

Board of Trustees Meeting Agenda

11:00 a.m. | Thursday, July 25, 2019

Saranac Lake Campus | HH-105

- I. Call to Order
- II. Approval of May 2019 and June 2019 Minutes
- III. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- IV. College Reports
 - A. Board Chair
 - B. Interim Vice President for Academic Affairs
 - C. Interim Vice President for Enrollment Management
 - o Resolution 2018-19 | #43 - Appointment for Assoc. Director of Recruitment for Adult Learners
 - D. Vice President for Administration & Fiscal Operations
 - o June 2019 Financials
 - o Resolution 2018-19 | #44 - Appointment for Academic Technology Coordinator
 - E. President
 - o Resolution 2018-19 | #45 - Appointment - Interim Vice President of Academic Affairs
 - o Resolution 2018-19 | #46 - Appointment – Coordinator of Wellness and Support Services
 - F. Representative Reports
 - o NCCC Association
 - o NCCC Foundation
- V. Old Business
- VI. New Business
- VII. Public Comment*
- VIII. Executive Session
- IX. Adjourn

An Executive Session of the Board of Trustees may be called pursuant to Article 7 of the Public Officer's Law to discuss *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 and collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law. (Public Officers Law §105).** Public Comment: Visitors are requested to sign in before the beginning of the meeting. Provision is made at this point in the agenda for citizens of the community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time. No person, not a member of the Board, shall speak for more than five (5) minutes. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, May 10, 2019 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Mary Irene Lee, Pete Suttmeier, Jerry Griffin, and Courtney Oakes, Mark Moeller, and Anne McDonald.

Excused: Dan Kelleher

Others Present: Steve Tyrell, Stacie Hurwitch, Alex Parnia, Lisa Symonds, and Lee Susice

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

Approval of Minutes

Mark Moeller made a motion to approve the April 26, 2019 minutes as amended. Pete Suttmeier seconded the motion. The April 26, 2019 minutes were approved unanimously (8-0-0).

College Senate

Sarah Kilby reported:

- Last meeting of semester will be Monday, May 13, 2019
- The Senate did hold a special meeting in regards to the JMZ Master Plan. Sarah shared with members of the board the results of the survey that shows support for the Saranac Lake Campus Master Plan.
- The chair and officers are being voted on and results should be available soon.
- Board member Pete Suttmeier will be present on the Monday meeting.
- There will be an open forum prior to Monday's meeting to discuss Workshop brand research and designs.

NCCCAP

- Lee Susice highlighted the resolution recently shared with the board in the May packet. He explained to the board that while the members of the union were not in support of rebranding the College by June 1st they do agree there is a need for change.
 - Steve Tyrell explained that Workshop was hired last year to begin the research and the work to design a new brand for the College. He voiced that the College has to be responsive to the needs of the student. If we were to delay the June 1st deadline, then we would be delaying the recruiting of the Fall 2020 class.
 - Input from the College is needed but it is even more important to listen to the professionals on the best way to attract students.
 - Alex Parnia explained that while rebranding is a sensitive topic, this process has been done professionally with exceptional research. There is an implementation plan draft on how to roll out a new message and brand. He stressed there is no reason for delay, we must do this now.
 - Steve said the cost has been built in into the budget with Workshop.
 - Chris Knight stressed that our messaging is old and outdated. The message is the most important piece of this rebranding project.
- Steve Reed voiced that there is no motion to postpone the project. As of this time, the administration has been granted to move forward and not change the process.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Both Steve Reed and Joe Keegan recently traveled to SUNY Geneseo to attend the SUNY Board meeting.
- Steve Reed, Pete Suttmeier and Steve Tyrell will work together to improve the Board of Trustees By-Laws so they are current.

