



Board of Trustees Meeting Minutes | September 25th, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Pete Suttmeier, Mark Moeller, Mary Irene Lee, Jerry Griffin, Donna Wadsworth.

Excused: Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Maggie Willet, Amy Scattergood, Amy Seymour, Kim Duffey, Tom McGrath

Board Chair, Steve Reed, called the meeting to order at 11:01 a.m.

Minutes

Mary Irene Lee made the motion to accept the August 2020 meeting minutes as they were presented. Mark Moeller seconded the motion. The August 2020 meeting minutes were unanimously approved (6-0-0).

College Senate

Shir Filler reported:

- The Senate has met twice thus far this semester.
- The Senate has passed the updates to the Student Code of Conduct at its August 28th, 2020 meeting.
- Discussion of Campus & Student Life committee- current consideration is morphing into a review board for Student Code of Conduct.
- At its August 28th, 2020 Senate approved a vote of no confidence for members of the SUNY Board of Trustees for bypassing its commitment to system-wide shared governance with the hiring of the new Chancellor. Response from both the SUNY Board Chair and the new Chancellor has gone well. Chancellor is making a good faith effort to connect with all the colleges in the system.
- Next College Senate is Oct 9th at 1pm – Mark Moeller volunteered to attend to represent the Board of Trustees.

NCCCAP

Lee Susice reported:

- Working with Administrative Team on updating evaluation documents.
- NCCCAP donated monies to the College for COVID testing. The Board and College Administration voiced their appreciation for the generous donation.
- Steve Reed reiterated his availability to members of NCCCAP to address any of their needs.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Members of the Board have started to work on their self-evaluation. This is the same questionnaire used in 2017. They are due by the end of October 2020.
- Conflict of interest policy need to be signed by all members of the board and sent back to Stacie as soon as possible.
- New By-Laws draft has been shared with members of the Board. Steve would like to pass them at the October meeting. Currently the following are assigned to the committees:
 - Personnel Committee | Pete Suttmeier, Mary Irene Lee, Steve Reed
 - Executive Committee | Steve Reed, Mark Moeller, Dan Kelleher
 - Audit Committee | Mark Moeller, Pete Suttmeier

Interim Vice President for Academic Affairs

Sarah Maroun highlighted the following:

- The College has adopted a surveillance testing plan for COVID-19 as part of our ongoing commitment to help keep our campus community healthy and safe. All students must present negative PCR test prior to arriving on campus. Rad-Tech/Massage Therapy will begin weekly testing.
- Nursing will do their clinical virtually.
- We have reached the 4th week of classes | Faculty meeting yesterday had positive input and they are doing well managing the new teaching process during this pandemic.
- Workforce development | The community colleges within SUNY have opted to pool their resources and apply as one unit for a Strengthening CC Grant, The College is working with Onondaga and Jefferson now for in collaboration on the grant. It is still in exploratory phase.
- North Country Live started again last night with a presentation by a St Regis Mohawk filmmaker with her documentary “Under the Husk”. It had great participation and was well received.
- Middle States offered to postpone Spring 2021 visit. At this time there is no approval for virtual visits from Department of Education for Spring so we may need to postpone.
- First class of P-Tech students are now in week 4 of their freshman year as full College students. Members discussed this cohort.
- Members of the Board spoke with Sarah about NYS Education and MSCHE and their support of the community colleges during this pandemic.
- Members of the Board spoke about the Wastewater Management program.
- Members of the Board spoke about the North Country Live series.

Vice President for Marketing and Enrollment Management

Joe Keegan reported in Kyle Johnston’s absence:

- Kyle has led a customer service charge across departments that has proven to be exceptionally well received.
- After verification period the College is 1% off budget and 5% when compared to last year’s enrollment.
- There are notable enrollment challenges about connecting with students during this pandemic.
- Setting tuition rates early on will help students in making an early and confident decision. It will also lead way to a competitive market.
- Opportunities Scholarship has shown successful – 113 students awarded \$92,000 at this point.
- Members of the board discussed with Joe about continuing numbers of enrollment, noting retention rate has been relatively consistent and strong.

Interim CFO:

Erik Harvey reported:

- The 2019-20 is showing no surprises. Focus is now on the 2020-21 forecast. Data will be shared in October 2020, as well as the 5-year plan.
- Erik explained the current outlook of the State Aid cuts to the College.
- Tuition rate increase has still not been approved by SUNY.
- HESC funding is reducing the award for tuition assistance program – this change will make the students whole and the College responsible for filing the gap.

- SUNY will not approve the budget until November 2020.
- The board discussed the position of the College based on what Erik has shared.

Lisa Symonds reported:

- 1st quarter aid payment will not be in until at least November 2020, since the budget has not been passed.

President's Report:

Joe Keegan reported:

- Enrollment is still early but the team has been doing a great job and that continuing number helped put us in a good place. The College is off 5% relative to last year.
- Joe thanked the Board for their ongoing support.
- Joe voiced his gratitude for those he gets to work with everyday throughout the administration, faculty and staff.
- He expressed his appreciation for the generous gesture from NCCCAP for a donation of \$3,000 to offset unanticipated costs of surveillance testing. It speaks volumes on how far the College has come in working together.
- Joe spoke of the North Country Live series. There are three more weeks of focus on the St.Regis Mohawk community over the fall semester.
- Budget challenges are happening for all those in the community college sector. The College will continue to manage the budget to the best of their ability so we can meet all the realities of potential upcoming cuts.
- The Long Range and Strategic Planning Committee, part of the College Senate, is meeting today. Tuition planning for next year has begun.

NCCC Association:

No report.

NCCC Foundation:

No report.

Old Business

None

New Business

Steve Reed expressed astonishment regarding the exceptionally thorough work that has been completed regarding the Student Code of Conduct. Members of the Board spoke with Kim Irland, Dean of Students, regarding the code and other laws related to Title IX. She assured protocols are in place and training is in motion through an online platform. This new code will be converted to be easily accessible through the web.

- There was some discussion on invoking parental notification with regards to student's mental health. The college partners with confidential sources that the student can go to for mental health support.

Mark Moeller made the motion to approve the Student Code of Conduct as it was presented to the floor. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0) Steve inquired about the status of the new student trustee member of the Board. Will there be student trustee; Kim assured him that recruitment was underway and we should have an answer soon.

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:51 a.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 (6-0-0).

Joe Keegan was invited to join the meeting at 11:52 a.m.

Pete Suttmeier made a motion to adjourn executive session at 1:20 p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Pete Suttmeier 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 12:45 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

DRAFT

October 30, 2020

Motion:

Second:

Action: