

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, September 29th, 2017 | Saranac Lake Campus

Board Members Present: Stephen Reed, Anne McDonald, Mark Moeller, Richard Suttmeier, Mary Kay Tulloch, Jerry Griffin and Mary Irene Lee.

Excused: Tim Burpoe, Daniel Kelleher, and Joe Costa.

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Joe Keegan, Sarah Kilby, Diana Fortune, Beth Quinn, Chad LaDue, Dianna Trummer, Chris Knight, Joe Pete Wilson, Susan Steen.

Board Chair, Steve Reed, called the meeting to order at 10:02AM.

Approval of Minutes

Anne McDonald made a motion to approve the August 25th, 2017 minutes. Mark Moeller seconded the motion. The August 25th, 2017 minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported the following:

- At the September 15th meeting, the Senate suggested that Essex Supervisor Joe Pete Wilson be invited to attend Board of Trustees meetings; instead of future senate meetings per his request.
- Senate is finalizing the executive committee but still accepting members for election.
- Next meeting is scheduled for October 13th at 12:00PM: agenda items will include Potsdam Initiative, Strategic Plan #5 and recommendation to the 50th Commencement committee to celebrate Faculty and Staff this year.
- SUNY Governance recently sent an email in regards to Academic Freedom and emerging educational ideas for students, it has been shared with the College.

CSEA

No report.

NCCCAP

Chad LaDue reported:

- Weekly meetings with Steve Tyrell has been productive; together they have been able to identify, share and address concerns of the Union and College.

Board Chair Report

Steve Reed reported:

- On August 28th, during a Special Board Meeting, the Essex County Board of Supervisors approved the NCCC 2017-2018 Budget. Discussion continue on the desire to increase

communications between the Essex Board and NCCC to talk about status and initiatives of the College.

- Athletic Hall of Fame weekend was extremely well done. Many thanks to all involved in the launch and production.

Interim Vice President for Academic Affairs

Joe Keegan shared his report and highlighted:

- Semester is off to a good start, there have been many positive discussions amongst faculty and staff.

- Athletic Hall of Fame was an incredible event that was put together with a herculean effort. Thanks were extended to all involved.

- This academic year is full with new programs in-work: Sports & Event Management, and Bio-Track. Teacher Ed track is being explored (would need two additional math courses to be successful), and registration of the nursing program moving from video conferencing to being based in Malone has begun.

- SUNY Potsdam initiative will require a great deal of dedication and time in order for this to be done correctly; a mature and systemic process is growing. Discussion commenced among attendees on this initiative:

- SUNY Administration require 3 layers of external approval for a site campus. A branch campus request will be submitted at the same time we apply for an extension site; with the understanding that it will take care for the branch campus to be approved by the Governor.
- It is possible for the launch of this initiative to occur in the 2018/19 academic year. If we decide to wait until the 2019/20 academic year then the College would have to take revenue off the books for the 2019/19 year.
- The primary concern from Malone is the potential for this to draw students from the Malone site to Potsdam. It was explained that if the College was competing for the same students in the same market then this initiative would not be successful for NCCC. Therefore the target would be drawing students specifically from New York City and the 5 boroughs. NCCC will request SUNY Potsdam to note this in the MOU.
- There is a planned open forum in Malone to address concerns on October 10th at 12:15PM; video conferencing will be made available in Saranac Lake and Ti.

The board acted on the following resolutions:

Mark Moeller recommended resolution 2017-18 | 01 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Sarah Maroun to the position of Interim Associate Dean of Academic Affairs, at an annual salary of \$78,257 (at Step 39) through the 2017/2017 academic year. Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0).

Mary Kay Tulloch recommended resolution 2017-18 | 02 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, , 261-day, exempt appointment of Michelle St. Louis to the position of Interim Registrar, at an annual

salary of \$70,379 (at Step 39) through the 2017/2018 academic year. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended resolution 2017-18 | 03 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 164-day, exempt appointment of Becky LaDue to the position of Interim Program Director of Radiologic Technology, at an annual salary of \$54,622 (at Step 21) through the 2017/2018 academic year. Mary Irene Lee seconded the motion. The resolution was approved unanimously (6-0-0).

