



## **Board of Trustees Meeting Minutes**

Tuesday, April 22nd, 2025 | 11:00am

**Board Members Present:** Pete Suttmeier, Donna Wadsworth, Seth McGowan, Linda Beers, Shia Bright, Dave McNally

**Excused:** Tricia Preston, Todd LaPage

**Others Present:** Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Kyle Johnston, Jackie VanBrunt, Chris Knight, Scott Harwood, Lee Susice, and Chad LaDue. Members of the College community joined as well.

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Board Chair, Pete Suttmeier called the meeting to order at 11:02 a.m. after quorum was met.

### Oath of Office

Dave McNally was sworn in as a NCCC Board of Trustee member:

- This is a Governor's appointment, relieving Trustee Dan Kelleher of his 10-year term appointment with the College.
- Dave introduced himself to the Board, and members of the college. He was warmly welcomed by all.

### Minutes

Shia Bright made the motion to accept the February 28, 2025, meeting minutes. Seth McGowan seconded the motion. February 28, 2025, meeting minutes were unanimously approved (6-0-0).

### College Senate Chair | Chad LaDue

No report

### NCCCAP President | Lee Susice

NYCCAP and the College Administration are actively engaging in the 2025-2028 contract negotiations.

### CSEA President | Dianna Trummer

No report

### Board Chair Report | Pete Suttmeier

- New York Community College Trustees (NYCCT) annual Spring meeting scheduled for April 25th, 2025. Encouraged board members encouraged to attend if able.

### **Highlighted Current Board of Trustees By-laws**

- Reviewed the three committees of the board: Executive, Personnel, and Finance

- Outlined the three Officer positions of the board: Chair, Vice-Chair, and Secretary
- After brief discussion, it was decided the conversation will continue at the May meeting.

#### Interim Vice President for Academic Affairs | Sarah Maroun

- Shared recent summer enrollment numbers look good when compared to this time last year.

#### **Highlighted Recent Campus Community Opportunities**

- Saranac Lake | Neurodiversity Workshop
- Malone | Art Exhibit
- Ticonderoga | Hosted Job Fair
- Virtual | Twinkie Defense Presentation
- Faculty and Staff are preparing for the upcoming graduation ceremonies
- Members of the board discussed retention as was reported in Sarah's report. They spoke of the importance of preparing students before they start, with a strong focus on strengthening soft skills.

#### Vice President for Marketing and Enrollment Management | Kyle Johnston

##### **SUNY Reconnect**

- Governor's proposed bill for adult learners (ages 25-55) offering free college in specific program areas
- Currently gathering details with anticipated launch within a week
- \$25K campaign planned

##### **Strategic Enrollment Management (SEM) Plan**

- Development underway for next 3 years
- Recently acquired a \$20K grant to promote "Scholarships for Everyone" and focused short-term programming
- Gateway to Plattsburgh is underway
  - Explained program operations and cross-promotional opportunities
  - Collaboration with Plattsburgh progressing well
  - Marketing campaign scheduled for 3-month duration
- Board members discussed the success of the previous SEM plan

#### Interim CFO | Erik Harvey:

##### **Reviewed 2024-25 Forecast**

- Enrollment: 1,000 AAFTE (+2% from prior year, -2% below budget)
- Revenue: \$97K (1%) better than budget, mainly from county chargebacks
- Expenses: \$79K (1%) better than budget, primarily from IT savings (Thesis Elements covered by SUNY grant)
- Operating deficit: \$231K
- Projected fund balance (Aug 31, 2025): \$5 million (32% of operating costs)
- Program growth areas: ADN expansion, Early Childhood Education, EMT, Direct Support Professionals, OASIS Chemical Dependency
- Challenges: Concurrent Enrollment down 11% (\$10K impact)

**Presented Proposed 2025-26 Budget**

- Enrollment target: 1,025 AAFTE (+3% from 2024-25)
- Revenue projection: +\$590K (4%) over the previous year, primarily from matured campus bonds
- Expense projection: +\$509K (3%) over the previous year due to:
  - Salaries/taxes: +\$231K (filling open positions, contractual raises)
  - Medical premiums: +\$87K (5% anticipated increase)
  - Maintenance: +\$45K (Sparks Athletic Facility)
  - Scholarships: +\$35K
  - Facility leases: +\$33K (2% escalation)
  - Professional services: +\$28K (Achieving the Dream contract)
- Projected deficit: \$151K
- Projected fund balance (Aug 31, 2026): \$4.9 million (30% of operating costs)
- Budget approval timeline:
  - May 2025 – Approval by the Board
  - June 2025 – Presented and passed by Essex and Franklin County sponsors
    - July 2024 – County sponsors - Public hearing and voting
  - August 2025 – Submit final approved budget to SUNY
  - Fall 2025 – New York State Department of Budget (NYS DOB) Approval