Vice President for Academic Affairs

Joe Keegan reported:

- Joe expressed his thanks for the support of the board and he looks forward to working with them on his next endeavor. He expressed thanks and his gratitude to Steve Tyrell as well.
- Nursing pinning's are complete. Tonight will be the awards ceremony.
- The Associates degree in Nursing on the Malone campus has been approved by NY State Education.
- The Teacher Ed track piece will be shared with the Senate on Monday and hopefully go to SUNY and State Ed soon.
- Advanced EMT; State Ed would like the College to create a teach-out program. The concern is if the sponsor, Mountain Lakes EMS, backs out students would not be able to complete the program.
- Workforce Development project has been successful and work continues.
- Tomorrow will be the first time the College will present a posthumous degree. There is a memorial today at 1pm to honor our student Andie Carpenter.
- Tana Hare earned her Master's in nursing, Kelly Rodriguez earned her doctorate in Psychology. Both achieved these milestones this year. Lynne Realye, Lynne Fisher-Kemp, and Larry McFaddin will be retiring this year.
- The board spoke briefly of the College's Bridge Program and strengthening the relationship between the College and the high school faculty. At this time there are 510 currently enrolled into College Bridge, of those number 119 have enrolled and have been admitted for Fall 2019.

Interim Vice President for Enrollment Management Report

Alex Parnia reported:

- Registration numbers are tracking well when compared to this time last year; currently up by 25%. 190 students currently registered. Next registration will be May 16th.
- Adult learner's recruitment is going well. Testing in the market, show the newspapers have the least response but direct mailings has proven to be the highest return on investment.
- Currently marketing at the Mohawk Tribe; instant registration days coming up.
- Second Chance Pell has been successful and is all due to the great work of Sarah Kilby.

Vice President for Administration/CFO:

Lisa Symonds presented in Bob Farmer's absence:

- Lisa shared with the board the April forecast for the year ending August 2019.
- Lisa answered questions related to the budget deficit. Currently, there are monies that are still projected to be received so year-end the balance will change in the Colleges favor.

Tim Burpoe moved to approve the March 2019 financials as they were presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

The board recommended the following resolution:

Jerry Griffin recommended resolution 2018/19 | 18 that the North Country Community College Board of Trustees hereby approves the 2019-2020 budget for the academic year beginning September 1, 2019 and ending August 31, 2020. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

The board discussed the importance of creating metrics to go with the new positions to ensure return on investment.

President's Report:

Steve Tyrell reported:

- The College is tied with Monroe Community College as one of the most financially stable Community Colleges in the SUNY system.
- NCCC has the second best fund balance of all the community colleges in NYS.
- NCCC makes better decisions because they are transparent and perform shared governance.
- Two priorities for the campus community in relation to the institutional priorities. Design proposal will include the two when presented to MSCHE in June 2019. The board discussed the proposed priorities presented by Steve in his report.

NCCC Foundation:

No report.

NCCC Association:

No report.

Old Business

- Tim Burpoe recommended resolution 2018/19 | 19 that the North Country Community College Board of Trustees hereby approves the Saranac Lake campus master plan as it was presented to the College community on April 16, 2019. Gerry Griffin seconded the motion. The motion was approved unanimously (8-0-0).
 - The board discussed the next steps in presenting this plan to the counties. There was a suggestion to host an event to share the plan with the community to garner enthusiasm and support.
- Steve Reed signed the contract for the NCCCAP agreement with NCCC. It will then circulate between our sponsoring counties of Franklin and Essex.

New Business

Gerry Griffin recommended resolution 2018/19 | 20 that the North Country Community College Board of Trustees hereby approves the promotion for Chad Ladue from the rank of Asst. Professor to the rank of Assoc. Professor effective September 1, 2019 at Step 37 at \$79,721 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Gerry Griffin recommended resolution 2018/19 | 21 that the North Country Community College Board of Trustees hereby approves the promotion for Richard Martin from the rank of Asst. Professor to the rank of Assoc. Professor effective September 1, 2019 at Step 18 at \$54,522 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Gerry Griffin recommended resolution 2018/19 | 22 that the North Country Community College Board of Trustees hereby approves the promotion for Sarah Shoemaker from the rank of Asst. Professor to the rank of Assoc. Professor effective September 1, 2019 at Step 19 at \$55,849 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Gerry Griffin recommended resolution 2018/19 | 23 that the North Country Community College Board of Trustees hereby approves the promotion for Michael Shepard from the rank of Assoc. Professor to the rank of Professor effective September 1, 2019 at Step 31 at \$71,763 for 2019-2020. This position is currently funded in the 2019-2020 operating budget. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Executive Session

