

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, May 11, 2018 | Saranac Lake Campus

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

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chris Knight, Diana Fortune, Chad LaDue, Sarah Kilby, Frank Deforia.

Board Chair, Steve Reed, called the meeting to order at 10:57 AM.

Approval of Minutes

Mark Moeller made a motion to approve the April 27, 2018 minutes. Mary Irene Lee seconded the motion. The April 27, 2018 minutes were approved unanimously (9-0-0).

Wells Fargo Money Management Presentation

Bob Farmer introduced Alan Dana of Wells Fargo, who shared a packet with the board. Mr. Dana is a known partner who manages funds for the North Country Community College Foundation. He presented to the board a proposal using a bond laddering method to spread the investment dollar.

College Senate

Sarah Kilby reported:

- Final Senate meeting for the Academic year will be Monday, May 14, 2018. One of the agenda items will be for proposed School of Applied Technology. All are encouraged to attend.
- There will be a meeting at 11:30am, May 14, 2018 to discuss the shared governance survey results.

NCCCAP

Chad LaDue reported:

Elections are complete. Lee Susice will be the new NCCCAP president. Members of the Board expressed their appreciation of Chad's hard work this past year.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- On Wednesday, May 9 Steve Reed met with a number of faculty and staff to discuss topics raised regarding the proposed School of Applied Technology.
- Together with the Ticonderoga Revitalization Alliance, there will be presentations this summer for the larger community regarding the proposed School of Applied technology.

Vice President for Academic Affairs

Joe Keegan submitted his report and highlighted:

- NCCC will meet with UVM on May 14 to explore pathways for career needs in the North Country area.
- Joe Keegan and Selena LeMay-Klippel are working closely with International Paper Company management. Their goal is to identify how to help with company's need in filling employment, recruitment and retention. There is potential to help with soft skills and exam prep.
- Current proposal for Nursing in Malone is under review by NY State Department of Education.
- New Director has toured the SUNY Potsdam grounds for future planning for the Path to Potsdam program.
- Monday, May 14 will focus on Assessment student learning outcomes.

The board acted on the following resolution:

Anne McDonald recommended resolution 2017-18 | 26 that the North Country Community College Board of Trustees hereby approves the submission of a program deactivation proposal for AAS Business: Office Technology, to SUNY and NY State Education at the campuses with the program is registered (Malone and Saranac Lake). Joe Costa seconded the motion. The resolution was approved unanimously (9-0-0).

* There is no loss of employment related to this program deactivation.

Joe Costa recommended resolution 2017-18 | 27 that the North Country Community College Board of Trustees hereby approves the submission of a program deactivation proposal for Certificate in Business: Office Technology, to SUNY and NY State Education at the campuses with the program is registered (Malone and Saranac Lake). Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

* There is no loss of employment related to this program deactivation.

Mark Moeller recommended resolution 2017-18 | 34 that the North Country Community College Board of Trustees hereby approves the appointment of Becky LaDue, to the full-time, exempt appointment as Radiologic Technology Program Director effective May 14, 2018 at pro-rated annual salary of \$63,813 for the remainder of the 17/18 academic year. Tim Burpoe seconded the motion. The resolution was approved unanimously (9-0-0).

Anne McDonald recommended resolution 2017-18 | 35 that the North Country Community College Board of Trustees hereby approves the appointment of Michelle St. Louis, to the full-time, exempt appointment as Registrar effective May 14, 2018 at pro-rated annual salary of \$78,257 for the remainder of the 17/18 academic year. Mark Moeller seconded the motion. The resolution was approved unanimously (9-0-0).

Dean of Admissions Report

Chris Tacea highlighted his report:

- Fall 2018 applications have grown exponentially showing a spike in numbers when compared to the last three years. This spike is predominately in relation to the Path to Potsdam applications. Numbers without the Path to Potsdam program shows that our numbers are still trending upward in the same comparison. There are weekly progress reports which show how these numbers convert from applications to deposits to students in the seats.
- First Accepted Student day in Manhattan occurred on May 4, 2018. The students received email credentials; 48 students were packaged for the program with 42 deposits. June 22/23 placement

testing will be held on June 22nd and 23rd. There is potential to have a similar event in July. The enrollment cap still holds at 60 students to start Fall 2018.

- Financial Aid processing is no longer in CAMS, working solely in PowerFaid allowing the department to work more efficiently.
- Recently Pell had been announced as a year round option for students.

Vice President for Administration/CFO:

Bob Farmer highlighted the proposed contract between NCCC and JMZ Architects and Planners. This spring Bob and Lisa led a committee who met to re-explore the needs of the College when compared to the existing 2010 Campus Master Plan for Saranac Lake. The committee consisted of stakeholders from the Saranac Lake campus. The board discussed the contract and the potential financial implications of the College.

The board acted on the following resolution:

Mary Irene Lee recommended resolution 2017-18 | 33 that the North Country Community College Board of Trustees hereby approves the contract between North Country Community College and JMZ Architects and Planners to update the Saranac Lake Master Plan per the terms noted in the contract for the amount of \$57,500. Anne McDonald seconded the motion. The resolution was approved unanimously (9-0-0).

President's Report:

Steve Tyrell reported:

Selena LeMay-Klippel had been awarded the Fulbright Scholarship to travel to Russia next semester.

- NCCCAP President Chad LaDue and his administration reviewed and approved the late submission of a sabbatical request. A motion is brought to the floor to waive the requirements for submission of sabbatical due to the late awarding of the Full-Bright Scholarship. Allowing Selina LeMay-Klippel to take sabbatical during the Fall 2018 semester and return to her NCCC duties upon completion of the Fulbright Scholarship.

Motion: Joe Costa

Second: Mary Irene Lee

The resolution was approved unanimously (9-0-0)

- Bob Farmer and Bruce Rowe will present the 5 year financial plan at the May 14, 2018 College Senate meeting.
- A few members of the College attended a meeting on May 9, 2018 to discuss the proposed School of Applied Technology. The faculty voiced they prefer a consultant be hired, and not a faculty member, to do a feasibility study. Steve Reed and Steve Tyrell understood the concerns and agreed that this is a better way to ensure an objective report. The faculty will be invited to sit in with the selection process. The board discussed the faculty perspective of hiring a faculty member verses a consultant and majority concurred with the potential conflict of interest. It is in the best interest of the College to have guidance on the report which would show the "right thing to do" for the College, with data to support it. The Foundation approved on Wednesday to underwrite up to \$100,000 for this vetting process.
- Members of NCCCAP shared questions with Steve Reed and Steve Tyrell. They are working to address these questions and answers will be available in the near future.

The board acted on the following resolutions through one vote:

Tim Burpoe recommended resolution 2017-18 | 28 that the North Country Community College Board of Trustees hereby approves the promotion of Jimmy Cunningham for promotion from Instructor to Assistant Professor effective September 1, 2018 at Step 22 at \$55,895 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 29 that the North Country Community College Board of Trustees hereby approves the promotion of Kathleen Dowd-Maloney for promotion from Instructor to Assistant Professor effective September 1, 2018 at Step 18 at \$50,617 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 30 that the North Country Community College Board of Trustees hereby approves the promotion of Kimberly Duffey for promotion from Assistant Professor to Associate Professor effective September 1, 2018 at Step 20 at \$53,256 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 31 that the North Country Community College Board of Trustees hereby approves the promotion of Lawrence McFaddin from Assistant Professor to Associate Professor effective September 1, 2018 at Step 35 at \$73,050 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 32 that the North Country Community College Board of Trustees hereby approves the promotion of Lee Susice from Associate Professor to Professor effective September 1, 2018 at Step 35 at \$69,091 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

NCCC Association:

No report.

NCCC Foundation:

Diana Fortune reported:

- There will be the Students Awards Ceremony this evening at Hotel Saranac.
- The Foundation Board thanks Joe Costa for his work as a member of their Board. They will need another representative when Joe completes his term June 30th.
- Alan Dana, of Wells Fargo, is well respected and has been an advisor to the Foundation for years.
- A 'Donate Now' button is now live on the College website.

Old Business:

None

New business

None

Public Comment:

None

Executive Session

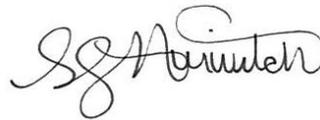
Tim Burpoe made the motion to enter Executive Session at 12:26pm. in relation to ***collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*** Joe Costa seconded the motion. The motion was passed unanimously (9-0-0). Steve Tyrell was invited to join the meeting at 12:26pm.

Joe Costa made a motion to adjourn executive session at 1:30 p.m. Anne McDonald seconded the motion. The motion was approved unanimously (9-0-0).

Adjourn

Pete Sutteimeier made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (9-0-0). The Board meeting was adjourned at 1:30 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

June 28, 2018
Motion: Mary Irene Lee
Seconded: Tim Burpoe
Passed: 8-0-0