

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
October 28, 2016 – Saranac Lake Campus**

Board Members Present: Tim Burpoe, Barbara Dwyer, Mary Irene Lee, Anne McDonald, Stephen Reed (via FaceTime, Boston, MA), Mark Moeller
Excused: Jerry Griffin, Mary Kay Tulloch
Others Present: Dr. Steve Tyrell, Joe Keegan, Bob Farmer, Chris Tacea, Sarah Kilby (College Senate), Diana Fortune (NCCC Foundation), Lee Susice (NCCCAP), Diana Friedlander (Association), Joseph Costa (student-elect to Board of Trustees)

Chair, Barbara Dwyer, called the meeting to order at 10:00 a.m.

Executive Session

Tim Burpoe Tulloch made the motion to enter Executive Session at 10:05 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.*** Mark Moeller seconded the motion. The motion was passed unanimously. Steve Tyrell was invited in to join executive session at 10:45 a.m.

Mary Irene Lee made a motion to close Executive Session and enter into Open Session at 11:15 a.m. Mark Moeller seconded the motion. The motion was passed unanimously.

Approval of Minutes

Mark Moeller made a motion to approve the September 23, 2016 minutes as submitted. Mary Irene Lee seconded the motion. The September 23, 2016 minutes were approved unanimously.

College Senate

Sarah Kilby circulated a written report for Chuck Van Anden highlighting the following from Chuck's written report:

- The Senate endorsed the FCCC's support of AAUP's policy on Trigger Warnings
- The Senate shared the Campus & Student Life Committee's October report and has asked the administration to respond to the recommendations. Steve Tyrell responded that President's Council would begin its review of the recommendations at the November 4th meeting of President's Council.
- The Senate passed two curriculum items: (a) on-line Business degree program and (b) radiological technology course outline changes
- Ticonderoga students appreciated the meeting with President Tyrell regarding a request for extended campus hours.
- The Senate is looking at creating an Awards Committee to oversee the Chancellor's Awards for Excellence.
- Senate members are reading the draft feasibility study for the Lowe's project.
- The Senate spent a considerable amount of time at its October meeting weighing the question posed by the President and in regard to who the next director of financial aid with report to – the Dean of Admissions or the Vice President for Administration. Sarah indicated that the conversation seemed to point to opinions split relatively equal between the two possibilities.

NCCCAP

Lee Susice reported that NCCCAP and the administration have been engaged in contract negotiations since July and that the last session on September 30th was positive. The union and the administration are proceeding with mediation on one contractual item.

Board Chair Report

Barbara Dwyer reported:

- She and Mary Irene Lee attended the NYCCT (New York Community College Trustees) meeting - October 21 and 22.
- NYCCT conference sessions were excellent. The session on Erie Community College's (ECC) audit by the State Comptroller's Office was very informative and will have implications for community colleges' board of trustees and their relationship with affiliated entities (Association and Foundation). Steve Tyrell shared copies of the ECC presentation handout with Board members and with members of the audience.
- Bill Daggett's presentation on the future of higher education was excellent and that it the College should look at bringing Bill to campus in January.

Interim Vice President for Academic Affairs

Joe Keegan reviewed his printed report and highlighted:

- Rad Tech lab relocation across campus is near completion
- New Library classroom will be near completion when furniture arrives.
- College Bridge registrations for the fall semester are completed and we have enrolled more students this semester than fall 2015. Sarah Maroun has done a great job leading the effort.
- We have a number of grant-based activities underway. The Second Chance program for incarcerated individuals will launch in January 2017.
- Faculty met on October 7th to begin discussions on Academic Master Planning.
- A number of searches are underway. The next meeting is November 18th.

Barbara Dwyer asked Joe Keegan if the faculty was looking at offering education classes for students as a way for students to explore education as a career. Joe Keegan said there was a course on the books and he would look further into this request.

Stephen Reed recommended Resolution 2016/17-52 that the North Country Community College Board of Trustees approves the submission of a program proposal to SUNY and NYSED for NCCC to offer an *Associate in Science Degree in Business Administration* in a completely online format. Mary Irene Lee seconded the motion. The resolution was approved unanimously.

Dean of Admissions Report

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

- The October 6th College Fair was very successful with 60 colleges attending. His staff is now looking at how to offer a similar event in the Malone area and eastern Essex county area in the near future.
- Admissions has been on the road recruiting for fall 2017.
- Saranac Lake will host an Open House on October 28th.
- In response to a request from the faculty, Chris Tacea has posted the admission staff's recruitment visits on the employee SharePoint site.
- Financial Aid: Dawn Langdon will arrive from FAS the first week of November. The FISAP was completed by the end of September and submitted to the federal government.
- Pell and loan disbursements were processed after a two week- round the clock herculean effort by staff in financial aid, the business office and information technology. Students got their reimbursement checks in October.

Tim Burpoe recommended Resolution 2016/17-50 that the North Country Community College Board of Trustees hereby the extension for the temporary, full-time, 221-day, exempt appointment of Meredith Chapman to the position of Interim Associate Director of Admissions, at an annual salary of \$62,291.00 (Base salary 164 day - \$46,225.00; 221 day - \$62,291.00) at Rank A3 Step 6A through August 31, 2017. This position is currently funded in the 2016-2017 operating budget. Mark Moeller seconded the motion. The motion passed unanimously.

Anne McDonald recommended Resolution 2016/17-51 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt to the position of Interim Assistant Director of Admissions, at an annual salary of \$49,152.00 (Base salary 164 day - \$36,475.00; 221 day - \$49,152.00) at Rank A4 Step 3A through August 31, 2017. This position is currently funded in the 2016-2017 operating budget. Mary Irene Lee seconded the motion. The motion passed unanimously.

Vice President for Administration/CFO:

- Bob Farmer distributed the Capital Projects 2016-17 report and reviewed the projects completed this past summer and fall semester, the breakdown of capital funds and matched State monies to support these projects and future projects in thru summer 2017. Through the work of the facilities staff, the business office, and the comptroller coordinating fund reviews with SUNY staff, the College has secured \$460,000 matched dollars from the State, largely due to processing the College's capital chargeback funds as match able funds. There is a remainder of \$1,030,858 in capital funds available for future projects. Bob Farmer presented the Capital Projects 2017-18 report and reviewed planned projects for the upcoming year.
- Bob Farmer distributed the September 30, 2106 Financial Report.

Stephen Reed recommended Resolution 2016/17-49 that the North Country Community College Board of Trustees hereby approves the updated 2016-17 annual appointments as follows:
Official Newspapers: Adirondack Daily Enterprise, Malone Telegram, Press Republican, the Sun, and the Tupper Lake Press and the Official Bank Depositories: Community Bank, N.A., ~~First Niagara Bank~~ Key Bank, and the National Bank and Trust Company. Anne McDonald seconded the motion. The motion passed unanimously.

President's Report:

Dr. Tyrell shared his written report and discussed:

- *State Advocacy* - 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.
- *Fall Enrollment Update* – Scott Harwood shared with senior leadership this week that the College's enrollment is now trending toward 1,075 AAFTEs as a result of the completion of Fall Bridge Programs in the high schools. Our thanks to Sarah Maroun and the employees who assisted in class registrations in the high schools. 1,024 high school students registered for NCCC Bridge Program classes this fall semester.
- *ESD Lowe's Feasibility Study* – the draft of the School of Applied Technology feasibility study for the Lowe's facility was shared with the faculty in October. A response from the faculty

regarding their input on whether they support the College proceeding with this concept is expected at the end of the fall semester.

- *Strategic Planning* - we have a working draft of a revised mission and vision statement. Working groups are underway drafting results and measurable outcomes for “community groups” to provide feedback. Community groups include the Board of Trustees.
- *Regional Community College Council* - Stacey Mascia-Susice and Dr. Tyrell participated in a teleconference meeting with colleagues from Clinton Community College and Jefferson Community College.
- *Diversity & Inclusion Plan* - Kim Irland, Dean of Student Life, and a working group of faculty, staff and students did a great job developing the College’s Diversity and Inclusion Plan. It will be filed with SUNY on November 1, 2016.

NCCC Foundation:

Diana Fortune reported:

- Pool lift was installed and our thanks to the Cloud Splitter Foundation for their generous support.
- The Annual Appeal is out the door.
- 50th anniversary planning is in full swing – Founder’s Day event is February 17th at 10Am in the Connector here in Saranac Lake. Board members are welcome to join us for this event – it is the 50th anniversary of our first Board of Trustees meeting.

NCCC Association:

Diana Friedlander reported:

- Some students have requested to move off campus mid-year and break their contract – that is not permitted.
- Working with the College on the bond refinancing project.
- 5 residence hall students have not paid this semester and will need to vacate the residence halls if they do not pay by November 14th.
- 94 students in the residence halls.
- We are doing a food survey; we have a lot of choices for food options for our students in the Connector.

Next meeting in Tuesday, November 22nd at the Ticonderoga campus.

Adjourn

Stephen Reed made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously. The Board meeting was adjourned at 12:53 p.m.

Respectfully submitted,

Steve Tyrell
President

APPROVED - November 22, 2016
Motion: S. Reed
Seconded: M. Moeller
Vote: 7-0-0