

**NORTH COUNTRY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MINUTES**  
**Friday, August 25th, 2017 | Saranac Lake Campus**

**Board Members Present:** Stephen Reed, Anne McDonald, Mark Moeller, Richard Suttmeier, Daniel Kelleher, Mary Kay Tulloch, Jerry Griffin and Mary Irene Lee.

**Excused:** Tim Burpoe and Joe Costa.

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

---

Board Chair, Steve Reed, called the meeting to order at 11:11am.

**Approval of Minutes**

Anne McDonald made a motion to approve the July 27<sup>th</sup> minutes. Mary Irene Lee seconded the motion. The July 27<sup>th</sup> minutes were approved unanimously (8-0-0).

**College Senate**

Sarah Kilby reported she will send an update of the Senate schedule to the Board of Trustees soon.

**CSEA**

No report.

**Board Chair Report**

Steve Reed reported:

- On August 28<sup>th</sup>, he will be attending the Essex County Board meeting.
- The board is continuing work on the annual evaluation for the College President. - Steve Reed is meeting regularly with the Shared Governance working group to design an agenda for the September 29<sup>th</sup> session. He will facilitate the meeting and encourages members of the board to participate.
- On September 21<sup>st</sup>, Steve Reed along with members of the board, will meet with the Middle States Review Team at NCCC.

**NCCCAP**

Chad LaDue reported:

- The faculty returned on Wednesday, August 23<sup>rd</sup>.
- The first NCCCAP meeting was held on August 24<sup>th</sup>

**Interim Vice President for Academic Affairs**

Joe Keegan shared his report and highlighted:

- Extends appreciation to all those who work behind the scenes in Academic Affairs.
- Over the past year, Faculty & Staff have worked hard on developing a comprehensive Academic Master Plan. He is pleased with the results; new classroom furniture, professional development commitments, institutional subscriptions are just a few key improvements that have already been implemented.
- The process for improving Shared Governance is underway.
- There have been meetings with Program Chairs this week; there are several academic programs to review that coincide with our current strategic plan.
- 2<sup>nd</sup> Chance Pell, a program to provide education to incarcerated individuals who are eligible for release within 5 years, is currently in its 3<sup>rd</sup> semester. The director of 2<sup>nd</sup> Chance Pell is Sarah Kilby.
- P-Tech, NCCC's Pathways in Technology program, will begin operations next week.

### **Dean of Admissions Report** Chris

Tacea shared his report:

- Extends appreciation to Bob Farmer, Joe Keegan and Steve Tyrell for their support during his absence.
- Registration in Malone and Ticonderoga; without counting walk-ins, 61 students have signed up to come in.
- Current numbers show that July/August have brought in 97 admits, when compared to the 82 this time last year. A lot of hard work has been done and everyone is doing a fantastic job. - Marketing updates are underway to reflect the positive changes of upcoming programs and events at NCCC.
- HESC (New York State Higher Education Services Corp.) will soon receive their report regarding eligibility for NCCC students to receive the new Excelsior Scholarship. Of the 60 who have been considered, 0 will receive the benefit due to their financial background, and receiving Pell/TAP coverage.
- Thanks are extended to Don Paulson and Scott Harwood for their work regarding new website ADA compliance concerns. Work is in progress to update certain NCCC webpages, both Don and Scott are doing a great job to help ensure NCCC is meeting the needs of visually impaired visitors to our website.

### **Interim Vice President for Administration/CFO:**

Bob Farmer reviewed the July 2017 financial report.

- Bob recognized the facilities staff for their tremendous work in regards to the upgrades of the video conferencing rooms, dining renovation, classroom furniture, and adding energy efficient lighting in the pool area. The lights alone will produce a saving of at least 10K annually. - Thanks were extended to Tara Smith and Ericka Moody for their hard work in

setting up the new office software, and for their collaborative work in setting up and sending out retroactive checks (per the CBAs and the MC policy) to members of the College.

*The board acted on the following resolution:*

Mary Irene Lee recommended Resolution 2016-17|95 that the North Country Community College Board of Trustees hereby approves the change in job duties and title of Ericka Moody, to a full-time, twelve month, 261-day, exempt management confidential appointment as Human Resources Associate, effective April 1, 2017, at the 2016/2017 pro-rated annual salary of \$47,500. Mark Moeller seconded the motion. The resolution was approved unanimously (8-0-0).

