



Board of Trustees Meeting Minutes | May 28, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Tim Burpoe, Jerry Griffin*, Mark Moeller, Dan Kelleher and Donna Wadsworth, Pete Suttmeier, and Vondell Livingston.

Excused: Mary Irene Lee.

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

Board Chair, Steve Reed, called the meeting to order at 11:04 a.m.

Meeting Minutes

Pete Suttmeier moved to approve the April 24, 2020 meeting minutes pending discussed change. Tim Burpoe seconded the motion. The April 24, 2020 meeting minutes were approved unanimously. (7-0-0)

College Senate

Shir Filler reported:

- Last meeting was May 18th, 2020, with Mary Irene Lee in attendance.
- Officers were voted on and there are new people representing the Senate.
- Approved the Special Admissions Policy
- First vote on a curriculum matter was defeated due to the potential removal of English 101. This will be reviewed in the future.

NCCCAP

Lee Susice reported:

- NCCCAP elections recently occurred, officers remained the same.
- Extended thanks for the College's support in awarding him the Chancellor's Award.
- Faculty are nervous of the uncertainty of what will occur for Fall 2020; a decision will help in the preparation of future coursework. The Board voiced understanding and will get a decision out to the College community as soon as feasible.

CSEA

No report.

Board Chair Report

Steve Reed reported:

There has been discussion in the best way to move the College forward by working with other area schools. This could allow NCCC to acquire more students to build a Lacrosse team by having them train at Northwoods fields. And vice versa - NCCC could help Northwoods. The discussions will continue on pooling resources and prior to any decisions the College and the affected communities will be brought into the loop.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- Despite the hurdles we've faced since March, we had a good end of the semester and subsequent celebration.
- The academic planning process is focusing on Fall 2020; currently looking at two models of contingency plans. The most likely scenario is a mostly remote schedule with exception to some of the applied science and health services courses.
- Continuing registration numbers for Fall 2020 look good at 294, this is compared to 301 this time last year. Our summer numbers are good as well.

*Jerry Griffin has joined the meeting at 11:21am

The board recommended the following resolutions:

- Pete Suttmeier made the motion for the NCCC Board of trustees to approve the extension for the temporary full-time, 164-day, exempt appointment of Summer Dorr, in the position of English Instructor through August 31, 2021. This position is currently funded in the 2020-2021 operating budget. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).
- Pete Suttmeier made the motion for the NCCC Board of trustees to approve the extension for the temporary full-time, 221-day, exempt appointment of Scott Mitchell to the position of Assistant Director of Financial Aid through August 31, 2021. This position is currently funded in the 2020-2021 operating budget. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).
- Pete Suttmeier made the motion for the NCCC Board of trustees to approve temporary full-time, 221-day, exempt appointment of Angela Brice, in the position of Assistant Director of Student Life through August 31, 2021. This position is currently funded in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Summer Promotion was completed today as it is the last day to register for summer session. It ran for about 4 weeks and the numbers were really good in regard to marketing.
- Final numbers for summer will be reported at the next board meeting. These students are considered visiting students, sometimes from other colleges to catch up or get ahead. However, in the past if they have a good opportunity and experience we can potentially keep them for Fall 2020.
- Program Marketing has been aggressive and is proving successful since the start of Spring 2020.

- Admissions is working with SUNY in their new campaign "Stay Near, Go Far". The system wide approach will be good for the College.
- The Board commented that they have received a number of accolades for the presence of NCCC on social media and other marketing avenues used by Admissions.

Vice President for Administration/CFO:

Bob Farmer shared with the board the financial reports for April 2020. He then updated the board on the current status of financials related to the upcoming budget year.

- The forecast for 2019-20 is fairly similar to the one presented in April 2020. The notable change is that two people are electing to take advantage of the Early Retirement Incentive.
- Cutting state aid for the final quarter but the percentage is unknown at this time.
- The 2020-21 Budget will be presented to the board next month. Bob highlighted several areas of cuts and savings made thus far. The state aid cut will determine the trajectory of this budget. In addition, the impact of athletic programs should the College remain online in the Fall 2020 is unknown. There was discussion of other areas where savings could be made if the state aid becomes a big hit to the College. The board discussed what Bob presented. There was some discussion regarding appropriating the Fund Balance.
- There was discussion about the future of our athletes and the impact they would have regarding NJCAA and financial aid. Some final decision for Fall 2020 could come from NJCAA next month.

President's Report:

Joe Keegan reported:

- Expressed his appreciation for the hard work and dedication from all faculty and staff for making the end of the semester work so well considering the Pandemic. He encouraged anyone who hasn't seen it yet to watch the end of year virtual graduation.
- Thanks were also extended to those involved making the Award page a great and memorable success.
- Dave Howe & David St. Germain are moving to new opportunities, the College is grateful for their time spent here.
- Judy Steinberg is retiring.
- Joe made a final farewell for our beloved colleague Bob Brown who recently passed away. He was a champion of the College and was an integral part to successfully build a foundation for the College years ago.
- Joe reported a lot of energy has been geared towards Fall 2020 planning to include the safety and health of our College community. There should be a final decision on July 1st from the Governor's office.
- Work continues with county and regional workforce partners in how to help those who are filing for unemployment and are looking for a new direction.
- The board discussed Joe's highlights.
- Pete Suttmeier spoke of the potential there is in creating an advisory council to approach and rethink missions in the face of this pandemic. Joe reported the next Strategic Planning group will include a fuller participation of the College and its surrounding community. There was discussion on the incredible perspective outside agencies could contribute to the

growth and service from the College.

NCCC Foundation:

Diana Fortune reported:

- The NCCC 2020 Student Awards for Excellence recognized 79 student recipients. There were 51 individual and 17 corporate underwriters who contributed \$15,375 for these awards. Our thanks to faculty, staff, board members and those in the greater community who made generous donations for this purpose.
- The NCCC Foundation secured \$10,000 from the Adirondack Foundation for NCCC's initiative focused on engaging new non-traditional students
- To date \$4,175 has been secured to support the NCCC Student/Employee Covid-19 Emergency Assistance Fund.

NCCC Association:

No report.

Old Business

None

New Business

After discussion, the board recommended the following resolutions:

- Tim Burpoe made the motion for the NCCC Board of Trustees to approve the renewal of leases with the North Country Community College Foundation to operate the College at the Malone and Ticonderoga Campuses. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).
- Pete Suttmeier made the motion for the NCCC Board of Trustees to approve the adoption of the Employee Handbook as it was presented. Jerry Griffin seconded the motion. The motion was approved unanimously (8-0-0). It was noted that the union contracts will supersede this handbook. This handbook is a companion piece to the faculty handbook.

Executive Session

Dan Kelleher made the motion to enter Executive Session at 12:05 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 and Bob Farmer were invited to join the meeting at 12:05p.m.

Dan Kellerher made a motion to adjourn executive session at 1:30 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Dan Kelleher made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:30 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

Thursday, June 25, 2020

Motion: Tim Burpoe

Second: Pete Suttmeier

Action: Approved (8-0-0)