

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, October 25, 2018 | Malone Campus

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

Excused: Mary Irene Lee, Dan Kelleher.

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Lisa Symonds, Diana Fortune, Lisa Symonds, Erik Harvey, Chris Knight, Bruce Rowe, Joe Pete Wilson, Beth Quinn, David St. Germain, Frank DiFiore, and Jesse Thompson.

Board Chair, Steve Reed, called the meeting to order at 11:01 a.m.

Approval of Minutes

Anne McDonald made a motion to approve the September 2018 minutes. Pete Suttmeier seconded the motion. The September 2018 minutes were approved unanimously (7-0-0).

College Senate

Bruce Rowe reported in Sarah Kilby's absence:

- September senate meeting had a discussion of the Middle States report. Focus for the College has been on assessment. Senate also discussed Path to Potsdam, the proposed School of Applied Technology, and College potentially becoming a smoke free campus.
- FCCC plenary occurred in September. They passed unanimously the funding proposal resolution brought to the council by the Community College presidents. Other resolutions included childcare support and diversity/inclusivity policies.
- Next College Senate meeting is October 26, 2018. Mark Moeller voiced he will attend.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

Joe Keegan highlighted his report:

- A lot of effort and energy this month has been put towards Middle States and assessment.
- Second round of furniture replacement on Malone and Saranac Lake campuses has been completed. This upgrade in furniture is in conjunction with the strategic plan.
- Academic planning and strategic plan updates have been on-going. The College has successfully demonstrated efforts on strengthening stakeholder outreach.
- Continuing Education and community relationships have been fostered, much by the work of David St. Germain with International Paper in Ticonderoga.

- The College is continuing to work on enhancing professional development opportunities. Several faculty and non-teaching faculty have been participating in conferences and events off campus this semester.
- A small team met with associated colleges of St. Lawrence and Franklin Counties to explore opportunities for future collaboration; between professional development and student engagement. Colleges involved in the discussion were NCCC, SUNY Jefferson, PSC, SUNY Canton, SUNY Clarkson, and SUNY Potsdam.
- The College is working to foster a growing relationship with the Akwesasne Reservation and creating programs to make available to their students. They are looking for NCCC's help with offering foundational education such as English 101, etc. Many of these students would likely be first generation. The conversation is planned to continue in the near future.
- The following programs – AEMT, Nursing and Entrepreneur for Malone, are all reported to be at NYS Education for review.
- The Teacher Education track, noted in the Strategic Plan, is being explored and revamped. Both SUNY Plattsburgh and SUNY Potsdam are providing their perspective on the program and it has been helpful.
- College Bridge program has added another 63 students, which brings the FTE count to 180. These numbers are very good.
- The board briefly discussed Second Chance Pell and its possible future. The government will decide its continuation in the Spring-summer of 2019. It was mentioned that there has been a great deal of national support for similar programs.

Dean of Admissions Report

Chris Tacea reported:

- Admissions team did an excellent job at the College fair on October 4. Over 60 Colleges participated with over 300 high school students in attendance.
- Lisa, Bob, Scott and MaryEllen were commended for their hard work related to completing the FISAP. It helps our students tremendously with loan dispersals.
- Dashboard will be put back in November report.

Vice President for Administration/CFO

Bob Farmer shared the preliminary August 2018 financials and reported:

- Lisa Symonds recently shared proposed 2019/2020 documents to budget coordinators. Budget coordinators are to specifically note how their proposed budget requests tie in with the current Strategic Plan.
- Team met with the College auditor and found the conversation to be helpful. The College is gearing up for its next Audit (2017-18) in the coming months.
- There is a new GASB policy affecting all sponsoring counties and government entities. Bob will be reaching out to our Sponsoring Counties to further discuss.
- Recently, the College respectfully requested a meeting with the sponsoring counties of Essex and Franklin to discuss the current and future plans for the College. Legislator Dabiew responded that he will work on a date and get back to us. At this time, no further news from either county has been received.
- Bob Farmer shared the preliminary 2017-2018 results with the Board. The College will know more once the audit is completed.
- Diana Fortune and Bob Farmer will work together to create a line item regarding budget needs related to the Presidential Search.

- Jerry Griffin moved to accept the financial report from Bob Farmer. Pete Suttmier seconded the motion. The August 2018 preliminary financials were unanimously approved (7-0-0).

President's Report

Steve Tyrell reported:

- Steve Tyrell acknowledged the hard work and dedication that Chris Tacea has brought to the College and the executive team. He had worked to create a new brand for the College and create additional exposure on the web. The College wishes him well with his new endeavor.
- MSCHE small team visit occurred in September and they noted the College showed assessment to be improved over the year. However, institutional research reports demonstrated strong evidence of years of assessment activities completed by the faculty. It is evident that the College has a sustained and organized approach to assessment and will continue the same approach in the future. It is the College's hope that their response to Middle States, which shows these years of data clearly, will help the MSCHE board decide their next steps with NCCC.
- JMZ and the College's sub-committees are hard at work with regard to the proposed School of Applied Technology. The business council has met first with the JMZ team, and the other committees will meet with the team as well. A draft and final report of JMZ's findings is anticipated by early December.
 - The board discussed the JMZ study and their timeline.
- The working group with YMCA recently toured Saranac Lake to find ideal locations to potentially hold YMCA related activities and services. They will meet again in December to discuss possibilities.
- Shared Governance working group anticipate feedback from the College soon regarding Shared Governance documents.

NCCC Association:

Beth Quinn reported:

- The Association is rebranding the residence halls to increase visibility to the outside community. Currently, there are 78 rooms in use with the potential to house up to 18 more students. They offer suite-style living with an off-campus feel.
- ALICE Training is still available to those who are able to attend. Next session will be on October 26th with more to come.

NCCC Foundation:

Dianna Fortune reported:

- She is the chair of the Presidential Search Committee. Any questions regarding the progress of the search will be made available on a future webpage.

Old Business:

- Jesse Thompson, our consultant with the Presidential Search Firm, shared with the board the search process and next steps. He thanked everyone involved for their time and participation during the focus groups yesterday. They were extremely helpful in learning more about the needs of the College and area stakeholders.

New business:

None.

Public Comment:

None.

Executive Session

Jerry Griffin made the motion to enter Executive Session at 12:05 pm. 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). Steve Tyrell was invited to join the meeting at 12:06 pm.

Pete Suttmeier made a motion to adjourn executive session at 12:50. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0).

Tim Burpoe motioned that the administration contact the executive placement firm, the Registry to assist the College in the identification of an interim senior enrollment management officer who will serve in this role until a new senior enrollment management officer is hired. Anne McDonald seconded the motion. The motion was passed unanimously (7-0-0).

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Courtney Oakes seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 12:52p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

November 30, 2018
Motion: Anne McDonald
Seconded: Mary Irene Lee
Passed: Unanimous (7-0-0)