Dean of Admissions Report

Chris Tacea shared his report:

- The College enrollment numbers are up 6.8% when compared to continuing returning numbers the previous academic year.
- As expected with the start of the semester, the application numbers are down.
- New students and Instant Admits numbers have been climbing. Almost 500 students have been served from June to the first day of classes.
- Admissions team is on the road. Their second annual College transfer fair will be held on October 5th in the Sparks Auditorium. Over 70 colleges confirmed to attend with students being bussed in for the event.
- Financial Aid has worked through some challenges these past couple weeks in relation to the recent vacancy. FISAP (Fiscal Operations Report and Application to Participate) was recently completed and submitted as required. Special thanks extended to Lisa Symonds, Scott Harwood and Bob Farmer for their hard work.
- We have not received any eligible applicants for the Excelsior Scholarship.
- Scott Harwood and Don Paulson are working diligently to ensure webpage compliance in regards to accessibility for the impaired.
- Targeted FTE budget was 975, we hold at 985; these numbers do not include 2nd Chance Pell students.

The board acted on the following resolutions:

Mary Irene Lee recommended resolution 2017-18 | 04 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Meredith Chapman to the position of Interim Associate Director of Admissions through August 31, 2018. Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended resolution 2017-18 | 05 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt to the position of Interim Assistant Director of Admissions, through August 31, 2018. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Interim Vice President for Administration/CFO:

Bob Farmer reports:

- The final report for the 2016/17 fiscal year will not be available for review until the November audit is complete.
- Draft of an Investment Policy for NCCC is presented to the board. Bob explains that due to our status, the College is restricted to investing into money markets and CD (Certificates of Deposit). The development and implementation of an Investment Policy falls within the Strategic Plan. An updated version may be presented to the Board during their October meeting for them to act upon.

President's Report:

Dr. Tyrell shared his written report and highlighted:

- The Shared Governance session this afternoon will be a great opportunity to collect information so the working group may write up agreements to help codify the processes within the College. This is the time to verbally express the importance of inclusivity of all College employees and have a shared discussion on how we may best enact decisions together as an institution.
- Middle States Visitor Report noted that the College has displayed improvement but still has work to do on Assessment. Kudos to Joe Keegan and Sarah Maroun for greatly improving Assessment in the past three years. Together they have framed assessment in a way that faculty can use it. While more work needs to be done, it wouldn't be possible without the hard work and dedication that they have put into it so far.
- The College is continuing its work on the Office of Civil Rights webpage accessibility compliance requirement.
- The Administrator on Call program was launched the first week of September. The point of the program is to provide 24/7 support. While the program still needs more work it has proven beneficial in the early weeks.

NCCC Foundation:

No report.

NCCC Association:

Beth Quinn reported:

- Audit was completed Monday, September 25th, 2017.
- Currently there are 91 students in the Resident's Halls.
- To ensure safety and compliance, all fire & heat detectors in the Resident's Halls will be replaced.
- American Dining Creations is doing well these first few weeks. Hours have been extended to accommodate athlete's schedules.
- The Board expressed their thanks and appreciation to Beth for extending book deferments to accommodate students while Financial Aid completed processing student aid.

Old Business:

None.

New Business:

- Steve Tyrell highly recommends Board members attend this year's annual NYCCT meeting in Syracuse from October 19th to the 22nd. Stacie Hurwitch has sent information to the board earlier and if interested please contact her for details and travel accommodations.

The board acted on the following resolution:

Mary Irene Lee recommended resolution 2017-18 | 06 that the North Country Community College Board of Trustees hereby approves draft #5 of the North Country Community College Strategic Plan and with any final endorsements or approved edits by the College Senate as the official 2017-2020 strategic plan for the College. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

- Steve Tyrell reports that once the Strategic Plan is approved by College Senate, it will then be shared with Essex and Franklin Counties. With approval this initiative should be meet the Middle States requirement for the College having approved plan.

Public Comment:

- Faculty member, Susan Steen, invited all members of the Board to attend any of her classes offered on campus. Steve Reed voiced that he would connect with her soon to set up a time to attend.

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:16 a.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 (6-0-0). Steve Tyrell was invited to join the meeting at 11:16 p.m.

Mark Moeller made a motion to adjourn executive session at 12:02 PM. Mary Irene Lee seconded the motion. The motion were approved unanimously (6-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion were approved unanimously (6-0-0). The Board meeting was adjourned at 12:02 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

2017-18 | October 27th, 2017

Motion: Anne McDonald

Seconded: Mary Irene Lee

Motion approved: (6-0-0)