

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, June 22nd, 2017 | Saranac Lake Campus**

Board Members Present: Stephen Reed, Tim Burpoe, Mary Kay Tulloch, Anne McDonald, Mark Moeller, Mary Irene Lee, Richard Suttmeier

Excused: Daniel Kelleher, Joe Costa, Jerry Griffin

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Joe Keegan, Sarah Kilby, Diana Fortune, Beth Quinn, Chad LaDue

Tim Burpoe, Vice-Chair, called the meeting to order at 11:00 AM.

Approval of Minutes

Anne McDonald made a motion to approve the May 12th and June 1st 2017 minutes. Mary Irene Lee seconded the motion. The May 12th and June 1st minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported:

- Faculty are on summer break and will return August 23rd, 2017.
- Sarah is serving as the College Senate Chair for the 2017-2018 year.
- Once completed, the College Senate meeting schedule will be shared with the Board of Trustees so that they may attend.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Election of officers for the Board of Trustees will be held during the July 2017 meeting.
- Attended the Assessing the Effectiveness of Shared Governance meeting on June 20th and looking forward to meeting with the College community on September 29th to expand the discussion.

Interim Vice President for Academic Affairs

Joe Keegan shared his report and highlighted:

- Summer enrollment this year is lower when compared to Summer 2016 but on par when compared to the numbers of 2015, however additional enrollment is expected. Second Chance Pell has shown enrollments of 143 for summer 2017.

- The search for Nursing Director is completed.
- Classroom furniture has been ordered for several classrooms across each of the three campuses. A thank you to Sarah Maroun for spearheading this effort and to all those who helped.
- Three Video Conference classrooms are being upgraded this summer: CL-012 (Saranac Lake), RH-107 (Malone), Ti-210 (Ticonderoga). Thank you to Scott Harwood and Rich Heath for their work in the planning and implementation of this project.
- Met with SUNY Potsdam team to further the discussion of a potential partnership.

**The following resolutions were acted upon by the board:*

Mark Moeller recommended Resolution **2016/17-73** that North Country Community College Board of Trustees hereby approves the initial term appointment of Elaine Taylor, to the full-time, nine-month, 164-day, exempt appointment as Art Instructor for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$38,425 and at Rank A5, Step 6A. Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0).

Mary Irene Lee recommended Resolution **2016/17-74** that North Country Community College Board of Trustees hereby approves the temporary appointment of Summer Dorr, to the full-time, nine-month, 164-day, exempt appointment as Humanities Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Pete Suttmeier recommended Resolution **2016/17-75** that North Country Community College Board of Trustees hereby approves the temporary appointment of Deanne Smith, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$41,350, and at Rank A5, Step 8. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution **2016/17-76** that North Country Community College Board of Trustees hereby approves the second temporary appointment of Jennifer Barrett, to the full-time, nine-month, 164-day, exempt appointment as Interim Director of the Massage Program for a one year term effective with the 2017/2018 academic year, at an annual salary of \$50,125, and at Rank A5, Step 13A. Mary Kay Tulloch seconded the motion. The resolution was approved unanimously (6-0-0).

Mary Irene Lee recommended Resolution **2016/17-77** that North Country Community College Board of Trustees hereby approves the second temporary appointment of Chad Czelusniak-Serviss, to the full-time, nine-month, 164-day, exempt appointment as Business / CIS Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution **2016/17-78** that North Country Community College Board of Trustees hereby approves the third temporary appointment of Kent Egglefield, to the full-time, twelve-month, 221-day, exempt appointment as Women's Soccer and Lacrosse Coach and Athletic Program Assistant for a one year term effective with the 2017/2018 academic year, at an annual salary of \$45,211, and at Rank A6, Step 5. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Mark Moeller recommended Resolution **2016/17-79** that North Country Community College Board of Trustees hereby approves the second temporary appointment of Tana Hare, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$40,375, and at Rank A5, Step 7A. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution **2016/17-80** that North Country Community College Board of Trustees hereby approves the second temporary appointment of Thomas McGrath, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator and Social Science Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Mary Irene Lee recommended Resolution **2016/17-81** that North Country Community College Board of Trustees hereby approves the temporary appointment of Susan Steen, to the full-time, nine-month, 164-day, exempt appointment as Science Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Mark Moeller recommended Resolution **2016/17-93** that North Country Community College Board of Trustees hereby approves the second temporary appointment of Lisa Williams, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0).

Mary Irene Lee recommended Resolution **2016/17-82** that North Country Community College Board of Trustees hereby approves the promotion of Jerrad Dumont for promotion from Technical Specialist to Instructor effective September 1, 2017 at Rank A5, Step 5A at \$49,152.61 for 2017-2018. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution **2016/17-83** that North Country Community College Board of Trustees hereby approves the promotion of Shir Filler for promotion from Associate

Professor to Professor effective September 1, 2017 at Rank A2, Step 14A at \$65,725 for 2017-2018. Mary Irene Lee seconded the motion. The resolution was approved unanimously (6-0-0).

Mary Kay Tulloch recommended Resolution **2016/17-84** that North Country Community College Board of Trustees hereby approves the promotion of Tina LaMour for promotion from Assistant Professor to Associate Professor effective September 1, 2017 at Rank A3, Step 7A at \$48,175 for 2017-2018. Mary Irene Lee seconded the motion. The resolution was approved unanimously (6-0-0).

Mark Moeller recommended Resolution **2016/17-85** that North Country Community College Board of Trustees hereby approves the promotion of Kelli Rodriguez for promotion from Instructor to Assistant Professor effective September 1, 2017 at Rank A4, Step 7A at \$44,275 for 2017-2018. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution **2016/17-86** that North Country Community College Board of Trustees hereby approves the promotion of Allison Warner for promotion from Instructor to Assistant Professor effective September 1, 2017 at Rank A4, Step 7A at \$44,275 for 2017-2018. Mary Irene Lee seconded the motion. The resolution was approved unanimously (6-0-0).

Dean of Admissions Report

Chris Tacea shared his report and highlighted:

- Applications show that we're tracking upwards.
- Registration week starts June 26th; 279 have signed up to register between each of the three campuses. Last year's registration week was 305. Due to history, we anticipate a large number of walk-in's during the week.
- There are 3 applicants for the Excelsior Scholarship, of which 2 are eligible. July 21st is the state-wide closing day for applications to this scholarship. Admissions, Business Office and Registrar are working hard to develop a way to best serve this population.

**The following resolution was acted upon by the board:*

Anne McDonald recommended Resolution **2016/17-87** that North Country Community College Board of Trustees hereby approves the initial term appointment of Vincent Tunstall, to the full-time, twelve-month, 261-day, exempt appointment as Director of Financial Aid for a one year term effective May 23, 2017, at an annual salary of \$78,220.43 and at Rank A5, Step 12. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Interim Vice President for Administration/CFO:

Bob Farmer distributed and reviewed the April 2017 & May 2017 Financial Reports. Mark Moeller moved to accept the financial reports. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

**The following resolutions were acted upon by the board:*

Mary Irene Lee recommended Resolution **2016/17-90** that North Country Community College Board of Trustees hereby approves the initial term appointment of McCayla Quinn, to the full-time, twelve-month, 261-day, exempt appointment as Bursar for a one year term effective June 5, 2017, at an annual salary of \$40,980 and at Rank A6, Step 1. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution **2016/17-91** that North Country Community College Board of Trustees hereby approves the title change for Tara Smith to accurately reflect her duties as the Director of Human Resources effective June 22, 2017. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

President's Report:

Dr. Tyrell shared his written report and highlighted:

- On July 6th we will present to Franklin County the 2017/2018 Budget and the agreement between the College and NCCCAP.
- On June 21st we hosted a meeting with representatives of Franklin & Essex counties, NCCC stakeholders and members of the Board to discuss the 2017/2018 budget. We will continue these joint discussions regularly as it proved beneficial in how we can work together in the future to meet the needs of the College.
- NCCC has a rich history and an incredible story to tell our communities. We are working to find a way to share these with the public in the near future.

* 11:51 – Board Chair, Steve Reed arrives for the meeting.

- As approved by the board last month, NCCC will have an Excelsior Scholarship College Fee to bridge the gap due to the tuition freeze that the Excelsior Scholarship mandates. While there have been calls of concern about this fee, several NCCC stakeholders maintain that it is not fair to increase tuition to those who are not receiving the scholarship benefit.
- There will be another meeting on Assessing the Effectiveness of Shared Governance on July 5th. Each entity will review the results of the survey and bring to the table what they feel shared governance means. They will also share with the members of the group what they feel they do well, what has been improved and what needs improvement within their respective areas and with each other.
- On July 24th the Strategic Planning work group will meet again to continue the important work of develop a strong achievable strategic plan for the College. Once the plan is completed, it will be shared with Essex and Franklin County and a joint meeting will follow to discuss the topic.
- Bills have been introduced in the NYS Senate & Assembly that requests community college presidents in SUNY propose a report which highlights alternate methods of funding the community college sector.

**The following resolution was acted upon by the board:*

Tim Burpoe recommended Resolution **2016/17-92** that North Country Community College Board of Trustees hereby approves the appointment of Joseph Keegan, to the full-time, management confidential, twelve month, 261-day, exempt appointment as Vice President of Academic Affairs effective June 12, 2017, and at an annual salary of \$115,000. Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

NCCC Foundation:

-Diana Fortune reported the Scholarship Committee is finishing up review of 68 applications. Students awarded scholarships will be notified in mid-July.

NCCC Association:

Beth Quin provides an update:

- American Dining Creations will be on site on Monday during registration day. Their official start is July 1st, 2017. Currently working on promotional brochures for the commuter plans. Floorplan layout was presented for the Saranac Lake campus, and the Malone site will be more simplified and shared in the future. Thanks extended to Steve Tyrell, Bob Farmer and Jim Brooks for their support and assistance with the negotiations.
- Robbie Woodward, the new Associate Director for the Association, will start on July 5th. There will be a formal announcement to the community next week.
- First summer group will arrive on Sunday, June 25th.
- All vending machines have been exchanged for new machines that have both coin and credit card options. These machines are commissioned based and sub-contracted out.
- Association is exploring camera options to upgrade their system to increase coverage and security.
- Outstanding balances from spring semester are down from \$73,000 to \$5,490. The Business Office and Admissions were instrumental in helping with this drop in outstanding balances.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:17 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 (7-0-0). Steve Tyrell was invited in to join executive session at 12:18 p.m.

Pete Suttmeier made a motion to adjourn executive session at 1:23PM. Anne McDonald seconded the motion. The motion were approved unanimously (7-0-0).

Tim Burpoe made the motion to amend the 2017-18 Budget approved on May 12, 2017 whereas to rescind the request of \$50,000 increase of support from the two sponsoring counties. Seconded by Anne McDonald. Motions passed (7-0-0).

Adjourn

Mary Kay Tulloch made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion were approved unanimously (7-0-0). The Board meeting was adjourned at 2:07 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED

July 27th, 2017

Motion: Anne McDonald
Seconded: Mark Moeller
Motion passed: 6-0-0