



Board of Trustees Meeting Minutes | February 26<sup>th</sup>, 2021  
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, Pete Suttmeier, Jessica Kemp

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Erik Harvey, Tara Smith, Diana Fortune, Shir Filler, Lee Susice, Kim Irland, Dianna Trummer, Kyle Johnston, Kim Duffey, Scott Harwood

---

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

#### Minutes

Pete Suttmeier made the motion to accept the January 29, 2021 meeting minutes as they were presented. Mary Irene Lee seconded the motion. The January 29, 2021 meeting minutes were unanimously approved (8-0-0).

#### College Senate

Shir Filler reported:

- Mark Moeller attended the February 2021 College Senate meeting on behalf of the Board.
- Next meeting is March 12<sup>th</sup>, 2021 at 1pm. Looking forward to his attendance.

#### NCCCAP

Lee Susice reported:

- First meeting of the semester will be later today.
- Looking to schedule a labor management meeting to cover discussions for Fall 2021.

#### CSEA

No report

#### Board Chair Report

Steve Reed reported:

- In the process of the President's evaluation. Attended meetings with Student Government and President's Council. Several documents were also received regarding various perspectives on Joe's presidency. The degree of care and participation was astronomical, positive, and will be extremely helpful as the members of the board finalize the measurement of Joe's continued success.

#### Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Fall 2021 schedule planning; faculty and student survey for Fall 2021 course delivery was completed. Many members of faculty are anxious to return to campus, in a safe and controlled environment. Students are split between on campus and online participation. Working towards designing the best plan for both.
- NYSED approved the Certificate in Entrepreneurship and the College can now move forward with the program.
- The Health Care Management Track is at NYSED. They have recently requested some additional information regarding it which we have responded to.
- Middle States notified the College that the October 2021 Self-Study visit will be virtual. There is no option to postpone. They will visit the campus for a facility check post pandemic concerns. Self-Study draft will be shared within the next two weeks.

- The board spoke briefly regarding Middle States and their conferences and visits. It would be helpful if the board reviewed Governance and Administration Standards. Sarah will share them shortly.
- The board spoke briefly about students wanting to be on campus. They discussed a possible correlation with the students are participating, such as Nursing and other classes.
- The board spoke of the approval of distance learning and NYSED waiver. Sarah explained both NYSED and Middle States requirements due to the pandemic.
- The board spoke of the Northern Borders Regional Commission Grant, also known as the Wastewater Grant.
- The board spoke of the potential increase in certificates as we continue to move through the pandemic. Selina LeMay-Klippel, Coordinator of CTE Programs and Curriculum, is currently researching possible certificates in line with our current degree offerings that would assist students and our communities.
- Sarah spoke of the pending proposal request to bypass NYSED and allow SUNY approval to be considered as NYSED approval as well. This would apply to all programs except for our licensure programs.

#### Vice President for Marketing and Enrollment Management

Kyle highlighted his report:

- Enrollment numbers have not changed much in comparison to what was reported in January 2021.
- The projects that were mentioned before are a heavy lift and will continue to be in motion throughout the next two years. The team continues to focus on the students.
- New campaign for North Country Live has been successful, creating awareness of what is available. There was an increase on web traffic after that first week of the campaign. There is cost to it, which will be reviewed prior to continuing the campaign for other semesters.
- Working on creating plans for specific program marketing. The first program that will be the focus is transfer programs in March and the environment programs in April. They will run until Fall 2021 semester.
- Spoke briefly of tuition and fees. This has a domino effect, and the early approval will help the College. Financial Aid can start their work ahead of schedule. In addition, the digital marketing campaign can be retargeted by showing the College's work to make higher education more affordable.
- The board spoke with Kyle regarding marketing the College locally and abroad through inserts, website updates of course offerings, and other levels of communicating with the public. Outreach to non-traditional aged students continues to grow in traditional methods through radio, newspapers, and other medias. Outreach to Veterans is being tracked and our liaison, Amy Tuthill, has been fundamental in supporting this demographic.

#### Interim CFO:

Erik Harvey reported:

- The student receivable for the College has been extended to February.
- Forecast is holding steady. Still working under the assumption that the state would that State Ed will take 20%
- The board spoke of the return of \$500,000 from the State with the probable deficit of \$200-500,000. There was discussion on using part of the fund balance.
- Erik spoke of the Tuition and Fee's proposal. Currently the College would like to freeze everything on the tuition side and to update the fee schedule. Erik shared the impact these changes will make for the College. Including the introduction of new and existing scholarships.
- The board spoke about the eligible scholarships. The push is to gain more regional students and support our counties.

Mark Moeller made a motion the North Country Community College Board of Trustees to approve the resolution brought to the floor regarding the Colleges Tuition and Fee Schedule for the Academic Year 2021-2022, as it was presented. Donna Wadsworth seconded the motion.

- The board spoke of the fees, in particular the athletic component for Association. Kim Irland spoke of the fee increase and how it impacts and helps the College and the Association.

The resolution was approved unanimously (8-0-0)

- Pete Suttmeier made a motion to approve the report as it was presented. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0)

### Associate Vice President of Student Life

Kim Irland reported:

- Athletics program is undergoing an internal review this semester. Looking forward to seeing the data and continuing this process on a five-year cycle.
- Within Athletics, there is an Alumni effort showcasing a male and female athlete and highlighting where they are now.
- The caseload of student behavior issues has increased on academic behavior. The College has a tracking system for these, Guardian, which assists with the follow-up.
- The College has adopted a Common Read of "Uncomfortable Conversations with a Black Man" that we hope will spark conversations, particularly as they related to diversity, equity, and inclusion. The intention is to start this semester with College employees and expand to students in Fall 2021.

### President's Report:

Joe Keegan reported:

- Expressed thanks to everyone for their ongoing support of the students and the institution during the pandemic.
- Tuition and Fee schedule was largely a collaborative effort, highlighting shared governance with the end goal in keeping the college affordable.
- NCCC hosted Essex and Franklin vaccine pod. There were 500 vaccinations administered. They will come back in March to administer the second doses.
- PN students have been on campus for the first time this year. Rad Tech and Massage Therapy are back on campus as well.
- SUNY Chancellor visited on February 8<sup>th</sup>. Jessica Kemp, student trustee, was available to participate in the visit. There was discussion on how the campus is faring with the challenges presented by COVID-19.
- The Strategic Plan recently was reviewed by Long Ranged and Strategic Planning Committee (LRSPC) on Monday, February 22<sup>nd</sup>, 2021. The committee agreed that the plan is realistic, achievable and constructed in a language that was clear and concise. Plans are to move it to College Senate for their March 12<sup>th</sup>, 2021 meeting and the Board after that.
- Two campus-wide meetings on the 2019 Saranac Lake Facilities Master Plan took place on Thursday, February 18<sup>th</sup> and Friday, February 19<sup>th</sup>, 2021. Several folks joined the discussion, talking through the plan and reviewing it in light priorities that have emerged since its writing. Those will be folded into larger facilities planning that is underway.
- Joe shared the changes with the Shared Governance document and that it has been reviewed by the College's counsel, Jim Brooks.

### Board moved to approve the following resolutions:

\*Jessica Kemp made a motion for the North Country Community College Board of Trustees to approve the resolution brought to the floor for the College to approve and support the Name Change Policy. Pete Suttmeier seconded the motion.

- It was verified there are no legal implications in having this policy. It has been reviewed by our College's Council. Kim noted there could be ramifications if we deny the request for a name change.

The resolution was approved unanimously (7-0-0)

\*Pete Suttmeier made a motion for the North Country Community College Board of Trustees to approve the resolution brought to the floor for the College to approve and support the Video Surveillance Policy. Mary Irene Lee seconded the motion.

- Tara spoke of this policy and how it will be used only for the safety of the Colleges students and staff. Only used in common areas and not in areas where privacy could be breached.
- Members of the board spoke of the policy and the importance to have it available on-demand to keep the students and employees of the College safe. It is currently to be used retroactively as an investigated tool; there is the potential to have these cameras regularly monitored.
- As a courtesy of the students, they will be notified of this new policy.
- Jerry Griffin, board member and Malone School Superintendent, expressed the importance of having schools be proactive in creating preventative measures for keeping our community safe.

The resolution was approved with one abstention (6-0-1)

NCCC Association:

Kim Irland reported in Shannon Warren's absence:

- She will report out for the Association for the next six weeks while Shannon Warren is absent.
- The Association Board has met and are in the process of planning for fall housing, and looking for dining housing solutions as well.

NCCC Foundation:

None

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:21 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. Pete Suttmeier seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 12:21 p.m.

Joe Keegan was excused from the executive session at 12:50 pm.

Mary Irene Lee made a motion to adjourn executive session at 1:15 pm. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 pm.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

3/26/2021

Motion:

Second:

Action: