

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, May 10, 2019 | Saranac Lake Campus

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

Excused: Dan Kelleher

Others Present: Steve Tyrell, Stacie Hurwitch, Alex Parnia, Lisa Symonds, and Lee Susice

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

Approval of Minutes

Mark Moeller made a motion to approve the April 26, 2019 minutes as amended. Pete Suttmeier seconded the motion. The April 26, 2019 minutes were approved unanimously (8-0-0).

College Senate

Sarah Kilby reported:

- Last meeting of semester will be Monday, May 13, 2019
- The Senate did hold a special meeting in regards to the JMZ Master Plan. Sarah shared with members of the board the results of the survey that shows support for the Saranac Lake Campus Master Plan.
- The chair and officers are being voted on and results should be available soon.
- Board member Pete Suttmeier will be present on the Monday meeting.
- There will be an open forum prior to Monday's meeting to discuss Workshop brand research and designs.

NCCCAP

- Lee Susice highlighted the resolution recently shared with the board in the May packet. He explained to the board that while the members of the union were not in support of rebranding the College by June 1st they do agree there is a need for change.
 - Steve Tyrell explained that Workshop was hired last year to begin the research and the work to design a new brand for the College. He voiced that the College has to be responsive to the needs of the student. If we were to delay the June 1st deadline, then we would be delaying the recruiting of the Fall 2020 class.
 - Input from the College is needed but it is even more important to listen to the professionals on the best way to attract students.
 - Alex Parnia explained that while rebranding is a sensitive topic, this process has been done professionally with exceptional research. There is an implementation plan draft on how to roll out a new message and brand. He stressed there is no reason for delay, we must do this now.
 - Steve said the cost has been built in into the budget with Workshop.
 - Chris Knight stressed that our messaging is old and outdated. The message is the most important piece of this rebranding project.
- Steve Reed voiced that there is no motion to postpone the project. As of this time, the administration has been granted to move forward and not change the process.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Both Steve Reed and Joe Keegan recently traveled to SUNY Geneseo to attend the SUNY Board meeting.
- Steve Reed, Pete Suttmeier and Steve Tyrell will work together to improve the Board of Trustees By-Laws so they are current.

Vice President for Academic Affairs

Joe Keegan reported:

- Joe expressed his thanks for the support of the board and he looks forward to working with them on his next endeavor. He expressed thanks and his gratitude to Steve Tyrell as well.
- Nursing pinning's are complete. Tonight will be the awards ceremony.
- The Associates degree in Nursing on the Malone campus has been approved by NY State Education.
- The Teacher Ed track piece will be shared with the Senate on Monday and hopefully go to SUNY and State Ed soon.
- Advanced EMT; State Ed would like the College to create a teach-out program. The concern is if the sponsor, Mountain Lakes EMS, backs out students would not be able to complete the program.
- Workforce Development project has been successful and work continues.
- Tomorrow will be the first time the College will present a posthumous degree. There is a memorial today at 1pm to honor our student Andie Carpenter.
- Tana Hare earned her Master's in nursing, Kelly Rodriguez earned her doctorate in Psychology. Both achieved these milestones this year. Lynne Realye, Lynne Fisher-Kemp, and Larry McFaddin will be retiring this year.
- The board spoke briefly of the College's Bridge Program and strengthening the relationship between the College and the high school faculty. At this time there are 510 currently enrolled into College Bridge, of those number 119 have enrolled and have been admitted for Fall 2019.

Interim Vice President for Enrollment Management Report

Alex Parnia reported:

- Registration numbers are tracking well when compared to this time last year; currently up by 25%. 190 students currently registered. Next registration will be May 16th.
- Adult learner's recruitment is going well. Testing in the market, show the newspapers have the least response but direct mailings has proven to be the highest return on investment.
- Currently marketing at the Mohawk Tribe; instant registration days coming up.
- Second Chance Pell has been successful and is all due to the great work of Sarah Kilby.

Vice President for Administration/CFO:

Lisa Symonds presented in Bob Farmer's absence:

- Lisa shared with the board the April forecast for the year ending August 2019.
- Lisa answered questions related to the budget deficit. Currently, there are monies that are still projected to be received so year-end the balance will change in the Colleges favor.

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

The board recommended the following resolution:

Jerry Griffin recommended resolution 2018/19 | 18 that the North Country Community College Board of Trustees hereby approves the 2019-2020 budget for the academic year beginning September 1, 2019 and ending August 31, 2020. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

The board discussed the importance of creating metrics to go with the new positions to ensure return on investment.

President's Report:

Steve Tyrell reported:

- The College is tied with Monroe Community College as one of the most financially stable Community Colleges in the SUNY system.
- NCCC has the second best fund balance of all the community colleges in NYS.
- NCCC makes better decisions because they are transparent and perform shared governance.
- Two priorities for the campus community in relation to the institutional priorities. Design proposal will include the two when presented to MSCHE in June 2019. The board discussed the proposed priorities presented by Steve in his report.

NCCC Foundation:

No report.

NCCC Association:

No report.

Old Business

- Tim Burpoe recommended resolution 2018/19 | 19 that the North Country Community College Board of Trustees hereby approves the Saranac Lake campus master plan as it was presented to the College community on April 16, 2019. Gerry Griffin seconded the motion. The motion was approved unanimously (8-0-0).
 - The board discussed the next steps in presenting this plan to the counties. There was a suggestion to host an event to share the plan with the community to garner enthusiasm and support.
- Steve Reed signed the contract for the NCCCAP agreement with NCCC. It will then circulate between our sponsoring counties of Franklin and Essex.

New Business

Gerry Griffin recommended resolution 2018/19 | 20 that the North Country Community College Board of Trustees hereby approves the promotion for Chad Ladue from the rank of Asst. Professor to the rank of Assoc. Professor effective September 1, 2019 at Step 37 at \$79,721 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Gerry Griffin recommended resolution 2018/19 | 21 that the North Country Community College Board of Trustees hereby approves the promotion for Richard Martin from the rank of Asst. Professor to the rank of Assoc. Professor effective September 1, 2019 at Step 18 at \$54,522 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Gerry Griffin recommended resolution 2018/19 | 22 that the North Country Community College Board of Trustees hereby approves the promotion for Sarah Shoemaker from the rank of Asst. Professor to the rank of Assoc. Professor effective September 1, 2019 at Step 19 at \$55,849 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Gerry Griffin recommended resolution 2018/19 | 23 that the North Country Community College Board of Trustees hereby approves the promotion for Michael Shepard from the rank of Assoc. Professor to the rank of Professor effective September 1, 2019 at Step 31 at \$71,763 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Executive Session

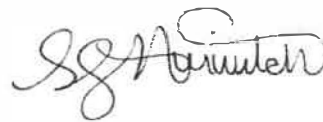
Anne McDonald made the motion to enter Executive Session at 12:14 p.m. in relation to *collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the 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). Steve Tyrell was invited to join the meeting at 12:15 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:30 p.m. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:50 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

Approved

Thursday, July 25, 2019

Motion: Anne McDonald

Second: Mary Irene Lee

Action: Unanimous (8-0-0)