**President's Report:**

Dr. Tyrell shared his written report and highlighted:

- The amount of work members of the College has put forth this summer has been outstanding. - On August 7<sup>th</sup>, the NCCCAP Agreement with the College was approved by the Essex County Board of Supervisors.
  - The agreement between NCCC and NCCCAP was approved by Essex County on August 7<sup>th</sup>.
  - The MOU between NCCC and SUNY Potsdam has been shared with the college community.
- There is a planned open forum on September 1<sup>st</sup> to discuss questions and concerns. - The Middle States Monitoring Report will be shared with the college community this week prior to posting it on September 1<sup>st</sup>. The Middle States review team will be here on September 21<sup>st</sup> and 22<sup>nd</sup>.
- Thanks are extended to the Shared Governance working group who had pulled together a great session on August 23<sup>rd</sup> about difficult dialogues. Bruce Rowe did a wonderful job highlighting the issues to the College, and the breakout sessions were both informative and productive.
  - On July 30<sup>th</sup>, the College hosted for the 3<sup>rd</sup> time, the Can-Am Rugby tournament finals. ESPN aired the event for three hours and it was great exposure for the College. The College will host Can-Am Rugby 2018 with plans to expand the event. A special thank you was extended to Chad LaDue and Jarred Dumont for their hard work in putting this together.
  - The NCCC 17/18 Budget has been approved by Franklin County. When presented to Essex County on August 7<sup>th</sup>, there were several highlighted questions and concerns. Since then, the College has provide the county with requested data and information with regards to their return on investment from high school students. Questions regarding the School of Applied Technology and its current status had also been discussed. Essex County will hold a special board meeting on August 28<sup>th</sup>.

Concern was raised about what happens if the budget is not approved by the county. Dr. Tyrell explains that there are New York State regulations in place that addresses the process when a sponsoring county does not approve an annual budget.

Steve Reed honored continued discussion amongst the board and meeting attendees to fully explore the Faculty's position concerning the School of Applied Technology. It was made

clear that the faculty saw the school to be a promising endeavor but felt the focus on finalizing an Academic Master Plan was an essential first step.

*The board acted on the following resolution:*

Anne McDonald recommended that Resolution 2016-17 | 96 be approved that the North Country Community College Board of Trustees hereby approves the interim appointment of Christopher Knight to the position of Interim Director of Communications as a management confidential, 12 month, exempt employee at \$50,000 annual salary effective September 4, 2017 for a three year term. Mark Moeller seconded the motion. The resolution was approved unanimously (8-0-0).

### **NCCC Foundation:**

Diana Fortune reported:

- Thanks were extended to the generous anonymous donor for hosting the Welcome Back event at Casa del Sol. It was a successful and enjoyable evening.
- The Athletic Hall of Fame weekend will start at the Town Hall the evening of September 22<sup>nd</sup>. There will be an anticipated attendance of over 300 people to honor over 100 inductees into the NCCC Hall of Fame. The weekend will include a BBQ and soccer games on Saturday followed by a cocktail hour. On Sunday the excitement continues with the Alumni soccer games in the afternoon.
- The 50<sup>th</sup> anniversary banners have arrived and will be displayed in the towns of each of our three campuses.
- The collaboration between NCCC and Paul Smiths College for the Alumni Reunion in 2018 is going well.

### **NCCC Association:**

Beth Quinn reported:

- American Dining Creations has officially started on the Saranac Lake Campus. The cafeteria has been completely renovated and looks fantastic. Both Facilities and IT have been instrumental in the success of this heavy lift.
- 95 of the 96 admits for the dorms have been completed.
- Renovations in the dorms are completed. There are now new mattresses in all rooms, old ones have been donated to summer camps allowing a zero disposal cost.
- There were sewer pump issues in 2 of the 3 buildings over the summer which are now rectified.
- Sales in the bookstore are off to a good start. The books for 2<sup>nd</sup> Chance Pell went out today.

### **Old Business:**

None.

### **New Business:**

None.

**Public Comment:**

None.

**Executive Session**

Anne McDonald made the motion to enter Executive Session at 12:34 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). Steve Tyrell was invited to join the meeting at 12:35 p.m.

Mark Moeller made a motion to adjourn executive session at 1:05PM. Anne McDonald seconded the motion. The motion were approved unanimously (8-0-0).

**Adjourn**

Mary Kay Tulloch made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion were approved unanimously (8-0-0). The Board meeting was adjourned at 1:06p.m.

Respectfully Submitted,



Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

APPROVED  
2016-17 | September 29th, 2017  
Motion: Anne McDonald  
Seconded: Mark Moeller  
Motion approved: (6-0-0)