



## Board of Trustees Meeting Minutes

Friday, November 17<sup>th</sup>, 2023 | 11:00am

Hybrid Meeting: HH-105 & Zoom

Board Members Present: Pete Suttmeier, Todd LaPage, Donna Wadsworth, Seth McGowan, Linda Beers, Abby Martelle

Excused: Mary Irene Lee and Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Kyle Johnston, Erin Walkow, Chris Knight, Lee Susice, Allison Warner. Members of the College community joined as well.

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Board Chair, Pete Suttmeier called the meeting to order at 11:00 a.m.

### Oath of Office

Linda Beers was sworn in as a NCCC Board of Trustee member:

- This is an Essex County appointment, filling the vacancy after Steve Reed's completed term.
- Brian Pelkey served as notary for Linda Beers' signature.
- Linda introduced herself to the Board, and members of the college. She was warmly welcomed by all.

Abby Martelle was sworn in as a NCCC Board of Trustee member:

- This is a NCCC student appointment, filling the vacancy after Sam Weeks' completed term.
- Brian Pelkey served as notary for Abby Martelle's signature.
- Abby introduced herself to the Board, and members of the college. She was warmly welcomed by all.

### Minutes

- Seth McGowan made the motion to accept the August 25<sup>th</sup>, 2023, meeting minutes. Todd LaPage seconded the motion. The August 25<sup>th</sup>, 2023, meeting minutes were unanimously approved (6-0-0).

### College Senate

Allison Warner reported:

- Colleagues are working on new student registration efforts and guiding them to complete their required forms to show they are committed to the college and their studies.
- While narrow, the Senate voted in support of the proposed 2% Tuition increase for the 2024-2025 Academic Year.
- Allison highlighted the importance of communication with the Admissions team and how changes could affect our future enrollment.
- Funds are continuing to be built to help fill gaps for students; these gaps are geared towards emergency and textbook funds.
- Requested that the Board continues to attend future Senate meetings. Noting that their time and support is valued.

#### NCCCAP

Lee Susice reported:

- Members of NCCCAP are optimistic about upcoming proposed policies shared by the Administration.
- Looking forward to continuing work with the Administration on the proposals of the Remote Work Policy and Early Retirement Proposal.
- Members of the Board discussed potential factors for the uptick of seeing students needing additional learning support this semester. Sarah Maroun shared that this is an ongoing discussion at faculty meetings on meeting the needs of our learners. She noted that the end of semester faculty meetings focusing on student engagement and success.

#### CSEA

No report.

#### Board Chair Report

Pete Suttmeier shared:

- Condolences on behalf of the board to the family and colleagues regarding the passing of Richard Davenport. He was a beloved and memorable instructor.
- Pete stated that he regularly emails both Joe and Sarah on points of the college and then shares them with the rest of the board.
- Recent NYCCT conference focused on Enrollment, Reimagining Community Colleges, Workforce, and Innovation. He shared he, Linda Beers, and Joe attended.
- The board briefly discussed the importance of members attending the monthly College Senate meetings. Allison noted that she will share all the agenda and documents in advance of each meeting.

### Interim Vice President for Academic Affairs

Sarah Maroun reported:

- Students are starting to enroll into the nursing expansion program slated to launch Spring 2024. The program was geared, in part, for currently working LPNs. Students will attend the lecture portion of their courses online, with clinicals in person across all three campuses.
  - She shared there has been a lot of interest with this expansion program and to date 27 prospective students have enrolled.
- Sarah shared with the Board the incredible loss of beloved instructor Richard Davenport.
  - The Board commended the faculty and staff for their hard work and dedication to take on the additional duties and support of our students and colleagues.
  - Currently there is no replacement for Rich's position, however the search is underway.
- Members of the board discussed the comparison of salary with nursing instructors and the bigger issue of it across the state. A differential pay scale was agreed with NCCCAP to bring in nursing faculty based on previous failed searches due to non-competitive salary.

### Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- *Scholarships for Everyone* returns for another round for Spring 2024. It will follow the same guidelines as the campaign that ran for Fall 2023.
  - An estimate of 3,700 people will receive a *Scholarship for Everyone* mailer which is targeted towards veterans, adult learners, and pipeline students.
- The *Transfer Programs Campaign* began this week; focus will be on any A.A. or A.S. degree programs.
- The *Spring 2024 Campaign* push will begin on December 15<sup>th</sup> and continue through the start of the Spring 2024 semester.
- Strategic Enrollment Management (SEM) grant monies are still available and will continue to be used in the College's marketing efforts.
- Recruiting travel has begun wrapping up for the Enrollment Team. Collectively the reports are potential students were better engaged this round, with more discussion and interest.
- The applications numbers are looking positive for Spring and Fall 2024. Data will be shared with the college community as soon as it becomes available.
- Members of the Board discussed what potential there is for community colleges going to high school graduating classes or a relatable campaign. Kyle shared his experience with this topic and how it applies to our NCCC region.
- Members of the Board discussed marketing goals as they were shared by Kyle. They commented on the continued endeavor of attracting students with potentially offering new academics.

