

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Monday, March 25, 2019 | Hotel Saranac

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

Board Chair, Steve Reed, called the meeting to order at 4:30 p.m.

Executive Session

R. Pete Suttmeier made the motion to enter Executive Session at 4:32 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.* Jerry Griffin seconded the motion. The motion was passed (8-0-0).

* Tim Burpoe arrived at 4:40 p.m.

*Jerry Griffin departed meeting at 6:55 p.m.

Tim Burpoe made a motion to adjourn executive session at 8:14 p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Courtney Oaks made a motion to adjourn the meeting. Dan Kelleher seconded the motion. The motion was approved (8-0-0). The Board meeting was adjourned at 8:14 p.m.

Respectfully submitted by,
Mark Moeller, Board Secretary

Approved

Friday, April 26, 2019
Motion: Mary Irene Lee
Seconded: Tim Burpoe
Passed: Unanimous (8-0-0)

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Tuesday, March 26, 2019 | Hotel Saranac

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

Board Chair, Steve Reed, called the meeting to order at 5:34 p.m.

Executive Session

Tim Burpoe made the motion to enter Executive Session at 5:34 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 (7-0-0).

* Courtney Oakes arrived at the meeting at 5:40 p.m.

Dan Kelleher made a motion to adjourn executive session at 8:13 p.m. R. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved (8-0-0). The Board meeting was adjourned at 8:13 p.m.

Respectfully submitted by,
Mark Moeller, Board Secretary

Approved

Friday, April 26, 2019
Motion: Mary Irene Lee
Seconded: Tim Burpoe
Passed: Unanimous (8-0-0)

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Wednesday, March 27, 2019 | Hotel Saranac

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

Board Chair, Steve Reed, called the meeting to order at 5:45 p.m.

Executive Session

R. Pete Suttmeier made the motion to enter Executive Session at 5:45 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.* Tim Burpoe seconded the motion. The motion was passed (8-0-0).

* Dan Kelleher arrived at the meeting at 6:50 p.m.

Tim Burpoe made a motion to adjourn executive session at 8:26 p.m. R. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Anne McDonald made a motion to adjourn the meeting. Dan Kelleher seconded the motion. The motion was approved (8-0-0). The Board meeting was adjourned at 8:26 p.m.

Respectfully submitted by,
Mark Moeller, Board Secretary

Approved

Friday, April 26, 2019
Motion: Mary Irene Lee
Seconded: Tim Burpoe
Passed: Unanimous (8-0-0)

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, March 29, 2019 | Saranac Lake Campus

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

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Alex Parnia, Chris Knight, Erik Harvey, Diana Fortune, Frank DiFore, Sarah Kilby, Amy Tuthill.

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

Approval of Minutes

Tim Burpoe made a motion to approve the January 2019 minutes. Mark Moeller seconded the motion. The minutes were approved unanimously (9-0-0).

College Senate

Sarah Kilby reported:

- The next College Senate meetings are scheduled for April and May 2019.
 - o April 12 senate meeting: Steve Reed will attend
 - o May 13 senate meeting: Pete Suttmeier will attend

NCCCAP

No report.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

No report.

The board recommended the following recommendations:

Anne McDonald recommended resolution 2018/19 | 7 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of David Clayton to the full time, temporary, twelve-month exempt appointment as Admissions Counselor/Men's Soccer Coach, effective February 11, 2019 and for the remainder of 2018-2019 academic year at an annual salary of \$42,699 (pro-rated to \$23,813). This position is currently not funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-appointment and promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed. Mary Irene Lee seconded the motion. The motion was approved unanimously (9-0-0).

Interim Vice President for Enrollment Management Report

The board recommended the following recommendations:

Mark Moeller recommended resolution 2018/19 | 6 that the North Country Community College Board of Trustees hereby approves the appointment of Amy Tuthill to the full time, temporary, twelve-month exempt appointment as Associate Director of Recruitment for Adult Learners, effective April 29, 2019 and for the remainder of the

2018/2019 academic year at an annual salary of \$53,256 (pro-rated to \$18,435). This position is currently not funded in the 2018/2019 operating budget. In accordance with the current NCCCAP agreement Article VII- appointment and promotions, this appointment will expire at the conclusion of the 2018-2019 academic year and will not be renewed. Mary Irene Lee seconded the motion. The motion was approved unanimously (9-0-0).

