



Board of Trustees Meeting Minutes | April 24, 2020

Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Tim Burpoe, Jerry Griffin, Mark Moeller, Gerry Griffin, Dan Kelleher, Mary Irene Lee, and Donna Wadsworth.

Excused: Vondell Livingston & Pete Suttmeier.

Others Present: Joe Keegan, Stacie Hurwitch, Bob Farmer, Sarah Maroun, Chris Knight, Kyle Johnston, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, Lee Susice, Kim Duffey, Mary Ellen Chamberlain, Sandy Gothard, Tara Smith, Cammy Sheridan, David St. Germain, Shannon Warren, and Terry Kemp.

Board Chair, Steve Reed, called the meeting to order at 11:04 a.m.

Oath of Office

Donna Wadsworth was official sworn in as a member of the Board of Trustees to the Board of Trustees of North Country Community College. She was appointed by Essex County to complete Anne McDonald's second seven-year term which began on July 1, 2019 and runs until June 30, 2026.

Meeting Minutes

Tim Burpoe moved to approve the April 3, 2020 meeting minutes pending discussed change. Mark Moeller seconded the motion. The April 3, 2020 meeting minutes were approved unanimously. (8-0-0).

College Senate

Shir Filler reported:

- Senate met on Blackboard this month and it went well.
 - There were some changes made to the student appeal process.
 - Senate elections are underway and new officers will be made at the next meeting.
- The next Senate meeting will be May 18th, 2020.

NCCCAP

Lee Susice reported:

- Instructors are navigating the nuances of teaching online. It is getting better each day.
- The next meeting will be May 1st, 2020.

CSEA

No report.

Board Chair Report

No report.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- All Summer 2020 courses will be online including science labs.
- Working on creative ways to help those who have internships over the summer if face to face contacts cannot happen.
- RadTech – Becky LaDue, Director of the AAS Radiological Technology program, is looking at ways to accommodate these changes and get her students at clinical sites if they are allowed.
- After discussion, at this time, Fall 2020 has a three tiered approach to classes: 1) how it is now, 2) limited campus access, 3) fully online
- Middle States - Spring 20/21 visit is still scheduled. They have been doing virtual visits currently.
- NY State Ed - Early Childhood Education Track as part of the AA Liberal Arts – Hum/SocSci program was approved. Kyle Johnston, VP for Marketing and Enrollment, and Chris Knight, Director of Communications, are working together to help market this new pathway.

The board recommended the following resolution:

Dan Kelleher made the motion for the NCCC Board of Trustees to approve the submission of the Entrepreneurship Program proposal to SUNY and NYSED and for NCCC to offer a Certificate in the Entrepreneurship Program. Mary Irene Lee seconded the motion. The motion was approved unanimously. (8-0-0)

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Admissions has been working on outreach and recruiting and performing it through virtual visits. They call it North Country Live. www.nccc.edu/visit
- There is one schedule every Friday from now throughout the summer that highlights individual programs.
- Moved to a portal environment with Financial Aid. Processing has moved to one business day from two weeks when using the previous paper process.

- Actively pushing specific programs through various marketing avenues. There is a lot on print, online, social media and radio.
- In one week Admissions will be working on their marketing campaign pushing for Summer 2020. www.nccc.edu/summer
- The board briefly discussed the work being done for Admissions and what the College is noticing in the surrounding areas. NCCC is working to make community ties as tight as possible.
- The board discussed how COVID-19 Pandemic is affecting enrollment and is there a way we can bring in students from more urban areas if NYS is opened by region.
- Kyle explained the opportunity of this pandemic is that there will be a lot of non-traditional students looking to go back to school. They may come to school for reasons of job loss or because they find that they're not making as much as they used to when they do return to work. He recommended that we guide our 2 year colleges to help those in need. Support, funding and scholarships will be key to helping these potential students.

Vice President for Administration/CFO:

Bob Farmer shared with the board the financial reports for March 2020. He then updated the board on the current status of financials related to the upcoming budget year.

- He reported that next week the department will be reaching out to the College's auditors.
- He explained the planning of use of the Cares Act stimulus money. It is divided in what goes to the students and what goes to the College. The College is still waiting for guidance on how the funds can be used.
- The College is tracking spending related to COVID-19.
- He highlighted the current forecast of the 2019-2020 budget. There has been saving likely on travel. Projecting 912 students for this year. There is potential for increase with new marketing strategies.
- At the moment, it looks like Second Chance Pell will be able to move forward in the summer. It might be virtual as well.
- There may be a 10-25% cut to our State Aid line item. He shared how that would financially impact the College.
- Bob went on to share the 2020-2021 budget. He shared what the College is proposing to close the gap in the deficit.
- Kyle expressed his concern with potentially increasing the tuition to help offset the deficit. He believes a tuition freeze for 2-3 would make the College more marketable and there could be some significant gains.
- The board discussed the deficit the College is facing as well as the Cares Act. They discussed tuition and fees, potential cuts and the ability to come to a balance budget.
- Bob explained the budget approval process with the counties. They must both approve by August 31, 2020. The board discussed pushing their approval back so the College had more time to get the budget done. The board

expressed their concerns with what the counties are facing with their budgets as well and if it will affect the College.

- Tim Burpoe made the motion to accept the financials as they were presented by the College's CFO. Mary Irene Lee seconded the motion. The motion was approved unanimously. (8-0-0)

President's Report:

Joe Keegan expressed his gratitude to all the College employees for their hard work and coming together to make this new experience as successful as possible.

- As the College continues to hold Town Halls for students, they find there are positive comments related to the changes the College had to make and the overwhelming student support services from both the LAC and their faculty and staff.
- Joe brought to the table, and asked the Board of Trustees to consider approval of the proposed updates to the College's Institutional Goals. Jerry Griffin made motion to approve and support the MVV's as they were presented. Mark Moeller seconded the motion. The updates to College's Institutional Goals were unanimously approved (8-0-0).
- Joe brought the board that commencement will not be held in a traditional sense. Stacie Hurwitch and Chris Knight shared with the board their plans for a virtual experience.
- The College has been meeting regularly with regional workforce development partners to explore ways the College can assist those suddenly unemployed as well as help with workforce development once the economy starts back up.

NCCC Foundation:

Diana Fortune reported:

- Student and Employee support initiative has been started. She expressed her thanks and hope that it is helpful to those in critical need. Donations can be made through the foundation online.

NCCC Association:

Shannon Warren reported:

- Currently there are 10 students in housing. They have been provided face masks and cleaning supplies. They also are receiving a meal plan from LakeView Dining.

Old Business

None

New Business

The board discussed moving the next Board meeting to Thursday, May 28, 2020.

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.*** Tim Burpoe seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan and Bob Farmer were invited to join the meeting at 12:17p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:20 p.m. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:21 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

Thursday, May 28, 2020

Motion: Pete Suttmeier

Second: Tim Burpoe

Action: Approved (7-0-0)