

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, September 28, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Anne McDonald, Mary Irene Lee, Dan Kelleher, Mark Moeller.

Excused: Pete Suttmeier, Jerry Griffin and Courtney Oakes.

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Lisa Symonds, Erik Harvey, Diana Fortune.

Board Chair, Steve Reed, called the meeting to order at 12:30a.m.

Approval of Minutes

Mary Irene Lee made a motion to approve the August 31, 2018 minutes. Anne McDonald seconded the motion. The August 31, 2018 minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported:

- First meeting was held on Sept. 14, 2018.
- Next meeting will be October 26, 2018. Mark Moeller will attend and represent the board.
- Thank you to those who attended Second Chance Pell graduations ceremonies. The events were motivational and moving. The next round of graduations are anticipated for December 2018.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Sponsoring counties of Essex and Franklin have not responded regarding their anticipated participation on the presidential search committee. Steve Reed will reach out to follow-up with them early next week.
- There is a potential acquisition of land adjacent to College property in Saranac Lake. The available land could be used for a lacrosse field and other team sports, and the house could possibly be a future residence for a president. There is much to be considered prior to this potential land discussion becomes a reality.

Vice President for Academic Affairs

Joe Keegan reported:

- Incredible effort for the FCI and Bare Hill graduations with Second Chance Pell. Board discussed how inspirational those events are for all who participate and attend.
- Potential candidates for International Paper have attended the first offering of a 'School to work Program'. Held on the Ticonderoga campus, the program had proven to be a successful

experience. Board discussed the merits of making the news public, Joe Keegan and Chris Knight will work to draft an article to the public.

- NY State Education approved the English Advising track. Joe Keegan explained what this track will do for our students.
- AEMT and Nursing in Malone had been approved by SUNY and resides with NY State Ed.
- College Bridge group is making its way in the North Country region to check in with our high school students.
- Judy Steinberg, Lynne Kemp, Lynne Reale and Larry McFaddin are all slated to retire the end of this academic year. There are several searches underway to replace these position and those that are at the end of their third year of temporary employment.
- Northern Borders P-Tech program is active. It allows students to do their first two years with Northern Borders BOCES and then begin two years with us in Malone.
- Joe explained the new requirements to the resolution below. It offers clarity and additional articulation to process. As we're traveling for recruitment now, the approval is appreciated.

The board acted on the following resolutions:

Dan Kelleher recommended resolution 2017-18 | 39 that the North Country Community College Board of Trustees hereby approves the updated admissions requirements for the LPN Certificate and the AAS Nursing program effective with the Fall 19 semester. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Dean of Admissions Report

Steve Tyrell reported in Chris Tacea's absence:

- Applications are similar to the numbers we had last year. Enrollment is down between 40-50 FTEs for Fall 2018 enrollment. In the past, we have worked to make up a bump in Fall enrollment through additional registration day, spring enrollment, recruitment in College Bridge, and other avenues to create ways to increase our numbers and balance our annual budget. We are also meeting to look at where we can make cuts in the operating budget in the event that we do not recover from this Fall 2018 enrollment drop. Our goal is to boost enrollment in programs that have not seen higher numbers as of late.
- Chris Tacea is working to create a marketing strategy to bundle academic programs as a way to increase enrollment in under-enrolled programs. The discussion will go more in depth at the next President's Council meeting.
- Admissions team is currently traveling to recruit for fall 2019.
- Admissions team will share a response to the Senate's Enrollment Committee's recommendations provided to the administration at the end of the Spring semester. Chris and Meredith will respond sometime in October.

Vice President for Administration/CFO

Bob Farmer reported:

- The Audit Committee to review the 2016/17 Audit in October.
- Financials will be presented at the October 25th board meeting.

The Board discussed the merit of the NCCC team routinely attending county meeting and providing regular updates regarding the status of the College. Stacie Hurwitch will design and share with the College's sponsoring counties a report of the upcoming travel calendar for the Admissions team, in particular where the calendar highlights high school visits.

President's Report

Steve Tyrell reported:

- Middle State Commission on Higher Education (MSCHE or Middle States) small team visit concluded today. Steve Tyrell explained the results of their findings and that a formal report is expected next week. The College did receive 8 commendations from the visiting team on the good work the College had done in the past year with regards to Shared Governance, Financial Sustainability and Assessment. Once we receive the formal report, the College will have the opportunity to respond. The MSCHE Commission will meet in middle November to review the findings of the visiting team and our response. If the Commission were to agree that the assessment standard indeed had not been met, then they will have to respond again (and likely as early as the Spring semester).
 - The board discussed this outcome of the Middle States visiting team tentative report with meeting attendees. They voiced that Joe Keegan, Sarah Maroun and the faculty have done an exceptional job with meeting the standard regarding assessment in a way that it is sustainable.
- JMZ Architects anticipate meeting in October with the advisory board's councils regarding the potential School of Applied Technology. Recently, JMZ met with the faculty for an informative and beneficial conversation regarding faculty views of the program.
- Potential collaboration with the YMCA and community stakeholders continue to discuss the benefits of offering various programs to the community. At this time it is essential that the College review and determine the future of the pool at the Sparks Athletics Complex. Decision must be made at the end of the fall semester. The board discussed the benefits of having a pool open to the community. They recommend the College administration held an open community session regarding the views of having the pool open or closed indefinitely.
- The Shared Governance document has been circulated and is under review by the College community. There has not been much feedback at this time. A reminder to the community will be sent in the near future to gather more opinions on the accuracy and updates of the document.
- SUNY Vice Chair Tish will be visiting the Saranac Lake Campus on October 10. Stacie Hurwitch will make arrangements for a successful fluid visit.
- Thanks extended to Stacie Hurwitch, Chris Knight and Gina Pollack for their hard work in arranging and holding the employee celebration on Mount Pisgah. It was a wonderful event.
- The College continues to explore options with regards to marketing non-traditional students. Some strategies are already in place. There will soon be discussions around bundling programs and the benefits of such a strategy.

NCCC Association:

None.

NCCC Foundation:

Dianna Fortune reported the annual appeal for raising scholarship funds will be starting the end of October.

Old Business:

Steve Tyrell reported that a meeting occurred between himself, Dan Kelleher and Steve Reed to review and discuss the three companies that submitted proposals regarding the Presidential Search. All three companies were very competent however the proposal from RH Perry more aligned with the needs of the College. RH Perry had been recommended to the board. The Board agreed that regular updates to the College is imperative.

The following resolution as brought to the floor and the board acted:

Dan Kelleher recommended resolution 2017-18 | 40 that the North Country Community College Board of Trustees hereby approves Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0). Steve Tyrell will move to begin contract arrangements with the company.

New business

None

Public Comment:

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 13:21pm. 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.* Tim Burpoe seconded the motion. The motion was passed unanimously (6-0-0). Steve Tyrell was invited to join the meeting at 1:32pm.

Tim Burpoe made a motion to adjourn executive session at 2:15p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Tim Burpoe 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 2:15p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

October 25, 2018

Motion: Anne McDonald

Seconded: Pete Suttmeier

Passed: Unanimous (7-0-0)