



Board of Trustees Meeting Minutes | June 25, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Tim Burpoe, Pete Suttmeier, Mark Moeller, Dan Kelleher, Donna Wadsworth, Mary Irene Lee, Jerry Griffin.

Excused: Vondell Livingston

Others Present: Joe Keegan, Stacie Hurwitch, Bob Farmer, Sarah Maroun, Chris Knight, Kyle Johnston, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Dianna Trummer.

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

Meeting Minutes

Tim Burpoe moved to approve the May 25, 2020 meeting minutes as they were presented. Pete Suttmeier seconded the motion. The May 25, 2020 meeting minutes were approved unanimously. (8-0-0)

College Senate

No report.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Two board members are slated to end their term next year. Members of the board will begin thinking about the recruitment of trustees and the potential for bringing on members that are younger. This will change the current make-up of the board to become a more diverse Board for the College.
- The overall process of succession of the Board to Board Leadership was discussed. There will be a vice chair position to consider. It would be in the boards interest to think and discuss changing leadership. They anticipate an open discussion for the July meeting when set to vote.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- There has been a lot of work on contingency planning for the movement of the College come Fall 2020. We are looking to become mostly remote and are currently working on scheduling and how to enhance the learning environment.
- The College is just a few weeks behind on the MSCHE Self-Study report; but the working groups are catching up and the goal is to have a draft by the end of August to share with the community. The College was given a new Middle States team chair, Dr. Kristy Bishop and our two self-study co-chairs and our president met with her earlier this month. A video conference with Dr. Bishop is scheduled for November 2020 to plan the team's visit in Spring 2021.

- The board discussed the Middle States Self-Study process and the concerns of the recent pandemic and the uncertainty of where the College stands.
- Sarah briefly explained the plans that surround the Northern Border Regional Commission grant application for water/wastewater operations. She noted that the application was led by Essex County's Anna Reynolds in partnership with several others. Members of the board agreed it is a good opportunity for the College.
- There was discussion about the future of offered summer free "continuing education courses". There is a desire to extend these free program sessions into the Fall and winter months.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Current marketing changes are coming. Web traffic is a metric the College uses to see the success of the website. The Programs Page has been the biggest hit for the last week. It shows that spending on the advertising side has been effective. It will be continuously monitored.
- Admissions has been promoting Business Programs for the past 3 weeks; next is the promotion on Health Services and a scholarships campaign. It will be geared towards the Foundations Opportunities Scholarship. There are non-Traditional student needs to anticipate and that is the cohort for that scholarship. Funds will be rewarded in July.
- After the 4th of July there will be the final marketing push right up to the beginning of classes. Once the College has a look for what Fall 2020 will look like will really drive this particular campaign.
- The board discussed scholarship and program opportunities that Kyle touched upon.

Vice President for Administration/CFO:

Bob Farmer and Erik Harvey shared with the board the financial reports for May 2020, and the updated 5 year plan. He then updated the board on the current status of financials related to the upcoming budget year.

- Joe reported creating a new budget has been a challenging process and has been an improvement with including shared governance. The challenge is to determine the College's future revenue and enrollment numbers. He has been pleased with the many scenarios the financial team has worked through and thanked them for their hard work and dedication to the future success of the College.

Bob presented the 2020-21 budget highlights.

- 4% tuition increase
- FTE 885
- a 7% increase in health insurance
- 2.85% salary increase
- small decrease in state aid
- sponsor contributions are flat
- Started with the \$1,450,000 gap and are now looking at a balanced budget with a 30,000 contribution from the fund balance.
- Things could change as the year progresses and there are levers in place to offset any changes that could happen up to and including state aid reduction and enrollment reduction

The board discussed the highlights and other notes of interest regarding the proposed budget. There was discussion on the Cares Act as well. There was agreement that anything the College does now will impact the 2021-22 budget and they need to start focusing on that path now. The increase in tuition was debated and Erik shared a comparison with other Community Colleges in the SUNY system showing NCCC is right in the middle of the pack.

The board moved the following resolution:

Jerry Griffin made a motion that the North Country Community College Board of Trustees hereby approves the Operating Budget and Fee Schedule for the academic year beginning September 1, 2020 and ending August 31, 2021. Pete Suttmeier seconded the motion. The motion passed unanimously (8-0-0)

- Erik shared with the board the updated 5-year plan. It is more of a discussion piece than a road map because of the uncertainties we're currently facing. There is still no word on what the NYS aid percentage cut will be and are anticipating an answer soon. The board discussed the projections and related concerns over the next five years.

Mary Irene made a motion to approve the May financials as they were presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

President's Report:

Joe Keegan reported:

- Joe shared his appreciation to those of the College who will be leaving us over the summer including Bob Farmer, Mike Shepard, Dory Dustin, and student trustee Vondell Livingston. They will be greatly missed and wished the best.
- Joe expressed his empathy to those who have been affected by the recent happening of Black Lives Matter. He voiced that NCCC stands in solidarity with those affected and their supporters.
- Joe shared that in the spirit of SUNY Pride month; NCCC stands in solidarity with the members of the LBGTQ community and supporters.
- There is a positive increase in summer enrollment.
- Nursing pinning ceremonies were conducted on each campus on a drive-by setting. It was a memorable experience and the best that could be done during this pandemic. He voiced his appreciation to those involved in making the event a success.
- Joe highlighted the Stay Here-Go Far Campaign- SUNY Support continues for the Community Colleges.
- Joe spoke of the work done on the four (4) initiatives added to current strategic plan this past year. The fourth area, alumni relations, was the last to be addressed and it was tied to our 2020-21 Perkins Grant. Customer Service has been improved as well.
- Joe expressed his thanks again for everyone's work on the budget; specifically to Bob Farmer, Erik Harvey and Lisa Symonds who have all worked tirelessly on the project.
- Strategic Planning Session is slated for July 15th from 8:30am-12:30pm. The College is looking for members of the board to join us and a meeting invite will be going out to the Strategic Planning Team early next week. This new team will be made up of members of the College and the local communities.
- Regarding the 2020 restart: On June 6th, we submitted an executive summary of our reopening plan to SUNY. On June 22nd, we submitted a follow-up, more fleshed out version. The plan at this time is to continue a mostly online presence with face-to-face sessions in programs where it is most needed based on the learning outcomes and needed resources. The College continues to work in detail on the plan.
- The board discussed with Joe on the 5 year projections and potential possibilities for the College.

NCCC Foundation:

Diana Fortune reported:

- The Coburn Scholarships are advertised by the College and it is marketed to students. If there are still dollars available there are 6 students that may benefit.
- Student Emergency Fund had a second successful application from the Adirondack Foundation to the SUN FUND, giving the fund an increase of \$2,000. Diana is requesting SUNY to match the fund.

NCCC Association:

No report.

Old Business

None

New Business

Steve Reed spoke to the Board and members of the College present. He encouraged them to keep moving forward; the

College is not alone during this difficult time and though there are tough decisions that will need to be made in the future it will be done so while keeping the best interests of the College and its community in mind.

Public Comment

None

Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:15 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 (8-0-0). Joe Keegan was invited to join the meeting at 12:17p.m.

Tim Burpoe made a motion to adjourn executive session at 1:20 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Board Composition

Tim Burpoe announced that this was his final meeting as her term expires on June 30th, 2020. He indicated he appreciated the opportunity to serve and wished the Board and the College well. He noted that given his other commitments, he was not able to stay on until a successor was appointed. The Board thanked Tim for his years of service and wished him well.

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:21 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

Friday, August 28, 2020

Motion: Pete Suttmeier

Second: Jerry Griffin

Action: Approved (6-0-0)