

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, April 27, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Dan Kelleher, Mark Moeller, Joe Costa, Pete Suttmeier, Tim Burpoe, and Mary Irene Lee.

Excused: Dan Kelleher, Jerry Griffin

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chad LaDue, Sarah Kilby, and Joe Pete Wilson

Board Chair, Steve Reed, called the meeting to order at 11:00 AM.

Approval of Minutes

Anne McDonald made a motion to approve the March 29, 2018 minutes. Joe Costa seconded the motion. The March 29, 2018 minutes were approved unanimously (7-0-0).

Niles Asset Management Presentation

Mr. Niles made a presentation to the board about investments of discretionary cash and funds management accounts. Discussion on how a portfolio could be built for NCCC and the reporting factors. Currently \$1.5-1.6 million of the fund balance could be invested in \$500-600K increments. The fee would be fixed regardless of the amount. The board agreed to continue the discussion at future meetings.

College Senate

Sarah Kilby reported:

- Senate has recently voted in favor for curriculum regarding an AEMT Certificate and an English advising track.
- The end of year report from Long Range Planning and Budget was shared with the board. Senate voted and approved the proposed budget.
- The next Senate meeting will be held on May 14, 2018 at 10:00AM. Steve Reed will be in attendance. Board perspective will be shared as well. Faculty will be meeting the next day privately to carry a vote on hiring a consultant to research the School of Applied Technology proposal.

NCCCAP

Chad LaDue shared with Steve Reed the results of a single question vote received from their body.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

Joe Keegan submitted his report and highlighted:

- The faculty is extremely appreciative of the participation of the Board and their commitment to the College.
- SUNY approved the AAS Nursing program (for Malone) and it is now with NY State Ed for review and approval.
- There are a number of new programs that are being worked on. Growth of the Academic Master plan has been exponential recently and there are portions of the plan that were shared:
 - A committee will be formed comprised of faculty, academic affairs, Admissions and representative of the board; with others to be invited to attend from the counties, including stakeholders such as the Department of Labor and workforce needs.
 - The committee will share their findings with the Board at the retreat in July.

The board acted on the following resolutions:

Joe Costa recommended resolution 2017-18 | 17 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY and NY State Education for NCCC to register a Certification in Advanced Emergency Medical Technician at our Malone, Saranac Lake, and Ticonderoga campuses. Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

Tim Burpoe recommended resolution 2017-18 | 18 that the North Country Community College Board of Trustees hereby approves the program proposal to SUNY and NY State Education for NCCC to offer an English concentration/advising track within the AA Liberal Arts and Sciences – Humanities/Social Sciences program. Mary Irene Lee seconded the motion. The resolution was approved unanimously (7-0-0).

Mark Moeller recommended resolution 2017-18 | 19 that the North Country Community College Board of Trustees hereby approves the temporary appointment of David St. Germain, to the full-time exempt appointment as the SUNY Potsdam Branch Campus Director effective May 29, 2018, at an annual salary of \$57,248, prorated to \$17,777.29, for the remainder of the 17/18 academic year. Tim Burpoe seconded the motion. The resolution was approved unanimously (7-0-0).

Mary Irene Lee recommended resolution 2017-18 | 20 that the North Country Community College Board of Trustees hereby approves the appointment of Kent Egglefield, to the full-time, twelve-month, exempt appointment as Women's Soccer/Lacrosse Coach and Athletic Program Assistant effective April 30, 2018, at an annual salary of \$50,683. Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

Dean of Admissions Report

Chris Tacea reported:

- On Thursday May 3, the Admissions team will travel to SUNY Metropolitan offices in NYC to visit with 40 students who have indicated interest in attending the Path to Potsdam program. To date, over 700 applications have been processed by SUNY Potsdam that are eligible for this opportunity. These students are in frequent communication with NCCC and SUNY Potsdam staff. We appear to be on track to reach the current cap of 60 students. Commitment to the program

is May 1st, 2018. Admissions is setting up potential dates in June and July for registration days in NYC.

- Financial Aid: There have been 25 financial aid award letters sent to students interested in the Path to Potsdam program. Thanks expressed to Bob Farmer, Lisa Symonds and their teams for their hard work into seeing this launch is successful.
- Joe Akey, NCCC alum and Admissions employee will be leaving next week for the NYS Trooper Academy. It is a great loss for us but a wonderful opportunity for him. Well wishes were extended.
- New information regarding Admissions' new student application data will be posted on SharePoint regularly and can be shared via email any time.

