



Board of Trustees Meeting Minutes

June 30th, 2022 | 11:00am

Hybrid Meeting: HH-105 & Zoom

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

Excused: Jerry Griffin

Others Present: Joe Keegan, Erik Harvey, Sarah Maroun, Tara Smith, Kyle Johnston, Chris Knight, Kim Irland, Erin Walkow, Allison Warner, Scott Harwood, Lee Susice, Dianna Dudley

Board Chair, Steve Reed called the meeting to order at 11:07 a.m.

Minutes

Pete Suttmeier made the motion to accept the May 26th, 2022, meeting minutes. Mark Moeller seconded the motion. The May 26th, 2022, meeting minutes were unanimously approved (7-0-0).

College Senate

No report

NCCCAP

No report

CSEA

Dianna Trummer-Dudley reported:

- Contract negotiations continue.

Board Chair Report

No report

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- We received approvals for course sponsorship for EMS training (Basic and Advanced EMT) from NYS DOH.
 - Registration begins next week for Fall 2022 EMT courses on the Saranac Lake and Malone campuses. We are working on getting instructors for classes in Ticonderoga.
 - Sarah thanked Scott Harwood for his efforts in making this happen for the College.
 - Steve Reed confirmed that the college will be notifying local EMS to inform them of the EMT course.
- The College also received approval from NYS DEC to offer a basic operations course for wastewater treatment. Course will run in Saranac Lake in the Fall 2022 semester.
- The College received \$85,000 in grant funding from SUNY to expand ADN program.
- Donna Wadsworth asked if we could send over registration information to her as there are employees of Sylvamo in Ticonderoga who would benefit.
- Members of the board discussed the timeline for program approvals. Sarah explained the process.
- Members of the board discussed child-care certificate and if Birth-to-Three Alliance has been involved. Sarah explained she anticipated serving on that Advisory Board; she will share information as she learns more.

- College has met with ACAP out of Essex County related to child-care. Partnership is with the child development certification for young age instruction, such as head-start and day-care.
- Pete asked who the grantor was of the *Good Jobs Grant* was. Sarah explained that ANCA taking the lead on the federal funding project.
 - The ANCA application is made up of three parts, with our part being for medical lab technicians in connection with BIONIQUE.

Board moved to approve the following resolutions:

- *Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves temporary appointment of Brandi Taylor, to the full-time, 164-day, exempt appointment as Humanities Instructor for the 2022/23 academic year, at an annual salary of \$44,734. This position is currently funded in the 2022/23 operating budget. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0)*
- *Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the contract appointing Emmanuel Saintjean MD, PLLC as Medical Director to the EMT/Advanced EMT Training program provided by the College. Mary Irene seconded the motion. The motion was unanimously approved (7-0-0)*
- *Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the deactivation of the A.S. Fine Arts degree program registered on the Malone Campus. Dan Kelleher seconded the motion. Discussion – Mary Irene wanted to make sure the instructors were still offering other courses (yes). The motion was unanimously approved (7-0-0)*

Vice President for Marketing and Enrollment Management

Kyle Johnston expanded on his written report:

- Regarding enrollment campaigns, both program-specific and other:
 - The Digital and Fine Arts campaign was ending, however costs to continue it through the summer were favorable, so he elected to continue it.
 - Included in that is the opportunity to relaunch the Transfer Programs campaign (which originally ran in late 21 and early 22).
 - Last Chance to Enroll will happen in August.
 - Adult Learner campaign will soon kick-off to reach 3,600 folks in the North Country.
 - Email campaign, social media and NCPR starts in July, which will run for about 2 months.
 - Started Bridge Student campaign in May with direct e-mail.
 - Postcard outreach will occur from June through August.
 - Time to Register campaign – new and continuing students are reached via e-mail and postcard.
- SEM plan project will begin in mid-July for Akwesasne to help re-engage students on and around their territory. The Indian Times, and radio chat on CKON will be two methods of outreach.
- Engagement in community events: Pride festival event in Saranac Lake last weekend and Best of Ti this weekend.
- Final opportunity scholarship numbers have been received and are under review
- Currently planning for Fall 2022 visits are under review; a full travel season is anticipated.
- All degrees have a been marketed, dictated by the area and there will be updates to the Viewbook for a Sept 1st roll-out.
- The 2+2 program with Paul Smith's College (PSC) was revamped this spring with a new marketing piece. Other colleges (private and state) have reached out to see if we can do a contract with them. Amy Tuthill works closely with students who are interested in these offered pathways.
- Members of the board discussed the demographics of students participating in the 2+2 with PSC. Joe shared with the board the current enrollment pipeline data that examines the on-campus and online operations (core enrollment). He explained this weekly report provides a snapshot of the enrollment picture at a point in time. He noted that this is core enrollment only, Second Chance Pell and College Bridge figures were not included in the data. There was discussion on the benefits of including Second Chance Pell numbers in the above report.

Interim CFO:

Erik Harvey led off acknowledging the work and contributions of his team over the last year. He then reported the Board of Trustees Minutes | June 30th, 2022

following:

- The College's Audit Committee met on Tuesday, June 21, 2022, to review the 20-21 audit. Dan Kelleher and Mark Moeller joined as members of the Board. The audit was successful with no findings of concern.
- Briefed the board on the May 2022 Financials as they were presented in his written report.
- Formally presented the proposed 2022-2023 Budget including the Fees schedule, which he had introduced in draft form at the Board's May 26, 22 meeting. Erik indicated that numbers have not changed much since the May report. He is anticipating increased utility costs, which was factored in, resulting in a \$1.2 million overall gap. The College is asking that the \$1.2 deficit be funded by the fund balance, leaving \$5 million in fund balance (33% of operating costs) at the end of 22-23.
- Erik acknowledged the College continues to examine various ways to trim the budget deficit while identifying potential opportunities to bring in new students. The college is trending in the right direction for enrollment.
- Members of the board discussed the potential plans by NYS in fixing the concern of decreased enrollment in the SUNY System.
- Steve Reed noted that the college will need to balance the budget before they get to a \$3 million deficit. There will need to be serious thought early-on regarding programs and contingencies. In order to come closer to a balance budget, members discussed the actions needed in the event the college decides to decrease its footprint and other potential plans in saving the college money without affecting its students.
- Joe responded that among community colleges there is a sense that our funding formula is not well-understood and that the floor funding model, while helpful, did not make up for enrollment decreases. Among the community college sector, there is a weariness that we must make the case for funding us fully, even though we make up over 30% of total SUNY enrollment. In addition, our county funding has remained flat for 7 years and our tuition has been flat going into the third year, despite increasing costs to operate. The silver lining is that nearly all community colleges are in the same boat.
- Members of the board discussed action plans across the community colleges and related support by SUNY. Joe noted that state government officials, including our local representatives are supportive, but our funding is complex. The sector is working to develop an advocacy plan for the 22-23 year and beyond. .
- There was a brief discussion regarding the potential need to increase tuition for the 2023-2024 academic year. The College has not increased tuition in two years. It will need to be discussed in the upcoming 2023-24 budget planning process.

Board moved to approve the following resolutions:

- *Mary Irene Lee made motion to the floor that North Country Community College Board of Trustees approve the May 2022 financials as they were presented. Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0).*
- *Pete Suttmeier made motion to the floor that North Country Community College Board of Trustees approve the North Country Community College the Operating Budget and Fee Schedule for the academic year beginning September 1, 2022, and ending August 31, 2023. . Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).*

Associate Vice President of Student Affairs

Kim Irland reported: There were 13 faculty and staff who completed mental health first aid training. This opportunity is covered under HEERF and another session will be provided in July.

- Student Life is working with Academic Affairs and Enrollment to support outward bound students. Currently looking at updating articulation agreements within and beyond the 2+2 Program.
- A textbook analysis project is underway to understand the cost of books and supplies by their associated degree program. Intent is to determine how this differs between degree programs and on-line vs in-person, so the Association can better forecast cost-of-attendance by degree program.
- Worked with the Registrar to remind graduates who may be looking for jobs to engage in the Career Network available through Student Life.
- New Title IX regulations are underway; there will be upcoming seminars available to key staff members. It is unknown at this time how these new regulations will affect the college. Updates will be provided as they become

available.

- Orientation will be live on-line starting in July 2022. In-person/hybrid orientation will also occur.
- In follow up to the mental health first aid training, members of the board discussed the potential for legal fall-out in various situations. Kim explained this program is to provide support but does not cover counseling of individuals.

President:

Joe Keegan reported:

- Thanked the board for their ongoing support. Additionally, he thanked the board and campus community for their solid discussions surrounding the budget.
- He has volunteered to serve as the government liaison in the NYCCAP group.
- SUNY is making headway regarding the college's nominees for Governor's appointments to the Board.
- Review of board policies began this summer. Five are completed at this time and the Executive Committee of the Board will review and share their recommendations with the remaining members of the board for review and approval.
- New NCCC signs continue to be installed on and around the campus. Joe thanked Kyle Johnston, Rick Heath, and others who helped this project come to realization.
- Karin Green, Associate of JMZ, will present the Capital Project plans to the Board at their July 2022 meeting.
- COVID-19 updates for Summer/Fall 2022 – Official Guidance from SUNY:
 - Initial series of vaccinations are required for students with an on-campus presence.
 - Boosters are strongly encouraged, but not required at this time.
 - Vaccination is required for fully on-line students wishing to access campus on a regular basis. Those visiting campus infrequently are not subject to the mandate.
 - Masking is encouraged, but not required.
 - Testing will be required for students who are not vaccinated and who have been approved for a religious exemption and/or a medical exemption/accommodation.

Board moved to approve the following resolution:

- *Pete Suttmeier made a motion to the floor that the North Country Community College Board of Trustees hereby approve the NCCCAP promotions as they were presented. These promotions will be in effect starting the beginning of the 2022-2023 academic year. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0)*

NCCC Association:

Kim Irland reported in Rob Rathbun's absence:

- Incoming housing licenses are currently confirmed at 60. Ten of those students still need to register for classes. In the meantime, they will be placed on the waitlist until registration is complete. Other students are showing interest in on campus housing but have not signed licenses as of today.
- For the first time, the college bookstore will be selling laptops. This new Laptop initiative program is available for students through Financial Aid as well.

NCCC Foundation:

Erin Walkow reported:

- Finishing up reviewing and awarding student scholarships. There were 100 applicants, a 30% increase from last year. The average award is \$880.
 - Erin has worked with Kyle to move this process into SLATE to remove the manual process. This will provide more efficiency in the process.
- The foundation recently received two \$5,000 donations. Outreach to current and potential donors continues; to include corporate donors as well.
- The Foundation is exploring grant opportunities to off-set the costs of providing North Country Live to the

community.

- Erin acknowledged that the Board would like a quarterly report from the Foundation; specific data requests will be needed prior to compiling the report.
- Steve inquired about Erin taking the lead to bring together a joint gathering of the College's Board of Trustees and the Foundation's Board of Directors this summer. This would allow both groups to know one another and potentially strengthen both operations.
- There was brief discussion around providing a brochure to review gift giving process. Erin shared that the Foundation has not done this in the past, but she thinks that there is a way to recognize donors in a public way.
- Steve explained the importance of an annual report and sharing the data between both Boards.
- Erin continues to assess the needs of the department for personnel and software resources. The Board requested that her needs assessment be shared with the Board no later than their October 2022 meeting.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:43 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 12:43 p.m.

Mark Moeller made a motion to adjourn executive session at 1:15 p.m. and go into a public meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0).

Board moved to approve the following resolution:

- *Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the NCCCAP Contract with the terms of agreement effective September 1, 2022, through August 31st, 2025. Mark Moeller seconded the motion. The motion was approved (6-0-1). One abstention was due to conflict of interest.*

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:19 p.m.

Respectfully Submitted,

Joe Keegan, President
Tara Smith, HR Director

7/28/2022

Motion: Pete Suttmeier

Second: Mary Irene Lee

Action: APPROVED (6-0-0)