



Board of Trustees Meeting Minutes | December 18, 2020
Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Mark Moeller, Mary Irene Lee, Jerry Griffin, Donna Wadsworth, Dan Kelleher, Jessica Kemp, Pete Suttmeier

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Erik Harvey, Diana Fortune, Shir Filler, Shannon Warren, Lee Susice, Kim Irland, Dianna Trummer, Kyle Johnston

Board Chair, Steve Reed, called the meeting to order at 11:00 a.m.

Minutes

Mark Moeller made the motion to accept the November 2020 meeting minutes as they were presented. Pete Suttmeier seconded the motion. The November 2020 meeting minutes were unanimously approved (8-0-0).

College Senate

Shir Filler reported:

- During the last meeting of Fall 2020 semester the Senate accepted the final edits of the Shared Governance document. It will be moved forward to the board for their review in January 2021.
- The Senate supported the proposal for the reorganization of Student Life as it was presented by the College President.
- Orientation of new hires was discussed and how the improved Shared Governance document will help with the onboarding process.
- Shir attended a campus governance leader meeting yesterday that was held by SUNY. She spoke briefly of what she had learned in comparison to what NCCC is experiencing due to the pandemic.

NCCCAP

Lee Susice reported:

- Membership drafted a resolution in relation to the Spring Break cancellation. It will be shared with the Board shortly. It is more of a position statement regarding the lack of communication by SUNY with Collective Bargaining Units in regard to SUNY's request to not hold a formal spring break in Spring 2021 as another step to reduce transmission of the coronavirus.
- Extended thanks with the consideration of the contract roll-over request and approval from the Board for their support.

CSEA

No report.

Board Chair Report

No report

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- Thanked the board for their ongoing support.

- Thanked the Faculty/Staff/Students for their excellent work and support during these past 8 months in living and working with the Pandemic.
- Dr. Sandy Gothard has announced her retirement for the end of the Fall 2020 semester.
- The board spoke briefly with Sarah about the ending semester and the success of the online experience for all involved. She reported that while it is not ideal for some, it has improved as the semester moved forward. The results of a SUNY survey of students conducted in Fall 2020 was discussed. Sarah noted that valuable suggestions were made to improve the online sessions going into the Spring 2021 semester. The board discussed the future of the online mode and if a shift could be made to in person learning later in the semester; and how the faculty are faring regarding this new change in teaching.

Board moved to approve the following resolution:

- Sarah gave a brief explanation to the curricular changes to Nursing program(s) that will next go to the SUNY Board of Trustees.
- Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the submission of curricular changes to SUNY and NYSED for NCCC to adjust the Certificate of Practical Nursing and the Associate Degree in Nursing Programs. Jessica Kemp seconded the motion. The motion passed unanimously (8-0-0)

Vice President for Marketing and Enrollment Management

Kyle reported:

- New Student enrollment for Spring 2021 is similar in comparison to this time last year. Last year there were 46 for Spring 2020, this year is 58 for Spring 2021.
- Shared preliminary report on the Spring marketing campaign, including an uptick in web traffic on both the Spring and Winterim pages.
- Shared update on projects currently happening including a website support upgrade and the purchase of a customer relationship management system upgrade (Slate) which provides a customer relations management (CRM) for working with students).
- CampusReel will be helping with peer-to-peer video production for students to share their NCCC experiences with potentially new students. This is anticipated to start in Spring 2021.
- Shared with the board the North Country Navigator project that will benefit all our students.
- The board briefly spoke with Kyle about the updates he shared: the anticipated success for our students, and their projected financial impact.

Interim CFO:

Erik Harvey reported:

- He will be sharing preliminary finances soon. He offered his apologies for not providing the Board with formal reports earlier in the semester as he was worried about changes to them in the wake of our audit. On retrospect, next autumn (while the audit is underway) he will provide preliminary reports for the Board and would ask that they not approve them until the audit is completed. It will help give the board a better visual of what the College is experiencing with finances and anticipated projections.

President's Report:

Joe Keegan reported:

- Expressed his appreciation for the hard work this semester by the campus community.
- SUNY BoT approved all the Community College budgets on November 17, 2020.
- Expressed his thanks to those who closed out the teaching portion of the semester without incident. Keeping our campus community healthy and safe.
- Congratulated 18 students that are joining the PTK honor society.
- 2020-2021 Spring break has been cancelled by SUNY. NCCC made an informed decision to delay the start of the semester until February 1, 2021.

- Unfortunately, like many colleges, NCCCs 2020-2021 budget still has many unknowns but the community will be kept up to date and news continues to roll in. There will be a Town Hall at noon on Monday, December 21st, 2020 hosted by Erik Harvey.
- Joe shared with the board the proposed reorganization of student life to student affairs. He explained the reasoning for changes and the process by which it was supported by Shared Governance.

The board moved to the floor to approve the following resolution:

- Dan Kelleher made the motion that the North Country Community College Board of Trustees approve hereby approves the reorganization of Student Life to include the following:
 1. Renaming the area from Student Life to Student Affairs.
 2. Student Affairs will include Student Life, Residential Life, Career and Transfer Counseling, Campus Safety and Security, and Athletics.
 3. The Student Affairs area will be led by an Associate Vice President of Student Affairs.
 4. The current Dean of Student Life (Kim Irland) will move to a full-time, 261-day, exempt, Management Confidential appointment as Interim Associate VP of Student Affairs, effective January 2, 2021, at an annual salary of \$83,000.

Pete Suttmeier seconded the motion. The motion was approved the unanimously. (8-0-0)

NCCC Association:

No report.

NCCC Foundation:

Dianna Fortune reported:

- Diana expressed her appreciation to Kyle Johnston, Chris Knight, and Don Paulson for their help in getting the scholarship program online for the Foundation.
- Expressed thanks to the Board for their donations and ongoing support for the scholarship program.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 11:51 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. Pete Suttmeier seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 11:52 a.m.

Mary Irene Lee made a motion to adjourn executive session at 12:40 pm. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:40 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

1/29/2021

Motion: Mary Irene Lee

Second: Mark Moeller

Action: Approved (8-0-0)