### Interim CFO:

Erik Harvey:

- Commented that he would let his written report stand.
- He shared that the August 2023 and end of 2022-2023 financials will be presented in January 2024.
- Erik discussed the proposed 2024-2025 Tuition and Fee Schedule as was shared in the report. He explained the process of bringing it through shared governance before presenting the final proposal to the Board. He highlighted the comparison of tuition rates, with tech fee, between NCCC and the NYS CC Average.
  - Shared that President Keegan spoke to the Student Government Association, and they shared their understanding for the proposed increase of 2%.
  - Though the vote in support was narrow, and split in some, the following groups were approached for review:
    - Administration Team
    - President's Council
    - Long Range and Strategic Planning Group
    - Senate
  - As the VP of Marketing and Enrollment, Kyle Johnston was invited to share his thoughts with the Board on the proposed increase.
  - Members of the board discussed the proposed increase, and its overall comparison to other schools of similar size.
  - Student Trustee, Abby Martelle shared appreciation of Joe's attendance at the recent Student Government meeting, noting the students' support of the proposed increase of 2%.

*Board moved to approve the following resolutions:*

Seth McGowan made a motion to the floor that the North Country Community College Board of Trustees hereby approves the proposed 2024-2025 Tuition and Fees it was presented. Todd LaPage seconded the motion. The motion was unanimously approved (6-0-0).

Seth McGowan made a motion to the floor that the North Country Community College Board of Trustees hereby approves the August 2023 financials as they were presented in the packet. Todd LaPage seconded the motion. The motion was unanimously approved (6-0-0).

Associate Vice President of Student Affairs

**Joe reported in Kim Irland's absence:**

- Kim has announced she will be leaving her position in December to explore new opportunities with SUNY Plattsburgh. Joe highlighted that Kim has been an incredible person as well as an asset to the college.
- Pete welcomed Kim Duffey to speak on behalf of the business department, community relations, and the upcoming advisory board.

President:

Joe Keegan reported:

- Extended thanks to members of the Board for their unwavering support of the College.
- Welcomes new trustees Linda Beers and Abby Martelle.
- Expressed gratitude to the Board for decision of formal recognition to the nursing faculty considering Richard's unexpected passing.
- Joe welcomed Scott Harwood to share data on the Spring 2024 enrollment numbers to date. A press release from the Governor's office highlighted the positive increase in enrollment throughout the SUNY system.
- Joe continued the ongoing discussion of funding advocacy across the SUNY community colleges. There is a continued fight to keep the floor.
  - He shared the State continues to disregard its funding responsibility and statutory obligations of 1/3<sup>rd</sup> contribution.
  - He highlighted the importance of maintaining an affordable price to attend Community Colleges (CC).
  - The funding ask is to level the playing field so students of CC can have a similar experience to their 4-year counterparts. Behind this is the CC president's proposal of what can be done if granted the funding needed. Over the next several months this advocacy will be strengthened to speak as one voice for equity and reliable funding for the CC system.
- Joe updated the Board on the ongoing construction project on the Saranac Lake Campus.
  - Contractors are largely anticipated to finish up next month.
  - Nursing SIM people are on site and will be an asset to the student learning experience.
- Tara Evans presented an updated Sexual Harassment Policy and shared with the Board the requirement to review it on an annual basis. This year New York State has increased a mandate to the language in the policy. She shared it was reviewed by the College's attorney and moved through the shared governance process. She noted all employees of the college must go through training on sexual harassment prevention.

*Board moved to approve the following resolutions:*

Todd LaPage made a motion to the floor that the North Country Community College Board of Trustees hereby approves the revised Sexual Harassment Prevention Policy. Linda Beers seconded the motion. The motion was unanimously approved (6-0-0).

NCCC Association:

No report.

NCCC Foundation:

Erin Walkow reported:

- On November 14<sup>th</sup>, 2023, the sale of Colony Court was finalized. The proceeds from the sale will be leveraged with a match by the State of New York earmarked for capital projects.
- Soliciting for renewed support for the *Opportunity Scholarship* has begun for the 2024-2025 academic year. The successful support from last year yielded \$45,000.
- Erin shared recent generous gifted donations to the Foundation from the Lake Placid Education Foundation, Cray Foundation, and an anonymous personal gift in memory of Barbara Rexillius.
- Wal-Mart Malone and Wal-Mart Ticonderoga gave first time gifts to support students at those campuses.
- The year end annual appeal has been mailed to donors of the last three years, as well as some high-level targeted individuals, such as board members from the Adirondack Foundation, Adirondack Health, and Alice Hyde Medical Center. Last year, the appeal brought in approximately \$15,000.

Old Business

None

New Business

- Board member, Seth McGowan, shared his knowledge on the upcoming 2024 Eclipse event. He generously offered the potential involvement and presentation to the college staff and our students. Members spoke in interest of this upcoming April event.

Public Comment

- Kim Duffey thanked members of the College community for their generous contributions to the 10<sup>th</sup> Mountain Division - Veterans Day donation drive. In addition to items donated, over \$560 was raised and was gifted to Homeward Bound. Collected items will be sent this week to the division where they are deployed overseas.

### Executive Session

Seth McGowan made the motion to enter Executive Session at 12:45 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. Todd LaPage seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to attend the meeting at 12:45 p.m.

### Adjourn

Seth McGowan made a motion to adjourn the meeting. Todd LaPage seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

Date: February 23<sup>rd</sup>, 2024

Resolution #: 2023-2024

Motion: Todd LaPage

Seconded: Dan Kelleher

Action: Unanimously Approved (6-0-0)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees