

**NORTH COUNTRY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MINUTES**  
*Friday, January 26<sup>th</sup>, 2018 | Saranac Lake Campus*

**Board Members Present:** Steve Reed, Anne McDonald, Dan Kelleher\*, Mary Irene Lee, Mark Moeller, Joe Costa, Jerry Griffin, and Pete Suttmeier.

**Excused:** Tim Burpoe.

**Others Present:** Steve Tyrell, Stacie Hurwitch, Chris Tacea, Bob Farmer, Joe Keegan, Lisa Symonds, Diana Fortune, Dianna Trummer, Sarah Kilby, Chris Knight, Chad LaDue, Joe Pete Wilson, Shaun Gilliland.

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Board Chair, Steve Reed, called the meeting to order at 11:01 AM.

**Approval of Minutes**

Mark Moeller made a motion to approve the December 22<sup>nd</sup>, 2017 minutes. Anne McDonald seconded the motion. The December 22<sup>nd</sup>, 2017 minutes were approved unanimously (7-0-0).

**College Senate**

Sarah Kilby reported the next Senate meeting will be held on February 9<sup>th</sup> at 1pm. Mark Moeller volunteered to attend.

**NCCCAP**

No report.

**CSEA**

No report.

**Board Chair Report**

Steve Reed reported:

- He is looking forward to visiting the Malone campus on February 9<sup>th</sup> to meet with faculty.

\*At 11:07 Dan Kelleher joined the meeting.

**Vice President for Academic Affairs**

Joe Keegan reported:

- Spring semester began on Monday, January 22<sup>nd</sup>. The semester is off to a great start.
- On January 17<sup>th</sup> the College held a full day dedicated to focusing efforts around assessment. SUNY Asst. Provosts, Kris Bendikas and Debbie Moeckel held a productive and informative workshop which highlighted the assessment expectations of Middle States.
- A master plan amendment is needed for SUNY Administration to approve Human Services program on the Ti campus. The process may take months to complete and staff will revisit a MPA application this summer.
- EMT Basic started this week with approximately 30 students enrolled. A certificate program for the Advanced EMT is being considered (28 credits) for the Fall 2018 semester.

- SUNY Administration requested additional information regarding the SUNY Potsdam initiative; NCCC Administrators are working together to gather the requested documentation.
- Sarah Maroun is away from the College today with College Bridge activities and she will present on student learning outcomes assessment programs at the next Board meeting.

*The board acted on the following resolution:*

Joe Costa recommended resolution 2017-18 | 12 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY Administration and NY State Department of Education for North Country Community College to register a stand-alone AAS Nursing program at the Malone campus. Mary Irene Lee seconded the motion. The resolution was approved unanimously (8-0-0).

### **Dean of Admissions Report**

Chris Tacea reported:

- New student registration activity between December 2017 and January 2018 was successful.
- There are no Excelsior scholarship applications for new students enrolling in the Spring semester. Currently, 10 returning students are receiving the scholarship from the Fall semester.
- The admissions staff have communicated with 254 prospective students from the NYC area for the proposed Path to Potsdam initiative. Potsdam will be providing more names of prospective students who are qualified under the GTP requirements and who may be interested in the program soon. In early May, the admissions team will travel to New York City to meet with students and enroll them in classes for the upcoming year.

### **Vice President for Administration/CFO**

- Bob Farmer reported the new comptroller, Erik Harvey, will begin on February 5<sup>th</sup>.
- Bob Farmer discussed the College's current fiscal position with for the 2017-18 year in regards to revenue and expenditures, referenced in the December 2017 report.
- Mary Irene Lee moved to approve the November 2017 and December 2017 financials as presented by Bob Farmer. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

\*It was also noted that the Second Chance Pell program has continue to grow in student enrolment. The College's goal was 160 students enrolled and it has grown to 170 students under Sarah Kilby's leadership as the 2<sup>nd</sup>Chance Pell Program coordinator.

*The board acted on the following resolution*

Anne McDonald recommended resolution 2017-18 | 13 that the North Country Community College Board of Trustees hereby approves the appointment of Erik Harvey, to the full-time, twelve-month, 261-day, management confidential, exempt appointment as Comptroller, effective February 5, 2018 at an annual salary of \$65,000. Pete Suttmeier seconded the motion. The resolution was approved unanimously (8-0-0).

### **President's Report**

Steve Tyrell reported:

- On January 22<sup>nd</sup>, Steve attended the Chancellor's State of the University address in Albany, NY. Chancellor Johnson made specific mention of the new Community College funding formula in her remarks.
- On January 23<sup>rd</sup>, Steve attended the joint hearing of budget/finance committee and higher education. Chancellor Johnson led the charge in highlighting support for the community college funding formula. Legislators present at the hearing voiced support for the proposed formula. The College's annual budget advocacy effort is underway. Stacie is working to secure appointments in February with Senator Little, Assemblymen Stec and Jones.
- One January 25<sup>th</sup>, there was a second meeting between the local YMCA, NCCC and members of the community discussing a potential partnership for the Saranac Lake area. There are great programs for our youths in town but there are gaps for this population, especially over the summer. Collaboration with the YMCA could potentially help fill those gaps as well as other populations in need of support (e.g. the later in life folks). It was agreed that a community needs assessment survey will be the next step in identifying community interest and needs, and a survey will be designed and distributed March 1<sup>st</sup>. An open forum on this matter with members of the Saranac Lake community and surrounding areas will be held on March 8<sup>th</sup>.
- There are limited number of continuing education offerings on each campus. Years ago, there was state funding available to subsidize continuing education programming. SUNY Administration would like for us to complete Service Area Agreements with area community college and where they indicate support in the SUNY Potsdam initiative. Staff is collecting letter of support at this time.

#### **NCCC Association**

No report.

#### **NCCC Foundation**

Diana Fortune reported the NCCC & PSC Alumni reception at Hotel Saranac will be held from 10am-Noon on February 10<sup>th</sup>. Joe Costa will be there to represent the Board, all are welcome to join in the festivities.

#### **Old Business**

Steve Tyrell handed out to the Board a first draft of a detailed progress report regarding the College's Strategic Plan. The document will updated regularly and tracking of measurable outcomes will continue by staff. The College is moving forward on a number of action items as noted in the report shared. In addition, and in support of MSCHE, we will also begin tracking how strategic action items are tied to decision-making and budget. An executive summary will be prepared with future updates and regularly shared to the College Community.

The Foundation requested that a member of the College Board hold a seat with the Foundation Board. This is a position that former board member Mary Kay Tulloch held. Diana explained that the Foundation Board meets approximately 4 times a year and membership can attend through a conference call if that is preferable. Joe Costa volunteered to fill the seat on the Foundation Board. Dan Kelleher moved to support Joe Costa to hold the seat on the Foundation Board. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0).

#### **Public Comment**

None.

**Executive Session**

Anne McDonald made the motion to enter Executive Session at 12:08 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.*** Joe Costa seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited to join the meeting at 12:09 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:00p.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

**Adjourn**

Joe Costa made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:01p.m.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

APPROVED  
2017-18 | February 23<sup>rd</sup>, 2018  
Motion: Anne McDonald  
Seconded: Mark Moeller  
Motion Approved: 6-0-0