



Board of Trustees Meeting Minutes
Friday, February 24th, 2023 | 11:00am
Hybrid Meeting: HH-105 & Zoom

Board Members Present: Steve Reed, Pete Suttmeier, Jerry Griffin, Dan Kelleher, Sam Weeks, Donna Wadsworth, and Mary Irene Lee*

Excused: Mark Moeller

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Brian Pelkey, Sarah Maroun, Kim Irland, Kyle Johnston, Chris Knight, Erin Walkow, Scott Harwood, Dave Merrick, Allison Warner, Kim Duffey and Terry Kemp and Rob Rathbun, Tina LaMour

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

Minutes

Dan Kelleher made the motion to accept the January 27th, 2023, meeting minutes. Pete Suttmeier seconded the motion. The January 27th, 2023, meeting minutes were unanimously approved (6-0-0).

College Senate

No report

NCCCAP

Dave Merrick, NCCCAP President, noted his membership was waiting on the College's decision regarding retrenchment and the recommendations of the 8.2 Committee.

CSEA

No report

Board Chair Report

Steve Reed reported:

- In today's executive session the board will review and decide if the president's evaluation is complete.

Interim Vice President for Academic Affairs

- Sarah reported there is nothing to add to her written report.
- Discussed revenue for certificate programs and internship options.
 - Department chair – link to learning outcomes for students and internships.
 - Apprenticeships are within the scope of the state budget and an opportunity for our students.
 - Shared the importance of a teaching assistant certificate in our area districts. It also folds into the early childhood track. Jerry Griffin noted that he would expect there to be much interest in the certificate for local school districts.

Vice President for Marketing and Enrollment Management

Kyle Johnston shared:

- President's week Campus Visit Days proved to be successful. Final numbers will come next week. A preliminary number pertained to a set goal of 15 walk-ins. The rough number that attended was 25-30.

Interim CFO:

Brian Pelkey reported in Erik Harvey's absence:

- Report stands; currently working on draft of the 2023-20224 budget.

Dan Kelleher moved to accept the January 2023 financials as they were shared in the report. Pete seconded the motion. The motion was unanimously approved. (6-0-0)

Minutes

Dan Kelleher made the motion to accept the January 27th, 2023, meeting minutes. Pete Suttmeier seconded the motion. The January 27th, 2023, meeting minutes were unanimously approved (6-0-0).

Associate Vice President of Student Affairs

Kim Irland reported:

- There is nothing to add to her written report.
- The Board discussed the Diversity, Equity, and Inclusion (DEI) program. Kim explained how it enters the life of the college through additional education and individual support. Two objectives to be met in the spring are the climate assessment, and the common read program. Both options are encouraged but not mandatory.
- Kim shared that staff are engaging with students regarding options to graduate through career-preparedness.

President:

Joe Keegan shared:

- There is nothing to add to his written report.
- The Board brought to the floor the recent discussion at the executive committee meeting. Joe shared the proposed updates to the Board of Trustees by-laws:
 - Number of annual meetings (currently at 12, proposing 10)
 - Updates to the Board of Trustees' Conflict-of-Interest policy.
- Recommended changes, all supported by Jim Brooks. Members of the board spoke of the proposed changes.
 - Jerry Griffin made the motion to accept the proposed changes to the Board of Trustees By-laws as they were presented. Pete Suttmeier seconded the motion. The changes to the Board of Trustees by-laws were unanimously approved (7-0-0).
- Mary Irene Lee made a motion to accept the review and updates to the Board's Conflict-of-Interest policy. It was seconded by Pete Suttmeier. The changes were approved unanimously (7-0-0).
- Joe and Scott Harwood shared the Spring 2023 enrollment numbers. The board spoke of the positive direction of the numbers. Official numbers are up 41% on intake, 1% up on matriculated side, with 2% increase on additional credits. Members of the Board congratulated the entire college community for their hard work.
- Kyle spoke briefly on trends between the semesters. The Strategic Enrollment Marketing (SEM) Plan initiatives will be impactful as well. The student-centered market allows students to enter college who would not have been able to a decade ago.
- JMZ will be concluding the design phase of the nursing labs upgrade this week. A follow-up is set to occur next week. They will open the bids soon with the target date to

conclude on March 31st. Groundbreaking is slated after May's commencement event.

- Joe shared that Senator Gillibrand announced another round of Congressional spending is available. The college is exploring potential opportunities for this additional funding; the application to participate is due in early March.

NCCC Association:

Rob Rathbun reported:

- The Association Board recently approved the following:
 - A 5% increase will be applied to the housing cost.
 - The housing license is under review with a planned release next week.
 - The proposed meal rate increase
- Rental requests are coming in for Summer 2023. A potential increase in rental rates is currently under discussion.

NCCC Foundation:

Erin Walkow reported:

- Tom Finch has officially started at the President and Chair of the Foundation Board.
- Casella is continuing their sponsorship of the Opportunity Scholarship.
- Erin shared that she is working closely with Kim Irland on securing funds for the 2023 student awards program.
- Thanks were extended to Rachel for helping with the scholarship application. It is expected to go live in April 2023
- Recently, the annual appeals letter went out to those who had previously donated to the Foundation.
- The Board discussed the financial report for the Foundation finances.
 - Members of the board discussed the reality of securing additional funds through increased marketing efforts.
- The Board praised Erin for her fantastic work in securing donations.
- Board chair, Steve Reed, spoke of the importance of having the Foundation office sufficiently staffed for its continued success.
 - The board suggested the administrative team work to find ways to expand the operation and share a proposal with the Board at a future meeting; The Foundation Board will be included in exploring this endeavor.
 - A proposed position should be included with a focus on a person to generate

revenue from the alumni.

- Tina LaMour made a public comment regarding the discussion.
- Kim Duffy made a public comment regarding the discussion.

Senate

No report

Old Business

None

New Business

None

Public Comment

None

Executive Session

Jerry Griffin made the motion to enter Executive Session at 12:20 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 12:20 p.m.

Adjourn

Jerry Griffin made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary, NCCC Board of Trustees

03/24/2023

Motion: Pete Suttmeier

Second: Maker Moeller

Action: Unanimously Approved (8-0-0)