



Board of Trustees Meeting Minutes

Thursday, May 25th, 2023 | 11:00am

Hybrid Meeting: HH-105, TI-210, & Zoom

Board Members Present: Steve Reed, Pete Suttmeier, Donna Wadsworth, Mary Irene Lee, Mark Moeller, Dan Kelleher, and Todd LaPage

Excused: Sam Weeks

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Sarah Maroun, Kim Irland, Kyle Johnston, Chris Knight, Erin Walkow, Scott Harwood, Dave Merrick, and Allison Warner. Essex County Supervisor Joe Pete Wilson, and members of the College community, joined as well.

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

Minutes

Mark Moeller made the motion to accept the April 28th, 2023, meeting minutes. Pete Suttmeier seconded the motion. The April 28th, 2023, meeting minutes were unanimously approved (7-0-0).

College Senate

No report

NCCCAP

No report

CSEA

No report

Board Chair Report

Steve Reed reported:

- Mark Moeller and Steve Reed's appointments will end in June 2023. Seth McGowan was selected by the Franklin County Legislature to serve out the remainder of Mark's term through June 30, 2028. Steve Reed has agreed to stay on for a few months while a new trustee is identified and appointed by Essex County.
- Members of the Board discussed assigning officers today instead of waiting for June 2023 when there are less attendees.

Terms to begin July 1, 2023

- Dan Kelleher nominated Pete Suttmeier as Board Chair for the year 2023-2024. Pete Suttmeier accepted the nomination. Mary Irene Lee seconded the nomination. The nomination was approved (6-0-1). Pete Suttmeier abstained.
- Mary Irene Lee nominated Dan Kelleher for Vice Chair for the year 2023-2024. Dan Kelleher accepted the nomination. Mark Moeller seconded the nomination. The nomination was approved (6-0-1). Dan Kelleher abstained.
- Mary Irene Lee nominated Todd LaPage as Secretary for the year 2023-2024. Todd LaPage accepted the nomination. Dan Kelleher seconded the nomination. The nomination was approved (6-0-1). Todd LaPage abstained.

Interim Vice President for Academic Affairs

Sarah Maroun updated her written report:

- NYS Dept. of Education approved the AAS Chemical Dependency Counseling degree to include online delivery.
- The Board discussed the current requirement for the Middle States Commission to review interim reports. Sarah explained the new process of the Annual Institutional Update (AIU), where colleges report each year rather than submit a

singular interim report. Sarah noted that the AIU is different from the onsite verification visit.

- The onsite verification visit is anticipated by October 2023. The Board agreed on the importance of having members of the Board onsite for the upcoming visit.
- Sarah also distinguished elements of the College Navigator program, specifically between the Advisor and Navigator roles:
 - The “Advisor” is an academic advisor who coordinates programs, courses, and schedules with the student.
 - The “Navigator” is someone who brings additional support, with direct outreach, to new students. This position is held by a college employee or student; they are paired with a student for consistency in communication. This program was created because the College identified the need through call-campaigns with students. These positions are interviewed and hired in collaboration with Student and Academic Affairs.
- The Cyber Security program proposal is currently under review by the NYS Dept. of Education. This review is taking longer because it is two colleges collaborating. If and when the program proposal is approved, it will likely be for January 2024 enrollment.

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- The Scholarships for Everyone campaign will be launched today. This campaign will run through late July. This scholarship umbrella is designed to bring all scholarships together. The scholarship is for every TYPE of student, henceforth the name.
 - Thanks are extended to the NCCC Foundation, SUNY Enrollment Grant, and SEM (Strategic Enrollment Management) Plan grants that were approved for funding this campaign.
 - Marketing for this campaign includes a press release in the coming week.
- The Board discussed additional scholarship opportunities and potential outreach

from the College and Foundation.

- The Deo B. Colburn Foundation, is a private scholarship available to applicants from our sponsoring counties. There was mention of the how the Enrollment department could identify those students and help them apply.
- Kyle noted that the NCCC Foundation website has links for applications for additional financial support.

Interim CFO:

Erik Harvey highlighted his written report:

- Shared with the Board the 5-year projection highlights and assumptions :
 - Assumes a 2% tuition increase year over year from 2024 through 2027.
 - County aid is assumed to stay flat.
 - New York State base aid will maintain the 100% floor rule for the years 2022-2026.
 - Salaries
 - Includes \$190K increase for contractual labor increases
 - Adjunct and overload are reduced due to process changes and program deactivations
 - Benefits are assumed to increase by 3%, mainly for health insurance
 - Non-personnel costs will assume a 1.5% increase in rent escalations and rising technology costs.
 - Foundation bonds will mature starting July 2025.
 - New initiatives are projected to yield \$2.6 million in revenue over the next 5 years.
 - Expense reductions have been identified to save \$690K per year, showing an estimated \$2.8 million over the course of the next 4 years.
- The Board discussed with Erik his 2023-2024 budget executive summary as it was written.
- The Board thanked Erik and his team for their hard work on the budget compilation and presentation. They voiced their appreciation and acknowledged

how the College, as a whole, has put in the time to find solutions to a long-term challenge.

- The Board discussed the fund balance and its history of growth and decrease. Erik explained how state support funds have helped the College through the pandemic.
- Joe thanked the board for their patience in allowing the College to work through the budget. He shared the struggles the College has faced with the budget both during the pandemic and its aftermath.

Board moved to approve the following resolutions:

- Pete Suttmeier made a motion to the floor that the North Country Community College Board of Trustees hereby approves the April 2023 financials are approved as they were shared and presented. Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0).
- Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the 2023-2024 Operating and Capital Budget as it was shared and presented. Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0)

Associate Vice President of Student Affairs

Kim Irland added to her written report:

- The Board discussed the athletic funds provided by LEAF grants. Both Erin Walkow and Chad Ladue are working together on a new fundraising campaign that would add a new scoreboard and scorers' tower to the team shelters funded by LEAF.
- The College is hosting two professional development sessions this summer on gender identity and mental health. These are made possible by HEERF (Higher Education Emergency Relief Fund) dollars.
- The College will have a presence at Pride Festival's in Malone and Saranac Lake this summer.
- The Student Affairs department is assisting with developing training for the Navigator Collaborative project; training is slated for late July.

- After interviews were conducted, the College hired 18 people (10 students, 8 employees) as peer and professional mentors to work with new students.
- The official launch date, with outreach to new students, will be on August 1st, 2023.

President:

Joe Keegan added to his written report:

- Thanked the Board for their continuous support of the College.
- Thanked Board members Mary Irene Lee and Pete Suttmeier for their work with the Commencement. It was a wonderful and successful event.
- Extended farewell to colleagues: Both Kate Wells and Donna Whitelaw are retiring this year. They will be greatly missed and wished well for their retirement and future endeavors. In addition, Summer Dorr will be moving for a teaching opportunity with SUNY Alfred.
- This year the College had 5 colleagues who were recipients of a SUNY Chancellor's Award: Kelli Rodriguez, Kim Duffey, Sarah Kilby, Margaret Campion and Sydney Van Nest received this prestigious award. The board commented on the wonderful video presented at commencement.
- Joe highlighted Chris Knight and his instrumental work in highlighted and showing off the college.
- Capital projects are underway – crews on campus for lab reconstruction. Work will continue for each campus throughout the summer. There will be a ribbon cutting ceremony at the end of the work.
- Recent reception for advocacy efforts was well attended. It provided a moment on closing the efforts and laying groundwork for the coming year. Heartfelt thanks were extended to all supporters.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the updated Sexual Harassment Policy. Mary Irene Lee

seconded the motion. The motion was unanimously approved (7-0-0).

NCCC Association:

Stacie Hurwitch reported in Robert Rathbun's absence:

- Full attendance is anticipated in the dorms for Fall 2023.
- Reservations for summer use of the dorms are being made.
- Kim shared with the Board information on numbers when compared to old business.

NCCC Foundation:

Erin Walkow reported:

- The scholarship application for the 23-24 year will be open until next Friday. Thanks to endowed scholarships and donations from individuals and businesses, we have just about \$50,000 to award this year.
- Erin recently submitted a proposal for \$55K to Franklin County as part of the Franklin County Opioid Settlement. \$50K would be for scholarships for students enrolled in Human Services programs, and \$5K for marketing. Thanks were extended to Kathleen, Joe and Sarah for their help with the proposal.
- There is \$30K in outstanding asks for the Opportunity Scholarship for next year, but as of right now we have \$75K that can be awarded.
- Last Friday, Chad and Erin sent a fundraising appeal to the Hall of Fame alumni to purchase a new scorers' tower for the athletic field. In addition, Erin created a crowdfunding page that can be easily shared on social media and through email.
- At the last Foundation Board meeting, the decision was made to lower the asking price for the property for sale at Colony Court by \$15K and explore subdividing the property.
- With summer rapidly approaching, Erin is beginning to reach out to donors to set up meetings. She also plans to attend several events in the region over the summer to engage with donors and prospects.
- The Board discussed potentially influential figures that could assist in the

fundraising efforts; possible contributing letters of support. Joe and Erin voiced that they would reach out to solidify a positive relationship.

Old Business

None

New Business

None

Public Comment

Joe welcomed Essex County Supervisor, Joe Pete Wilson, who attended and shared news from the Essex County Board of Supervisors.

- Joe Keegan thanked Supervisor Wilson for his continuous work and ongoing support of the College.
- Supervisor Wilson noted he frequently meets with both Joe and Sarah to discuss the budget, and other items of interest of the College. He is an acting liaison between the College and the College's supporting County Board of Supervisors.
- Supervisor Wilson endeavors to continue his support and advocacy for the college.
- The Board thanked Supervisor Wilson for his ongoing support and strong relationship he keeps with the College.

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:25 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 attend the meeting at 12:26 p.m.

Adjourn

Mark Moeller 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,

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, NCCC Board of Trustees

06/29/2023

Motion: Pete Suttmeier

Second: Todd LaPage

Action: Unanimously Approve (7-0-0)