



Board of Trustees Meeting Minutes
Friday, November 18th, 2022 | 11:00am
Hybrid Meeting: HH-105 & Zoom

Board Members Present: Steve Reed, Mark Moeller, Pete Suttmeier, Mary Irene Lee, Jerry Griffin, Samantha Weeks, and Dan Kelleher

Excused: Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Brian Pelkey, Sarah Maroun, Kim Irland, Chris Knight, Erin Walkow, Dianna Dudley, Allison Warner, Scott Harwood, Dave Merrick, Rob Rathbun, Kyle Johnston, Kim Duffey, Brian O'Connor, Tina LaMour

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

Oath of Office:

Sam Weeks is sworn in as NCCC Board of Trustee, representing the student body.

- Sam introduced herself to the board and members of the college.
- Brian Pelkey served as notary for Sam Weeks' signature.

Minutes

Mark Moeller made the motion to accept the August 26th, 2022, meeting minutes. Pete Suttmeier seconded the motion. The August 26th, 2022, meeting minutes were unanimously approved (6-0-0).

College Senate

Allison Warner reported:

- October meeting was successful. They are working to become compliant with new SUNY General Education requirements.
- The Drug and Alcohol Use and Abuse Policy was reviewed and passed at the October 22 meeting.
- The following FCCC items are being proposed:
 - Finding mental health funding for college community
 - Diversity, Equity, Inclusion and Social Justice (DEISJ) Guidelines for teaching this new SUNY Gen Ed requirement
 - CC Advocacy for 23-24 funding proposal
- Senate committees are meeting regularly to develop various policies, including one on micro-credentialing. They will go through the shared governance process once drafts are completed and ready for review.
- Requested members of the Board sign up for future Senate meetings so the appropriate members can be included on future invitations and shared materials:
 - December: Mark Moeller
 - February: Steve Reed
 - March: Pete Suttmeier

NCCCCAP

Dave Merrick reported:

- Reviewing the status and salary structure of nursing instructors and the college's ability to retain nursing faculty while continuing to offer quality instruction.
- Currently working to ensure the college has a reliable technology plan in place for students and staff. This is a collaborative effort by all parties involved.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Steve Reed, Mary Irene Lee, and Pete Suttmeier will meet on Monday, November 21st with President Keegan to initiate the annual presidential evaluation.
 - To maintain transparency and good faith, Steve Reed plans to meet with various members of the college for their input on Joe's performance during the 2021-2022 academic year.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- General Education revisions are underway, with focus on the following:
 - Aligning programs to embed diversity, equity, inclusion, and social justice
 - Creating an oral communications component with speech fundamentals and public speaking
- AEMT certificate has been approved by the state.
- Recently received the SUNY Department of Labor Consortium Grant. This grant will help fund workforce development position, especially focused on health and human services workforce pathways. It will also include non-credit items that articulate with current credit programs, setting up a structure for potential students, while also meeting the training requests from the public. Currently, the number of funding opportunities opening are workforce specific.
- Members of the board discussed initiation of new and potential programs. Sarah shared what is currently under review, including a new coding non-credit offering.
- There was a brief discussion on potential grants to continue the efforts of training and instruction.

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- Recently kicked off first programmatic marketing series, with the first focus being on healthcare and nursing.
 - The series will then pivot to transfer programs that will be presented around the holidays.
 - Next campaign will be for Spring 2023 Registration which will be spread out between digital, traditional, and non-traditional getting as much exposure as possible.
- Application numbers are healthy for Spring 2023. Data shows that numbers for fall applications are up for next fall when compared to this time in 2021. It's early to gather accurate data but once available it will be shared with the college community.
- Members of the board talked about the percentages of applications. Kyle reminded

the board that since our applications are free, and the process is easy, which makes for more applicants. There was discussion on tracking indicators of applications and follow-through.

- Kyle shared with the board that there is a lot more foot traffic with campus visits; allowing them time to meet with faculty and other members of the college, giving them a unique experience.
- Kyle explained there is now a SUNY-wide push for potential students to enroll into more colleges. While the theory may work it does tend to inflate our numbers of potential students. Kyle is looking for ways to further incentivize these applicants to consider NCCC a serious option.

