



## Board of Trustees Minutes | Friday, January 24, 2020 | Saranac Lake Campus

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

**Excused:** Vondell Livingston.

**Others Present:** Joe Keegan, Stacie Hurwitch, Bob Farmer, Sarah Maroun, Chris Knight, Kyle Johnston, Lisa Symonds, Erik Harvey, Diana Fortune, Shir Filler, David St. Germain.

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

### **Meeting Minutes**

Jerry Griffin moved to approve the November 2019 meeting minutes pending discussed change. Mark Moeller seconded the motion. The November 2019 meeting minutes were approved unanimously. (8-0-0).

### **College Senate**

Shir Filler reported:

- The first Senate meeting occurred on Thursday, January 23, 2020. It was a successful start to the semester and members of the Senate request that the members of the Board of Trustees continue to attend when they are available. Steve Reed commented that there will be an assigned list given to Stacie Hurwitch by the end of the day. Stacie will share the schedule with Shir upon receipt.
- The College Senate approved several items of interest during the meeting, including:

### **NCCCAP**

No report.

### **CSEA**

No report.

### **Board Chair Report**

Steve Reed reported:

- A meeting with our newest board member, Donna Wadsworth, occurred in Elizabethtown last week. Pete Suttmeier joined Steve and Donna for the meeting. Donna is looking forward to joining the team at the February 2020 meeting.
- By-laws continue to be a work in progress. An updated version will be shared electronically with members of the board soon.

### **Interim Vice President for Academic Affairs**

Sarah Maroun reported:

- Three classes are running at Akwesasne with enrollments of 29 students across all three courses.
- New program submissions: 1) Early Childhood Ed/Childhood Ed Track submitted to SUNY on Dec. 31st
- AEMT certificate is on hold due to contractual breakdown with Mt. Lakes EMS. Pursuing course sponsorship through DOH

*The board made a motion to approve the following resolution brought to the floor:*

Mark Moeller recommended resolution 2019-20 | #5 that the North Country Board of Trustees hereby approves the AS Business Administration: Healthcare Administration Track. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

### **Vice President for Marketing and Enrollment Management**

Kyle Johnston reported:

- Marketing for Winter Carnival has been successful and the College looks forward to sharing sponsorship of the event with other local business. Chris Knight shared with the board some creative marketing photographs that include both the mascots for Winter Carnival, Sara the Snowy Owl and NCCC St. Bernard (Bernie). There will be a custom made landing page on the NCCC website going live on Monday. [www.nccc.edu/wintercarnival](http://www.nccc.edu/wintercarnival)
- Express Enrollment attendance of 33 (30 of which registered)
- Current enrollment number of 711 with 19 still in the pipeline for spring 1 on 1 registrations.

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

Bob Farmer reported:

- 2019-2020 financials will show a \$530,000 deficit instead of \$330,000 as we are down about 20 FTE's from our adjusted target of 945 to 925. Members of the Administration are meeting weekly to discuss this deficit and looking for creative ways to help reduce it. The board discussed the financial position of the College and the potential for improvements.

- Tim Burpoe made a motion to approve the following financials as they were presented: August 2019, September 2019, October 2019, November 2019 and December 2019. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0)

### **President's Report:**

Joe Keegan reported:

- A positive point of the 2019-2020 budget is the continuation of Second Chance Pell and the growth of the Akwesasne program. While there are notable challenges, the Administration has been meeting regularly to find creative and effective ways to close the gap and increase our FTE presence. Marketing initiatives have started rolling out from the Admissions department that have the potential to be fruitful in the near future.
- A resolution was brought to the floor requesting the Board of Trustees approve the Strategic Plan Update as it is presented. Mark Moeller moved to approve the Strategic Plan Update as it was presented to the Board on January 24, 2020. Mary Irene Lee seconded the motion. The motion approved (8-0-0).
- A resolution was brought to the floor requesting the Board of Trustees approve NCCC Mission, Vision, Values Update as it was presented. Jerry Griffin moved to approve the NCCC Mission, Vision, Values Update as it was presented to the board on January 24, 2020. Pete Suttmeier seconded the motion. The motion approved (8-0-0).
- The board was updated on the non-discrimination statement. It was briefly discussed among the members.

The Board voiced concern about ongoing enrollment challenges, understanding that all community college face similar issues. This was reinforced by a January 18, 2020 Times Union article entitled "Community Colleges Grapple with Crash".

In an ensuing discussion, the Board recommended:

- Exploration of adding a Men's Lacrosse Team as an enrollment strategy,
- Ensuring that we have a long-term enrollment strategy that is linked with budget planning.

Joe assured the Board that the links between enrollment, budget and planning are occurring and would be fleshed out more fully for the Board and the campus community in the near future. He also will reach out to Chad LaDue, our Athletic Director, regarding the feasibility to bring in a Men's Lacrosse Team.

### **NCCC Association:**

- Joe Keegan reported that Shannon Warren regrets that she is missing today's meeting. She is attending a NYS Department of Health webinar on the Novel Coronavirus targeted for those serving in higher education. She will be reporting back the news to the President's office. She looks forward to attending the next board meeting in February 2020.

### **NCCC Foundation:**

Diana Fortune reported:

- The board is invited to attend the College's annual Winter Carnival Alumni Reception on Saturday, February 8<sup>th</sup> from 11am-2pm at the Hotel Saranac. As in past years, Paul Smith's College Alumni will be joining in the festivities. All are encouraged to attend.
- Foundation Scholarship booklets for the Academic Year of 2020-2021 will be published and shared mid-February 2020.
- Diana thanked the Board for their continued generous support of the NCCC Foundation's annual fund appeal.

### Old Business

None

### New Business

None

### Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:35p.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*. Pete Suttmeier seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:35p.m.

Tim Burpoe made a motion to adjourn executive session at 1:15p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

### Adjourn

Tim Burpoe made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:16p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary to the Board of Trustees

Friday, April 3, 2020

Motion: Mary Irene Lee

Second: Mark Moeller

Action: Approved (8-0-0)