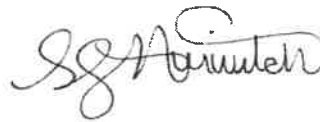
Anne McDonald made the motion to enter Executive Session at 12:14 p.m. in relation to *collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.* Mary Irene Lee seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited to join the meeting at 12:15 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:30 p.m. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:50 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

DRAFT

Thursday, July 25, 2019

Motion:
Second:
Action:

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, June 27, 2019 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Mary Irene Lee, Pete Suttmeier, Jerry Griffin, Mark Moeller, Anne McDonald and Courtney Oakes.

Excused: Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Bob Farmer, Alex Parnia, Diana Fortune, Tara Smith, Erik Harvey, Chris Knight, Joe Pete Wilson

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

College Senate

None

NCCCAP

None

CSEA

None

Board Chair Report

Steve Reed reported:

- Board members are welcome to the interviews for the Vice President for Marketing and Enrollment next week.

Joe Keegan and Steve Reed will attend the Essex County meeting on Monday.

Vice President for Academic Affairs

Joe Keegan reported:

- Workforce Development initiatives for developing continuing education. NCCC has been working with both counties, bringing some \$52K in workforce development funding to area employers. These include International Paper, Akwesasne Mohawk Casino, Agricultural Tourism, etc. Looking at tying it into a degree program track. Retain, recruit and bring new jobs to the area. The board briefly discussed this new opportunity.
- From the Saranac Lake Campus advisory board we learned waste-water management positions are in high demand in the North Country but the list of candidates is low. NCCC looking at how we can help Essex and Franklin meet the need for waste water and tech positions. Currently NCCC does have a program that could help start creating a degree program; this is being looked into further.
- Outreach with St. Regis Mohawk tribe has begun.
- NYS LPN/RN self-study is underway in ensuring compliance and sending for review on July 3rd.
- Self-Study design is in the works and MSCHE continues.
- College Bridge is winding down for the summer.

The board recommended the following resolutions:

Jerry Griffin recommended resolution 2018/19 | 24 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Thomas McGrath, to the full-time, 164-day, exempt appointment as LAC Coordinator/Assistant Professor for the 2019/20 academic year, at an annual salary of \$45,239. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 25 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Lisa Williams, to the full-time, 164-day, exempt appointment as LAC Coordinator for the 2019/20 academic year, at an annual salary of \$42,587. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 26 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Marcia Sullivan-Marin, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2019/20 academic year, at an annual salary of \$47,891. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 27 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Chad Czelusniak-Serviss, to the full-time, 164-day, exempt appointment as Business Instructor for the 2019/20 academic year, at an annual salary of \$42,587. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 28 that the North Country Community College Board of Trustees hereby approves the initial term appointment of David Lee-Howe, to the full-time, 164-day, exempt appointment as Business Instructor for the 2019/20 academic year, at an annual salary of \$41,260. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 29 that the North Country Community College Board of Trustees hereby approves the initial term appointment of Jennifer Barrett, to the full-time, 164-day, exempt appointment as Massage Therapy Program Director for the 2019/20 academic year, at an annual salary of \$57,174. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 30 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Maryssa Romeo, to the full-time, 221-day, exempt appointment as Admissions Counselor for a one-year term for the 2019/20 academic year, at an annual salary of \$38,608. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 31 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Marcus Painter, to the full-time, 164-day, exempt appointment as Math Instructor for a one-year term for the 2019/20 academic year, at an annual salary of \$38,608. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 32 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Randolph S. Mitchell, to the full-time, 221-day, exempt appointment as Assistant Director of Financial Aid, for a one-year term for the 2019/20 academic year, at an annual salary of \$51,870. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 33 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Mathew Fleming, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-year term for the 2019/20 academic year, at an annual salary of \$42,587. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 34 that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Humanities Instructor for a one-year term for the 2019/20 academic year, at an annual salary of \$39,935. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 35 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of David Clayton, to the full-time, 221-day, exempt appointment as Admissions Counselor/Men's Soccer Coach, for a one-year term for the 2019/20 academic year, at an annual salary of \$43,912. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 36 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for a one-year term for the 2019/20 academic year, at an annual salary of \$47,891. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 37 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Kirana LaVallie, to the full-time, 164-day, exempt appointment as nursing instructor, at an annual salary of \$43,912. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 38 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Luke Hudak, to the full-time, 190-day, exempt appointment as Coordinator of Dual Enrollment Initiatives, at an annual salary of \$45,239. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 39 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Tana Hare, to the full-time, 164-day, exempt appointment as nursing instructor, at an annual salary of \$46,566. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Jerry Griffin recommended resolution 2018/19 | 40 that the North Country Community College Board of Trustees hereby approves the second temporary appointment of David St. Germain, to the full-time, 164-day, exempt appointment as nursing instructor, at an annual salary of \$51,870. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0).

Anne McDonald recommended resolution 2018/19 | 42 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY and NYSED for NCCC to offer an early childhood/childhood teacher education concentration/advising track within the AA Liberal Arts and Sciences-Humanities and Social Sciences program. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Interim Vice President for Enrollment Management

Alex Parnia shared his report and highlighted:

- Meredith Chapman recently returned from a conference in Niagara Falls. She learned that many colleges are experiencing drops in enrollment. NCCC admits are 10-15% higher than where we were last year this time.
- Working hard to recruit adult learners. This is a year round process, whereas high school students are a captive audience during specific times of the year.
- Ticonderoga, August 23rd 12 | 7.5-week format for adult learners will begin. The board discussed the new format and are happy to hear there is the support from the faculty. Alex explained that this is not a curriculum change but a delivery methodology change; it is restructuring the class. The content remains the same as a traditional 15-week course. This would also mean that admits would occur every 7.5-weeks instead of 15-weeks, which will better accommodate the adult learners.
- Alex shared with the board a recent article in the Adirondack Daily Enterprise that highlighted the partnership between NCCC and St. Joe's.

- Alex reported that NCCC now has a new logo and the launch of the new branding of the College will slowly begin. He had the board reference the timeline in his report. There is no additional cost for implementation. Thanks was extended Chris Knight who has been an integral part of this process.

Vice President for Administration/CFO:

Bob Farmer shared with the board the current forecast for the college and highlighted the report.

- Fees have historically been over budgeted.
- Chargebacks have been slightly under budget.
- 200K over budget for revenues
- Retirement is over budget
- Professional services are over budgeted due to unexpected funds. For example, Presidential search, School of Applied Technology review, VP EM search, pool study.

- NYCLASS Local Investment program could be a program that NCCC could use for a low risk and high return. Bob will investigate further.

Pete Suttmeier moved to approve the April 2019 and May 2019 financials as they were shared and presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0).

President's Report:

Joe Keegan reported:

- Formally thanked the board for the opportunity to serve the College in this new capacity.
- Acknowledged support teams for their hard work and dedication to the College.
- First goals in the coming weeks is to go out and have meetings with area College presidents, local legislators and supervisors.
- He had recently interviewed with local papers about his assignment as the new College President.
- Going back to Essex on Monday for public hearing and board meeting regarding NCCC 2019-20 Budget.
- NCCCAP has been approved by both counties. CSEA contract is next for the board to consider.
 - Bob highlighted parts of the CSEA contract and related changes.

NCCC Foundation:

Diana Fortune reported:

College Scholarship committee is continuing its work. Award recipients will be notified by mid-July.

NCCC Association:

None

Old Business

- Steve Reed and Pete Suttmeier will be working on the by-laws to bring them up to date.
- The board extended thanks for Courtney Oakes for her time and committee in her position to the board.

New Business

The board recommended the following resolution:

Pete Suttmeier recommended resolution 2018/19 |41 that the North Country Community College Board of Trustees hereby approves the CSEA agreement with the terms of the agreement effective September 1, 2019 through August 31, 2022. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

- Stacie Hurwitch shared with the board the tentative 2019-2020 Board of Trustees meeting schedule for their consideration. The board discussed some changes. The board approved once Stacie Hurwitch made the necessary changes.

- On behalf of the board, Tim Burpoe, extended thanks to Steve Reed for his leadership in the Presidential Search.

Executive Session

Mark Moeller made the motion to enter Executive Session at 11:55 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*. Anne McDonald seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 11:56 p.m.

Anne McDonald made a motion to adjourn executive session at 12:40 p.m. Courtney Oakes seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Courtney Oakes made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:41 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

DRAFT

Thursday, July 25, 2019

Motion:

Second:

Action:



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
July 25th, 2019

Greetings to you all. By the time of your July 25th, 2019 meeting, our new Interim VPAA, Sarah Maroun, will have joined us and will, I hope, be delivering On behalf of the faculty and staff in Academic Affairs, please find an update from items in our area...

★ **Academic Planning, Programs and Policies:**

- **Fall 19 Registration**
 - Fall 19 registration continues with two instant admit days taking place before the start of classes. throughout the summer.
- **Academic Planning**
 - *Non-traditional Students – Quarter Course Proposals:* The schedule for Fall 19 is largely in place for this cohort, where we are expecting to see more robust enrollment.
 - *St. Joe's Proposal:* This initiative, designed to appeal to adult learners employed at St. Joe's, offering them a set of two degree pathways (*AA Lib Arts* or *AAS Human Services*) has continued to be marketed to St. Joseph's employees. We will see some first fruits of those efforts in Fall 19.
 - *Transition to Blackboard:* Additional training options have been offered this summer to support the faculty's adoption of and transition to the new learning management platform.
 - *Workforce Development / Continuing Ed:* We are continuing to see interest in the grant opportunity and, thanks to SUNY, have been able to keep it going.
 - *St. Regis Mohawk Tribe:* We have another New Student Registration slated tonight and will continue to work with our SRMT partners in what we hope will be a successful launch of the courses.
- **Academic Programs:**
 - *AA Lib Arts and Sciences – Hum/Soc Science – Early Childhood/Childhood Teacher Ed Track –* The proposal was sent to SUNY earlier this month and we have been working with them to finalize the proposal.
 - *Advanced EMT:* We are awaiting Mountain Lakes EMS to review the updated agreement which we need for NYSED to approve the proposal. They (Mtn Lakes EMS) are meeting on Monday, July 22nd and expect to review the update at that time.
 - *LPN and RN Self-Study:* We have responded to the preliminary report from NYSED on July 3rd documenting the steps we have taken to correct any areas of concern raised in the self-study and bring us into compliance (or working towards it) with the state regulations. Many thanks to our Nursing Director, Sandy Gothard, the Nursing faculty, our College Librarian, Brian O'Connor, and Sarah Maroun for their work on this.
- **Continuing Education:**

This summer, there have been two continuing education programs that I wanted to share with you, one in Saranac Lake and the other in Ticonderoga.

 - *Pottery Studio Course:* Tina LaMour and Susan Hoffer partnered with Craigarden in Keene, NY to host a pottery intern, Hedy Yang, who is leading two courses at the Pottery Studio in Saranac Lake.
 - *Ticonderoga Lecture Series:* Selina LeMay-Klippel and Tom McGrath have developed and led Thursday night lecture series offered at the Ti campus. It is free to the community.

Both have been well-attended and have been effective at meeting community interest. Thanks to all!

- ***Middle States / Assessment of Student Learning:***
 - Three program reviews are underway this summer: *AAS Massage Therapy, AAS Chemical Dependency Counseling and AAS Human Services.*
 - We have been working on the Self-Study Design draft and expect to work with the College community to finalize the design when the faculty return in late August.
 - We have a new liaison, Dr. Robert A. Bonfiglio, most recently of SUNY Geneseo, who joined the MSCHE staff last week. Dr. Bonfiglio will be the liaison we work with on our self-study and other related MSCHE actions.
 - We are turning our attention to the monitoring report due to Middle States by September 1, 2019 which documents (1) *sustainability of implemented corrective measures (Standard V Educational Effectiveness Assessment and Standard VI Planning, Resources, and Institutional Improvement); (2) use of assessment results to improve educational effectiveness (Standard V); and (3) improved financial viability and sustainability (Standard VI).*
- ***College Bridge:*** No update to report.
- ***Professional Development:*** In addition to Blackboard training, Sarah Maroun has been working with colleagues in and outside of the College to bring an On Course workshop on August 12-13, 2019 to be held at Paul Smith's College. This is designed to help with our activities related to the SUNY Strong Start to Finish grant which helps students strengthen their academic abilities and realize success in their studies.
- ***Academic Policies:*** There is nothing to report in this area.

★ **Faculty/Staff Appointments:**

We have one additional temporary full-time position for your consideration:

- Dr. Peter Sayles, Asst Professor of Biology – temporary appointment.

★ **Grants and Experiments:**

Here is a brief update on our grants:

- *Second Chance:* The Summer 19 program is winding up and our Fall 19 semester will be underway soon at FCI Ray Brook, Bare Hill and Franklin, and, our Fall 19 planning is underway.
- *P-TECH Programs* – Our P-TECH students will return to campus in early September.
- *Perkins:* No changes to report.

Once again, thank you for the opportunity to serve as VPAA...and welcome Sarah Maroun as our new VPAA. The Academic Affairs area will be in good hands with Sarah at the helm!

Respectfully submitted,

Joe Keegan



Monthly Marketing and Enrollment Report- July 2019

Following is a summary of marketing and enrollment report for Fall 2019. We have noticed that application pool is fallen behind last year, however admits number are tracking higher compare to last year this time. Our projection is that we will be in last year’s enrollment numbers by the time the dust settles in September. We will continue to recruit adult students throughout the year to make the budget numbers.

****Compared with 7/16/2018 prior year**

Current Year: 2019

Data Date: 7/14/2019 *Rough estimate based on available data in CAMS

	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2011	Fall 2012	Fall 2013	Fall 2015	Fall 2015	Fall 2016	Fall 2017	Fall 2018
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Final	Final	Final	Final	Final	Final	Final	Final
Fall Applications (YTD)	1,714	1,671	1,485	1,683	1,697	1,613	1,728	1,682	1,582	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802
Deposits	435	469	340	428	444	396	434	364	354	449	479	351	481	472	533	451	405
Admits	659	623	652	707	617	646	648	567	615	696	653	771	797	694	762	724	522
Wait List (Nursing, RAD)	26	3	24	51	66	62	54	30	61	27	4	24	38	63	39	59	17
Other Application Status	0	253	32	4	0	0	0	0	0	16	253	32	3	1	3	0	0
Apps Pending Review	1	4	6	10	8	17	22	57	14	2	4	9	1	24	7	4	8
Incomplete Applications	127	190	335	142	392	325	293	574	378	170	217	390	14	233	342	322	597
Application Withdrawn	124	110	74	337	163	44	43	75	157	131	109	76	581	181	68	74	237
Inactive Application	0	0	0	0	0	121	231	10	1	0	0	0	0	0	167	260	12
Application Rejected	342	19	22	4	7	2	3	5	2	352	21	20	6	214	6	4	4
Registered First Time, Trans	0	0	0	0	0	0	0	0	*303	628	640	510	575	469	443	456	426

**continuing students filtered from total*

Just-in-Time Registration

With input and collaboration with the Academic leadership, we have started a new process where interested admitted students can registration at will. Sarah Kilby has been very helpful, and she has made herself available to register students.

College Bridge Conversion –

- Current seniors in Bridge classes: 510
- CB seniors who applied to NCCC: 140 (27% of CB seniors applied)
- CB Admitted: 131 (93.5% applicants admitted)
- CB Registered: 59 (45% Admit to registered yield, 42% App to registered yield)

Re-Branding

As I reported last month, Workshop was commissioned in 2018 to undertake this branding project. They worked with college community and presented the logo in May. Next phase is to start the implementation. Workshop made a presentation to key administrators on July 1 on the “brand voice” and they will be back in August to share the same information with the academic leadership of the college. In addition, Chris Knight is working closely with Senate Chair Shir Filler and they have scheduled two meetings with the community on August 21 and with the Chamber of Commerce, where the community is invited to see the new logo and learn about the branding. Second meeting (DTB) will be a celebration with faculty, staff, and students in late August or first week of September.