Interim CFO:

- Steve began by thanking Erik for his hard work and ability to share data in an informative and understandable way, making future decision making easier.
- Erik welcomed our new Bursar, Brenda Garver, and noted the college is looking forward to working with her as she brings with her a wealth of experience and knowledge.
- The auditors completed their fieldwork in October. This audit occurred months earlier than historically done. Due to the early preparation performed by Brian Pelkey, Comptroller, and his team the college was able to keep audit fees low.
 - Having the audit done early also allows the SUNY Annual report to get completed on time.
- Mary Irene Lee made a motion to the floor to accept the August, September and October 2022 financials approved as they were presented. Pete seconded the motion. The motion was unanimously approved. (6-0-0)
- Members of the Board discussed health of the fund balance as it related to similar community colleges our size. Erik explained our numbers and why colleges cannot always be grouped together for comparison as there are a lot of variables to consider.
- Members discussed the current numbers of in-state student and past projections as they relate today with new initiatives and new offerings replacing loss that has been recently evident.

Board moved to approve the following resolutions:

Mark made motion that the North Country Community College Board of Trustees approve the temporary appointment of Brenda Garver, to the full-time, 221-day, exempt appointment of Bursar, effective October 31, 2022 for the remainder of the 2022/23 academic year, at an annual salary of \$55,774. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Mary Irene made motion that the North Country Community College Board of Trustees approve the attached Operating Budget and Fee Schedule for the academic year beginning September 1, 2023 and ending August 31, 2024. Mark seconded the motion.

- There was discussion among the board with the reasoning behind the price sensitivity with potential students. Erik explained other avenues he explored to find ways to keep the cost lower. Kyle shared his experience with students coming into higher education and the reasoning behind some potential student's hesitation. Offering lower tuition and fees, as well as scholarships options, are essential in keeping students in higher education.
- Members of the Board and the Administrative team spoke of scholarships and other opportunities aimed for high school students, they discussed potential options in

obtaining opportunity scholarships as well as those that are merit based. There was also talk of types of high school diplomas and regent exams that can create a barrier for these students. Sarah voiced she will explore ways NCCC can help these potential students. She will also share with the Board data related to grading as it becomes available.

- The motion was carried unanimously approved (6-0-0).

Associate Vice President of Student Affairs

Kim Irland reported:

- Assembled ad-hoc Veterans Day Planning Committee; it was extremely successful and there are now plans to move forward to establish tradition at the college. She shared what the college did this year.
 - Veteran student scholarship, collaboration done with the NCCC Foundation.
 - Letter writing and care package campaign. There was a good showing of donations, and letters. These were then donated to a legion in Malone area to be sent to a regiment overseas.
 - Ticonderoga campus performed flag retirement ceremony, welcoming students, and members of the community. It was a well-attended and meaningful event.
 - The college also featured a Veteran student on website and social media.
- An important test towards ensuring the safety of the campus community will be performed later today. The college will be testing the new Singlewire and Everbridge Emergency Notification Alert system. This will be tested over the next few weeks.
 - Another nice feature is that they can also be used as another tool in an emergency weather event. If the college deems it unsafe to attend and needs to close.
 - This is an opt-in Emergency Alert program for faculty and staff. Multiple emails have gone out to employees offering the opportunity to join any time.

President:

Joe Keegan reported:

- Welcomed Sam Weeks to the Board. He shared that he is looking forward to meeting with her regularly to discuss the process and goals of the college as well as other areas of interest.
- He thanked the Board for their never-ending support of the college and its goals. He also extended a Happy Thanksgiving to the members of the Board and their families.
- Joe shared Board acknowledgements:
 - Jerry Griffin has been hired as the Superintendent of the Potsdam school system. Joe and members of the board wished him well in his new endeavor.
 - Mark Moeller has reported Homeward Bound, a veteran-based organization, recently received \$750K donation from the VA. Joe and members of the Board congratulated Mark on this huge donation for the organization.
- Joe updated the board on SUNY governor appointments. When he contacted our two potential governor appointed board members, they voiced they are still willing to wait for an appointment. In the coming weeks, Joe plans to reach out to local legislators and members of SUNY to see if they can assist in getting these appointments done so we can have a full board membership.
- The 2022-2025 CSEA contract was approved since board last met. Currently awaiting signatures of Essex County.
- Post-election transformed Franklin Co legislation. Joe will be reaching out to

