



Board of Trustees Meeting Minutes | July 29th, 2021
Hybrid Meeting: CL-012 & Zoom

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Diana Fortune, Kyle Johnston, Dianna Trummer, Rob Rathbun, Chris Knight, Kim Irland

Board Chair, Steve Reed, called the meeting to order at 11:06 a.m.

Minutes

- Pete Suttmeier made the motion to accept the June 24th, 2021 meeting minutes. Mary Irene Lee seconded the motion. The June 24th, 2021 meeting minutes were unanimously approved (8-0-0).

College Senate

Senate will not be meeting during opening week. They will meet the second Friday of every month throughout the academic year.

NCCCAP

No report

CSEA

No report

Board Chair Report

No report

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- The College has completed the 6 room high flex installation. Great job to Scott Harwood and his team for their work on the project as well as to our Facilities staff!
- MSCHE have sent team roster of seven (7), essentially one team member per standard. Draft will be submitted August 23rd, 2021. The Board spoke briefly of the pending itinerary that will be performed via Zoom in October 2021. It will be shared with the board once it becomes available. Board/Joe discussion on potential questions in advance of the meeting.
 - Pete volunteered to review a draft prior to it being submitted in August. Joe requests a recommendation to perform mock dry-runs on questions and how the Board might respond. The Board agreed that it would be a beneficial virtual meeting.
 - There was some discussion on professional development with the State schools; the Board discussed possible incentives for faculty to enroll. It is item number one in the strategic plan and part of our middle states report. In addition, faculty are training on their own. There may be faculty to join those events when next held in August. There was discussion on P-Tech and the future of it as related to the College.

Board moved to approve the following resolutions: (BULK)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the

Board of Trustees Minutes | July 29th, 2021

temporary appointment of Courtnee Davenport, 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 \$43,250. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Melinda Fredenburgh, to the fulltime, 164-day, exempt appointment as Science Instructor for 2021/22 academic year at an annual salary of \$44,602. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Tana Hare, to the full-time, 164-day, exempt appointment as the Director of the Nursing Program for the 2021/22 academic year at an annual salary of \$60,836. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Luke Hudak, to the full-time, 190-day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2021/22 academic year at an annual salary of \$48,660. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Jamie Strough to the full-time, 164-day, exempt appointment as Science Instructor for the 2021/22 academic year at an annual salary of \$44,6020. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Sarah Updegraft to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2021/22 academic year at an annual salary of \$48,660. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Incoming student numbers are improving – intake number for new/transfer/readmits are ahead when compared to last year’s numbers. To remain ahead the College needs to continue their efforts through August.
- Several campaigns are rolling for Fall 2021.
- The process to enroll students has turned into the ability to complete within one day. The process has been streamlined and successful.
- Outreach has been ventured through several avenues (online, paper, radio)
- Marketing emails and campaigns have been tied together and allows for a greater chance of follow-ups.
- Last year was a foundational year for starting campaigns and seeing the follow through. The “Time to Register” campaign will start this week and go through to the end of August.
- Starting this week, Enrollment has been working on scheduling visits online, in person (by person), deployed a visit page, program presentation, Financial Aid visit. Financial Aid is biggest barrier for students coming into college for the first time. Campus visits are already happening on each campus.
- The board discussed retention of students from first to second year (continuing students) and its current lag. It is not a new trend; the College continues to market to those students as well because the College cannot assume they will return. Campaigns will go to all current and potential students. Kyle stepped in to find a way to market to this cohort of students. These students haven’t been marketed before but there is no base to use for comparison. The College is looking to help these students see the return on their investment.
- Board spoke of outreach process to the students who have not registered. Registrar’s Office has been reaching out to these students to help them enroll. There are barriers such as COVID, financials, and other hurdles.
- The Board spoke about the nationwide uptick in enrollments and how the College is faring in comparison. NCCC

has been doing well the last couple semesters when compared to other community colleges.

- A member of the Board noted that the Adirondack Foundation recently discussed academia in the region. A recent event highlighted the hump in the North Country and surrounding towns in relation to thinking about higher education. There was discussion of working with their foundation in helping potential students think about colleges. The traditional recruitment effort to high schools is continuing but the College needs to expand on outreach efforts. The College stands by that the door is always open to anyone interested in enrolling into the College.
- Guidance counselors in the region meet monthly. It might be beneficial if a few enrollment folks could join one of the meetings. Fall back positions – maybe there is a tide beginning to rise for NCCC.
- Jerry Griffin spoke of rates of high school graduates and adults and their view on the college experience. Students are not having a successful experience when attending college away from home, things are changing due to COVID. The focus has been on students from 2019 and moving forward; another micro-campaign designed for that cohort.
- Jessica Kemp spoke of her experience with high school counselor and the visual presence of colleges. Kyle expressed that there are numerous marketing materials given to area high schools so they can share with potential students.
- Whatever the type of visit, NCCC will take it from there to ensure the potential students are seen and heard. A physical presence with a person is also happening in the high schools.
- It was discussed that a number of students desire to complete something- NCCC can create a message to that cohort to show that an experience with us could meet that desire.
- Kyle explained the intake numbers will likely increase when compared to their strength over the last three semesters. Especially with the inception of North Country Navigator – in the effort to help our students.

Interim CFO:

Erik Harvey reported:

- June operating results with zero surprises. The current forecast has not changed.
- Joe Keegan and Erik Harvey presented the proposed College 2021-2022 budget to the College's supporting counties of Essex and Franklin. To date, they have been well received after presentation and discussion. The College anticipates approval from the counties in the next couple weeks.
- The June 2021 financials were presented. Pete Suttmeier motioned for the NCCC Board of Trustees to approve the financials as they were brought to the floor. Mary Irene seconded on the motion. The motion was unanimously approved (8-0-0).

Associate Vice President of Student Affairs

No report

President:

Joe Keegan reported:

- Congratulations to Mark Moeller on continuing his appointment as a member of the board. Requested the board to email Stacie their Board bios and pictures.
- Strategic Plans continue with updates, there has been movement over the summer.
- At this time there has been no update regarding potential grants from Congresswoman Stefanik's office.
- Selina LeMay Klippel's position through the Perkins's grant was approved and her work will continue to benefit the College.
- COVID-19 reopening plans will need to be redrafted in relation to the new CDC guidelines regarding masking updates. Open forum on Monday, August 2nd, 2021, with the campus community. SUNY will follow suit with mandates for masking and vaccination. Messages to students to encourage to vaccination have been sent. College will continue to address these new mandates the best of their ability.
- JMZ scoping study contract has been signed. Their team is reviewing the proposed plans and are anticipating a visit to the Campus later in August. Dan Stec's office has been contacted requesting a change in DASNY dollars

to apply to other areas of need in the College.

- NCCCAP union negotiations with the College are underway. The College's supporting counties of Essex and Franklin approved the agreement to rollover current contract.
- Both Essex and Franklin meetings around the budget were supportive on the discussion around the proposed 2021-2021 budget.
- The board discussed the Academic Technology Coordinator position. The main support of this position is online for faculty/staff in the hybrid model.
- The Board discussed the six certifications offered by NCCC. While they are offered there is still discussion on workforce development needs. In order to offer a certification, the one stipulation is that there has to be opportunity for gainful employment in the area. There is ongoing discussion on rural healthcare and the potential for NCCC to create additional certifications.
 - There was brief discussion on whether tele-working would change the face of gainful employment. Currently there is no shift with the NYS Education.

Board moved to approve the following resolutions:

Jerry Griffin made a motion that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Matthew Trombly to the full time, twelve-month exempt position as IT Programmer/Analyst, for the 2021/22 academic year at an annual salary of \$43,250. Mary Irene Lee seconded the motion. The motion was unanimously (8-0-0)

NCCC Association:

Rob Rathburn reported:

- There have been a couple re-hire positions and new hire positions for the Association. Maryssa Romeo, who started the position as the Associate Director of Residence Life and Housing yesterday. Mary Riley seasonal position as bookstore clerk has started her work as well.
- There are staff assembled to reopen the dining hall. Three individuals from American Dining Creations have been rehired, plus five additional hires will join the team when the dining area opens. There is anticipation to hire students 5-10 hours a week.
- Saturday August 7th will kickoff the food service to cater to our Women's Soccer team once they arrive to campus.
- Housing demand is increasing, at this point there is not a problem to fill the rooms. There are opportunities to double up in rooms and students are being sought out for their approval.
- Book pick-up appointments have begun. Curb side will turn into controlled access to keep within social distancing protocols.
- Rob shared is overall confidence where the Association will be in serving the students when they arrive on campus.
- At this time, students in the dorms will not be required to be vaccinated. The Association will continue to listen to guidance from the FDA and CDC on potential and future mandates. They are collecting data on who is vaccinated and addressing suites based on this information. Though not mandated at this time, student vaccination is strongly encouraged.
- The College's 30-day vaccination campaign has begun though there are questions on what it exactly means for future students. The message to the students has been done and it continues to be encouraged. The Colleges supporting counties of Essex and Franklin have voiced they are both willing to offer vaccination clinics. The board continued the conversation on vaccination status and mandated testing.

NCCC Foundation:

Diana Fortune reported:

- \$42,000 has been granted additional scholarships for 44 students in the 2021-2022 academic year. The board of trustees voiced overwhelming appreciation an support.

Old Business

None

New Business

- Election of office:
 - Current board chair, Steve Reed proposed that the board of trustees rethink the assignments in January of 2022. The thought is to stay the course through Middle States. To date Steve Reed has held the position of Board Chair for 5 years. The current boards Vice Chair has been held by Mark Moeller. Jerry Griffin made a motion to hold position election to January 2022 as it was presented to the floor. Mary Irene seconded the motion. The motion was unanimously approved (8-0-0).
- Joe Keegan extended thanks for ongoing support of the College over the past year and half. He extended his gratitude of the hard work and dedication of the faculty and staff as well. The board expressed that its due to the leadership and relationships that Joe holds as the position of the president.

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 12:30 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. Mary Irene Lee seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:30 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:30 p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

8/27/2021

Motion: Mark Moeller

Second: Jessica Kemp

Action: Approved (8-0-0)