

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, July 27th, 2017 | Saranac Lake Campus**

Board Members Present: Stephen Reed, Tim Burpoe, Anne McDonald, Mark Moeller (arrived 12:02), Richard Suttmeier, Joe Costa.

Excused: Daniel Kelleher, Mary Kay Tulloch, Jerry Griffin, Mary Irene Lee

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

In absence of quorum at 11:00AM, reports were provided to those assembled.

College Senate

Sarah Kilby reported:

- Faculty are on summer break and will return August 23rd, 2017.
- Sarah presents a tentative College Senate meeting schedule for 17/18. Steve Reed requests board members to review and note which meeting they're available to attend by next session.
- College Senate meeting structure may be adjusted for the 17/18 to allow more productivity in sessions.

NCCCAP

Chad LaDue reported:

- Weekly 1:1 meetings with Dr. Tyrell have been successful and informative.
- Contract between the College and NCCCAP has been approved by the Franklin County legislature. There is currently a meeting with Essex County Board of Supervisors on August 7th to review the same contract.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- A small committee has met to discuss the performance evaluation of the College president.

Interim Vice President for Academic Affairs

Joe Keegan shared his report and highlighted:

- 2nd Chance Pell is doing well and consistent with its summer Full Time Enrollment (FTE)
- Nursing admissions process for fall 2017 has been completed. The wait list for the LPN/RN program continues to grow.

- We were notified recently that 100% of the Radiological Technology graduates passed their licensure exams.
- New classroom furniture is on-site and will be installed at the three campuses over the next 4 weeks.
- Video Conferencing updates are also underway, each of the three rooms are expected to be tested and completed by mid-August.

Dean of Admissions Report

Chris Tacea shared his report and highlighted:

- Applications are up by 7% compared to last year's applications numbers.
- Deposits are trending upward.
- When compared to the last 2 years, new student registrations show us ahead of schedule to date.
- Instant admit days have been successful, we are 13 students ahead from where we were last year.
- Planning for Fall recruitment is underway.
- Of the 42 applications received, no applicant was eligible for the Excelsior Scholarship.

Interim Vice President for Administration/CFO:

Bob Farmer reviewed the June 2017 Financial Reports and highlighted:

- Tuition is tracking ahead of budget due to enrollment being above the budget target for 2016-17.
- Due to the 15/16 surplus, State Aid is down.
- Salary, Medical and Retirement numbers are over budget for 2016-17 due to the addition of staff since 2016/17.
- Although we lowered our budget target for utilities in 2016-17, our expenditures still came in under budget.

President's Report:

Dr. Tyrell shared his written report and highlighted:

- NCCC & SUNY Potsdam initiative is going well and there have been several meetings between key stakeholders to draft an MOU. A final version of the MOU is anticipated in the next few weeks.
- Assessing the Effectiveness of Shared Governance committee has met four times this summer and with plans to meet again in the coming weeks. This committee is working hard to complete one of the four required reports for Middle States, due September 1st. There is a planned community session to discuss Shared Governance on September 29th, 2017.
- The team from Middle States will be on site September 20th-September 22nd. They plan to review the following areas: Financial Sustainability, Strategic Planning, Shared Governance, and Assessment

- On July 24th, the Strategic Planning group spent the day working together to create a comprehensive outline to ensure there are clear and measurable outcomes for the current strategic plan. The most recent Strategic Plan will be shared with the community to review, and outlined during a session on August 23rd, when the faculty return. We will then determine, as a community, if the plan is final or needs more work.
- The initiative with Paul Smiths College (PSC) is going well. At this time, we have 5 graduates of NCCC who have signed up for the program. Chris, along with PSC marketing team, have done a great job advocating this new initiative.

NCCC Foundation:

Diana Fortune reported:

- A reunion with NCCC and PSC Alumni is planned to take place at the Hotel Saranac during Winter Carnival (2018). Currently exploring options to share a float with PSC for the Winter Carnival Parade.
- At this time, the Scholarship committee has completed their work for awarding scholarships for 2017-18.
- There will be a Welcome Back Reception for all faculty, staff and members of the Board on August 23rd at Casa del Sol. This reception is possible by a generous anonymous donor, our thanks are extended to them. Details to follow.

NCCC Association:

No report.

* Mark Moeller joined the meeting at 12:02PM. The board meets quorum at 12:02PM.

Executive Session

With the arrival of a sixth board member, Steve Reed convened the meeting.

Anne McDonald made the motion to enter Executive Session at 12:03 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 (6-0-0). Steve Tyrell and Bob Farmer were invited in to join executive session at 12:04 p.m.

Tim Burpoe made a motion to adjourn executive session at 12:50PM. Pete Suttmeier seconded the motion. The motion were approved unanimously (6-0-0).

Approval of Minutes

Anne McDonald made a motion to approve the June 22nd minutes. Mark Moeller seconded the motion. The June 22nd minutes were approved unanimously (6-0-0).

** The following resolutions were acted upon by the board:*

Mark Moeller recommended Resolution 2016-17 | 94 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Sandra Gothard, to the full-time, nine-month, 164-day, exempt appointment as Nursing Program Director for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$64,750 and at Rank A5, Step 20. Pete Suttmeier seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended Resolution 2016-17 | 88 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Meredith Chapman to the position of Interim Associate Director of Admissions, at an annual salary of \$62,291.00 (Base salary 164 day - \$46,225.00; 221 day - \$62,291.00) at Rank A3 Step 6A through December 15, 2017. Tim Burpoe seconded the motion. The resolution was approved unanimously (6-0-0).

Mark Moeller recommended Resolution 2016-17 | 89 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt to the position of Interim Assistant Director of Admissions, at an annual salary of \$49,152.00 (Base salary 164 day - \$36,475.00; 221 day - \$49,152.00) at Rank A4 Step 3A through December 15, 2017. Joe Costa seconded the motion. The resolution was approved unanimously (6-0-0).

Old Business:

None.

New Business:

Tim Burpoe made the motion to nominate Steve Reed as Board Chair for NCCC Board of Trustees for the 17-18 year. Anne McDonald seconded the motion. The motion was passed unanimously (6-0-0).

Mark Moeller made the motion to nominate Tim Burpoe as Vice Chair for NCCC Board of Trustees for the 17-18 year. Anne McDonald seconded the motion. The motion was passed unanimously (6-0-0).

Anne McDonald made the motion to nominate Mary Kay Tulloch as Secretary for NCCC Board of Trustees for the 17-18 year. Mark Moeller seconded the motion. The motion was passed unanimously (6-0-0).

Public Comment:

None

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion were approved unanimously (6-0-0). The Board meeting was adjourned at 12:50p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED
2016-17 | August 25, 2017
Motion: Anne McDonald
Seconded: Mary Irene Lee
Motion approved: (8-0-0)