

**NORTH COUNTRY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MINUTES**  
*Thursday, July 25, 2019 | Saranac Lake Campus*

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

**Others Present:** Joe Keegan, Stacie Hurwitch, Bob Farmer, Sarah Maroun, Diana Fortune, Erik Harvey, Chris Knight, Amy Tuthill, David St. Germain, Lisa Symonds

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

**Meeting Minutes**

Anne McDonald moved to approve the May 2019 meeting minutes as they were shared. Mary Irene Lee seconded the motion. The May 2019 meeting minutes were approved unanimously. (8-0-0).

Mark Moeller moved to approve the June 2019 meeting minutes as they were shared. Tim Burpoe seconded the motion. The June 2019 meeting minutes were approved unanimously. (8-0-0).

**College Senate**

None

**NCCCAP**

None

**CSEA**

None

**Board Chair Report**

Steve Reed reported:

- Both Steve Reed and Pete Suttmeier continue to work on updating by-laws.

**Interim Vice President for Academic Affairs**

Sarah Maroun reported:

- Registrations coming up again and will be held on all three campuses. Currently the applications are trending on all three campuses when compared to this time last year.
- Akwesasne classes will be coming up in Fall 2019. Amy Tuthill is visiting regularly and students are signing up on instant admit days offered on the reservation.
- Workforce Development grant through SUNY is moving forward.
- Teacher Ed Track currently resides with SUNY for review and approval.
- Pottery studio continuing education courses have been well received as has the Ticonderoga summer lecture sessions.
- Massage Therapy, Human Services, Chemical Dependency programs are currently completing a program review.
- Two more reports are due to MSCHE – a monitoring report September 1<sup>st</sup>, 2019 and a Self-Study Design sometime in the fall semester. The 2-year self-study design has already started and will be underway soon. Additionally, the College has a new liaison with Middle States.
- Luke Hudak will continue to take on more responsibilities regarding College Bridge as Sarah phases into her new position.
- Professional Development is slated for August 12th and 13th the theme is geared towards increasing student success. Faculty per diem will be given and it is open to any Faculty interested in joining the sessions.

- Sarah Kilby is doing exceptional work with 2<sup>nd</sup> Chance Pell program – approximately 160 students are registering for Fall 2019.
- First group of high school students participating in the P-Tech program will be seniors this year; they'll join NCCC 2020-21.

### **Interim Vice President for Enrollment Management**

Joe Keegan spoke in Alex Parnia's absence:

- Enrollment trending on par with last year. There are students still in the process of being registered, such as athletes, adult learners, and Akwesasne students. Students can hop in at any point with the offerings of the 8 week courses. The board briefly spoke of these new opportunities that NCCC will be offering.
- AS Business Administration Online initiative in Ticonderoga – event was successful and well received.
- The board discussed the numbers of applications and the possible reasons for the jump in applications.
- There is a waiting list on the dorms, NCCC and the Association are finding creative ways to help students find appropriate accommodations.

*The board recommended the following resolution:*

Gerry Griffin recommended resolution 2018/19 |43 that the North Country Community College Board of Trustees hereby approves the secondary temporary appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for 2019/2020 academic year at an annual salary of \$54,522. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0).

### **Vice President for Administration/CFO:**

Bob Farmer shared with the board the current forecast for the college and highlighted the report.

- Bob explained the differences between June's forecast and the one he shared today.
- Student salaries in the last 3 years had been light. This year the College had an increase of \$60,000, which is 25% of the cost shared with the work-study grant that reimburses 75%.
- The board discussed the unexpected costs that were needed this fiscal year and how the College could better predict these monies in future budgets. As it stands this year, the deficit without the additional unexpected expenses would have been significantly lower.
- The board discussed ways to better notify them of anticipated big ticket items the College will need for each fiscal year.

Tim Burpoe moved to approve the June 2019 financials as they were shared and presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

*The board recommended the following resolution:*

Anne McDonald recommended resolution 2018/19 |44 that the North Country Community College Board of Trustees hereby approves the secondary temporary appointment of Terrence Kemp to the full time, twelve-month exempt position as Academic Technology Coordinator, for 2019/2020 academic year at an annual salary of \$59,828. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0).

*The board discussed and recommended the following resolution brought to the floor:*

Tim Burpoe recommended resolution 2018/19 |47 that the North Country Community College Board of Trustees hereby approves the 2019-20 fee schedule be modified to include an additional science lab fee of \$20.00 per student lab to offset the costs of the Lab Technology Position. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

### **President's Report:**

Joe Keegan reported:

- First month has been geared toward networking with local businesses and legislators. They have been helpful conversations and positive comments were received regarding the College.
- Essex County passed the College's 19-20 budget. The supervisors have expressed that they have been pleased with the progress of the College.
- Franklin County passed the CSEA Collective Bargaining Agreement and we are waiting for Essex County to pass.
- Board appointments were discussed regarding board members who are up on their terms.
- Joe Keegan updated the board on the progress of the previously explored Path to Potsdam program. According to State Ed Law, SUNY Canton has the right to review and support the program prior to it starting. The board discussed the program and how NCCC can help move it forward. There is added value for SUNY both at the College and System level, if this program moves forward.

*The board recommended the following resolution:*

Mark Moeller recommended resolution 2018/19 |44 that the North Country Community College Board of Trustees hereby approves the temporary appointment, of Sarah Maroun, to the full-time, management confidential appointment as Vice President for Academic Affairs, effective July 22, 2019, at an annual salary of \$115,000. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

*The board recommended the following resolution:*

Jerry Griffin recommended resolution 2018/19 |45 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Michele Pearsall to the full time, nine-month (164-day) exempt position as Coordinator of Wellness and Support Services, for the 2019/2020 academic year at an annual salary of \$41,260. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

**NCCC Association:**

None

**NCCC Foundation:**

Diana Fortune reported:

- Busy summer with public outreach and fundraising efforts.
- There are 3 events coming up in the Fall 2019 working with area chamber of commerce.
- Chris Knight highlighted the event where it's focus is welcoming Joe Keegan to the College as the new president and unveiling a rebranding. More information will be shared with the board as details are solidified.

**Old Business**

None

**New Business**

Annual board position appointments were brought to the floor. They were discussed and voted upon:

- Jerry Griffin nominated Stephen Reed to continue serving as Board Chair. Mark Moeller seconded the nomination. The nomination was approved (7-0-1). Abstention by Stephen Reed.
- Mary Irene Lee nominated Tim Burpoe to continue serving as Vice Chair. Anne McDonald seconded the nomination. The nomination was approved (7-0-1). Abstention made by Tim Burpoe.

**Executive Session**

Tim Burpoe made the motion to enter Executive Session at 11:54 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.*** Anne McDonald seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 11:55 a.m.

Tim Burpoe made a motion to adjourn executive session at 12:29 p.m. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0).

**Adjourn**

Tim Burpoe made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:29 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  
Assistant Secretary to the Board of Trustees

APPROVED

Friday, August 30, 2019  
Motion: Anne McDonald  
Second: Mary Irene Lee  
Action: Unanimous (8-0-0)