

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, November 30th, 2017 | Ticonderoga Campus

Board Members Present: Stephen Reed, Anne McDonald, Mark Moeller, Jerry Griffin, Mary Irene Lee, Tim Burpoe, Richard Suttmeier, Joe Costa (arrived during executive session), and Daniel Kelleher.

Excused: Mary Kay Tulloch

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Joe Keegan, Sarah Kilby, Chad LaDue, Chris Knight and Sarah Maroun

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

Approval of Minutes

Pete Suttmeier made a motion to approve the October 27th, 2017 minutes. Anne seconded the motion. The October 27th, 2017 minutes were approved unanimously (8-0-0).

College Senate

No report.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

Joe Keegan reports:

- Two weeks of classes remain in the semester.
- A lot of effort has been geared towards the extension center in Potsdam. Anticipate sending application to SUNY Administration by Friday, December 1st, 2017.
- SUNY Potsdam academic program chairs will visit Saranac Lake Campus to talk about a seamless transfer on December 1st, 2017.
- Working on the creation of a new Sports & Events Management program in Malone.
- The planned Biology Science track for the Science department has been tabled. It would be a significant lift for the College and feel now is not the time to implement.
- Correction to Academic Affairs report: AAS Human Services in Ticonderoga has not been sent to SUNY at this time.
- Recently met with representatives of NYS Department of Health and Mountain Lake Services to discuss EMT needs for Essex County and exploring ways that NCCC can help fill those gaps.

Sarah Maroun spoke about the College Bridge Program:

- This program helps to support our Full Time Enrollment (FTE) count, accommodating high school students in the three counties of Essex, Franklin and St. Lawrence. Currently, represents about 20% of FTEs. It's critical to part of our enrollment plan and to both the residents of our supporting counties and the Institution.
- The College works with BOCES as well; across 34 high school programs overall.
- General Education courses are the main focus of Bridge. Some business courses are incorporated as well.
- Dual-enrollment programs have been around for some time. There has been a shift to have a huge nation-wide push to have more college courses into high schools. College Bridge is designed to meet those demands.
- Prior to starting in high schools, NCCC begins by talking with high school faculty and guidance counselors to see what the needs are and how we can address them.
- NCCC charges \$60.00 per course. NCCC is subsidizing the difference as a scholarship to residents.
- Most High School Seniors in Willsboro are graduating with 30 credits, almost 1st year of college.
- There was some discussion on how we could make College Bridge a better bridge to NCCC.

The board acted on the following resolution:

Mary Irene Lee recommended resolution 2017-18 | 09 that the North Country Community College Board of Trustees hereby approves granting Emeritus status to Professor Peter Biesemeyer. Anne McDonald seconded the motion. The resolution was approved unanimously (8-0-0).

Dean of Admissions Report

Chris Tacea reported:

- Applications to date that parallel to 2016.
- Registrar data shared there are students who have started to register but did not complete the process. They still have the opportunity to do so.
- A new administrative assistant has been hired for Admissions.
- The Director of Financial Aid position has been filled.
- Admission staff will be on the road in December to talk to 500 New Vision students about the potential Path to Potsdam initiative. At this time Potsdam has about 300 Guaranteed Transfer Program (GTP) students.

The board acted on the following resolution:

Mary Irene recommended resolution 2017-18 | 08 that the North Country Community College Board of Trustees hereby approves the appointment of Mary Ellen Chamberlain, to the full-time, twelve-month, 261-day, exempt appointment as Director of Financial Aid effective November 27th, 2017, at an annual salary of \$78,257. Pete Suttmeier seconded the motion. The resolution was approved unanimously (8-0-0).

Interim Vice President for Administration/CFO:

Bob Farmer reported:

- The October and November financial statements will be available at the December board meeting.
- NCCC Comptroller recently left the position, we are currently advertising to fill that role.
- The proposed Investment Policy has moved through Long Range Planning and Budget (LRPB) and will be presented to Senate at their December 8th, 2017 meeting.
- We are revising our Campus Master Plan (2010 version). The working group's first meeting will be held on December 7th, 2017. Starting with Saranac Lake and moving to Malone and Ti campus to create individual plans.