The board acted on the following resolution:

Mary Irene Lee recommended resolution 2017-18 | 21 that the North Country Community College Board of Trustees hereby approves the appointment of Meredith Chapman, to the full-time, twelve-month, exempt appointment as Associate Director of Admissions effective March 19, 2018, at an annual salary of \$69,066. Mark Moeller seconded the motion. The resolution was approved unanimously (7-0-0).

Vice President for Administration/CFO:

- Bob Farmer shared with board the financials for February and March of 2018, and the first projection report for revenues and expenditures for Fiscal Year 2017-2018. Bob Farmer highlighted changes in revenue and expenses for the 17-18 year. Anne McDonald moved to approve the reports. Tim Burpoe seconded the motion. The reports were approved unanimously (7-0-0).
- There was discussion on how Second Chance Pell has a critical piece in balancing the budget these past two years and for 2018-18 because it is possibility that this grant-based this income stream may end after 2018-19, the College pursued the Path to Potsdam to fill this potential void in the revenue stream. It is important that the College continue to look at other possible initiatives to insure financial viability in the future.
- Board members also remarked that students should be our primary focus. It was expressed that history has shown that the sponsoring counties are not going to provide the capital support required to support the physical plant needs of the College and that the College will need to move forward in seeking capital support from private sources. This discussion will continue at future meetings.

The board acted on the following resolutions:

Tim Burpoe recommended resolution 2017-18 | 23 that the North Country Community College Board of Trustees hereby approves full-time and part-time tuition rates for the 2018-19 academic year; and the Operating Budget & Fee Schedule for the academic year beginning September 1, 2018 and ending August 31, 2019. Mark Moeller seconded the motion. The resolution was approved unanimously (7-0-0).

Joe Costa recommended resolution 2017-18 | 24 that the 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 unanimously (7-0-0).

Tim Burpoe recommended resolution 2017-18 | 25 that the North Country Community College Board of Trustees hereby approves the full-time and part-time tuition rates for the SUNY Potsdam Students for Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

- Budget development and review process went well this year through the shared governance structure. Thanks were extended to all participants involved.
- Student Trustee, Joe Costa was asked to reflect on the budget progress and the concerns students share. He proposed each department have a packet created to show how fees are broken down for students in their programs. The transparency and explanation can go a long way in educating the students. Students get upset when they don't understand why fees are being raised, and this type of explanation by program would be proactive.
- Additional, Joe Costa commented that it could be extremely beneficial if the College would create a contract on locking in a tuition rate for each student at the time of their registration.

President's Report:

Steve Tyrell shared his written report and highlighted:

- Victoria Smith and Chloe Nott are both 2018 Chancellor Award winners for Student Excellence.
- The May College Senate meeting will include a presentation of the 5 year financial plan from Bob Farmer.
- Shared Governance Working Group share a survey with the College community in April. There will be a 30 minute discussion on May 14 with the College Community to share the survey results and to address some comments. A hearty discussion is encouraged during the meeting (11:30-noon on May 14th).
- The Strategic Plan continues to progress and will be updated regularly and shared with the community. Updated reports may be found on SharePoint. See Stacie Hurwitch if you have any questions or comments.
- YMCA open forum on April 12 went very well. A follow-up meeting with the YMCA working group will occur a week or two following Commencement.
- The Ticonderoga Revitalization Alliance (TRA) held presentations on April 18th regarding the proposed School of Applied Technology. On April 30th at 10AM, TRA will share their presentation to the Essex County Board of Supervisors. Board of Trustee member attendance is encouraged. And on Thursday, May 3rd at 3pm, the presentation will be shared with members of the College.
- The NYS Dept. of Environmental Conservation (DEC) would like to move forward on the purchase of the patch of land/rail way outside Sparks Athletics facility to continue with the trail concept.. DEC is holding discussions with Essex and Franklin Counties and College attorney.
- Board of Trustees discussed the candidate for their 2018 scholarship.

NCCC Association:

No report.

NCCC Foundation:

Diana Fortune reported a successful event for Community Leaders Day. Thanks to everyone involved in making it such a great event today.

Old Business:

No new information regarding Academic Planning beside what the Board discussed in Joe’s report earlier today.

New business

Again, a reminder that the Shared Governance Working Group will be holding a thirty minute session following the next Senate meeting to discuss survey results. Participation is highly welcomed and encouraged.

Public Comment:

None.

Executive Session

Anne McDonald made the motion to enter Executive Session at 12:58p.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.*** Tim Burpoe seconded the motion. The motion was passed unanimously (7-0-0). Steve Tyrell was invited to join the meeting at 12:59p.m.

Steve Tyrell was excused from Executive Session at 1:30p.m.

Adjourn

Joe Costa made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:45p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED
2017-18 | May 11, 2018
Motion: Mark Moeller
Seconded: Mary Irene Lee
Motion passed: 9-0-0