

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, February 23rd, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Dan Kelleher*, Mark Moeller, Joe Costa*, Jerry Griffin, and Pete Suttmeier, Tim Burpoe

Excused: Mary Irene Lee

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Lisa Symonds, Diana Fortune, Sarah Kilby, Chris Knight, Erik Harvey, Kent Egglefield, and Larry McFaddin.

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

Student Spotlight

Chris Knight presented Chloe Nott, NCCC second year student from Australia. She is an accomplished soccer player, captain of the women's team and 1st team scholar All-American (only 11th to receive this honor). She is an excellent student and an accomplished self-taught banjo player. Kent Egglefield and Larry McFaddin spoke of how great it is to coach and teach this young lady who is the epitome of success and leadership. She is an excellent representation of the College's core values.

*Joe Costa joined the meeting at 11:08 a.m.

Approval of Minutes

Anne McDonald made a motion to approve the January 26th, 2018 minutes. Mark Moeller seconded the motion. The January 26th, 2018 minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported:

- College Senate approved adding A.S. Business: Sports and Events Management program on our Malone Campus.
- Next senate meeting is March 16th at 12:30pm – Mark Moeller volunteered to attend.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- He attended Dr. Steen's Nutrition class this month.
- Steve Reed, Tim Burpoe and Mark Moeller attended Bob Farmer's February 13th meeting for the Campus Master Plan.
- Steve Reed attended a meeting with our sponsoring Counties to discuss capital plans.

Vice President for Academic Affairs

Joe Keegan highlighted points of his report and updated:

- February Faculty meeting met and discussed future planning of College programs. They addressed the creature comforts but also new academic programming – such as AOS, AS and trade certificates and degree programs. They will meet again in March to start mapping out programs would work best to align with community needs. A survey was distributed around the faculty to see where the interest is in these areas.
- Faculty have agreed to meet with the Ticonderoga Revitalization Alliance (TRA) to discuss the TRA's interest regarding the School of Applied Technology Proposal.
- Academic Affairs and Admissions have been working together to find ways to better market the school with a focus towards non-traditional students.
- Working with Bob Farmer to see how the College can increase support for instructional technology.
- Path to Potsdam project is moving forward. Faculty meet on Potsdam's campus on March 9th, to continue their collaboration.
- Classroom Conduct is a policy under review by Senate and addresses conduct, rights and responsibilities of students in the classroom.
- Saranac Lake Campus Advisory Board will be held on March 16th at 9am in Hodson Hall 105.

The board acted on the following resolution:

Pete Suttmer recommended resolution 2017-18 | 14 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY Administration and NY State Department of Education for North Country Community College to register an A.S. Business: Sports and Events Management program on our Malone Campus. Tim Burpoe seconded the motion. The resolution was approved unanimously (7-0-0).

- Sarah Maroun, Interim Associate Dean of Academic Affairs, made a presentation to the Board regarding Student Learning Outcomes Assessment and Middle States Accreditation expectations.
- A brief history was also shared on Assessment and the need for accountability in Higher Education. Sarah recommended an article in the Chronicle of Higher Education as an excellent resource for gathering further information regarding student learning outcomes assessment.

- The board unanimously agreed that Sarah has done a great job leading the charge with the faculty to ensure the College is in compliance with the requirements set by Middle States.

* Dan Kelleher joined the meeting at 11:42am

Dean of Admissions Report

Steve Tyrell reported in Chris Tacea's absence:

- The next report will show that the College is on target for Fall 2018 enrollment in comparison to this time last year.
- Currently finalizing LPN admits for Fall 2018, they will be notified soon.
- Admissions team has processed 454 student data files for the Path to Potsdam program.
- Financial Aid packaging for Fall 2018 students will begin March 1st. Steve explained that due to the hard work of the Financial Aid team, we're now able to package on March 1st which makes the College much more competitive with other schools who package at this time. Historically, NCCC would package students in early April.
- There was discussion on how the College can continue to improve its current marketing efforts to high school students in our sponsoring counties.
- College attendance norm is now 'non-traditional students'. We're still serving people in the region but it's not the majority students that was historically served a decade ago.
- The College continues to share success stories with the community and sponsoring counties.
- Members of the board spoke of the importance of having joint meetings with the sponsoring counties and how the College needs to make those happen regularly. The College has sent multiple requests proposing meeting times for joint meetings.

