

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES

Thursday, June 28, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Anne McDonald, Mary Irene Lee, Dan Kelleher, Mark Moeller, Pete Suttmeier, and Jerry Griffin.

Excused: Joe Costa

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, Stacey Mascia-Susice, Frank Difore, Joe Pete Wilson, Joe Keegan

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

Approval of Minutes

Mary Irene Lee made a motion to approve the May 11, 2018 minutes. Tim Burpoe seconded the motion. The May 11, 2018 minutes were approved unanimously (8-0-0).

College Senate

No report

NCCCAP

No report

CSEA

No report

Board Chair Report

Steve Reed reported:

- Members of the Board met with Franklin County representatives on June 22, 2018.
- Steve Reed had a meeting with Gary Douglas, North Country | Regional Economic Development Council (NCREDC) for an initial conversation about a potential relationship between NCREDC and the College.
- Recent meeting with Saranac Lake Board of Cooperative Educational Services (BOCES), and Anthony Hayden from the Labor Department, went well.
- June 28 at 7pm, together with the Ticonderoga Revitalization Alliance, the College will hold another meeting on the Ticonderoga campus. A large contingent of stakeholders plan to attend.

Vice President for Academic Affairs

Steve Tyrell spoke in Joe Keegan's absence and guided the board in reviewing personnel resolutions. Barring no comments or concerns, the board agreed to pass the resolutions regarding Academic Affairs as one.

The board acted on the following resolutions:

Mark Moeller recommended resolution 2017-18 | 39 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marcie Sullivan-Marin, to the full-time,

nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$44,019. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 40 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Mathew Fleming, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$41,380. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 41 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marcus Painter, to the full-time, nine-month, 164-day, exempt appointment as Math Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$37,421. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 42 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Jennifer Barrett, to the full-time, nine-month, 164-day, exempt appointment as Interim Director of the Massage Program for a one year term effective with the 2018/2019 academic year, at an annual salary of \$54,576. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 44 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Chad Czelusniak-Serviss, to the full-time, nine-month, 164-day, exempt appointment as Business / CIS Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 45 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Summer Dorr, to the full-time, nine-month, 164-day, exempt appointment as Humanities Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$38,741. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 46 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Tana Hare, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$44,019. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 47 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Thomas McGrath, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator and Social Science Instructor for a one year term effective with the 2018/2019 academic year, at an annual salary of \$41,380. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 48 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Lisa Williams, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Mark Moeller recommended resolution 2017-18 | 49 that the North Country Community College Board of Trustees hereby approves the appointment of Sarah Maroun, to the full-time, 261 day, exempt appointment as Associate Dean of Academic Affairs effective May 28, 2018 at pro-rated annual salary of \$92,700 for the remainder of the 17/18 academic year. Dan Kelleher seconded the motion. The resolution was approved unanimously (8-0-0).

Steve Tyrell acknowledged Tara Smith for her hard work in helping the College move these searches forward and with assisting search committees and staff with the annual evaluation process.

Dean of Admissions Report

Chris Tacea highlighted his report:

- Report has been updated as of yesterday. Dropped from 5.9 deficit to 4. And increasing from data compared to last year.
- New Student Registration is this week. Data will be reviewed the following week to evaluate how the College is trending for Fall 2018.
- Chris voiced that the Admissions team has been working closely with SUNY Potsdam. The transition of the students to Potsdam has been successful. Student testing and Financial Aid was completed; students are successfully repackaged.
- SUNY Professionals conference in Cortland, NY – highest ratings of the conference in a long time. Public thanks to Meredith Chapman and Rachel Gebhart for their hard work in making the conference a huge success.
- Financial Aid reported 470 students packaged so far this year. New software has shown the paperwork and process is more fluid and accurate.
- Instant-Admit days throughout the summer will continue to occur in addition to the registration weeks. These special events have proven successful in adding to our numbers.
- Jerry Griffin led a brief discussion regarding the Bridge Program and the desire to continue dialogue between the College and area high school counselors regarding the program and how it can bridge students into the College when they graduate. He offered to speak with Sarah Maroun to further the discussion about current habits within area high schools and how NCCC can help.

Vice President for Administration/CFO:

Bob Farmer highlighted the proposed budget and fee schedule for the 2018-19 academic year. This new schedule would supersede the one previously approved on May 11, 2018.

- Bob Farmer shared and reviewed with the board the audit report (2016-17), current financials and budget. The audit committee will meet in the coming weeks to review the report with the auditors. He noted the 2018-19 budget supersedes what was in the original packet.
- There was a brief discussion about the future of Second Chance Pell.
- Members discussed the five-year financial plan in correlation to the current proposed 18-19 budget. Steve Tyrell noted the revised plan will be reviewed by the board soon. It will include

plans in place on program development and how the College will address the possibility of projected declining enrollment in the future.

- There was discussion and agreement amongst the board to moving monies from reserved fund and put it into the revenue line of the 2018-19 operating budget so that it shows a balanced budget.

The board acted on the following resolution:

Tim Burpoe recommended resolution 2017-18 | 51 that the North Country Community College Board of Trustees hereby approves the operating budget and fee schedule as presented for the academic year beginning September 1, 2018 and ending August 31, 2019. Pete Suttmeier seconded the motion. The resolution was approved unanimously (8-0-0).

President's Report:

Steve Tyrell reported:

- There has been a great deal of travel to professional association's annual events and meetings for the community college sector.
- An updated Strategic Plan was recently shared with members of President's Council. There are currently 20 items in progress, with 4 that are not scheduled to move forward until a later date.
- Steve Tyrell will be attending a meeting in Lake Placid on June 29, 2018 with Presidents Esterberg and Szafran regarding Path to Potsdam and the service area agreement.
- There is a working draft of the Middle States Monitoring Report. Shir Filler is working on the editing piece and her work is appreciated. The final draft will be shared early August, with an open forum scheduled for August 30. This report is a one year update expected September 1, 2018. The College is meeting all requirements that have been set by Middle States and are confident of the hard work that we, as a College, have been performing. Notably, the work related to student learning outcomes assessment is ongoing but going extremely well.
- Steve Tyrell discussed the progress on the viability study regarding the potential School of Applied Technology.
 - The Request for Proposal (RFP) has been completed. The applications were due June 16: there were 5 firms interested in the project; 2 offered proposals.
 - The review committee, which consisted of 2 faculty members, 2 staff and 1 board member have met and provided a recommendation to the President.
 - Tim Burpoe explained the process that was used to review and score the submitted proposals. The review committee voted unanimously for JMZ Architects. JMZ has a solid foundation of knowledge of the College, as well as NY state requirements.
 - There was discussion to also have an advisory group comprised of members of the College, local leaders, trade unions, BOCES and other stakeholders. Steve Reed mentioned the need of a webpage which would share current progress to all interested parties.
- Community stakeholders met with YMCA again on June 27, 2018. Members of this working group continue to analyze the survey material and comments from the open forum. There are certain gaps in services already highlighted and seeing what direction the College could head. Discussions will continue in the coming months.
- Pete Suttmeier voiced there was some interest in MakerSpace-Incubator proposal for Saranac Lake. The College expects to see more in the near future. Steve explained the village put in a

grant for this project; they approached the NCCC and Paul Smiths College to gauge interest. If grant is not approved they still want to go forward with the concept.

The board acted on the following resolutions through one vote:

Pete Suttmeier recommended resolution 2017-18 | 43 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Angela Brice, to the full-time, twelve month, 221 day, exempt appointment as Assistant Director of Student Life for a one year term for the 2018-19 academic year, at an annual salary of \$46,658. Mark Moeller seconded the motion. The resolution was approved unanimously (8-0-0).

NCCC Association:

No report.

NCCC Foundation:

Dianna Fortune reported the Ginsberg Family Scholarship will award \$20K for 2018-19.

Old Business:

Update on Academic Planning Retreat | July 26, 2018 @ 9am | Lake Clear Lodge. There will be a brief board meeting at 8am.

Joe Keegan will lead the retreat. This will be an informational session in regards to academic planning, all faculty are encouraged to attend and participate in the conversation. A packet will be available prior to the retreat shared in advance.

New business

- The board discussed changes regarding the proposed calendar.

The board acted on the following resolutions through one vote:

Mary Irene made a motion that the North Country Community College Board of Trustees hereby approves resolution 2017-18 | 52 2018-19 Board of Trustees meeting schedule as presented. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

- Members of the Board publically thanked Joe Costa for all his hard work these past two years as a student trustee; he will be missed as a member of the board.

Public Comment:

None

Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:09pm. 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 (9-0-0). Steve Tyrell was invited to join the meeting at 12:10pm.

Tim Burpoe made a motion to adjourn executive session at 1:05 p.m. Jerry Griffin seconded the motion. The motion was approved unanimously (9-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (9-0-0). The Board meeting was adjourned at 1:06PM p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

August 31, 2018
Motion: Anne McDonald
Seconded: Pete Suttmeier
Passed: (6-0-0)