



*Board of Trustees Meeting Minutes*

*April 29th, 2022 | 11:00am*

*Hybrid Meeting: HH-105 & Zoom*

**Board Members Present:** Steve Reed, Pete Suttmeier, Mary Irene Lee, Donna Wadsworth, Jessica Kemp, Dan Kelleher, Mark Moeller

**Excused:** Jerry Griffin

**Others Present:** Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Kyle Johnston, Scott Harwood, Chris Knight, Sarah Kilby, Lee Susice, Tara Smith, Rob Rathbun, and Kim Irland

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Board Chair, Steve Reed called the meeting to order at 11:02 a.m.

**Minutes**

Pete Suttmeier made the motion to accept the March 18<sup>th</sup>, 2022 meeting minutes. Dan Kelleher seconded the motion. The March 18<sup>th</sup>, 2022 meeting minutes were unanimously approved (7-0-0).

**College Senate**

Sarah Kilby reported:

- Members of the Senate have reviewed and approved all the resolutions that will be presented to the board today.
- Final semester meeting will be May 13<sup>th</sup>, 2022; Steve Reed will attend.
- New officer elections for the next academic year will occur at this upcoming meeting. New senate chair will be announced and begin their duties on June 1<sup>st</sup>, 2022.

**NCCCAP**

Lee Susice reported:

- Contract negotiations are close to being complete.

**CSEA**

No report

**Board Chair Report**

Steve Reed reported:

- Talks with the President have been in process on the progress of the action plan for the balance budget. This action plan is due to the Board at May 26<sup>th</sup>, 2022 meeting. Meetings will continue until the plan is due.
- Members of Long Range and Strategic Planning committee have been working hard to give the administration feedback on the proposed priorities which were raised by the community.

**Interim Vice President for Academic Affairs**

Sarah Maroun reported:

- There are nine instructional days left. All are looking forward to award, nursing, and commencement ceremony.
- Sarah expanded on her report which noted the approvals for distance learning courses for next year.
- Members of the board briefly spoke on the partnership with Herkimer. They voiced appreciation for the College's hard work in growing programs and availability to students.

Board moved to approve the following resolutions:

- *Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves NCCC to submit a proposal for a jointly registered AS degree with Herkimer Community College in Cybersecurity and Digital Forensics to SUNY and NYSED for approval. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0)*
- *Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves NCCC submit a proposal for a one-year Teaching Assistant Certificate program to SUNY and NYSED for approval. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0)*

Vice President for Marketing and Enrollment Management

Kyle Johnston updated his report:

- In-person college fairs will begin again this Fall.
- Campus visits continue and have been regular
- Numerous avenues for student outreach continue
- SEM Planning process workshops have been productive and valuable
- Promotion efforts for summer courses continue
- There has been a notable increase in the College's web traffic. There are monies available to use to entice people to join summer session.
- Members of the board spoke with Kyle on the SEM planning process and the involvement of stakeholders outside of the college. Kyle expanded on his talking points of the process.
- Kyle explained the color coding used in the diagrams that are presented in his written report. He suggested showing the live report during executive session to view more details on the shared data.
- Members spoke of the enrollment status in relation to post-pandemic class presentations (synchronous / asynchronous). Kyle explained what it could look like, but it would be up to the faculty and their program/class design to see what would work best for our students. Sarah expanded on Kyles comments.
- Lee shared his experience with teaching online. He explained the benefits he sees the students experience by having both options of the learning environments.

Interim CFO:

Erik Harvey reported:

- Explained the work performed by his team to tighten up the financials. He voiced his appreciation to their dedication to creating a comprehensive process and their hard work.
- Shared the Capital Asset Policy proposal. He voiced his request was based on an antiquated formula for threshold and the reasoning for the change. Prior to creating the proposal, he has consulted with SUNY and modeled the policy proposal after them. Members of the board moved to hold the resolution until further evaluation can be made.
- Explained the one-time deal for the Student Debt Relief proposal which will be voted on momentarily.
  - Members of the board discussed the possible burden the student incurs without the debt relief

*Mark Moeller made motion to the floor that North Country Community College Board of Trustees approve the March 2022 financials as they were presented. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).*

Board moved to approve the following resolutions:

- *Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the use of HEERF funds to reimburse the College and forgive outstanding student debt incurred during the pandemic period (March 11<sup>th</sup>, 2022 through June 30<sup>th</sup>, 2023). Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0)*

