators and supervisors.
- He had recently interviewed with local papers about his assignment as the new College President.
- Going back to Essex on Monday for public hearing and board meeting regarding NCCC 2019-20 Budget.
- NCCCAP has been approved by both counties. CSEA contract is next for the board to consider.
  - Bob highlighted parts of the CSEA contract and related changes.

#### **NCCC Foundation:**

Diana Fortune reported:

College Scholarship committee is continuing its work. Award recipients will be notified by mid-July.

#### **NCCC Association:**

None

#### **Old Business**

- Steve Reed and Pete Suttmeier will be working on the by-laws to bring them up to date.
- The board extended thanks for Courtney Oakes for her time and committee in her position to the board.

#### **New Business**

*The board recommended the following resolution:*

Pete Suttmeier recommended resolution 2018/19 |41 that the North Country Community College Board of Trustees hereby approves the CSEA agreement with the terms of the agreement effective September 1, 2019 through August 31, 2022. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

- Stacie Hurwitch shared with the board the tentative 2019-2020 Board of Trustees meeting schedule for their consideration. The board discussed some changes. The board approved once Stacie Hurwitch made the necessary changes.

- On behalf of the board, Tim Burpoe, extended thanks to Steve Reed for his leadership in the Presidential Search.

#### Executive Session

Mark Moeller made the motion to enter Executive Session at 11:55 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.*** Anne McDonald seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 11:56 p.m.

Anne McDonald made a motion to adjourn executive session at 12:40 p.m. Courtney Oakes seconded the motion. The motion was approved unanimously (8-0-0).

#### Adjourn

Courtney Oakes made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:41 p.m.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

APPROVED

Thursday, July 25, 2019  
Motion: Mark Moeller  
Second: Tim Burpoe  
Action: Unanimous (8-0-0)