

**NORTH COUNTRY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MINUTES  
September 23, 2016 – Saranac Lake Campus**

Board Members Present: Tim Burpoe, Barbara Dwyer, Jerry Griffin, Mary Irene Lee, Anne McDonald, Stephen Reed, Mary Kay Tulloch  
Excused: Mark Moeller  
Others Present: Dr. Steve Tyrell, Jan Brhel, Joe Keegan, Bob Farmer, Chris Tacea, Bruce Rowe (College Senate), Diana Fortune (NCCC Foundation), Shir Filler (Faculty), Lee Susice in Malone (NCCCAP)

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Chair, Barbara Dwyer, called the meeting to order at 9:59 a.m.

**Executive Session**

Mary Kay Tulloch made the motion to enter Executive Session at 10:00 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.*** Anne McDonald seconded the motion. The motion was passed unanimously. Steve Tyrell was invited in to join executive session at 11:00 a.m. Bob Farmer was invited to join executive session at 11:30 a.m.

Tim Burpoe made a motion to close Executive Session and enter into Open Session at 12:00 p.m. Jerry Griffin seconded the motion. The motion was passed unanimously.

**Approval of Minutes**

Stephen Reed made a motion to approve the August 25, 2016 minutes as submitted. Mary Irene Lee seconded the motion. The August 25, 2016 minutes were approved unanimously.

**College Senate**

Bruce Rowe gave a verbal report for Chuck VanAnden highlighting the following from Chuck's written report:

- The Executive Committee is Chuck VanAnden, Chair; Sarah Shoemaker, Vice Chair; Sarah Kilby, Secretary; Becky LaDue, Information Officer; Bruce Rowe, Immediate Past President and FCCC Representative; Micah Lamitie, Student Representative; Angela Brice, Committee Chair Representative; and Jerrad Dumont, Senator at Large.
- The College Senate committee lists will be reviewed to see if any committees might possibly be combined. Each committee will be making sure that the role of the committee is being followed.
- The Executive Committee is pleased with the interaction with Board of Trustees members. Barbara Dwyer stated that there will be a Board member at each College Senate meeting. It will not always be the same Board member.
- Bruce Rowe will be attending FCCC meeting at Jefferson CC Friday – Sunday, October 7-9<sup>th</sup>.

**NCCCAP**

Lee Susice was in attendance but didn't give a report.

**Board Chair Report**

Barbara Dwyer reported:

- She and Mary Irene Lee will be attending the NYCCT (New York Community College Trustees) meeting on Friday and Saturday, October 21 and 22.

- Stephen Reed was welcomed and introductions were made.
- There is still one Essex County vacancy on the Board. Barbara Dwyer will reach out to the Board of Supervisors after today's meeting.

### **Interim Vice President for Academic Affairs**

Joe Keegan reviewed his printed report and highlighted:

- This is week 3 of classes.
- The Rad. Tech lab is almost complete.
- Sarah Maroun has been leading the travel to various schools to register students for the College Bridge program.
- P-Tech program with St. Lawrence-Lewis BOCES (PACE) and FEH-BOCES (Northern Borders) are launched with 26 and 31 students respectively.
- Second Chance – work continues with FCI Ray Brook and NYS DOCCS. Looking forward to work with 3 state facilities soon.
- In response to Middle States and Strategic Planning, a meeting addressing an Academic Master Plan will begin in early October.

Mary Irene Lee recommended Resolution 2016/17-1 that the North Country Community College Board of Trustees hereby approves the appointment of Selena LeMay-Klippel with the duties assigned to the Campus Coordinator for the Ticonderoga campus effective September 1, 2016 on an interim basis that will expire August 31, 2017. Consistent with Schedule C of the CBA between the College and North Country Community College Association of Professionals (NCCCAP), the College will compensate Selina LeMay-Klippel an additional \$9,000 annually (over the course of her 164-day assignment) for the purpose of serving in the interim role. Selena LeMay-Klippel will continue as a 164-day employee during this one-year assignment. This position is currently funded in the 2016-2017 budget. Anne McDonald seconded the motion. The resolution was approved unanimously.

In response to a question from Mary Kay Tulloch regarding how well informed the high school guidance counselors are with information on North Country CC, Joe Keegan deferred to Chris Tacea who responded that admissions counselors meet with high schools three times a year. It was suggested that perhaps Guidance Counselors could be brought in as advisory group and NCCC students might go to area high schools to meet with students. If NCCC feels it is not being received well at any high school, it is our responsibility to let them know and work on ways to correct it. A press release will be sent out soon on students who received scholarships last year (52 students). In an effort to attract more local students to all three campus the College will look at changing the Franklin/Essex Scholarship requirements.

### **Dean of Admissions Report**

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

- Admits are up 4% over last year.
- New Student Registrations are up 22% over last year.
- In the 2<sup>nd</sup> year of Instant Admit Days, the College is up 65% from last year. This program will be continued next year, so there will be a three year trend to look at how well this program is working.
- Financial Aid: Currently still don't have a temporary Financial Aid person from FAS. The FISAP is done but not sent yet. Lisa Symonds has put the FISAP report together working with Scott Mitchell, Teresa Finch, Diane Crowe and Matt Sanchez (from Florida).
- Fall refunds go out to students after October 1<sup>st</sup>.
- The draft for the "new" view book was distributed to Board members to compare with previous years' view book.

**Vice President for Administration/CFO:**

- Bob Farmer distributed updated Financial Statements for August 31, 2016. Tim Burpoe suggested to set aside the vote on the August 31, 2016 Financial Statements until the next meeting. Anne McDonald seconded the motion. The motion was approved unanimously.
- Bob Farmer distributed an updated Financial Forecast for the 2015-2016 year. This report has been added to the Board packet and put on the website and will be reviewed again at the next meeting.
- An updated report was given on Capital Projects.
- Bond refinancing was discussed and will result in savings for both the Foundation and Association. There will be necessary meetings with Essex and Franklin counties on this.

Stephen Reed recommended Resolution 2016/17-2 that the North Country Community College Board of Trustees hereby approves the title change for Ericka Moody to accurately reflect her duties as the Payroll/Benefits Specialist. Jerry Griffin seconded the motion. The resolution was approved unanimously.

Stephen Reed recommended Resolution 2016/17-4 that the North Country Community College Board of Trustees hereby approves the contract between the College and FAS per the terms negotiated between the College and FAS. Anne McDonald seconded the motion. The resolution was approved unanimously.

**President's Report:**

Dr. Tyrell reviewed his printed report and highlighted:

- 2 Strategic Planning meeting have been held. While the process seems to be approved by most, there is a sense by some that process is moving too quickly. Dr. Tyrell will have something to the Board soon.
- Dr. Tyrell acknowledged the hard work by all College departments and employees for the successful Fall 2016 enrollment numbers.
- Stacey Mascia-Susice and Dr. Tyrell attended the first North Country Regional Council on Community Colleges. Due to a late change on the meeting date, Jerry Griffin was unable to attend.
- The Lowes Feasibility Study for Start UP NY will go before the faculty approval before it moves out further in the community.
- Kim Irland, Dean of Student Life, has begun working on the College's Diversity and Inclusion Plan, which will need to be to SUNY by November 1<sup>st</sup>.

Mary Kay Tulloch recommended Resolution 2016/17-3 that the North Country Community College Board of Trustees hereby approves the first time appointment of Kimberly Irland to the full-time, twelve month, 261 day exempt appointment as Dean of Student Life for a one year term effective September 6, 2016 at an annual salary of \$65,806 and a Rank of A3, Step 4. 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 twelve-month term and will not be renewed. Anne McDonald seconded the motion. The resolution was approved unanimously.

**NCCC Foundation:**

Diana Fortune reported:

- The Foundation is coordinating bringing the Joint Boards Educational Presentations program to each campus for the Fall Semester. Ticonderoga is scheduled for Thursday, October 20 from 9:30 – 10:30 a.m. The topic will be "Continuing Student Success: How NCCC Identifies and Addresses Challenges".
- Foundation's Newsletter will be published in mid-October, followed by the end-of-year Annual Fund Appeal in November.

- 50<sup>th</sup> Anniversary Planning continues to move forward. All Committee meeting notes and calendars are on the Faculty Portal for reference. Anyone interested in joining the 50<sup>th</sup> Campus Committees and Working Groups will be welcomed. Contact the Foundation office for meeting times and agendas.

**New Business:**

The February 2017 Board meeting will be moved to Thursday, February 23<sup>rd</sup>, 2017.

**Adjourn**

Mary Kay Tulloch made a motion to adjourn the meeting. Jerry Griffin seconded the motion. The motion was approved unanimously. The Board meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Jan Brhel  
Recording Secretary

APPROVED  
October 28, 2016  
Moved by Mark Moeller, seconded by Mary Irene Lee  
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