**Shared Growth opportunities**

- \$1M SUNY community college marketing campaign
- NYS Opportunity Scholarship for adult learners
- 2.5% larger sponsor area market
- 6% larger concurrent enrollment market

*The Board moved to approve the following resolution:*

- Seth McGowan made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the financials of February 2025 and March 2025 financials, as they were presented in the CFO report. Linda Beers seconded the motion. The motion was unanimously approved (6-0-0).

**Provided update on the 5-Year Projection**

- Erik noted that absent any new initiatives or changes from how the College is currently operating, that on August 31, 2030, the fund balance is projected to be \$1.2 million or 7% of 29-30 Net Operating Costs. He also indicated that if the past is any precedent, he expects that the College will continue to establish new initiatives and make changes, as it has over the last several years.

Interim Associate Vice President of Student Affairs | Jackie VanBrunt:

**Athletics**

- Coaches are reporting successful recruitment efforts and campus visits for Fall 2025.

**Student Life**

- Collaborating with Academic Affairs, including Athletics and Academic Career Advisors (ACA), to develop workshops/programs focused on retention efforts with current and incoming students.

- Shared NCCC is an approved host site for Empire State Service Corps internships through Spring 2026.
  - Internships primarily are within Student Life and students engaged in them are receiving SUNY funding support
  - Focus areas: food pantry assistance, mental health support, student success
- The recent Alternative Spring Break program was highlighted.
  - Best Friends Animal Sanctuary in Kanab, Utah
  - Shared student plans to create a video of their time to use as a marketing video.
  - Chris Knight published a story on their experience.
- Board discussions included internship opportunities and athletics recruitment (both in-state and out-of-state), plus the academic performance of athletes

#### President | Joe Keegan:

Expressed gratitude to board members for their ongoing support of the College, students, and staff and welcomed Dave McNally as the College's newest Governor appointee to the Board

#### **Updated Board of Trustees Appointments**

- Discussed with the Board, the two (2) current governor appointment vacancies
- Shared that the Student Trustee position will become vacant on June 30th, 2025
  - Students will be voting soon to fill the upcoming vacancy

#### **Shared Current Funding Position**

- NYCCT and Presidents have been active with advocacy
  - Focus on community college funding.
  - Negotiations continue to focus on maintaining the funding floor and raising operational funds
- There are no new updates regarding funding concerns from US Dept. of Education.

#### **Highlighted Enrollment Goals**

- Echoes previous presentations that our Fall 2025 enrollment numbers look promising. This is, in part, due to a rebound of enrollment in PN (Practical Nursing) programs, which has seen a return to more applicants meeting minimum qualifications for admission. There was also a discussion regarding current clinical placement locations.

#### **Immigration Enforcement Update**

- Although the presence of Immigration and Customs Enforcement (ICE) officers is a nationwide concern on college campuses, our three campuses have not had any interactions or issues in this regard.

#### **Highlighted Current Opportunities and Initiatives**

- Building a new Student Information System (SIS) for improved data collection and reporting.
- Achieving the Dream (ATD)
  - Working collaboratively with three other institutions to pursue new ways to work together.
- Achieving Success in Alternate Pathways (ASAP)
  - This program offered through SUNY focuses on persistence, retention and completion. The College applied to be part of a 2<sup>nd</sup> cohort for Fall 2025.

- These recurrent funds will go directly to the students
- These resources will allow students to have better success in their academic endeavors

*The Board moved to approve the following resolution:*

Seth McGowan made a motion from the floor that the North Country Community College Board of Trustees hereby approves Student Photo Identification Card Policy as it was presented. Shia Bright seconded the motion. The motion was unanimously approved (6-0-0).

NCCC Association Director | Robert Rathbun

No report

NCCC Foundation Director | Erin Walkow:

No report

Old Business

None

New Business

None

Public Comment

None

Executive Session

Seth McGowan made the motion to enter Executive Session at 12:30 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. Linda Beers seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to attend the meeting at 12:30 p.m.

Adjourn

Seth McGowan made a motion to adjourn the meeting. Linda Beers seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

Date: June 5<sup>th</sup>, 2025

Resolution: Minutes 2024-25

Motion: Linda Beers

Seconded: Tricia Preston

Action: Approved (6-0-0)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees