



*Board of Trustees Meeting Minutes  
May 26th, 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, and Jerry Griffin\*

**Others Present:** Joe Keegan, Stacie Hurwitch, Erik Harvey, Kyle Johnston, Chris Knight, Sarah Kilby, Kim Irland, Scott Harwood, Allison Warner, and Kim Duffey

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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 April 29<sup>th</sup>, 2022 meeting minutes. Mary Irene Lee seconded the motion. The April 29<sup>th</sup>, 2022 meeting minutes were unanimously approved (6-0-0).

College Senate

Sarah Kilby reported:

- Allison Warner has been voted in as the new Senate Chair for the academic year of 2022-2023. Her appointment begins on June 1<sup>st</sup>, 2022. The board welcomed Allison and voiced they look forward to working with her in the future.

NCCCAP

No report

CSEA

No report

Board Chair Report

Steve Reed reported:

- Extended congratulations to Joe for a successful graduation ceremony.
  - There was a brief discussion of the ceremony and potential improvements that could be made for next year. Members requested copies of the speeches.
- Noted there has been extensive work regarding the future of the college's financial plans.

\*Jerry Griffin and Jessica Kemp joined the meeting.

Interim Vice President for Academic Affairs

Joe Keegan reported on behalf of Sarah Maroun:

- Thanks were extended to the board for their support as the semester ended.

Board moved to approve the following resolutions:

- *Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves NCCC the temporary appointment of Lauren Heath, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022-2023 academic year, at an annual salary of \$44,602 (based on the 2021/22 CBA). This position is currently funded in the 2022-23 operating budget. Mark Moeller seconded the motion. The motion was*

*unanimously approved (8-0-0)*

- *Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves NCCC the temporary appointment of Sean LaPlante, to the full-time, 164-day, exempt appointment as Math Instructor for the 2022-2023 academic year, at an annual salary of \$44,602 (based on the 2021/22 CBA). This position is currently funded in the 2022-23 operating budget. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)*

#### Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Expanded on the project updates as they were presented in his written report.
  - For May the focus was work on the SEM Plan. It is well funded, and grants have been awarded, which will affect all three of the campuses. It is anticipated that there will be shared with monthly updates provided to the college community once it is approved and in place.
    - It is planned that a presentation of the plan will be provided to the board in September 2022.
    - Members of the board discussed the benefits of having this plan in place.

#### Interim CFO:

Erik Harvey reported:

- Briefed the board on the April 2022 Financials as they were presented in his written report.
- Expanded on the proposed Capital Asset Threshold Policy update. This proposal was originally presented at the April board meeting and left for discussion.
- Presented the updated 2021-22 Forecast, showing minimal changes from the last presentation. These changes were mostly related to Information Technology expenses which will need to be maintained.
- Highlighted the 2022-23 Budget and Fees proposal; giving the board an overview of the potential plan as it was shared in his written report.
- Expanded on the 5-Year Plan
  - Erik highlighted new initiatives that were layered on to the previous report. He focused on potential and upcoming funding available to the college, in addition to the health of the fund balance.
  - There was brief discussion on renaming this from 'plan' to 'projections' as initiatives and data continuously change.
- The board had an in-depth discussion of the college's finances as they were presented.
  - They focused on the 2022-23 balanced budget and related initiatives.
  - Discussion moved to the projected increase of expenses.
  - Total revenue increase assumptions were addressed.
  - Members spoke of courses and programs available and ones that are forthcoming.
    - Joe explained FTEs are not identified in non-credit bearing courses.
    - Members were directed to Kyle's report which shows raw data regarding programs and certifications.
  - Erik shared the proposed balanced budget roadmap and briefed members of the board on the conservative numbers and potential initiatives that the college may use to close the gap over the next few years. He stressed that a lot of work will need to be done to make this roadmap successful. Opportunities will continue to be welcomed as they become available.
  - Erik noted the formal proposed budget and financial projections will be shared in the coming weeks for review and potential approval during the June 2022 meeting.
- The board voiced their appreciation in the noticeable hard work that was done to make these proposed plans and projections possible.

#### Board moved to approve the following resolutions:

- *Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the revision of the Accounting & Finance Policies and Procedures for the fiscal year beginning September 1<sup>st</sup>, 2021. Mary Irene Lee seconded the motion. The motion was unanimously approved (8-0-0)*

- *Mark Moeller made motion to the floor that North Country Community College Board of Trustees approve the April 2022 financials as they were presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0).*

#### Associate Vice President of Student Affairs

Kim Irland reported:

- Expanded on her report which covered the counseling partnership, and its related initiatives, with Citizen Advocates.
  - She explained that HERFF funding made this partnership possible. She discussed a possible anonymous survey to see if the services helped with student retention and review other potential areas that are impacted.
  - The board discussed the future of funding this program and additional resources that may be available.
  - Members of the board discussed college liability with students who may be a threat to themselves or to others. They voiced understanding that the perception of a student potentially facing mental health crises might not be the reality of that student.
    - Kim shared there are confidentiality processes in place for our students based on their age.
- Shared a Virtual Mental Health First Aid Training program offering will begin late May to early June of 2022. This free program is covered by HERRF funds. She encouraged those who are available to participate should take advantage of the opportunity. She voiced the importance of employees having certification in this skillset.
- Noted the 1<sup>st</sup> Annual Tri-Lake Pride Festival will take place on June 26, 2022. The college will have a presence at the event.
- Student Awards Ceremony went well, and the virtual format was successful. Feedback of the format is welcome.
  - Kim also expressed thanks for the extensive work that Chris Knight put into the event.
- Members of the board spoke of the importance in supporting mental health initiatives and expanded the discussion on support options available.
  - There was a brief discussion on the college's action plan with law enforcement on all campuses; concerns were raised around recent shootings in communities across the country. Kim shared that there are initiatives in work that are near the testing and implementation phases. These initiatives which would alert the college community if they were in danger.
  - There was a brief discussion on peer advocates that are available for our student population. There is evidence that this is a strong resource with the potential to continue to increase support.

#### President:

Joe Keegan reported:

- Expressed his thanks to the Board for their ongoing support for the college and its employees. He voiced his appreciation for their attendance at various end of year events.
- He noted that all the work that comes forward for review is due to the college community working together towards the success of the college. He shared examples and acknowledged it takes all hands to move the college forward.
- He welcomed Allison Warner as the new Senate Chair. He looks forward to working with her in a new capacity.
- He shared that he has had great pleasure in meeting with various supporters in the community from both Essex and Franklin counties. He will continue to meet with representatives of the counties over the summer.
- He acknowledged the hard work of Erik and his team to bring forth a comprehensive financial assessment.
- The college is currently applying for the million-dollar grant, it is a lengthy process, and the application is due in a couple weeks. He voiced he will keep the board updated on progress of the application.
- JMZ Architects will soon be sharing the proposed Capital Projects Plan with the Board of Trustees. This plan is focused on updating the Nursing and Science labs, on the Saranac Lake and Malone campuses.
- Scott Harwood proposed a capital expense to the board in relation to installing updated surveillance cameras and system on the Malone campus, building upon what is taking place on the project status on the Saranac Lake campus. Additionally, he identified a new system was installed on the Ticonderoga campus two years ago. The cost is \$62,000 which is half of that of the Saranac Lake upgrade.

- Resolution brought to the floor in support of installation of camera system.
  - Jerry Griffin made a motion that the North Country Community College Board of Trustees hereby approve the request of security camera system updates to the Malone campus for the cost of \$62,000 as it was presented. Mark seconded the motion. The motion was unanimously approved (8-0-0).
- Negotiations with NCCCAP have been completed. A proposed contract for review will be shared with the Board of Trustees shortly. It was a fair and amicable process, making the negotiations successful.
- Negotiations are in progress with the CSEA contract; the process used to negotiate with NCCCAP is also being put to action with CSEA representatives.
- Members of the board spoke of how outside funding has been used to improve the college and for continued success opportunities given to employees and students.

#### NCCC Association:

Rob Rathbun reported:

- NYS Fire Inspectors were onsite today. The Association passed the safety inspection and are good for another year on all the residential living areas.
- An initiative this summer is to upgrade the appearance, integrity, and cleanliness of the association dorms. The association is committed to provide resources to make these proposed initiatives successful.
- Dorms are being rented throughout this summer session. There is an anticipated billable revenue between \$40-50K for summer occupancy to outside organizations.
- An additional summer initiative for the Association will be reviewing potential food options for both the Malone and Ticonderoga campus for the Fall 2022 semester. Updates will be shared with the Board as they become available.
- Currently there are 33 confirmed applications for the use of residence halls for the Fall 2022 semester; applications will continue to come in over the summer.
- Members of the board spoke of potential entrepreneur students be trained and work in food service on the Malone campus. Rob voiced those opportunities are being explored.

#### NCCC Foundation:

Joe Keegan reported on behalf of Erin Walkow:

- Erin sends her regards to the Board.
- The number of scholarship applications have increased by 20% when compared to this time last year.
- There is currently over \$42,000 available for scholarships for the 2022-2023 not including the Opportunity Scholarship.
- The Foundation's Colony Court property has been appraised. The college Board will be given potential recommendations on the future use of the property.
- A strategic plan for the Foundation is in progress. The plan will be tied to the college's current strategic plan.
- Outreach to potential donors will continue to occur, as well as outreach to existing donors.
- Pete Suttmeier touched on the use of donor money and how it can be made to increase the success of the college and its students. Potential opportunities are being explored for future fundraising, that go beyond scholarships.
- Members of the Board requested a report be created by the Foundation which highlights the needs of the Foundation office. This will allow the college's Board to review ways to assist with the successful future operation of said office. Joe will share the request with Erin Walkow when she returns to work on Monday.
- Members of the Board discussed the possibility of both the Foundation and College Boards meeting on an annual basis.
- There was a brief discussion on outreach opportunities, and potential initiatives, for both new and existing donors, and alumni. They discussed the importance of alumni outreach and sharing their success stories.
  - Chris Knight shared the current initiatives in work for the summer.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:41 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 (8-0-0). Joe Keegan was invited to join the meeting at 12:41 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:15 p.m. and go into a public meeting. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Public Session

*Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the recommendation to the Foundation Board to sell their Colony Court property in Saranac Lake, New York. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0).*

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:19 p.m.

Respectfully Submitted,



Stacie Hurwitch  
Asst. Secretary to the Board of Trustees

June 30th, 2022

Motion: Pete Suttmeier

Second: Mark Moeller

Action: Approved (7-0-0)