



Board of Trustees Meeting Minutes | October 30, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Excused: Pete Suttmeier

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Kim Duffey, Shannon Warren, Jerrad Dumont

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

Oath of Office

Oath of Office was performed by Jessica Kemp, the College's Student Trustee. Steve Reed accepted the Oath as it was presented.

Minutes

Mary Irene Lee made the motion to accept the September 2020 meeting minutes as they were presented. Mark Moeller seconded the motion. The September 2020 meeting minutes were unanimously approved (7-0-0).

College Senate

Shir Filler reported:

- The Faculty Council of Community Colleges (FCCC) had their Fall plenary. It was a successful event, though reservations on how the Chancellor was hired. He voiced understanding and was open and transparent with the group. Shir shared with other colleges what NCCC is doing about Shared Governance and decision making highlighting our unique structure and mutual respect of each other.
- The next step is for the College to assess Shared Governance
- Senate revised the Computer certificate
- The Science department added a standalone online lab for Astronomy, which can be used for a lab/science requirement
- A senate committee for campus and student life has been revised to better accommodate the needs of the College.
- Steve Reed will attend the next Senate meeting on Friday, November 13th at 1pm

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- The board discussed the revised by-laws. He requested for questions or revisions for the by-laws as they were shared. Mary Irene Lee made a motion to approve the revised by-laws. Donna Wadsworth seconded the motion. The motion was approved (6-0-1).

Interim Vice President for Academic Affairs

Sarah Maroun highlighted the following:

- Remote Spring 2021 schedule was shared with students yesterday. Pre-registration will begin next week.
- Faculty meetings have been productive, and it was shared that teaching/learning online has several challenges. There is fatigue but everyone is moving forward successfully. The board briefly discussed the resources and their continued support to the faculty and the students.
- Student engagement was discussed. There is a potential app for students to form study-groups online. More news to come. It currently is being used as pilot program at Monroe Community College.
- Business department has been working on an employment continuing ed program which comprises of a survey to area business in hopes to help create learning opportunities for area employees.
- Middle States approved the request for Self-Study extension. Their visit will be Fall 2021, giving the College an additional 6-month window.
- The board discussed Sarah's report as it was presented; it included student attendance in the online setting
- Sarah shared with the board the upcoming call-campaign/outreach to students and seeing ways the college can aid for them to be successful.
- Jessica shared her perspective as a student and a class that she is attending; noted the dropout rate she is seeing with traditional students; those who prefer in person learning.

Vice President for Marketing and Enrollment Management

Kyle highlighted:

- The current marketing summary report from WORKSHOP. He gave a broad overview of the report. He explained everything the college did, through campaigns, and how it was measured. It gave a foundation for what the College will be doing moving forward with advertising.
 - There were key metrics on where the college did well and points where they were not successful. That money can then be repurposed for a different angle of marketing.
 - He spoke of how the college is targeting certain demographics
 - He shared previous enrollment push from Summer and Fall 2020 campaigns and their subsequent results. A lot of what was done through Fall 2020 campaign will be mirrored for Spring 2021.
 - As soon as the election is done, advertising will resume.
 - In addition, Kyle shared all the press releases and media mentions that were provided by Chris Knight.
 - Later this month an open forum will be held to go over the report in detail.
- Kyle's team is working on a four-part divisional plan for the College. There is a deadline for the first week of November so Kyle can merge the information. It will be shared with the College in December of 2020 for review and feedback. He is hopeful it can be put into motion for Spring 2021.
- The Fall 2020 North Country Live series just wrapped up. It has been successful, and the attendance continues to grow for each session. The College is already planning a winter/spring series. The board discussed the series and the availability to see the recorded versions. Kyle reported they would be archived as well.

Interim CFO:

Erik Harvey highlighted:

- Continue to work with SUNY on ways to best leverage to utilize the CARES fund.
- Lisa is working hard on Audit preparation and doing a great job.
- He reported his focus is now on the 2021 budget.
- He noted the college is going back into planning sessions for a five-year outlook. The fund balance could be extinguished by 2023-24 if no planning is made moving forward.
- For 2019-20 the fund balance was used to balance the budget by approximately \$9,000.

- He recommends planning for minimal financial support from the State.
- The current 2021 forecast is focused on the online learning environment. The College needs to consider the additional funding that will be incurred when the College comes back to campus.
- The board discussed future enrollment numbers and the report as it was presented by Erik. Kyle shared his thoughts on potential projections and related demographics as well as the success of the Opportunities Scholarship.
- Chris highlighted the work on the website homepage and sharing students' testimonials.

