



Board of Trustees Meeting Minutes | November 20, 2020
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Erik Harvey, Diana Fortune, Shir Filler, Kim Duffey, Shannon Warren, Lee Susice

Board Chair, Steve Reed, called the meeting to order at 11:00 a.m.

Minutes

Mary Irene Lee made the motion to accept the October 2020 meeting minutes as they were presented. Mark Moeller seconded the motion. The October 2020 meeting minutes were unanimously approved (8-0-0).

College Senate

Shir Filler reported:

- Shir reported LRSPC did a great job with review and recommendations with the fee schedule. It is fair and transparent.
- Campus/Student life are working hard to get more students involved in activities of the schedule.

NCCCAP

Lee Susice reported:

- MOU was recently signed with the college to mandate COVID testing for NCCCAP members.

CSEA

Dianna Trummer reported:

- Unit members do not support a mandate testing and will go with the volunteer option.

Board Chair Report

No report.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted:

- BoT discussed student feedback with Sarah. The survey has had mixed results with positive and negative feelings about the Fall semester and online learning. More feedback to come back to come. Curious on what the faculty experience has been and is hopeful their experience has been more positive than negative.
- There was discussion on future student and continuing student registration.

* Board of Trustees moved to approve the following resolution to replace Judy Steinburg's position since her retirement: Pete Suttmeier made the motion that the North Country Board of Trustees approve hereby approves the first temporary appointment of Melinda Fredenburgh, to the full-time, 164-day, exempt appointment as Science Instructor for the Spring 2021 semester at a pro-rated salary of \$21,462. This position is currently funded in the 2020/21 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2020/21 academic year and will not be renewed. Jess Kemp seconded the motion. The motion was approved the unanimously. (8-0-0)

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted:

- Spring Campaign and Winterim campaign have started last week. This weekend radio and print ads will go out.
- As of now, this push will go through to the third week of January.
- Will have a better outlook for the future towards mid-December. Virtual visits and instant admit have had decent success.
- Work continues to focus on future financial aid, marketing, strategic communications, and strategic enrollment plans. Working to get them in sync and will be putting budgets to them.
- Soon a webinar will be shared regarding the Summer 2020 report. It is slated for December 2nd, 2020 at noon.
- First week of December there will be a content manager webinar. It will include training and future improvements to their pages.
- Kyle met with the Chief Enrollment Officers with SUNY and showed where NCCC falls both with SUNY and Nationally. It was clear that everyone is struggling but they are finding ways to circumvent these unforeseen hurdles.
- The board spoke briefly with Kyle about his report, focusing on website statistics and what pages have been used the most since the Presidential Election. There has been a noticeable uptick on several pages.

Interim CFO:

Erik Harvey highlighted:

- The 19/20 Audit is being wrapped up; it began last week. Appreciation was extended to Lisa and her team for all their hard work and support during this process.
- 20/21 the numbers appear to be what was expected last month. More clarity of pay cuts are hopefully coming soon.
- 20/21 budget has not been approved by SUNY yet.
- CARES funding has disbursed \$450,000 to date.
- Laptop program has been successful.
- Cleaning, sanitization, staff, and distance learning support has been going well financially.
- 2021/2022 projection of a million dollar high level deficit is still under review. Outreach to faculty/staff are in the works to get a hold of this up front.

President's Report:

Joe Keegan reported:

- Joe expressed his thanks to the College community for their efforts and great work that they continue to display in support of the College.
- Calling campaign was successful. There were favorable responses from students regarding College outreach. They recognized this not the preferred form of learning but appreciative of the Colleges effort to make this a positive experience.
- There has been a dramatic uptick of COVID-19 in our region. There was a meeting with Campus Community last week. As a result, the density on campus was decreased to control the spread. Appreciation for the MOU for ongoing surveillance with NCCCAP was appreciated.
- The focus for the College has been large regarding the effects of COVID. Uniform sanctions, drawdown and Spring 2021 plans and other items that were not anticipated by the Administration. Proposal to SUNY will be sent soon requesting Spring Break moves forward.
- Joe reported a December 1st launch for Employee Assistance Services. Appreciation was expressed for Tara Smith and her team for their work on getting this up and running. It will greatly benefit the members of the College.
- This is a challenging environment for the College with COVID and this pandemic. There are a lot of unanswered questions and unanticipated rules coming. This waiting game has a great impact, but the College will continue to work hard to maintain its position and continue to be transparent and new items are brought to our attention.

- Joe reported that Lisa Symonds will be retiring the end of this month has she moves to her retirement. She will be missed for many reasons but most for hard work, personality, and dedication to the College. The board discussed how much she will be missed.
- The board briefly discussed with Tara Smith on the EAS program and how it would impact Work-Study students and potential interns.
- The board briefly discussed communications from the College and the community on the Colleges where they are with responding to the pandemic. SUNY Website has a great resource tool to find the most up to date information.

NCCC Association:

No report.

NCCC Foundation:

Dianna Fortune reported:

- Foundation Board is pleased to donate an additional \$100,000 for scholarship funds. Thanks, were extended to Marketing and Financial Aid for their support in sharing this news and helping our students.
- Thanks, were extended to Lisa Symonds for her hard work over these years with the Foundation. She will continue to donate her time to help students with their scholarships.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:41 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. Mark Moeller seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 11:41 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:30 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:30 pm.

Respectfully Submitted,

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

12/18/20

Motion: Mark Moeller

Second: Pete Suttmeier

Action: Approved (8-0-0)