President's Report:

Steve Tyrell shared his written report and highlighted:

- Middle States response was received last week. As anticipated, it does show the College on warning. The following areas will be addressed by the next monitoring report.
 - Organized and systematic approach to student learning outcomes assessment. While this work was done the documentation wasn't there for the reviewers to access it easily.
 - Better record keeping through Shared Governance.
 - Better ties between Strategic Planning and Budgeting.
 - Updated Capital Plan
 - Updated 5 year financial plan
- Next Shared Governance meeting is on December 11th, 2017
- On December 11th, a small working group will meet to create a plan for an additional 50th Anniversary event that is focused on employee recognition.
- We will submit the SUNY Potsdam Extension Site application and sign the MOU next week. Both NCCC and SUNY Potsdam hope to meet with SUNY Administration in Albany soon to discuss the next steps.
- First meeting of Campus Advisory Boards will start with the Ticonderoga Campus on December 8th. The next will be the Malone Campus on December 15th. Plans for a Saranac Lake Campus Advisory Board are for early spring.

NCCC Association:

No report.

NCCC Foundation:

Steve Tyrell reports for Diana Fortune in her absence.

- Annual giving is going well and we are up in giving compared to previous years. Faculty and staff have one of the highest percentage rates for giving in the state.
- There will be a Community Leaders Breakfast planned for the morning of the April 27th, 2018 prior to the Board meeting.
- Foundation buildings on Colony Court, in Saranac Lake, have been successfully removed.

- Essex County pulled the radio station property from their November auction block. The Foundation will have until spring 2018 to decide if they will pay the taxes for the building and tower sites, as the College cannot own property. The building does not have the capability to be used long term. Jim Brooks is looking into legal questions surrounding any future acquisition of the site.

Old Business:

- Steve Tyrell explains why NCCC needs a new funding formula model for SUNY community colleges.
 - New and current high cost, high need programs, such as Nursing and Massage Therapy, need funding to support. This new model is flat-rate (maintenance of effort) verses funding by Full Time Enrollment (FTE). At this time, the Governor and Legislature will need to support this proposed formula, so we must advocate now.
 - Advocacy day will now be in the end of January following by the State of the State address. If you look at funding level for this year, and approved by fall of 2018, it would increase funding to community colleges by 12 million.
 - Who determines high need/high cost? Formula based appropriation to be designed so hopefully it is not politicized in the future.
 - There is a risk if we grow in enrollment, as we wouldn't get additional dollars over that flat-rate. Higher Education Price Index (HEPI) would be a great solution if it were to go through.
- Dan Kelleher requests we share some talking points on the proposed funding formula in the coming days so the Board can be educated in the even they have an opportunity to advocate.

New Business:

Since the December 22nd meeting is close to the holiday break, Steve Tyrell requests planned attendance from the Board. At this time Mary Irene Lee, Tim Burpoe, Anne McDonald, Steve Reed, Jerry Griffin, Pete Suttmeier and Dan Kelleher plan to attend.

Public Comment:

Steve Tyrell voiced a request for consideration from Ticonderoga SGA President, Annette Hulbert. Students would like to see more athletic and physical activity opportunities on the campus. They would like to see a fitness center incorporated into the next Campus Master Plan. Additionally, there is also a request for more program offerings on the Ticonderoga campus.

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 12:13 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.*** Mary Irene Lee seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited to join the meeting at 12:13 p.m.

Joe Costa made a motion to adjourn executive session at 1:00 p.m. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Pete Suttmeier 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 1:01 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

2017-18 | December 22nd, 2017

Motion: Anne McDonald

Seconded: Daniel Kelleher

Motion approved: (8-0-0)