



Board of Trustees Meeting Minutes | May 27<sup>th</sup>, 2021  
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Excused: Jerry Griffin, Jessica Kemp

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Erik Harvey, Tara Smith, Diana Fortune, Kyle Johnston,

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

#### Minutes

Mark Moeller made the motion to accept the April 30<sup>th</sup>, 2021 meeting minutes as they were presented. Pete Suttmeier seconded the motion. The April 30<sup>th</sup>, 2021 meeting minutes were unanimously approved (6-0-0).

#### College Senate

No report

#### NCCCAP

No report

#### CSEA

No report

#### Board Chair Report

Steve Reed reported:

- Diana Fortune, Director of the College Foundation, will be retiring on October 31<sup>st</sup>, 2021. Steve extended, on behalf of himself and the board, thanks, and support for the College. Joe Keegan, Steve Reed, Donna Wadsworth and Pete Suttmeier had a productive discussion with the Foundation Board as they plan for the future of the Foundation once Diana retires.

#### Interim Vice President for Academic Affairs

- The board briefly discussed the P-Tech program, which was noted in Sarah's report.
- The board spoke of job placement services available for our student graduates.

#### Board moved to approve the following resolutions:

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Stephanie Wilbur, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-year term for the 2021/22 academic year at an annual salary of \$44,602. This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the NCCC to submit the new certificate program titled *Digital Advertising & Design* to SUNY and NYSED for approval. Pete Suttmeier

seconded the motion. The motion was approved unanimously (6-0-0)

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the submission of a program title change to SUNY and NYSED for NCCC to change the title of the AAS in Computer Graphics & Design program to an AAS Digital Arts & Design program. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0)

- Mary Irene Lee spoke of the discussion the Senate had at their last meeting regarding these changes. It was apparent that shared governance was at the forefront of the meeting.

#### Vice President for Marketing and Enrollment Management

Kyle Johnston added to his report:

- The healthcare program campaign is wrapping up this week.
- The digital and fine arts campaign starts next week.
- The entrepreneurial certificate program ad campaign is in design and will be promoted soon.
- All marketing efforts are designed to interact with all the students. There is an alarming concern across the country and here at North Country that the missing class of 2020 high school graduates, many who did not attend college in historic fashion, will remain on the sidelines again. There is also a concern that it and anticipate it again in 2021. That led to purchase of graduate names as an additional effort to reach those potential students. Some of the lead generation efforts are designed in finding those students in more direct and personal ways, expected to kick-off in June 2021. The board acknowledged these nationwide concerns and discussed these efforts that the College is making to help.

#### Interim CFO:

Erik Harvey highlighted his report:

- For the 2020–2021 year,
  - o expense reductions committed to have been realized and monies have been returned from State Aid. Thus, we are projecting that the College will break even and the fund balance will end at \$4.3 million for the year.
  - o Review of 2020-2021 enrollment indicated we will be down 7% overall, with in-state numbers flat. The College fared well when compared to our sister schools when it comes to enrollment.
  - o Salary and benefits showed a roughly \$400,000 reduction cost.
- For the 2021-2022 budget,
  - o there is more work to be done when looking at budget in relation to historical trends and the effects of the pandemic. Current rough projections show an \$800,000 deficit. There are opportunities when looking at the big picture to include using federal stimulus funds to recover costs related to COVID-19 pandemic, recovering lost revenue, possibility to pay down student dept accounts with the institutional portion of the monies, and a policy for remote work and instruction which would reduce expenditures.
  - o NYS Aid next year will be \$100,000 more this year which puts us behind by \$100,000 when compared to last year. The state also created a 98% floor.
  - o The College needs to look at initiatives, and in-state enrollment.
  - o The College needs to review contractual increases for salaries that the College wants to honor this year, which is another expense.
  - o shared his projections for the 2021-2022 budget highlighting and showing trends in FTE enrollment, revenues, personnel, and non-personnel expenses as far back as 2015-2016.
  - o shared the five-year plan that is still in progress as it becomes clearer it will be shared again in June.

The board discussed the reports with Erik as they were presented. The board voiced their appreciation for the level of detail that Erik put into these reports as well. Erik explained to the board the reasoning for requesting the cancellation of online fees and to have it waved for 2021-2022.

Pete Suttmeier made a motion to approve the cancellation of online fees for 2021-2022 as it was presented. Mark Moeller seconded the motion. The motion was approved unanimously (6-0-0)

Mary Irene Lee made a motion to approve the March and April financial reports as they were shared and presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0)

#### Associate Vice President of Student Life

No report.

#### President's Report:

- Joe Keegan thanked the board for their ongoing support as the College continues to navigate through guideline changes related to the COVID-19 Pandemic.
- Joe reported that the Commencement Celebration was spectacular. He made a special note of thanks for Chris Knight and Stacie Hurwitch; as well as the Nursing staff in their efforts of making a memorable nursing pinning experience.
- There were four SUNY Chancellor awards given to those of the College: Pete Nelson (*Excellence in Adjunct Teaching*), Shir Filler (*Excellence in Faculty Service*), Scott Harwood (*Excellence in Professional Service*), and the *Shared Governance Award* for the College. Brian O'Connor received an *Excellence in Librarianship* award from the Northern New York Library Network at their May 2021 meeting.
- SUNY will officially award NCCC for *Shared Governance Award* on June 7, 2021; a link to the virtual event will be shared soon.
- Essex town supervisors met with Joe Keegan, Sarah Maroun, and Pete Suttmeier to discuss the future of the College and anticipated success.
- Expressed his thanks and appreciation to Diana Fortune for her role with the Foundation.
- Congressionally Directed Spending requests were made to Senator Schumer Senator Gillibrand to support nursing lab upgrades and a non-traditional student scholarship. These are above and beyond the Community Funding Requests made to Rep Stefanik's office earlier in the semester.
- Spoke with JMZ on how to tactically use funds awarded to the College in enhancing areas of the College; more news will be shared with the board as it becomes available.

#### Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Leonard O'Shields, to the full-time, 221-day, exempt appointment as Technology Support Specialist for a one-year term for the 2021/22 academic year, at an annual salary of \$53,639. This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the updated *Timely Warning and Emergency Notification Policy*. Mark Moeller seconded the motion. The motion was approved unanimously (6-0-0).

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby supports the Women's Volleyball Discontinuance Proposal as it was presented to the floor. Dan Kelleher seconded the motion. The motion was approved unanimously (6-0-0).

#### NCCC Association:

Joe notified the board that the NCCC Association Board are redesigning positions to better position the Association in its work. The Executive Director position will now include direct management of the food service operations and the College will return dorm operations staffing exclusively to the Association. More news to follow as it becomes available.

#### NCCC Foundation:

No report.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:00 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. Dan Kelleher seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to join the meeting at 12:00 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:45 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

6/24/2021

Motion: Mary Irene Lee

Second: Mark Moeller

Action: Approved, Unanimously (7-0-0)