

**NORTH COUNTRY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MINUTES  
Friday, May 12<sup>th</sup>, 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, Chris Tacea, Sarah Shoemaker, Bruce Rowe

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

**Approval of Minutes**

Anne McDonald made a motion to approve the April 28<sup>th</sup>, 2017 minutes. Mark Moeller seconded the motion. The April 28<sup>th</sup>, 2017 minutes were approved unanimously (8-0-0).

**College Senate**

No report.

**NCCCAP**

NCCCAP members have a new President, Chad LaDue. Shir Filler will continue serving as Vice President.

**CSEA**

No report.

**Board Chair Report**

Stephen Reed reported he attended the New York Community College Trustees (NYCCT) Board of Directors meeting in Syracuse, New York. He now a member of their Political Advocacy Committee.

**Interim Vice President for Academic Affairs**

Dr. Tyrell reports for Joe Keegan in his absence.

There is now a \$50 increase per credit hour for adjunct pay for the 2017-2018 Fiscal year. This is the first of many increases for the College to make in order to create a competitive salary for our adjunct professors.

**Dean of Admissions Report**

Chris Tacea shared his report and highlighted:

Due to planned Spring Travel, student admits are low however deposits continue to increase.

The admissions team are currently processing 40 new applications for summer 2<sup>nd</sup> Chance Pell and scheduling is underway.

On May 11<sup>th</sup> a Press Conference was held to witness the signing of a Memorandum of Understanding (MOU) between the College and Paul Smiths College. The MOU initiative was also highlighted that graduates of NCCC can transfer to PSC at a competitive price. Joint

marketing plans are in work to ensure the MOU is successful for our graduates (past, present and future). Thanks extended to Dr. Tyrell, Bob Farmer and Stacie Hurwitch for their help.

Vincent Tunstall, the new Director of Financial Aid will start on May 23<sup>rd</sup>.

**Interim Vice President for Administration/CFO:**

Bob Farmer presents the 2017/2018 budget, fees and tuition schedule proposals to the board.

2% tuition increase

45K adjunct pay increase

40K 2<sup>nd</sup> Chance Pell increase for faculty pay

Retirement up due to contractual rate increases

College fee increase (reflects increase for intercollegiate athletics as Saranac Lake and recreational activities at Malone and Ticonderoga)

Projecting a 75 FTE increase over 2016-17 budget

Bob Farmer presented the 2017/2018 Excelsior Scholarship College Fee Schedule to the board.

The NCCC Association Board approved food service agreement with American Dining Creations, a 3<sup>rd</sup> party company out of Syracuse. Expecting signed contract and implementation by Fall 2017.

Bruce Rowe has been named Chair of the Long Range Planning and Budget committee. They will start to meet early Fall to start reviewing fee structure and comparing it to our peer institutions.

The following resolutions for Business Administration was acted upon by the board:

- Jerry Griffin recommended Resolution 2016/17-69 that North Country Community College Board of Trustees hereby approves the Operating Budget and Fee Schedule for the academic year beginning September 1, 2017 and ending August 31, 2018. Mary Irene Lee seconded the motion. The resolution was approved (7-0-0).
- Jerry Griffin recommended Resolution 2016/17-70 that North Country Community College Board of Trustees hereby approves the full-time and part-time tuition rates for the 2017-2018 academic year. Anne McDonald seconded the motion. The resolution was approved (7-0-0).
- Mark Moeller recommended Resolution 2016/17-71 that North Country Community College Board of Trustees hereby approves the full-time College Fee rate for Excelsior Scholarship recipients. Mary Irene Lee seconded the motion. The resolution was approved (7-0-0).

**President's Report:**

Dr. Tyrell shared his written report and highlighted:

Press conference between North Country Community College and Paul Smiths College was successful and we're looking forward to working with them in the future.

Attended the Celebration of the Art event in Malone on May 5<sup>th</sup>. The displays were fantastic. Mayor Joe Riccio was there and proclaimed 2017 the "Year of the College" in Malone, NY.

Fourth draft of the Strategic Plan has been sent out to the College for review. We will be meeting over the summer with key stakeholders to continue to work on this important piece. We anticipate a 5<sup>th</sup>, or final draft, to be sent out by August.

The survey regarding Shared Governance was launched last week to the College community and we are already receiving responses. The deadline for completing the survey is June 1<sup>st</sup>. A team will be meeting together over the summer to review the results and analyze the data.

\* 11:50 – Board member, Joe Costa arrives for the meeting.

\* 11:58 – Board member, Dan Kelleher arrives for the meeting.

**NCCC Foundation:**

No report.

**NCCC Association:**

No report.

**Old Business:**

None.

**New Business:**

Joe Costa presents his report to the board and highlights the following:

The Student Government Associations (SGAs) need to start discussing on enhancing their presences and creating an election cycle that makes sense. He proposes it start at the beginning of the Spring semester as the end of the semester can be problematic due to lack of transition period.

All campuses have different needs, therefore Joe proposes a functional structure change to meet those needs. This would mean that each campus may not share the same governing structure or by-laws. They each need concrete objectives as well so everyone knows what SGAs responsibilities are and how they function.

SGA leadership workshops are very important to the stability and growth of the SGA. Joe has already designed a workshop that would be beneficial to the leadership and will begin to implement a time that would work for everyone to attend.

All SGA positions need to be filled in order to have the biggest impact on the College. An advertising campaign must be implemented.

Shared Governance is also an important aspect of the SGA and currently needs work on improving the methods of communication with all key stakeholders of the College. Joe suggests a monthly phone call between each SGA and the President.

**Public Comment:**

None.

**Executive Session**

Mark Moeller made the motion to enter Executive Session at 12:12 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.*** Jerry Griffin seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited in to join executive session at 12:13 p.m.

Jerry Griffin made a motion to adjourn executive session at 12:48pm. Tim Burpoe seconded the motion. The motion were approved unanimously (8-0-0).

**Adjourn**

Jerry Griffin made a motion to adjourn the meeting. Tim Burpoe 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  
June 22, 2017  
Motion: Anne McDonald  
Seconded: Mary Irene Lee  
Motion passed: 6-0-0