

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, January 25, 2019 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Mary Irene Lee*, Mark Moeller, Pete Suttmeier, and Jerry Griffin.

Excused: Tim Burpoe, Dan Kelleher, Courtney Oakes

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune

Board Chair, Steve Reed, called the meeting to order at 11:07a.m.

Public Session

Steve Tyrell began a conversation regarding the future of the NCCC pool. He commented on the master plan for the Saranac Lake Campus and the ideas of how to use the space differently if the College chooses to go in that avenue. JMZ has hired an aquatics consultant to review the pool and offer additional information. JMZ has two proposals in work (one with and one without the pool). Several members of the community showed support in keeping the pool active. They commented on the importance of the pool to not only the College but to the members of community.

Approval of Minutes

Pete Suttmeier made a motion to approve the November 30, 2018 minutes. Mark Moller seconded the motion. The November 30, 2018 minutes were approved unanimously (6-0-0).

College Senate

Steve Tyrell spoke on behalf of Sarah Kilby. Senate recommends the College begin a search for a vice president for marketing and enrollment immediately. If possible, the new president should interview the finalist. Steve Tyrell concurred with the Senate's recommendation and a search will commence at this time.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

Joe Keegan reported:

- Team is preparing for the next anticipated Middle States visit in Fall 2019.
 - o Steve Tyrell directed members of the board to review their packet portion which includes current mission. He commented on the importance of re-writing the College's Mission, Visions Values. Reaffirming accreditation, inclusivity, continuous improvement, curriculum review process is data driven. He respectfully requested the board to review and share perspective.

- Update on Second Chance Pell – we received a request to submit a budget for 19-20 which is a hopeful sign. That budget is under development and due mid-February.
- SUNY Workforce Development Grant – we have been working with workforce partners in Essex and Franklin Counties to gauge interest in participating in the SUNY Workforce Development Grant. The grant, which can be as much as \$50,000 per college, is provided to interested community colleges to work with, administer and, where possible, deliver needed training for area employers.
- Academic Programming Update:
 - o AAS Chem Dep Counseling program was recertified by NYS Office of Alcoholism and Substance Abuse Services (OASAS) to deliver 350-hour education and training to prepare student to become Credentialed Alcoholism and Substance Abuse Counselor trainees.
 - o AEMT materials are being finalized and will be headed to NYSED shortly.
 - o Nursing Self-study which includes a visit from NYSED to recertify the programs is fully underway.

Interim Vice President for Enrollment Management Report

Alex Parnia introduced himself to the members of the Board of Trustees.

- Alex shared his report.
- Alex presented a report regarding current trends in enrollment and the future of NCCC, the importance of increasing our yield rates and the need for the College to focus on recruiting non-traditional students; in particular, the College needs to revise how it chooses to provide classes that accommodate to the needs of this growing prospective student population.

* Mary Irene Lee joined the meeting.

Vice President for Administration/CFO:

Bob Farmer highlighted the November 2018 and December 2018 financials.

- o For 2018-19, overall FTE's are projected to be down 40 for the year vs. 30 at our last meeting. This translates to \$350,000 revenue shortfall.
- o NCCC is fortunate to be in a position to have a fund balance to absorb the deficit. Managers are doing what they can to minimize expenses for current year and work is being done on the 19-20 budget. Some items that can close the gap next year could be additional sports teams and new programs.
- o Investments are earning about 3% and NCCC should earn between \$40,000 - \$50,000 this year vs a budget of \$25,000.
- o There was a brief discussion about the status of Second Chance Pell for next year.

Pete Suttmeier moved to approve the financials as they were presented. Mary Irene Lee seconded. November & December 2018 financial reports were approved unanimously (6-0-0).

President's Report:

Steve Tyrell reported:

- o JMZ will share their final report on the proposed school of applied technology soon.
- o SLK Master Plan final draft presentation, with estimates, will be presented Monday, February 25th. Steve Tyrell recommended moving the board meeting from the February 22nd to Monday, February, 25th.
 - o Mark Moeller moved to approve the new date for the February Board of Trustees meeting to the 25th; to coincide with the Master Plan presentation from JMZ. Pete Suttmeier seconded the motion. The motion carried unanimously (6-0-0).

NCCC Association:

No report.

NCCC Foundation:

Dianna Fortune reported:

- Alumni Reception will be on February 9th from 10am to Noon at The Hotel Saranac.
- The Bobby Bernstein scholarship is close to being a fully endowed scholarship fund. Currently an anonymous donor has offered matching dollars until February 19th.

Old Business:

- Steve Tyrell recommended to the board the Senior Enrollment Management Officer position be titled Vice President of Marketing and Enrollment Management. The board concurred.

New business

- Steve Tyrell reported SUNY Canton/SUNY Potsdam discussion and negotiations continue. If negotiations go well, a Service Area Agreement will be prepared and distributed for parties to review in the next 2-3 weeks.
- On February 12th at 12:30pm, there will be an open forum regarding the College's Mission/Vision and Institutional priorities.

The board recommended the following recommendations:

Steve Reed recommended resolution 2018/19 | 5 that the North Country Community College Board of Trustees hereby approves that in conjunction with and subject to the consent and approvals of the Board of Trustees of the State University of the State of New York, the Franklin County Board of Legislators and the Essex County Board of Supervisors, the Board of Trustees of NCCC does hereby consent and authorize the sale of the railroad easement property premises to the State of New York Department of Environmental Conservation, said transfer and sale being subject to the sanitary sewer easement rights of the Village of Saranac Lake and to the retained right of way easement rights of the County of Franklin and the County of Essex for the benefit of the North Country Community College; and that Steve Reed, Chairman of the Board of Trustees is hereby authorized to sign and execute all documents necessary to the transfer of property pursuant to the resolutions. Mark Moeller seconded the motion. The motion was approved unanimously. (6-0-0)

Pete Suttmeier recommended resolution 2018/19 | 6 that the North Country Community College Board of Trustees hereby approves to adopt the changes to section 4c of the Bylaws that includes and specifically states "The Board of Trustees may also form ad hoc committees (i.e., audit, presidential search) and it is the determination of the Board of Trustees regarding the composition of these ad hoc committees including whether a Board of Trustees member or designees chairs an ad hoc committee". Anne McDonald seconded the motion. The motion was approved unanimously (6-0-0).

Executive Session

Jerry Griffin made the motion to enter Executive Session at 12:39pm. 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 (6-0-0). Steve Tyrell was invited to join the meeting at 12:39pm.

Mark Moeller made a motion to adjourn executive session at 1:03PM. Jerry Griffin seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Jerry Griffin seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:04 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

March 25, 2019
Motion: Tim Burpoe
Seconded: Mark Moeller
Passed: Unanimous (0-0-0)