

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, April 28th, 2017 | Saranac Lake Campus**

Board Members Present: Stephen Reed, Tim Burpoe, Anne McDonald, Mark Moeller, Mary Irene Lee, Daniel Kelleher, Jerry Griffin, Joseph Costa, Richard Suttmeier

Excused: Mary Kay Tulloch

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Diana Fortune (NCCC Foundation), Elizabeth Quinn (NCCCA), Lee Susice, Sarah Shoemaker

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

Oath of Office

Stephen Reed administered the Oath of Office to trustee Richard P. Suttmeier. Barbara Collier attended as notary public.

Approval of Minutes

Anne McDonald made a motion to approve the March 17th, 2017 minutes. Jerry Griffin seconded the motion. The March 17th, 2017 minutes were approved unanimously (8-0-0).

College Senate

Sarah Shoemaker reports members of the College Senate recently deliberated the physical reorganization of both College and Hodson Halls in order to streamline processes and to create a more welcoming facility. The request has been sent to College Administration for review.

On behalf of the College Senate, Sarah Shoemaker extended their appreciation for board representation at their monthly meetings.

NCCCAP

NCCCAP President Lee Susice thanked board chair, Stephen Reed, for his willingness to meet with his management team and hopes to continue such meetings in the future. The gesture and time was greatly appreciated.

CSEA

No report.

Board Chair Report

Stephen Reed reports that he recently met with the management team of NCCCAP. He found the open discussion very informative and it offered historical perspective.

Recently attended the Assessing the Effectiveness of Shared Governance meeting with the committee. He saw potential for this becoming a useful tool for openness and community involvement. He stated it is imperative that we understand what “shared governance” means to us as a College. He encouraged the board to express their interest and share suggestions.

Stephen Reed reported he will be attending the New York Community College Trustees (NYCCT) Board of Directors meeting tomorrow in Syracuse, New York.

Interim Vice President for Academic Affairs

Joe Keegan presented his report and highlighted:

Nursing pinning ceremonies and student award ceremony are May 10th – 12th.

Selena LeMay-Klippel and Judy Steinberg had a successful visit to Honduras last month.

Since 2nd Chance Pell is in full swing, we will be revisiting a number of new academic program ideas over the summer.

NCCC has potential to co-locate with SUNY Potsdam. Currently exploring options and the possibility of offering the following programs on their campus: Business, Humanities & Social Science, Liberal Arts and Criminal Justice. In order to be in compliance, NCCC would hire our own instructors to reside on the Potsdam campus. This design would allow students who desire a 2 year degree the opportunity to seamlessly move to a 4 year degree at Potsdam. SUNY Potsdam would offer all other services such as room and board, etc.

The SUNY suggestion that Applied Learning become a graduation requirement for all students NCCC has been tabled at this time.

The following resolutions for Academic Affairs were acted upon by the board:

- Jerry Griffin recommended Resolution 2016/17-66 that North Country Community College Board of Trustees hereby approves the appointment of David Merrick, to the full-time, nine-month, 164-day, exempt appointment as Criminal Justice Instructor for a one year term effective with the start of the 2017/18 academic year, at a base salary of \$37,450 and at Rank A5, Step 9A. Mark Moeller seconded the motion. The resolution was approved unanimously (8-0-0).
- Jerry Griffin recommended Resolution 2016/17-67 that North Country Community College Board of Trustees hereby approves the appointment of Lori Bennett, to the full-time, nine-month, 164- day, exempt appointment as Nursing Clinical Coordinator for a one year term effective with the start of the 2017-18 academic year, at an annual salary of \$50,125.00 and at Rank A5, Step 12A. Mary Irene Lee seconded the motion. The resolution was approved unanimously (8-0-0).

Dean of Admissions Report

Chris Tacea shared his report and highlighted:

Applications are trending and are equal to where we were last year. Deposits and admits are up as well.

Currently working on a partnership with Paul Smiths College (PSC) with the premise of keeping local students local. The proposal is for any NCCC graduate to attend PSC at a reduced cost. Once finalized, this would present a huge opportunity for residents in both Essex and Franklin County.

A proposal with a suggested redesign of the Franklin and Essex County Scholarships will be presented soon. Its goal will be to better advertise to students that are eligible for free tuition, which will make NCCC more competitive and in line with area colleges.

Director of Financial Aid candidate was offered and accepted the position, they will start by the end of May. Our FAS consultant, Dawn Langdon, had left the position this week.

Interim Vice President for Administration/CFO:

Bob Farmer reports:

Audited 2015/16 financials were distributed to attendees. The audit committee met this week with the auditor. The meeting went well, showing no significant deficiencies and there were no compliance issues. There was a recorded surplus of \$861,000 for 2015/16, and a \$4,100,000 fund balance.

- Anne McDonald recommended that North Country Community College Board of Trustees hereby approves 2015/2016 Audit report. Tim Burpoe seconded the motion. The 2015/2016 Audit Report was approved unanimously (8-0-0).

The 5 year plan was presented to the board for review. Bob noted the forecast does not include 2nd Chance Pell numbers as it is not guaranteed beyond the offered three years.

The software purchases for PowerFacts and payroll will help exponentially in regards to efficiency, control and compliance. Currently awaiting to see if these purchases are eligible for State match.

Bob reports the impact the Excelsior Program will have on our budget. The program has frozen our tuition at FY16/17 rates for four years. There are possible 100-110 students that could possibly qualify for this program. The way the State structured the program the College anticipated the loss of revenue as a result of residents participating in the Excelsior program. The Excelsior program participants will pay the College mandatory fee at a rate of \$100 more than non-Excelsior students as a way to close this budget shortfall.

Bob presents the financials for February 2017 and March 2017. Mark Moeller moved to accept the financial reports. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

President's Report:

Dr. Tyrell shared his written report and highlighted:

Dr. Tyrell voiced concerns with regards to the Excelsior Program and it's consideration of the financial impact on community colleges. He agrees that college affordability is a big deal in this country and needs to be addressed, however this current program has problems.

Strategic plan will be finalized this weekend with a more concise report for the College to review before the end of the semester. There are many great work plans created and implemented.

Kudos to the Chris Tacea, Joe Keegan and Bob Farmer for their work with exploring the opportunity to co-locate at SUNY Potsdam. Looking forward to furthering the discussion on Monday when the President of Potsdam and their representatives visit the Saranac Lake campus.

During the recent meeting of Assessing the Effectiveness of Shared Governance, the committee decided that they would launch the American Association of University Professors (AAUP) survey on shared governance. This survey measures how the community feels on our effectiveness of shared governance. The group also unanimously agreed that they believe the request to complete the survey should be sent by Stephen Reed. Stephen Reed agreed as well and will be sending out the request to the College to complete the survey next week.

* 12:10 Joe Costa joins the meeting from Ticonderoga. Stephen Reed welcomes him and guest Mary Demers.

Dr. Tyrell reported that the College receives 1.2 million from counties Essex and Franklin each year. Through our bridge program, we give back 52-60% of this funding to county residents in the form of scholarships and tuition discounts.

The following resolution for Student Life was acted upon by the board:

- Jerry Griffin recommended Resolution 2016/17-66 that North Country Community College Board of Trustees hereby approves the appointment of Angela Brice, to the full-time, twelve-month, 221-day, exempt appointment as Assistant Director of Student Life for a one year term effective August 14, 2017, at annual salary of \$43,897.23 and at Rank A6, Step 4A. Anne McDonald seconded the motion. The resolution was approved (8-1-0).

NCCC Foundation:

Diana Fortune reported-

Student Awards for Excellence: \$9,900 in underwriting has been raised for 79 student awards. The contributions were secured from 50 individuals and 28 organizations and businesses. 60% of the individual donors are NCCC faculty and staff and the Foundation is grateful for their continued and impressive support. The Student Awards for Excellence Ceremony which is organized by Campus and Student Life will take place on Friday, May 12 starting with a reception at 3:00 p.m. in the gym. Special thanks to Kathy Goodrow, Kim Irland, Meredith Chapman and Lisa Symonds for their dedicated work on this program.

Malone Campus 50th Anniversary Kick-off Event will be part of the May 5 Celebration of the Arts from 5 – 7:00 .m. Malone Mayor Joe Riccio will present a proclamation honoring NCCC at the event. All are invited to participate.

Deadlines for Foundation Scholarships are May 1, student recipients are notified in early July.

Jeri Cayan, wife of former NCCC president Peter Cayan, gifted a watercolor of Hodson Hall to the Foundation which had hung in President's Cayan's office. This watercolor is now on display in the NCCC Boardroom.

NCCC Association:

Elizabeth Quinn reported:

Anticipating a decision next week for the Residence Life position. There were many great applicants.

After a recent building inspection identified the need for new furniture, the Association Board approved upgrades to one of the residence halls. The upgrade will include new mattresses, furniture, etc.

Resolved \$13,995 in outstanding debt.

Old Business:

The following resolution for the Association was acted upon by the board:

Mary Irene Lee recommended Resolution 2016/17-69 that North Country Community College Board of Trustees hereby approves the agreement between the College and the College Association and where

the agreement is for a three year term. Jerry Griffin seconded the motion. The resolution was approved (8-1-0).

Joseph Costa recommended that North Country Community College Board of Trustees hereby approves the proposed 2017/2018 Board of Trustees Meeting Calendar. Tim Burpoe seconded the motion. The calendar was approved (9-0-0).

Dr. Tyrell reports the board self-evaluation questionnaire has been designed for the board to review and a draft will be presented during the executive session. It will be officially sent next week via Survey Monkey. Board will meet to discuss results during the June board meeting.

New Business:

None.

Public Comment:

Mary Demers, an LPN student in Ticonderoga, reports concern with the delay of receiving refund checks. During the Fall semester she waited 8 weeks, and this Spring 3 months. She requests that the delay be investigated and to also re-evaluate the refund check process so future students do not encounter the same delays.

The Board thanks Mary for bringing this to their attention. Bob Farmer agreed and noted there is a significant frustration with the refund process in general and a more streamlined process is being evaluated. He assured Ms. Demers that this process will be fixed. Chris Tacea also noted that in this particular case the delay started with the lender. The College didn't receive the lenders check until the beginning of March and Chris will work with them to rectify this issue.

Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:44 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 unanimously (9-0-0). Steve Tyrell was invited in to join executive session at 12:45 p.m.

Tim Burpoe made a motion to adjourn executive session at 2:06pm. Jerry Griffin seconded the motion. The motion were approved unanimously (9-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Mary Irene seconded the motion. The motion were approved unanimously (8-0-0). The Board meeting was adjourned at 2:07 p.m.

Respectfully Submitted,

Stacie Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED
May 12, 2017
Motion: Anne McDonald
Seconded: Mark Moeller
Motion passed: 8-0-0