

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, March 17th, 2017 | Malone Campus

Board Members Present: Stephen Reed, Mary Kay Tulloch, Anne McDonald, Mark Moeller, Mary Irene Lee, Daniel Kelleher, Jerry Griffin, Joseph Costa

Excused: Tim Burpoe

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chuck Van Anden (College Senate), Diana Fortune (NCCC Foundation), Elizabeth Quinn (NCCCA), Diana Trummer (CSEA)

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

Approval of Minutes

Mark Moeller made a motion to approve the January 23rd, 2017 minutes. Anne McDonald seconded the motion. The February 24, 2017 minutes were approved unanimously (7-0-0).

NCCCAP

No report.

CSEA

Dianna Trummer reported:

- Successful negotiation between both parties of CSEA and the College.

- Voiced concerns in regards to the NCCC Association contract up for review later in the agenda. Dr. Tyrell reports that this is under review only and a vote will not be conducted today on the topic. He will be meeting with her separately in the coming weeks to discuss the relationship between facilities and the NCCC Association, prior to the vote.

Board Chair Report

Stephen Reed reported:

- Attended Advocacy day on March 1st, with a team from the College. Found it to be a great opportunity to meet with Assembly-member Jones, Assembly-member Stec and Deb. They were very supportive of the College's future.

- Campus visits on Tuesday mornings have been successful and enjoyable. This most recent visit brought him to the Learning Assistance Center (LAC). He was impressed by the dedication of one faculty member in particular, Ms. Sarah Shoemaker, who was observed working with chemistry students, gratis. He will continue to learn and meet with a contingency of people on Tuesday mornings. He expressed his desire to attend faculty lectures to see a class in action.

- Pleased with the progress of the NCCC Sports Hall of Fame and looking forward to a memorable opening event.

Interim Vice President for Academic Affairs

Joe Keegan reviewed his printed report and highlighted:

- Middle States application approved for federal corrections facilities to be named as alternative locations; we can now provide full programs.

- Expect a report by the end of the month that highlights options for furniture redesigns and classroom upgrades.

- Searches are complete for Criminal Justice and Nursing Clinical Coordinator positions.

Dean of Admissions Report

Dr. Tyrell highlighted Chris Tacea's report in his absence:

- Applications YTD 1,050. The 2015 and 2016 years were comparable with approximately 1,011 applications. While the numbers indicate we're ahead, we will be able to produce firm readings in June as we are early in the application process.

- Data shows that we up with new admits and the incomplete application numbers have been decreasing.

- The Admissions team is on the road for their Spring push, which ends in the beginning of May when deposits are due.

- 2nd Chance Pell is closed to Spring 2017 applicants. We recognize and thank all staff who contributed to the success of the planning and implementation of the program.

- Selina LeMay-Klippel created a large NCCC advertisement in a downtown storefront in the Village of Ticonderoga. We're exploring options to do a similar display in the Villages of Saranac Lake and Malone.

- 2017/2018 Financial Aid packages for incoming students is complete. This work is has been completed in the past in April. Due to the hard work of our financial aid staff and the growing competition for local students we are now sending financial aid packages to local students at the same time as 4-year colleges. We're very proud of the staff for their ability to accelerate getting the information to students.

- Currently in the implementation phase for PowerFails. This program will allow the College to maintain compliance, with the ever changing rules and the complexity of the Financial Aid process. It's also a benefit to returning students who can receive their checks faster.

- At this time there are no candidates for the position of Director of Financial Aid. Plans are in the works to re-advertise with the minimum salary included. We're hopeful that it will show our salary as being competitive in the field. It is an important position to fill and has become a concern that we've been unable to find an individual to fill the seat.

- Since 2013/2014 our applications have increased 13-17% for each of the last three years. Our data shows our number of applications have also increased in each of the counties. A compilation of this data will be presented the Franklin County board on April 6th.

Interim Vice President for Administration/CFO:

Bob Farmer reports the February & March financials will be presented at the April board meeting.

- The College is anticipating the final audit report in the coming weeks.

The 5 year plan was distributed to the board members and the following was highlighted:

- Long Range Planning and Budget (LRPB) have been meeting regularly. The approach throughout the plan has been to present at 5 year plan that include estimates that are conservative.

FY17-18 Proposed Budget:

- Currently the net surplus is \$57,000.
 - Projecting tuition to increase by 2% increase
 - Although salary negotiations have not been finalized, the College allocated for a 2.5-3% increase in collective bargaining agreements.
 - Proposed increase in adjunct pay has been included to allow the College to be more competitive in recruiting adjuncts.
 - Requesting a sponsorship increase of \$50,000 per county. It has been noted there has been no increase since FY13-14. We are also exploring requesting smaller annual increases from the counties as an alternative to a one-time request every 3-4 years.
 - There is an anticipated \$200,000 profit in the budget which reflects additional revenues from the 2nd Chance Pell program. If the College did not have the 2nd Chance Pell program, we estimate the FY17-18 budget to show \$150,000 loss.
- Expenditures continue to show a downward trend in utility cost and due to new equipment and prices remaining low. The warm winter season has also been a big help in reserving utilities.
- The budget was presented to College Senate during their March meeting. Senate chair, Chuck Van Anden will expand upon the Senates recommendation regarding the proposed 17-18 year budget.

