

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, February 23rd – Saranac Lake Campus**

Board Members Present: Stephen Reed, Timothy Burpoe, Mary Kay Tulloch, Anne McDonald, Mark Moeller, Mary Irene Lee, Daniel Kelleher

Excused: Jerry Griffin, Joseph Costa

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Joe Keegan, Chuck VanAnden (College Senate), Diana Fortune (NCCC Foundation), Elizabeth Quinn (NCCCA), Selina LeMay-Klippel, Shir Filler (NCCCAP)

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

Approval of Minutes

Mark Moeller made a motion to approve the January 23rd, 2017 minutes. Anne McDonald seconded the motion. The January 23rd, 2017 minutes were approved unanimously (7-0-0).

College Senate

Chuck VanAnden provided a written report and discussed:

- Kudos to Judy Steinburg who led the effort to obtain nominations for Chancellor Award.

Board members, and Steve Tyrell, voiced appreciation for the hard work which Judy displayed in pulling this together. Steve Tyrell reiterated that the Chancellor requires faculty governance to establish a committee to run the nominations and preparations.

- A discussion followed with interest from the Senate to create an internal recognition program.

- Board member, Anne McDonald, may attend the next senate meeting in March via Ticonderoga campus.

Three proposed amendments to the Senate By-laws are currently awaiting final vote:

1. Dissolve the governance committee and have a governance officer who is a member of the executive committee and responsible for assuring compliance with the by-laws and requirements.
2. Establish a Faculty and Staff recognition committee to work with administration to ensure there is a timely process to identify, nominate and submit required documentation for employee recognition and the contributions they make.
3. Clarify dates of the newly elected officers so to avoid confusion of who speaks for and acts on behalf of the Senate. Possible option would be June 1st.

NCCCAP

No report.

* Stephen Reed requested Shir Filler notify NCCCAP members that he will be available to meet with members during his next campus visit on Tuesday, February 28th between 8:30am-11am.

CSEA

No report.

Board Chair Report

Stephen Reed reported:

- First campus visit was very successful. He plans to continue these Tuesday morning visits for a number of weeks. He stressed that all interested parties reach out to him if they wish to meet while he is on-site. He will make arrangements to visit the Malone and Ticonderoga campuses soon.

- Stephen noted that our phone list needs to be up to date.

- Stephen emphasized the College needs to continue to find ways to announce the good things that are happening here.

- Board self-assessment materials will be available soon for all board members to review. The board will continue the discussion on this item during the March meeting.

- A huge thank you to Diana Fortune for her work on the Founder's Day celebration. Diana did a superb job to keep everything on time and on task. Board members agreed it was a terrific event.

Upcoming dates of planned participation:

2/27 – Ways and Means: Elizabethtown

2/28 – Campus visit: Saranac Lake

3/1 – Advocacy Day: Albany

Interim Vice President for Academic Affairs

Joe Keegan reviewed his printed report and highlighted:

- Due to the hard work of faculty and staff, the start of the spring semester has been the smoothest we have seen in years.

- Open invitation for members to visit the new flip classroom in Ticonderoga. The concept of the classroom design was discussed as well as the possibility of looking at other campuses for a similar installation.

- Faculty continue to work on academic master planning. There is currently a proposal to increase adjunct pay and funding for employee professional development is being explored.

- There are faculty searches underway this semester. Positions include two for support of 2nd Chance Pell program.

- Dan Kelleher expresses the importance of thanking all the hard work that went into the launch of the 2nd Chance Pell program. Steve Tyrell reports a thank-you event is being planned and we will be sure the board members are invited when the date is set.

The following resolution for Academic Affairs was acted upon by the board:

- Mary Kay Tulloch recommended Resolution 2016/17-65 that North Country Community College Board of Trustees hereby approves the temporary appointment of Lisa Williams, to the full-time, exempt appointment as Learning Assistance Coordinator and Humanities Instructor for the Spring 2017 term effective January 23, 2017 at an annual salary of \$37,450 and at Rank A5, Step 6. The annual salary will be prorated to the amount of \$17,811.30 for the Spring 2017 term. Mary Irene Lee seconded the motion. The resolution was approved unanimously (7-0-0).

Dean of Admissions Report

Chris Tacea reviewed his printed report and highlighted:

- Fall application reports will be available at the next board meeting.

- Meredith Chapman and Rachel Gebhardt are finishing up the organization of the next SUNY Admissions Professionals event at the Crowne Plaza in Lake Placid.

- Joe Akey has been doing a wonderful job working on 2nd Chance Pell. There have been over 220 applications. The program started this week at two of the four correctional facilities in the program and will commence at the other two correctional facilities next week.

- Allied Health acceptance letters will go out March 3rd, which is in line with our peer colleges.

- NCCC will have a featured full page ad on the back of the Saranac Lake Chamber of Commerce visitor guides. The Chamber of Commerce will print 30,000 guides for distribution soon.

- Mary Irene Lee extended her thanks to Chris for the donations of NCCC backpacks for the back-pack program she's involved with in Minerva, NY.

- Selina LeMay-Klippel's idea for an 8x12 backdrop for a storefront will be going up soon. It's designed to dress up the look of one downtown storefront in Ticonderoga while also promoting the institution.

- This week Dan Kelleher attended a board orientation meeting with Chris Tacea. It was productive and informative for both. Dan reported that there is a notably thorough and professional planning process by the admissions team and it is an impressive operation. Steve Tyrell agreed and explained that while we're ahead of our peers in regard to enrollment, we have to continue to work hard to ensure we maintain our annual enrollment targets.

Interim Vice President for Administration/CFO:

Bob Farmer distributed the January 2017 Financial Report. Tim Burpoe moved to accept the financial report. Mary Irene Lee seconded the motion. Financial report was approved unanimously (7-0-0).

- Bob reported that College revenue, specifically tuition and fees collections, are ahead of what was budgeted for this year because our enrollment is above our budgeted target.

- The 2015-16 annual audit is not completed yet. We hope to have it wrapped up by the next board meeting in March. Process for the next audit will begin in October.

- Work is continuing on the 17/18 budget. The Long Range Planning and Budget Committee has met once already on the proposed budget and their second meeting is scheduled for February 24th, 2017.

- Mary Irene Lee commends everyone involved for doing such a good job in budget management.

President's Report:

Dr. Tyrell shared his written report and discussed:

- A college team will travel with Dr. Tyrell to Albany for Community College Advocacy Day on March 1st, 2017. It will include Stephen Reed, Stacie Hurwitch, Chuck VanAnden and Bruce Rowe. Currently

meetings with Assemblymen Jones and Stec have been scheduled to discuss what impact the 2017/18 State Budget will have on community colleges.

- Continued work on new Strategic Plan has been productive. Working groups met this week to draft clearly measurable outcomes and will be sharing them at the end of next week.

- Explained our fund balance is incredibly strong and we predict we will have the 2nd best percentage of fund balance to operating budget in New York State.

- Thanks to Diana Trummer, Maggie Willet, Amy Provost (CSEA negotiation team), and Bob Farmer, Ericka Moody, and Tara Smith for all their work to complete the new collective bargaining agreement for CSEA and the College. We appreciate all their collaborative hard work.

- Working group met twice concerning the desire to improve Video Conferencing (VC). The goal this summer is to improve VC in one classroom on each of the three campuses. The group is currently gathering data from faculty on how best to use the rooms based on functionality and preference. Next summer, another three rooms will experience VC upgrades.

The following resolution was acted upon by the board:

- Tim Burpoe recommended Resolution 2016/17-64 that North Country Community College Board of Trustees hereby approves the CSEA contract with the terms of agreement negotiated in the MOA. This new contract will be effective September 1, 2016 through August 31, 2019. Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

NCCC Foundation:

Diana Fortune reported:

- Founder's Day was a wonderful success. Diana is almost done personally contacting all those invited (whether they were able to attend or not) and thanking them. Those who could not attend are receiving a copy of the program along with anniversary pins.

- Plans are currently in the works for the 50th Anniversary Celebration in both Ticonderoga and Malone.

- The student scholarship booklets will be available both hardcopy and online in the next 2-3 weeks. The deadline for students to apply is May 1st, 2017. Donations to the scholarship are welcome.

NCCC Association:

Elizabeth Quinn reported:

- Chad LaDue was elected Vice President of the Association.

- There is a proposed increase to the meal plan: \$25 a semester, \$50 a year. The board agreed this was an acceptable increase. Beth also noted that this plan is still the lowest of peer community colleges.

- Two summer groups, whom are returning customers, have been booked. We're open from mid-June to mid-August, which allows time before and after for clean-up and preparations for the incoming Fall students. It is approximately a \$35 a night charge per person. Linens and meals are an additional cost.

- Currently working on implementing a pop-up bookstore for the Ticonderoga campus. The plan is to provide students the opportunity, twice a year, to purchase NCCC memorabilia.

-Mary Irene Lee extends her thanks to Elizabeth for doing some creative work and we appreciate all the new ideas she brings to the table.

The following items will be brought to the Association Board meeting on March 3rd, 2017:

- Final draft between the College and Association has been reviewed and will be voted on the March 3rd meeting of the Association. Recognition to Kim Irland for the fabulous work she completed on this project.

- Proposal for implementing a housing deposit refund policy for students who do not attend the College or complete a semester.

New Business:

- In the interest of holding board meetings at the other campuses, Stacie Hurwitch recommends next board meeting be held at the Malone Campus.

Public Comment:

None.

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:32 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. Steve Tyrell and Jim Brooks were invited in to join executive session at 12:32 p.m.

Dan Kelleher leaves session at 1:27 p.m.

Tim Burpoe made a motion to adjourn executive session at 1:45pm. Mary Irene Lee seconded the motion. The motion were approved unanimously (6-0-0).

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion were approved unanimously (6-0-0). The Board meeting was adjourned at 1:46 p.m.

Respectfully Submitted,

Stacie Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED
March 17, 2017
Motion: Mark Moeller
Seconded: Anne McDonald
Motion passed: 7-0-0