



*Board of Trustees Meeting Minutes
July 28th, 2022 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Kyle Johnston, Chris Knight, Kim Irland, Allison Warner, Karin Green (JMZ Associate)

Vice-Chair, Mark Moeller called the meeting to order at 11:04 a.m.

Minutes

Pete Suttmeier made the motion to accept the June 30th, 2022, meeting minutes. Mary Irene Lee seconded the motion. The June 30th, 2022, meeting minutes were unanimously approved (6-0-0).

College Senate

No report.

NCCCAP

No report.

CSEA

No report.

*Donna Wadsworth joined the meeting at 11:07 a.m.

Board Chair Report

Steve Reed reported:

- Personnel Committee will meet in August to organize an annual evaluation of the President as part of the contractual obligation.
- Reviewed four board policies, they will move forward for approval soon. A review plan of board related policies was also created.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Received NYSED approval for Certificate of Digital Advertising and Design
- Applied for SUNY funding for EMT/AEMT courses – the college was awarded approximately \$137K to offset equipment and instructional costs.

Vice President for Marketing and Enrollment Management

Kyle Johnston expanded on his written report:

- Recently reached 1,350 applications for the 2022-2023 academic year. Nearing the college's goal of 1,400 by the beginning of the Fall 2022 semester. Members of the board spoke of the current numbers and how they compare to past years.
- Fall and other targeted campaigns continue. Last Chance2Enroll will begin mid-August prior to the semester start and will go through Wednesday of the first week of classes.
- Strategic Enrollment Management (SEM) plan continue efforts to grow through various avenues of providing notification to prospective students.
- Planning for Fall 2023-2024 will begin in September 2022; currently it is the biggest marketing project with a fresh look. Hosting and attending college fairs are in the planning process.
- Reported what was learned through SLATE on where the dollars should be shifted in marketing outreach to students.
 - Members of the board provided feedback on the marketing efforts made by Kyle's department.

Interim CFO:

Erik Harvey highlighted:

- June 2022 financials as they were shared in his report.
- Updated the Board on the 2022-2023 Budget and NCCCAP Contract agreement. He noted they were shared with both our sponsoring counties of Essex and Franklin. They are in the approval process and will be moving to a final decision in August 2022. Per the annual requirement, the college is on track to have final budget approval sent to SUNY.
 - Members of the board spoke briefly of funds that would be contributed.

Board moved to approve the following resolutions:

Mary Irene Lee made motion to the floor that North Country Community College Board of Trustees approve the June 2022 financials as they were presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0).

Associate Vice President of Student Affairs

No report.

JMZ Associate Karin Green

Presented the NCCC Capital Project plans to the members of the Board which highlight the Nursing and Science Lab Renovation recommendations. Project goals, concept plans, budget, and cost estimates as well as other highlights were shared. It was noted these plans encompass majority of the upgrades to both the Saranac Lake and Malone campuses. Minor upgrade recommendations were made for the Ticonderoga nursing lab was shared as well.

- Meeting attendees asked for clarification on certain proposed upgrades and shared ideas.
- Members of the board discussed:
 - Proposed budget
 - Project priorities
 - Equipment or other needs that may not be covered in the budget
 - Contractors needed to complete the project; electrical, HVAC, etc.
 - Groundbreaking and other timelines

Members of the Board extended their thanks to Karin for her presentation and work on developing a comprehensive plan for upgrades.

President:

Joe Keegan reported:

- Thanked the board for their ongoing support.
- Highlighted the positive working relationship with JMZ.
- Thanked the Board Executive Committee that met to discuss the board policy reviews and how to proceed in the new process.
- Shared the college's experience with the process of sharing the budget with the sponsoring counties managers first. He noted the support from county managers and the county representatives has been good.
- Followed up with SUNY board of trustee position appointments; upcoming and outstanding positions are still in the pipeline for approval by the Governor.
- Congratulations to Sarah Maroun and Scott Harwood for obtaining the award of SUNY funding for much needed AEMT and Nursing equipment upgrades.
- Shared enrollment pipeline data and highlighted what is in his written report, expanding on Kyle's comments.
- Joe noted that Second Chance Pell disbursement is still significant and helpful. FCI Ray Brook has increased their census, showing there is potential for more students.
- Members of the board commented on Joe's report as it was presented regarding enrollment and the comparison to other community colleges.

NCCC Association:

No report.

NCCC Foundation:

Mark Moeller noted in Erin Walkow's absence that the Foundation Board requests a joint meeting with NCCC Board in September 2022. More information to follow.

Old Business

None

New Business

The board discussed the annual elections and responsibilities for the Board of Trustees Chair and Vice-Chair positions.

- Dan Kelleher nominated Steve Reed as Board Chair for the 2022-2023 year. Steve Reed accepted the nomination. Pete Suttmeier seconded the recommendation. The recommendation was approved (6-0-1).
- Dan Kelleher nominated Pete Suttmeier for Vice Chair for the 2022-2023 year. Pete Suttmeier accepted the nomination. Steve Reed seconded the nomination. Members of the board discussed this position in detail. The nomination was approved (6-0-1).
- Pete Suttmeier nominated Mark Moeller as Secretary for the 2022-2023 year. Mark Moeller accepted the nomination. Steve Reed seconded the nomination. The nomination was approved (6-0-1).
- Steve Reed made a motion to the floor that the North Country Community College Board of Trustees hereby approve the 2022-2023 Board of Trustee Meeting Schedule as it was presented by Stacie Hurwitch. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0)

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:27 p.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 (7-0-0). Joe Keegan was invited to join the meeting at 12:27 p.m.

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 p.m.

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
Board of Trustees, Asst. Secretary

August 26, 2022

Motion: R. Pete Suttmeier
Second: Mark Moeller
Action: Approved (6-0-0)