College Senate

Chuck Van Anden discussed the 5 year plan from the College Senate perspective:

- Historically the College would receive separate budgets to later combine and create an annual plan. This new process has been very well received and much appreciated. Dr. Tyrell, Bob Farmer, Joe Keegan, and Chris Tecea have meet regularly with the LRPB committee. It was gratifying to see them working together.

- 975 FTE was the enrollment projection used to prepare the budget. This number was determined to be robust and obtainable number.

- The Senate thought the proposed restorations of Academic Affairs positions, salary increases for faculty and adjuncts were reasonable.

- Senate approves the proposed budget.

Dr. Tyrell thanked the LRPB committee for their hard work and dedication in the budget review process. He requested they continue to tie budget activities with strategic planning goals. Materials will continue to be shared for Senate to review as they become available. He thanked the Senate for their time and consideration.

Board member, Joseph Costa, joined the meeting at 11:35 a.m.

President's Report:

Dr. Tyrell shared his written report and highlighted:

- Advocacy day, hosted by New York Community College Trustees (NYCCT) on March 1st, was a success. Although we missed Senator Little, we did have a chance meet with Assembly-member Jones, Assembly-

member Stec and his Assistant Deb. At this time the government does not appear to be moving on the hold harmless proposal.

- Last week Senate passed a bill (2103) regarding the role of regional community college councils would play with review of new academic programs. Dr. Tyrell urges constituents to review this bill and contact our state representatives to express concerns. NYCCT is working on a formal opposition which will be presented soon.

- Strategic planning working groups are showing progress and working to revise the current draft to be easier to comprehend. We'll continue to meet regularly and present a formal draft for review soon.

- Plans for video conferencing renovations are almost solidified. Looking to upgrade one room on each campus by Fall of 2017. The end goal is to provide a video conferencing experience that improves the quality for students and faculty.

- Dr. Tyrell, Trustee Moeller and the College attorney met with the DEC on March 9th to review their proposal for the College railroad corridor. It has been recommended to move forward with DEC taking ownership of the property.

NCCC Foundation:

Diana Fortune reported:

- Scholarship books have been published and were shared electronically on Monday. It was a heavy lift and she is grateful to her board member Natalie, Don Paulson and her work-study for all their hard work.

- Donations for the Scholarship Award Program are still being accepted and greatly appreciated.

NCCC Association:

Elizabeth Quinn reported:

- The contract between the Association and the College was voted on and approved at the Association Board meeting. It has been distributed to the Board of Trustees and under review to be voted on in the April meeting. Dr. Tyrell will be meeting with Diana Trummer, CSEA, to discuss any concerns beforehand. A meeting is scheduled with her in early April.

- The Association created a position for Associate Director of Residence Life.

- Summer conference bookings are still being accepted and we have a couple large groups set.

New Business:

- Dr. Tyrell led the discussion about Middle States and assessment. The College has been diligently working on assessing the effectiveness of shared governance throughout the College. The current strategy is to collect comprehensive lists from each group that shows what we're doing to increase effectiveness and to also highlight where there may be some gaps.

- Steve Reed added the importance of the board completing a self-evaluation. It is important to have a self-evaluation and there has not been one in over 15 years. The members of the board will review the assessment packet provided and discuss the topic further in the April meeting.

- Dr. Tyrell requested the board review the Association agreement with the College. We would like to have it voted on in the April meeting. It is a proposed 3 year agreement.

- Stacie Hurwitch presented a tentative schedule for future board meetings, starting Fall 2017. Changes were suggested and a new schedule will be presented in April.

Public Comment:

None.

Executive Session

Mary Kay Tulluch made the motion to enter Executive Session at 12:16 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.*** Anne McDonald seconded the motion. The motion was passed unanimously. Steve Tyrell was invited in to join executive session at 12:17 p.m.

Mark Moeller made a motion to adjourn executive session at 1:00pm. Mary Irene Lee seconded the motion. The motion were approved unanimously (8-0-0).

Adjourn

Mary Kay Tulloch made a motion to adjourn the meeting. Joe Costa seconded the motion. The motion were approved unanimously (8-0-0). The Board meeting was adjourned at 1:01 p.m.

Respectfully Submitted,

Stacie Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED
April 28, 2017
Motion: Anne McDonald
Seconded: Jerry Griffin
Motion passed: 8-0-0