

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, August 31, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Mark Moeller, Pete Suttmeier, Jerry Griffin, and *Courtney Oakes.

Excused: Tim Burpoe, Dan Kelleher, Mary Irene Lee

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, David St. Germain.

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

College Senate

Sarah Kilby reported:

Fall semester dates are set for College Senate meeting.

The board representatives will attend the following:

September 14 | Pete Suttmeier

October 26 | Mark Moeller

November 20 | Steve Reed

December 17 | Anne McDonald

Second Chance Pell graduates will have their graduation ceremonies on September 6 (FCI-Ray Brook) and September 7 (Bare Hill). Tim Burpoe and Dan Kelleher will attend the event in FCI Ray Brook.

*Courtney Oakes arrived at the meeting.

Oath of Office

Courtney Oakes, student trustee for the 2018-2019 academic year, is sworn into office by board chair Steve Reed.

Approval of Minutes

Anne McDonald made a motion to approve the June/July 2018 minutes. Pete Suttmeier seconded the motion. The June/July 2018 minutes were approved unanimously (6-0-0).

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- JMZ Associates is currently working on the viability study for the proposed School of Applied Technology. The team has been exceptional and professional. Committees have been established.

Vice President for Academic Affairs

Joe Keegan highlighted his report:

- David St. Germain has taken the lead with assisting with hiring support for International Paper in Ticonderoga. He has created a new hire outreach program that will cover topics such as workplace safety, team work, problem solving, system processes, and computer skills. Through a workforce development grant and IP support there is a 100% compensation to NCCC. All courses will be held on the Ticonderoga campus.
- SUNY and State Ed have been active with NCCCC proposals. Currently all have been approved by SUNY and are currently with State Ed (Nursing, AEMT, Entre, English advising track)
- Teacher Education track is under review again. Both David St. Germain and Sarah Maroun are working to move this forward again.
- Sarah Maroun and faculty are doing a great job with meeting Middle States Commission on Higher Education (MSCHE) standard on assessment. The Middle States liaison for NCCC agreed the task has been met and the College is optimistic.
- College Bridge started this week. Luke Hudack will help with this program by working with every high school in Essex, Franklin Counties as well as a few in St. Lawrence County.
- Policies on Academic Integrity and Classroom Conduct under review today have both been vetted by our College lawyer, Jim Brooks.
- Update on the continuation of the grant for Second Chance Pell is expected in late spring.

The board acted on the following resolutions:

Anne McDonald recommended resolution 2017-18 | 59 that the North Country Community College Board of Trustees hereby approves the temporary full-time, 190 day, exempt appointment of David St. Germain as Coordinator of Strategic Academic Initiatives for the 2018/19 academic year at an annual salary of \$58,538. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Pete Suttmeier recommended resolution 2017-18 | 60 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Luke Hudak, to the full-time 190 day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2018/19 academic year at an annual salary of \$44,019. Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0).

Mark Moeller recommended resolution 2017-18 | 61 that the North Country Community College Board of Trustees hereby approves the revised Academic Integrity Policy effective at the start of the 18/19 academic year. Courtney Oakes seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended resolution 2017-18 | 62 that the North Country Community College Board of Trustees hereby approves the revised Academic/Classroom Conduct Policy effective at the start of the 18/19 academic year. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Dean of Admissions Report

Chris Tacea reported:

- August 31, 2018 is the last day for students to add/drop. Final numbers will be shared with the board at or before the September 28 board meeting.
- Financial Aid team has begun packaging for spring 2019. They are also working on the Fiscal Operation Report and Application to Participate (FISAP) preliminary report.
- Admissions travel date begins September 10. The team will be heading out 2 weeks sooner than normal and will overlap with College Bridge.
- When the Path to Potsdam was delayed, a few students interested in the program moved to NCCC when given the choice.
- Steve Tyrell noted that it was because of the hard work of Admissions, Faculty and Staff that NCCC was able to close over half of the enrollment gap left from June student registrations. Budgeted for 970s FTEs: this number covers enrollment for Fall 2018, Winter/Spring/Summer 2019 as well as numbers from College Bridge. It does not include Second Chance Pell. Preliminary fall enrollment numbers indicate we are tracking 30-40FTEs below 970. It is our goal to recover some of this drop with spring enrollment and Bridge. If we do not, we will have to make some budget adjustments for 2018-19 and reflect those adjustments into 2019-20.
- '6 on Us' Scholarship opportunity targeting non-traditional students has proven positive, and NCCC has received applications for each campus.

Vice President for Administration/CFO:

- Bob Farmer handed out and reviewed the projection spreadsheet. He highlighted and explained the total YTD projection. Business office has been doing a great job in collecting outstanding accounts and we should see those gains in the future.
- Bob Farmer shared with the board the financial statements and the projection report for June 2018 and July 2018. Mark Moeller moved to accept the financial reports. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).
- Bob updated the 5 Year Financial Plan for the College; update was for SUNY Potsdam Pathways beginning net to move to the 2019-2020 academic year. Tuition increased 4% 18-19 and 6% for last three years. Fees are flat but will be adjusted based on FTE count. Bottom line are the FTEs the College needs to break even.
 - Anne McDonald moved to approve the 5 year Plan as presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).
- This week \$1,000,000 had been invested into Wells Fargo from the fund balance.
- Bob shared with the board the proposed Fund Balance Policy. He explained this proposed policy will be moving through the Shared Governance process in the near future. This would be a policy that is expected to update regularly to meet the needs of the College. It will come back for approval once reviewed from LRPB and Senate.
- 16/17 Audit committee will meet in the next couple weeks so they can report out at the next board meeting.

President's Report:

Steve Tyrell reported:

- Soccer Coach for NCCC had moved onto another opportunity in July which resulted in players following him to the next college and stay with the coach. Currently cannot establish a team this semester as of the lateness of the loss of the soccer coach, so there will be no men's soccer this season. Contemplating hiring full time Soccer/Lacrosse coach in hopes to eliminate the part-time

position we had with this position in the past. Joe Keegan will work with Chad LaDue to design and provide additional information on proposal.

- The College's monitoring report was submitted to MSCHE yesterday. College was required to respond to two standards: (1) tie together strategic plan with expenditures and create, (2) implement a systematic and organized approach to assessment. The monitoring report and related appendices will be posted on the SharePoint next week.
 - Judi Sciple – chair of the review team has reached out to the President's office to start planning for their upcoming visit on September 26-28.
 - Steve Reed will be in attendance on September 27th.
 - If attending meetings with the visiting team it is expected all parties read and review the monitoring report.
- JMZ, who is working on the viability study for the Proposed School of Applied Technology, held an advisory board kickoff meeting on August 23, 2018. Advisory board committees and councils have been reviewed and formed. JMZ plan to meet with these councils in October to obtain more feedback; they will return in November with a draft of recommendations
 - JMZ will be meeting with the faculty on Sept.12 for a listening session. They are interested in learning from the faculty the questions, concerns, and deepen their understanding of their critical questions.
- Meeting regularly with village, school district to discuss the YMCA project. Stakeholders will attempt to launch in January 2019 in the school district for after school programs for students and adults. Conversations about the future of the College pool space will happen this fall.
- SUNY Vice Chair Merryl Tisch will visit the College on September 25th. She anticipates meeting student representatives and members of President's Council.
- Employee recognition event is slated for September 14th at 3pm. All encouraged to attend.
- Jane Carpenter will be representing the College at the SUNY Chancellor Inauguration on September 14th requesting a member of the board to attend on behalf of the President's office.
- As of July, the Governor's Office of Appointments has not made a move to approve the open position on the College Board, previously held by Mary Kay Tulloch.

NCCC Association:

No report.

NCCC Foundation:

Diana Fortune reported:

Foundation Board of Trustee requests a member from the College Board hold a position with them.

Pete Suttmeier has accepted the appointment.

Due to the generous donation of the Ginsberg Scholarship fund, all applicants this year received some sort of scholarship.

Old Business:

None.

New business

- Steve Tyrell shared with the board information regarding the upcoming annual New York Community College Trustees (NYCCT) conference.

- September 20-23 in Saratoga Springs, New York.
- Steve Tyrell and Stacie Hurwitch plan to attend.
- Members of the board are encouraged to attend this informative conference.
- Steve Tyrell requested the Board move the September 28, 2018 board meeting to start time 12:30pm to accommodate the Middle States Visiting Team. They will be reporting out to the College Community at 10am on September 28, 2018. Board members accepted the request.

Public Comment:

None

Executive Session

Anne McDonald made the motion to enter Executive Session at 12:27pm. 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.*** Pete Suttmeier seconded the motion. The motion was passed unanimously (6-0-0). Steve Tyrell was invited to join the meeting at 12:28 pm.

Anne McDonald made a motion to adjourn executive session at 1:17PM p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Courtney Oakes seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:18p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

September 29, 2018

Motion: Mary Irene Lee

Seconded: Anne McDonald

Unanimous: 6-0-0