- congratulate them on their new appointments. Additionally, he will introduce the college to the new legislators and ask for an opportunity to continue working together.
- JMZ Architects are still active in the planning phase of capital projects, they will be on site again in the coming weeks. The college received federal, state and covid relief funding allowing upgrades to nursing and science labs on all three campuses. Funding will also be used for HVAC upgrade to the Saranac Lake campus. Updates will continue to be shared as they are available.
 - Joe highlighted his work on the advocacy committee for NYCCAP, working with NYCCT and a professional lobbyist around state funding. There has been outreach to SUNY sector groups (including but not limited to the FCCC and student government) so there will be a single ask of state governor and legislators.
 - This ask will be for a retention of funding floor, 4% cost of living increase, and a continuance of \$60m of workforce development funding.
 - A flier will be shared soon with the board and the campus community to highlight this work.
 - All advocacy efforts will share the same message of investing in the community colleges.
 - SUNY Vice Chancellor is supportive in these collaborative efforts and recommended the voice be the same across the organizations.
 - Members of the board briefly discussed advocacy efforts.
 - Sarah explained Middle States looking for annual report to include more information instead of it being data driven. Then continue the 8-year review. They anticipate a 4-yr review to return and have some structure. Clarity on virtual visits- there is talk of evaluator and campus visit coming in Spring 2023 to visit and verify that reports are accurate. Details will be shared as they become available.

The board moved to approve the following resolution:

Jerry Griffin made the motion that the North Country Community College Board of Trustees approve Drug and Alcohol Use and Abuse Policy. Mark Moeller seconded the motion.

- Kim shared the new components on the federal laws; these laws supersede the state law that has been passed regarding the use of cannabis.

The motion was unanimously approved (6-0-0).

NCCC Association:

Rob Rathbun reported:

- The search continues to find a full-time live in manager for the Residents Halls. Angela Brice continues to fill in the primary duties of that role while also serving the college with her other equally important responsibilities.
- The Association will be retaining services of a part-time facilities coordinator.
- The Association was approved for insurance for the upgrades and redevelopment of the Essex dorm.
- Dining hall data projects show a modest surplus.
 - Currently 82 students this semester with meal plans.
 - Plans are in place to hold those numbers into the Spring semester.

NCCC Foundation:

Erin Walkow reported:

- Steve Reed expressed his thanks to Erin for facilitating and coordinating meetings between the Foundation and NCCC members of their respective boards.
 - Erin expanded and thanked the board members who have been attending.

- A small task force has been created to send a clear message of investing in the community college.
- There is a work for a solid development plan with the focus on alumni engagement.
 - National Radiological Technology week outreach has been made to these future graduates.
 - Currently working on an alumni story form and will create a landing page on the foundation website. Erin shared that collaboration with Chris Knight has been essential for these outreach efforts through the website.
 - Researching tools to gain a better understanding of philanthropic outreach to alumni
- The 2023-2025 Opportunity Scholarship is currently unable to offer support at previous levels. Other ways to support students are being researched.
- Erin reported that the annual appeal letters have been sent and she is currently sending solicitation to local donors.
 - She requested members of the NCCC Board of Trustees to consider contributing to the NCCC foundation and to share this message to those who may be interested.

Old Business

None

New Business

- Steve Reed proposed to the board of trustees to look at personnel between advancement and enrollment. He wants to look at other institutions and their fundraising teams to how they compare to NCCC. He would like the board to think about adding to the advancement office 3 part-time employees, which would double the advancement office budget. He shared the merits of increasing this department as well as potential risks. He requested to continue the discussion at the next meeting. He expressed the move could have potential to have significant reduction in annual deficit.
- Joe shared with members of the board the upcoming community-wide event on the Malone campus. On December 9, 2022, will be welcoming Santa to their campus. The event will include activities, lite refreshments for children and their families, and offer them the chance meet with Santa.

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:39 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 (6-0-0). Joe Keegan was invited to join the meeting at 12:39 p.m.

Adjourn

Mark Moeller made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). 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

01/27/2023

Motion: Mark Moeller

Second: Mary Irene Lee

Action: Approved (6-0-0)