- Alex Parnia provided a short presentation regarding the Adult Learner marketing and enrollment campaigns. They include personalized letters from both the President and the VP of Academic Affairs. Outreach will be considerable and applicable to several NCCC programs.
- The board discussed potential exposure opportunities throughout the North Country over the summer recruiting months.
- Alex Parnia reported to the board that his Admissions team will be attending a full day customer service training session next week.
- Alex Parnia shared with the board a presentation regarding our recent 2+2 agreement with Paul Smiths College. With respect to the job market it continues to be evident that in order to be gainfully employed and make a liveable wage, you need to have a post-secondary degree.

Vice President for Administration/CFO:

Bob Farmer shared with the board the January and February financials. Mary Irene Lee moved to approve the financials as they were presented. Anne McDonald seconded. January and February 2019 financial reports were approved unanimously (9-0-0).

- Bob Farmer presented and highlighted the February 2019 forecast and financials.
- Bob Farmer shared the Fiscal Year 2019-2020 Budget projections with the board. He highlighted potential new positions, salary increases, health insurance and changes to information technology. This has been shared with LRPB Committee and will be presented to the College Senate and the Board at their April meetings.
- The board discussed the projected scholarship increase. Competition among universities and colleges is increasing, in order to attract more students out of state then this is a necessary adjustment. It's a way to also help with occupancy of the Association Residence halls and meal plans for the College.
- Bob discussed with the board the upcoming resolutions as they relate to the 2019-2020 tuition and fee schedule. The College is seeking approval a month earlier when compared to previous years. This will help with financial aid packaging and attracting students soon.

The board recommended the following recommendations:

Tim Burpoe recommended resolution 2018/19 | 12 that the North Country Community College Board of Trustees hereby approves the full-time and part-time tuition rates for the 2019-2020 academic year. Anne McDonald seconded the motion. The motion was approved unanimously (9-0-0).

Mark Moeller recommended resolution 2018/19 | 13 that the North Country Community College Board of Trustees hereby approves the attached fee schedule for the academic year beginning September 1, 2019 and ending August 31, 2020. Pete Suttmeier seconded the motion. The motion was approved unanimously (9-0-0).

Pete Suttmeier recommended resolution 2018/19 | 14 that the North Country Community College Board of Trustees hereby approved the full-time College fee rate for Excelsior Scholarship recipients. Mary Irene Lee seconded the motion. The motion was approved unanimously (9-0-0).

President's Report:

The board recommended the following recommendations:

Tim Burpoe recommended resolution 2018/19 | 15 that the North Country Community College Board of Trustees hereby approves the awarding the Vice President of Marketing and Enrollment project to RH Perry and at the cost of \$48,000. Courtney Oakes seconded the motion. The motion was approved unanimously (9-0-0).

The board discussed the process with RH Perry and this new position.

NCCC Foundation:

No report.

NCCC Association:

Beth Quinn requested to the Board of Trustees endorse a new policy to have Residence Halls be tobacco free inside and on the property. Anne McDondald moved that the board supported the Association’s Board of Directors’ resolution that the residence halls and the property owned by the NCCC Association be tobacco free. Tim Burpoe seconded. Anne McDonald seconded the motion. The motion was approved unanimously (9-0-0).

New Business

- Steve Tyrell discussed the location of the upcoming April board meeting. He recommends to the board to have the location of the meeting in Saranac Lake, NY. The board will allocate time on each campus in the future to spend time with the faculty, staff and students during future board meetings. The board discussed that the meeting also be moved to Friday, April 26, 2019. Stacie Hurwitch will make the necessary arrangements and announcements.
- Alex Parnia announced the new website was launched on March 8th, 2019. It meets the necessary OCR requirements.

Old Business

None.

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:47pm. 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.*** Jerry Griffin seconded the motion. The motion was passed unanimously 9-0-0). Steve Tyrell was invited to join the meeting at 11:48 p.m.

Steve Tyrell left the meeting at 12:18 p.m.

Tim Burpoe made the motion that a particular individual be appointed as president of North Country Community College. The motion was seconded by Pete Suttmeier.

Action: Approved

Yes: Timothy Burpoe, Jerry Griffin, Daniel Kelleher, Mary Irene Lee, Anne McDonald, Mark Moeller, Courtney Oakes, Stephen Reed, and Richard P. Suttmeier.

No: None

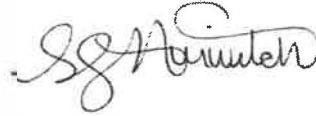
Abstain: None

Mary Irene Lee made a motion to adjourn executive session at 1:30 p.m. Anne McDonald seconded the motion. The motion was approved unanimously (9-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (9-0-0). The Board meeting was adjourned at 1:30p.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 to the Board of Trustees

APPROVED

Friday, April 26, 2019
Motion: Courtney Oaks
Second: Pete Suttmeier
Action: Unanimous (6-0-0)