

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
November 22, 2016 – Ticonderoga Campus**

Board Members Present: Mary Kay Tulloch, Jerry Griffin, Stephen Reed, Tim Burpoe, Barbara Dwyer, Anne McDonald, Mark Moeller, Joe Costa
Excused: Mary Irene Lee
Others Present: Dr. Steve Tyrell, Joe Keegan, Bob Farmer, Chris Tacea, Sarah Kilby (College Senate), Diana Fortune (NCCC Foundation), Lee Susice (NCCCAP), Justin Facteau (SGA-Ticonderoga), Chris Swinton (SGA-Ticonderoga)

Chair, Barbara Dwyer, called the meeting to order at 10:01 a.m.

Oath of Office – Student Trustee

Barbara Dwyer administered the Oath of Office to student trustee Joseph Costa. Edna Bowers attended as notary public.

Executive Session

Anne McDonald made the motion to enter Executive Session at 10:11 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.*** Stephen Reed seconded the motion. The motion was passed unanimously. Steve Tyrell was invited in to join executive session at 10:48 a.m.

Tim Burpoe made a motion to close Executive Session and enter into Open Session at 11:19 a.m. Stephen Reed seconded the motion. The motion was passed unanimously.

Approval of Minutes

Stephen Reed made a motion to approve the October 28, 2016 minutes as submitted. Mark Moeller seconded the motion. The October 28, 2016 minutes were approved unanimously.

College Senate

Sarah Kilby provided a verbal report on behalf of Chuck Van Anden, who was called away earlier in the day to attend to a personal matter. Highlights of Sarah's report from the November 17th Senate meeting:

- The Senate requested a separate 2 hour meeting for faculty to meet with the President to discuss the Lowe's feasibility study. The president agreed to schedule the meeting soon.
- The Senate revisited the academic calendar discussion from a year earlier and reaffirmed a motion from 2015-16 where it recommended that Columbus Day be changed to October Break. Senate also discussed the use of "Holiday" as a descriptor for the winter break session and whether the College should have Good Friday off as a specific religious holiday and whether we should name this day something different in the academic calendar. President's Council has approved the renaming of the Columbus Day holiday to October break earlier in the academic year.

Joe Costa and Steve Reed plan to attend the December 7th meeting of College Senate. Ticonderoga students appreciated the meeting with President Tyrell regarding a request for extended campus hours.

NCCCAP

Lee Susice reported that NCCCAP and the administration achieved reconciliation on one contractual item thru mediation on November 18th. Both groups now have to work on finalizing the remainder of the contact agreement.

Board Chair Report

Barbara Dwyer reported:

- The Board is looking forward to the College's update on steps it is taking to complete those 2011 recommendations discussed in the 2016 Periodic Review Report. Steve Tyrell reported that President's Council has been taking up the list at President's Council meetings since mid-September. When the review is completed, he will share President's Council's responses with the Board and the College community.
- That she hoped Board members could attend the special College wide meeting to discuss the Lowe's feasibility study.

Interim Vice President for Academic Affairs

Joe Keegan reviewed his printed report and highlighted:

- Rad Tech lab is up and operating.
- New Library classroom is open as faculty pilot classes in the new facility.
- Scott Harwood and Information Technology staff have been updating instructional technology in several classrooms
- College Bridge registrations for the fall semester are completed and we have enrolled 1,024 students (representing 186 AAFTES) and a 23% increase in AAFTES compared to the previous year.
- P-Tech students joined us at the Saranac Lake campus recently.
- We have completed admissions workshops at the four prison facilities and collected applications for the 2nd Chance program that will begin in the Spring 2017 semester. 169 individuals have applied for 160 available slots.
- The AS Business Administration online program has been approved by SUNY and has moved onto State Ed for review.
- We have a number of active searches underway that we hope to wrap up at the end of the semester.

Anne McDonald recommended Resolution 2016/17-54 that the North Country Community College Board of Trustees hereby approves hereby approves the temporary appointment of Chad Czelusniak-Serviss, to the temporary, full-time, exempt appointment as Business / CIS Instructor for the Spring 2017 semester at a salary of \$18,725, a pro-rated amount under Rank A5, Step 6. This position is currently funded in the 2016-2017 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the Spring 2017 semester and will not be renewed. Joseph Costa seconded the motion. The resolution was approved unanimously.

Dean of Admissions Report

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

- Spring 2017 applications look good and are up from the previous year.
- Open House was October 28th, Malone Visit Day was November 14th and Ticonderoga's was November 16th.
- New student spring registration day was November 19th
- Dawn Langdon has been on campus (from FAS) serving as interim director of financial aid.

- Staff from IT, Business Office and Financial Aid did a great job resolving the COD upload issue with exporting student information for reimbursement checks in October.
- Director's search – candidate invited to campus the first week in December.

Vice President for Administration/CFO:

- Bob Farmer distributed the October 31, 2016 Financial Report. Mark Moeller moved to accept the financial report. Anne McDonald seconded the motion. The motion was approved unanimously.

Bob shared that the 1st draft of the 2017-18 budget is being prepared. He shared a first draft of revenue projections for 2017-18 with Long Range Planning and Budget; more drafts will be forthcoming. The annual audit will get underway in early December. Tim Burpoe recommended the College provide an update to the counties on enrollment and budget in early 2017.

President's Report:

Dr. Tyrell shared his written report and discussed:

- *State Advocacy* – Josh Sager (SUNY) reported that State revenues were down and that could affect the “hold harmless” proposal SUNY has pushed forward for community colleges. The annual State budget advocacy effort is underway. SUNY is proposing a change in the State funding formula for community colleges. Instead of using the current formula (\$\$ per student FTE); the legislature would follow something close to the sponsoring county “maintenance of effort” model. Specifically, the level of funding the college in whole dollars would be the same amount for 2017-18. As community colleges have experienced lower enrollments, increases in the current funding formula (\$\$/FTE) has still resulted in a reduction in overall State funding for community colleges.
- *Strategic Planning* – Working groups are sending drafts of Strategy Steps to “Community Groups” for their feedback. There is a College wide meeting on December 20th to discuss the current status of these strategy steps and their proposed measurable outcomes. Community groups include the Board of Trustees.
- *Fall Enrollment* – Scott Harwood estimates that with the additional enrollment in Bridge, we are trending toward 1,075 AAFTEs. We still need to see what Spring enrollment for students and Bridge students looks like in February. Bob Farmer has developed a list of proposed reoccurring and capital expenses that were discussed at the November 18th meeting of President's Council The list will be shared with the College community after Thanksgiving to solicit their feedback. This list will be used as a guide for both budget planning for 2017-18, strategic planning discussions and for deciding what if any expenditure we should incur in the 2016-17 fiscal year.
- *ESD Lowe's Feasibility Study* – The President is looking forward to the 2 hour session on this item with the faculty. As noted earlier, this session will occur next week.
- *Reporting Relationship for the Director of Financial Aid* – The President has received feedback from Senate and from President's Council. The feedback has been wide ranging at times and all the points shared has been very helpful and appreciated. A final decision will be shared with constituents after the Thanksgiving break.
- *Recommendations from Campus and Student Life Committee* – The President reported that President's Council continues to work through the list provided by the Senate committee in late October. The group has worked through the first half of the items. Many of the items will be tasked by Kim Irland, the new Dean of Student Life. The President discussed the extended hours pilot at Ticonderoga campus. His staff is working on a solution to resolve how the students on site will be supervised in the future. Bob Farmer was able to have a facilities staff member on site for some of the hours recently as an interim solution. The College would like a more formal solution in place for the Spring semester

NCCC Foundation:

Diana Fortune reported:

- Joint Boards Educational Coffee Hour on Student Success, December 8th from 9:30 – 10:30 a.m. at Malone Campus, all are invited and encouraged to bring a guest.
- 50th Anniversary Planning – Founders Day Celebration, February 17, 2017 from 9:30 – 11:00 a.m. at the Connector, Saranac Lake campus. Please save the date.
- Adirondack Daily Enterprise, Howard Riley column Saturday, Nov. 19, 2017 featured a story about the founding of NCCC. A nice way to start showcasing the upcoming 50th Anniversary.
- End of year annual appeal is ongoing. Thanks to all who have supported to date.

Presentation on Diversity and Inclusion Plan Kim Irland, Dean of Student Life & College Diversity Officer

Kim Irland reviewed the College's Diversity and Inclusion Plan with the group. The report was filed with SUNY on November 1st. The vision statement is a strong element in the document. The plan also lists a number of action items the College will attempt to address in the years to come. Kim is hoping the working group members who developed the plan will continue to serve on the to-be-formed Diversity Task Force. The President thanked Kim and the working group for their hard work and the high quality document they produced in a short period of time.

New Business:

Barbara Dwyer shared with the group that the December meeting would begin at 11AM and that the public session would begin at noon.

Public Comment:

Chris Swinton and Justin Facticeau, student government representatives from Ticonderoga Student Government Association (SGA) joined the meeting. They expressed their appreciation of the College staff meeting with them about the extended hours pilot and understood that it will take some time to get the program implemented; hopefully in the Spring semester. Barbara Dwyer thanked the student leaders for attending the meeting and requested that the College invite the Saranac Lake SGA representatives to the December meeting and then the Malone SGA representatives to the January Board meeting. Perhaps then, the Board and all SGA representatives could meet at the February meeting and discuss the student trustee position on the Board.

Adjourn

Joe Costa made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously. The Board meeting was adjourned at 1:19 p.m.

Respectfully submitted,

Steve Tyrell
President

APPROVED
December 16, 2016
Motion: A. McDonald
Seconded: M. Moeller
Motion passed: 6-0-1