## Associate Vice President of Student Affairs

Kim Irland reported:

- Requested that the Board draw attention to counseling partnership with Citizen Advocates noted in her report. Allocations were extended to June 2023.
  - Members of the board discussed student behavior report numbers. Kim explained how the case management system collects that data.
- Kim brought to the board the below resolution for their consideration. She explained the reasoning to this increased fee proposal and explained the position of athletics within the Association. The Association will remain the bulk provider for the finances, but the fee will help support the successful continuation of athletics. It has been assessed that this fee proposal is far beneath what our fellow community colleges request on average.

## Board moved to approve the following resolutions:

*Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves an annual incremental fee increase of \$25/semester to the Athletic Fee beginning in 2022-23 and ending in 2025-26. This will result in a semester Athletic Fee cap of \$100 in 2022-23, \$125 in 2023-24, \$150 in 2024-25, and \$175 in 2025-26. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).*

## President:

Joe Keegan reported:

- Thanked the board for their continued support; he noted we are almost through year two of the pandemic.
- He mentioned that he has had the opportunity to meet several potential students while on their campus tour.
- He recently visited with Essex County Town Supervisor Robin DeLoria. They discussed how the college can better serve the sponsoring counties.
- Acknowledged the efforts of the faculty, staff, and students as they operate with the constant changes of the pandemic.
- He shared an update regarding commencement.
  - He noted it will be in person with a livestream component.
  - He shared that Bruce Rowe, a retiring faculty member, was selected as the Grand Marshal.
  - Joe shared a brief bio on our guest speaker Mrs. Minerva White, who is a distinguished Elder of the Akwesasne Tribe.
  - Jessica Kemp was selected by her peers to serve as our student speaker.
  - A small reception has been reinstated this year to allow for a longer gentler goodbye.
- A lot of effort over the past couple months has been on the college's budget plan. He shared his appreciation for those who have been involved.
- NYS budget is good; funding floor will hold at \$60K. Part time TAP was reinstated.
- Joe shared those details are in-work that will have an impact surrounding TAP eligibility for incarcerated students.
- SUNY received two funds \$113M to institute 60 new initiatives. Parameters have not been set but are anticipated to be shared soon.
- The college requested \$950K for funding to complete nursing lab project. The request went to Congresswoman Stefanik, Senator Gillibrand, and Senator Schumer.
- The college applied for supplemental support for American Rescue Dollars. The intent is to help to drive down student costs and 50% would be used for the institution.
- SUNY confirmed that students will be required to have their COVID vaccination and booster, if eligible, for the Fall 2022 semester. It has been extensively advertised both online and through the enrollment process. Student Affairs continues to track data and hold records.
- JMZ scoping study continues. Their recent visit to Malone and Saranac Lake campus was productive. Proposed upgrades will be shared with the community soon. The start date for upgrades to the Science and Nursing Labs will be Spring 2023 after commencement. The proposal will be presented to the board at their July 2022 meeting.

- Joe shared negotiations are close to completion with NCCCAP members. It is anticipated that it will be shared with the board at their May 2022 meeting.
- CSEA negotiations started earlier this month.
- Members of the board discussed the strategic plan as it relates to the nursing program and potential funding support by the Foundation to further upgrade the facilities outside the main grant application. Joe explained the current layout of the three-part proposal. The college will have until November 2022 to get the requested monies.

NCCC Association:

Rob Rathbun reported:

- The audit firm completed the 2021 audit. He briefly shared the results of their report.
- Commented on the housing trends based on students attending online courses.
- Shared that student interest in housing is strong for Fall 2022.
- There is increased interest in resident halls rentals this summer. The Association is reviewing revenue possibilities over the summer as events begin to take place in the area.
- Moving forward with the Dell laptop program through the bookstore, with support from IT.

NCCC Foundation:

None

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:20 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 (7-0-0). Joe Keegan was invited to join the meeting at 12:21 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:12 p.m. Mark Moeller seconded the motion. The motion was approved 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 1:15 p.m.

Respectfully Submitted,



Stacie Hurwitch

Asst. Secretary to the Board of Trustees

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5/26/2022

Motion: Pete Suttmeier

Second: Mary Irene Lee

Action:Approved (6-0-0)