President's Report:

Joe Keegan reported:

- Thanked the board for their ongoing support of the College and all they do.
- Thanked the Faculty, Staff and the Administrative team for their hard work facing the challenges that have been created by this pandemic.
- Students from a recent town hall showed their appreciation of the faculty and their support.
- Joe welcomed Jessica Kemp as the new College's Student Trustee. He shared her experience with the College.
- North Country Live has been an incredible series.
- SUNY has instituted a requirement for Fall 2020 winddown plan. It has been shared with the task force and president's council. He and Tara will be meeting with Public Health next week to go over the proposed plan and what the mandatory testing means for the College.
 - As of now, there have been 2 positive student cases that were not on campus. They have recovered and it sounds their health has been restored.
- Spring 2021 plans intention is to mirror the Fall 2020 plan since there is a high potential of the virus rising over the next few months. The campus community agreed this is the best course of action and was wholly supported to put the safety and health first.
- Shared Governance working group recently met to discuss where the College stands with Shared Governance. The 2019 document was updated, and it will move back through the approval process. It will return to the board for their support at an upcoming meeting. Assessment of shared governance will begin soon.
- The Strategic Plan is still in draft form and moving through the departments for review, updates and suggestions.
- Joe brought the following resolution to the floor for the board to consider:
 - Jerry Griffin made a motion to that the North Country Community College Board of Trustees hereby approves the promotion of Erik Harvey from Comptroller to interim Chief Financial Officer starting the academic year beginning September 1, 2020. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)
 - The board shared their appreciation of all the hard work Erik Harvey and Lisa Symonds have shown these past few months.

NCCC Association:

Shannon Warren reported:

- Book Sales ended successfully. Students provided positive feedback of curbside pick-up and delivery.
- Gift wrapping orders will start soon.
- Buildings not in occupancy are doing okay.
- Looking forward to future options of dining options. Vendors are being explored.
- Association Audit will take place next week.
- Members voiced appreciation for Shannon and her team to adapt to the changes that they were faced.

NCCC Foundation:

- Dianna reported the annual appeal will be sent in November 2020.

Old Business

- Board self-evaluation was successful. There were two areas that showed the need for improvement Fundraising and Trustee Orientation Process. The board evaluation showed they collectively felt they were doing a good job

and will work on areas where improvement is needed. Stacie will share the results with the board.

New Business

- It was confirmed that the Board is available to meet at their next session on November 20, 2020.

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:08 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. Mark Moeller seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 12:08 p.m.

Mary Irene Lee made a motion to adjourn executive session at 12:30 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0).

The board moved to approve the following resolutions:

- Mary Irene Lee made a motion to that the North Country Community College Board of Trustees hereby the promotion of Jerrad Dumont for promotion from the rank of Instructor/A5 to the rank of Assistant Professor/A4 effective September 1, 2020 at Step 21 at \$58,996. This position is currently funded in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)
- Mary Irene Lee made a motion to that the North Country Community College Board of Trustees hereby approves the promotion of Donna Whitelaw for promotion from the rank of Instructor/A5 to the rank of Assistant Professor/A4 effective September 1, 2020 at Step 15 at \$50,960. This position is currently funded in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)
- Mary Irene Lee made a motion to that the North Country Community College Board of Trustees hereby approves the promotion of Becky LaDue for promotion from the rank of Assistant Professor/A4 to the rank of Associate Professor/A3 effective September 1, 2020 at Step 30 at \$71,052. This position is currently funded in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)
- Mary Irene Lee made a motion to that the North Country Community College Board of Trustees hereby approves the promotion of Thomas McGrath for promotion from the rank of Assistant Professor/A4 to the rank of Associate Professor/A3 effective September 1, 2020 at Step 14 at \$49,620. This position is currently funded in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)
- Mary Irene Lee made a motion to that the North Country Community College Board of Trustees hereby approves the promotion of Kelli Rodriguez for promotion from the rank of Assistant Professor/A4 to the rank of Associate Professor/A3 effective September 1, 2020 at Step 16 at \$52,299. This position is currently funded in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)
- Mary Irene Lee made a motion to that the North Country Community College Board of Trustees hereby approves the promotion of Allison Warner for promotion from the rank of Assistant Professor/A4 to the rank of Associate Professor/A3 effective September 1, 2020 at Step 16 at \$52,299. This position is currently funded in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)
- Mary Irene Lee made a motion to that the North Country Community College Board of Trustees hereby approves the promotion of Donna Whitelaw for promotion from the rank of Instructor/A5 to the rank of Assistant Professor/A4 effective September 1, 2020 at Step 15 at \$50,960. This position is currently funded

in the 2020-2021 operating budget. Mark Moeller seconded the motion. The motion passed unanimously (7-0-0)

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:00 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

DRAFT

11/20/20

Motion:

Second:

Action: