



Board of Trustees Meeting Minutes

Friday, November 22, 2024 | 11:00am

Board Members Present: Pete Suttmeier, Donna Wadsworth, Linda Beers, Dan Kelleher, Todd LaPage, Seth McGowen, Mary Irene Lee, and Shia Bright

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Tara Evans, Erik Harvey, Kyle Johnston, Jackie VanBrunt, Chris Knight, Scott Harwood, Tina LaMour and Lee Susice. Members of the College community joined as well.

Board Chair, Pete Suttmeier called the meeting to order at 11:02 a.m. after quorum was met.

Minutes

Mary Irene Lee made the motion to accept the August 30th, 2024, meeting minutes. Dan Kelleher seconded the motion. The August 30th, 2024, meeting minutes were unanimously (7-0-0).

College Senate Chair | Chad LaDue

- Three meetings have occurred this semester.
- An Ad hoc Committee has been created to identify potential remedial classes to be held over the summer.

NCCCAP President | Lee Susice

- Noted members of NCCCAP have voted in favor of supporting the Remote Work Policy.

CSEA President | Dianna Trummer

No report

Board Chair Report | Pete Suttmeier

- Pete, Linda and Joe attended the annual NYCCT meeting in Saratoga, NY.
- Pete shared that he attended the recent IT Advisory Board meeting. He said it was overall a good presentation and was surprised at the expense of software and support. The College is currently looking for potential resources to satisfy these needs.
- Commented on the recent development from Chancellor's office regarding their involvement in the future hiring of Community College Presidents. Community College boards are not in favor of this decision. NYCCT is working with a lawyer to contest this administrative decision.
 - Members of the board spoke of the Chancellor's attempt to overstep the roles of the boards and counties who support them.

Interim Vice President for Academic Affairs | Sarah Maroun

- The Humanities Department hosted play-readings this semester.
- Dr. Bill Daggett presented on AI and its future in education. His presentation sparked a lot of

interesting conversation. A meeting is planned today to continue the conversation on how AI will dramatically change education and will discuss how the College can benefit from it.

- There were four 2nd Chance Pell graduations between the prisons this fall.
- Updates from SUNY: 2 learning outcomes have been added in GenEd (AI and Civic Dialog).
- Grant proposal for a partnership with Saranac Lake Central School District. – partnerships – The goal will be to connect with High School students and offer developmental English, Math, and college success for seniors. It will be geared towards students who may not see themselves in the college environment.
 - Members of the board spoke of the opportunities this partnership could create.
- The AAS Nursing Hybrid Pinning Ceremony will be held on December 14th at the Harrietstown Town Hall in Saranac Lake. These 29 students are from the first hybrid cohort.

The Board moved to approve the following resolution:

Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Amy Sloan, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the remainder of the 2024/25 academic year, at an annual salary of \$49,554 (pro-rated to reflect 9/16/2024 start date). This position is currently funded in the 2024/25 operating budget. In accordance with the current NCCCAP agreement Article VII Appointment and Promotions, this appointment will expire at the conclusion of the 2024/25 academic year and will not be renewed. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Interim Associate Vice President of Student Affairs | Jackie VanBrunt:

- Jackie introduced herself to the Board. She began this position in October 2024.
 - Members of the Board welcomed her to NCCC.
- Jackie shared there will be a Thanksgiving Feast in the Connector this Wednesday.
- Jackie shared each campus has a food pantry. These pantries have been in high need on the campuses.

Vice President for Marketing and Enrollment Management | Kyle Johnston

- The Free Application for Federal Student Aid (FAFSA) is now available for the 25-26 year. Various communications are out to the college community and to students in the pipeline and prospects. The process is more fluid and takes a lot less time to complete when compared to years past.
 - Chad LaDue highlighted the importance of having this early as it allows coaches to sign on students faster. If we can be the first to give out the award letter that's a huge advantage for future enrollment.
- Spring campaigns are mostly complete; 6 campaigns will roll over into the spring semester.
- New video assets for the college that were not available in previous years.
- Applications are up for fall and confirmations for spring are coming in.
- There was a brief discussion on scholarships, and how they're funded and awarded.

Interim CFO | Erik Harvey:

- Let the financials and forecast stand as they were shared in his written report.
- Erik shared the financial audit by Boulrice & Wood CPAs has begun, their team were onsite late October. Final reports are anticipated for spring 2025.

- Shared the current health of the Fund Balance and highlighted the projections over the next four years.
- Highlighted the outcomes of the recent IT Advisory Board meeting. Scott laid a great framework and foundation of that IT looks like at NCCC. Looking forward to schedule another within the next year.
- Members of the board spoke of the future of Second Chance Pell and the potential students.
- Members of the board spoke of the current College Bridge program. There was discussion on the positive impact of this program on both the student and the College.
- Erik highlighted the updated 5-year financial projection, which included the 2023-2024 closeout.

The Board moved to approve the following resolution:

Seth McGowan made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the financials of August 31st, September 30th, October 31st, 2024, as they were presented in the packet. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

- Erik highlighted the proposed Tuition and Fee schedules for 2024-2025.
 - The proposed 2% increase would roughly yield an additional \$74,000 in operating revenue for the college.
 - He reminded the board and members in attendance that the College has kept the tuition frozen for the previous 4 years.
 - Aid provided by the government has not kept up with the inflation of operating costs. Annually, the college has run on a deficit of approximately \$300-500K.
 - When compared to tuition rates of NYS community colleges, NCCC is in line with the average per year for the past 15 years.
 - He noted that while other colleges increase their technology fee, NCCC has kept it frozen since its inception so the gap between the community college average of overall tuition is waning.
 - Joe shared the background to his recommendation to increase the tuition for the first time in over 4 years.
 - Joe shared the College Senate supported his recommendation to the proposed increase. They appreciated the inclusion.

Board moved to approve the following resolution:

Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves the attached Tuition and Fee Schedule for the academic year beginning September 1, 2025, and ending August 31, 2026. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

President | Joe Keegan:

- Extends thanks to the members of the Board for their continued support of the College, its students, and staff.
- Joe shared SUNY, Middle States, and others, are keeping their eye for potential changes that may impact the US Department of Education under the newly elected President and their Administration.
- Joe shared both the Ticonderoga and Malone Chambers of Commerce gave special

- recognition to their respective NCCC Campus and its participation in their communities.
- Another successful series of North Country Live is complete.
- Joe shared there will be an Institutional Advancement Forum on the future impact of AI on the College. This virtual listening session will be today at 1:30 p.m.
- Scott shared an update on enrollment numbers for spring 2025.

Board moved to approve the following resolution:

Mary Irene Lee made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Jacquelyn VanBrunt, to the full-time, exempt appointment as Associate VP of Student Affairs for the remainder of the 2024/25 academic year, at an annual salary of \$87,500 (pro-rated to reflect 10/21/2024 start date). This position is currently funded in the 2024/25 operating budget. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Seth McGowan made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the Remote Work Program as it was presented in the packet. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).

Comment: Members of the board verified this document was reviewed by the college's personnel lawyer, Bill Wallens. Meeting attendees shared how students might perceive this change. This program will be reviewed at the end of the semester to see if it was successful or if revisions are needed.

Mary Irene Lee made a motion from the floor that the North Country Community College Board of Trustees hereby approves the Phased Retirement Program for CSEA Members as it was presented. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

At 12:19 Linda Beers was able to join the meeting.

NCCC Association | Robert Rathbun

The Association's audit is almost complete. A report will be shared when it becomes available. Rob highlighted the success of the Summer 2024 dorm rentals: profiting \$60K. Rob shared all the dorms have been filled for Fall 2024 semester. Provided updates on staff and their good work with the students at the dorms.

NCCC Foundation Director | Erin Walkow:

- Erin has sent requests for renewed support to the Birdsong Family Foundation and Casella Waste Management. Both asks are for the Opportunity Scholarship. We have set a goal of \$50,000 for the 2025-2026 academic year.
- Erin has sent solicitations for the Opportunity Scholarship to three new foundations who support other local organizations: Judith Chiara Foundation, Douglas C. McGraw Foundation, and Starich Foundation. Erin encouraged members of the board to advocate on our behalf with these foundations.
- Erin has been working closely with Betsy Penrose to identify new funding opportunities for the College and the Foundation.
- The annual meeting for the Foundation Board will be held on Tuesday, December 10.

- Year-end appeal letters will be sent to the donors over the last two years and will reach out to potential prospects.
- Erin respectfully requested the Board's consideration to extend their continued support of the College by making a financial gift to the Foundation by year end.

Old Business

None

New Business

None

Public Comment

None

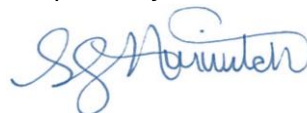
Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:35 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. Linda Beers seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was not invited to attend the meeting at 12:36 p.m.

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Linda Beers seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:25 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

Date: February 28, 2025

Resolution #: 2024-25

Motion: Linda Beers

Seconded: Seth McGowan

Action: Approved (6-0-0)

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