Vice President for Administration/CFO

- Bob Farmer discussed the College's current fiscal position with for the 2017-18 year in regards to revenue and expenditures, referenced in the January 2018 report.
- The Long Range Planning and Budget group will meet this afternoon to review information on the proposed 2018-19 budget.
- Thanks was expressed to Steve Reed and Tim Burpoe on their attendance at the February 13th Campus Master Plan meeting with the county representatives.
- Joe Costa moved to approve the January 2018 financials as presented by Bob Farmer. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).
 - Dan Kelleher requests the last column in the monthly report to highlight YTD so it's easier to understand the numbers, historically.

President's Report

Steve Tyrell reported:

- Advocacy 18-19 Team will travel to Glens Falls on Monday, February 26th to meet with Senator Little and Assembly member Stec.

- The 50th Anniversary Employee Recognition program has been moved to September 2018 to close out the 50th Anniversary.
- SUNY Potsdam initiative next step is to create a Service Area Agreement between neighboring Community Colleges. Presidents from Jefferson Community College and Clinton County Community College will be meeting with Steve on March 6th at 11:30am. The Service Area Agreement is another part of the process that must be completed.
- Shared Governance working group is in the process of creating a new survey and their plan is to disseminate the survey to the College community the first week of April. Survey results will be reviewed and shared over the summer.
- The second progress report of the Strategic Plan was shared with the College community earlier this week, with an executive summary presented by Stacie Hurwitch. Updated reports will be shared periodically with the College community and the Board of Trustees.
- Essex County finance committee met a few weeks ago regarding the radio station property. The property with the tower will go out for bid, however the parcel of land housing the station will eventually be made as part of Essex County property controlled by the College.
- The YMCA community needs assessment survey will go out to the Community March 1st, a public forum is scheduled for March 8th, 2018 at 6pm.

NCCC Association

Beth Quinn reported:

- First pop-up bookstore on the Ticonderoga campus is scheduled for March 7 & 8th.
- Association is working closely with Kim Irland and Student Life to create a Welcome Weekend experience for new and returning students this Fall.
- American Dining Creations commuter meal plans are restructured, which will give more freedom to use the plan “anytime” and individual funds will roll-over from the Fall to the Spring semester. There was some discussion on how funding works for the Association with regard to American Dining Creations.

NCCC Foundation

Diana Fortune reported:

- 50th Anniversary supplement in the Malone Telegram was wonderful, very grateful for Chris Knight’s work. Chris anticipates a supplement for Ticonderoga will be launched in the near future.
- The Scholarship Program booklet was shared with members of the Board.
- Steve Tyrell recognized Diana’s hard work and her ability in gaining corporate sponsorships for our students. The Foundation recently received \$50,000 in 2 endowed scholarships for students.
- The NCCC/PSC Alumni event during Winter Carnival was a huge success. Plans are already in work to make this an annual event.

Old Business

None

New Business

- Steve Tyrell informed the Board the College had reached out to the all representatives of our sponsoring counties of Essex and Franklin on February 5th requesting a joint meeting. In the email they were supplied dates and times to work with in forming a gathering. We're hopeful to hear back soon on when we can host them.
- Steve Tyrell asked the Board to attend a summer retreat with the College faculty to discuss Academic Planning and how academic planning will meet the community needs for the next 3-5 years. There was notable interest in setting something up off-campus. Steve R. requested Board members bring items for a tentative agenda, and potential summer dates, to discuss on March 29th.

Public Comment

None.

Executive Session

Anne McDonald made the motion to enter Executive Session at 12:47 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.* Pete Suttmeier seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited to join the meeting at 12:48 p.m.

Tim Burpoe made a motion to adjourn executive session at 1:50 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Joe Costa seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:51p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED
2017-18 | March 29th, 2018

Motion: Anne McDonald
Seconded: Jerry Griffin
Motion Approved: 7-0-0