

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
December 16, 2016 – Saranac Lake Campus**

Board Members Present: Mary Kay Tulloch, Barbara Dwyer (non-voting), Tim Burpoe, Anne McDonald, Mark Moeller, Joe Costa, Mark Moeller, Dan Kelleher, and Jerry Griffin (excused at 1:19PM)
Excused: Mary Irene Lee, Stephen Reed
Others Present: Dr. Steve Tyrell, Joe Keegan, Bob Farmer, Chris Tacea, Diana Fortune (NCCC Foundation), Diana Friedlander (NCCC Association), Chuck Van Anden (College Senate)

Chair, Barbara Dwyer, called the meeting to order at 11:09 a.m.

Executive Session

Mark Moeller made the motion to enter Executive Session at 11:11 a.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. Steve Tyrell was invited in to join executive session at 11:38 a.m.

Tim Burpoe made a motion to close Executive Session and enter into Open Session at 12:05 p.m. Mark Moeller seconded the motion. The motion was passed unanimously.

Approval of Minutes

Anne McDonald made a motion to approve the November 22, 2016 minutes as submitted. Mark Moeller seconded the motion. The November 22, 2016 minutes were approved 6-0-1.

College Senate

Chuck Van Anden reported that Senate met on December 9th and discussed their role in regard to managing the Chancellor's Awards for Excellence. The Senate also discussed the Lowe's study, the Diversity and Inclusion Plan, the progress made on the strategic planning process, adjunct compensation, water quality monitoring for the three campuses, and the progress on extended hours for the Ti campus for Spring 2017 (and as well where we are heading with this action for the Malone campus and the Saranac Lake campus, as their schedules and needs may be different).

Board Chair Report

Barbara Dwyer reported that the Governor has begun filling vacancies and expired terms for board members of community colleges. Her term concluded in July 2015. The Governor has appointed Dan Kelleher. The Board welcomed Dan to the Board.

Tim Burpoe, as Vice Chair assumed the role of Acting Chair. Tim reported that the Board would look at possibly appointing co-chairs at the January 2017 Board meeting. Tim thanked Barbara for her leadership and years of service on the Board. Motion made by Mark Moeller to appoint Barb Dwyer the status of Board Emeritus. The motion was seconded by Anne McDonald. The motion passed 7-0-0. Emeritus title was provided to past Board members, most recently the late John Friedlander in 2012. Barbara Dwyer was asked by the Board to serve on the Audit Committee as the bylaws prohibit the chair from serving on the audit committee.

Interim Vice President for Academic Affairs

Joe Keegan reviewed his printed report and highlighted:

- The faculty have begun initial conversations related to the creation of an academic master plan.
- New programs are under review at State Ed (AS Business – Business Administration –On Line and AA Liberal Arts and Sciences – Humanities/Social Science – Psych Track)
- Faculty searches are coming to a close with Human Services and Business. Active searches underway include the CRJ Instructor, Nursing Instructor, Nursing Clinical Coordinator, Arts/Computer Graphics and Design.
- Grants – both P-Tech programs continue to move forward. The implementation of the Second Chance Pell program has been underway and we are hosting students at Adirondack, Bare Hill and Franklin Correctional facilities.

Dean of Admissions Report

Chris Tacea, Dean of Admissions, reviewed his printed report and highlighted:

- Spring 2017 applications are up from Spring 2016 (309/258 or up 19.8%).
- Staff working on contacting Fall 2016 students who have not registered for Spring 2017.
- Interviewed one candidate for the Director of Financial Aid – search will continue.
- Two new student registrations conducted in the fall semester.
- Marketing for spring registration and 50th anniversary is out the door.

Vice President for Administration/CFO:

- Due to the early date of the December Board meeting, the November Financials will be presented at the January meeting of the Board.
- The annual audit (2015-16) is going well. We hope to begin the annual audit preparation earlier in the fall semester in upcoming years. We will convene the Audit committee once the auditors have the report ready.
- We continue to work through the administrative paperwork required to refinance the bonds with the Association and Foundation.
- Currently assembling the proposed 2017-18 budget that the administration will share with Long Range Planning and Budget in the early part of the Spring semester.

President's Report:

Dr. Tyrell shared his written report and discussed:

- *Strategic Planning* – College wide meeting on December 20th to review progress to date by working groups.
- *North Country - Community Colleges Councils Report* – Jefferson, Clinton and North Country Community Colleges submitted their report to SUNY which was forwarded to Lt. Governor Hochul. The report focused on work force development issues and opportunities in the region.
- *Middle States Reaffirms Accreditation* – MSCHE reaffirmed the College's accreditation in late November and as a follow-up to the institution's periodic review report submitted in June 2016. The College will provide a follow-up report to Middle States (due September 1) and the administration and the College Senate will begin our work on this report in the Spring semester. The process for assembling this report will be discussed with Senate at their January meeting.

Mary Kay Tulloch recommended Resolution 2016/17-56 that the North Country Community College Board of Trustees hereby approves the appointment of Stacie Hurwitch, to the full-time, 12 month, exempt management confidential appointment of Executive Assistant to the President, effective January 13, 2017, at an annual salary of \$60,000. Mark Moeller seconded the motion. The resolution was approved unanimously (7-0-0).

NCCC Association

Diana Friedlander reported that occupancy in the residence halls was down a bit. Diana also shared with the Board she had resigned her position as director as of the end of December and that she

would be starting a new job in January. The status of the revised contract between the College and the Association – there are a few items all are still reviewing. The ad hoc committees may need to reconvene in the future. The Board wished Diana all the best in the future.

NCCC Foundation:

Diana Fortune reported:

- The Foundation has secured a \$25,000 pledge over five years for an endowed scholarship fund from SeaComm Federal Credit Union. The scholarship will be available to students in 2020 when fully underwritten. Our thanks to Steve Tyrell and Foundation President, John Dowd, for accepting the initial check and posing for the photo with SeaComm CEO Scott Wilson.

- December 8th was the “Joint Boards Educational Coffee Hour” on *Student Success* at the Malone Campus and it was very well received. We had 25 in attendance including two newly elected county legislators, Malone Mayor, 6 Malone Central School District representatives, 2 Alice Hyde Hospital representatives, the Franklin County Personnel Officer, and a variety of community leaders. Our thanks to Chris Tacea and Chuck Van Anden for doing an engaging presentation and to all board members who participated in making the event a success.

- The “end of year annual fund” appeal is ongoing. There is still time to meet our goal of 100% participation by both Boards. Founders Day invitations are at the printers and will be mailed the first week of January. The date of the event is February 17, 2017 from 9:30 – 11:00 in the Connector (commemorates the first Board of Trustee meeting in February 1967). All are welcome.

Adjourn

Mary Kay Tulloch made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously. The Board meeting was adjourned at 1:28 p.m.

Respectfully submitted,

Steve Tyrell
President

APPROVED

January 27, 2017

Motion: M. Tulloch

Seconded: A. McDonald

Motion passed: 6-0-0