LOGO
STUDIES



ADULT LEARNERS RECRUITMENT

I shared with you last month that traditionally NCCC has recruited first time high school graduates from three counties of Franklin, Essex, and St Lawrence. The number of high school graduates are dropping due to demographic shifts and birth rates. We are continuing with our efforts to bring more adult students to the college. Three programs with St Joe's, Mohawk Tribe, and Ticonderoga individualized Business Administration are targeted to start with group of 10 to 15 students each in fall of 2019. We have recruited 6 veterans from St Joe's program so far. Below is a list of additional activities since the last report targeting adult students (21 years and up).

- Community Bank
 - Sent new one-page pdf flyer regarding our online A.S. degree in Business Administration to Kent for dissemination to his employees in the Franklin, Clinton, and Essex county offices.
- Essex County Workforce Development
 - Met with representatives from Workforce Development and Essex County Government Personnel. From our discussion, we set up the following:
 - College Fair for Essex County Government employees at the Essex County offices on Tuesday, July 16th.
 - A Job Fair to coincide with our Ticonderoga Business Degree Launch Party on Thursday, July 18th.
- Meeting with Citizen Advocates
 - Met with James Button, he is interested in a program similar to our St. Joe's initiative. I will be working with Kary Johnson from CAI.
 - I will be attending a meeting at CAI with Joe Keegan on July 29th to continue the discussion on this emerging initiative.
- Akwesasne Initiative
 - Attended second registration. We have four students registered in each class.
 - Contacted Bruce Kelly for help with setting up an information table prior to our next registration event being held on July 25th.
 - Reached out to Bruce Kelly re: introduction to the HR department at the casino at Akwesasne. He will be getting back to me with more.
- Ticonderoga Business Initiative, Open House
 - We are hosting a Launch Party on July 18, 2019, in partnership with the Ticonderoga Area Chamber of Commerce. The event will coincide with the Job Fair we're hosting, along with a talk being given at the college regarding local history.
- St. Joe's

- Ongoing discussions regarding the delivery of a Human Services degree on-site, we continue to reach out to local organizations to join
 - After a couple of cancelled meetings, we will be meeting with Tom Higman from St. Joe's on Thursday, July 18th to continue our work to deliver a degree program to their employees.
- Visit to St. Joe's Veteran's Program on Monday, June 17th at 9:15 am
 - Made presentation to St. Joe's Veteran's Program clients, resulted in five new applications.
 - In total, we have 9 veteran applications from St. Joe's (one employee, eight client)
 - Attended the St. Joe's Veteran Program 5th Anniversary Celebration on behalf of NCCC.
- Veteran Weekend in St. Regis Falls in August
 - NCCC will be sponsoring this event. Our logo will be on the event banner, the event t-shirts, and we'll have an information table for all three days (August 30th – September 1st).
- Franklin County Fair (August 2nd – 11th) – We will have a display table at the fair.
- Summit Lacrosse – NCCC will have an informational table during the scholastic-division of the tournament (August 5th and 6th). Admissions representatives will be on hand to provide local resource information, along with info regarding NCCC.
- One-Page Informational Flyers – Worked with Bob Barlow to create one-page pdf flyers of our online programs. This was in response to a request by area organizations and employers to have something they could disseminate electronically to their staff.
- Adirondack Correctional Facility
 - Reached out to Union Representative for information regarding avenues to share our information with employees interested in seeking an education. Still waiting to hear back from him.

Academic Year 2019-2020

We are hard at work to prepare for recruiting for Fall 2020. We are planning our regular visit to high schools and fairs.

Financial Aid Report.

Following table shows the latest activities at Financial Aid Office.

INCOMING				
	Fin Aid Offers Sent	Fin Aid Offers Accepted	FAFSA Incomplete (unable)	
Fall 2018	299	113	44	7/20/2018
Fall 2019	348	99	48	7/16/2019
Fall 2020				

RETURNING				
	Fin Aid Offers Sent	Fin Aid Offers Accepted	FAFSA Incomplete (unable)	
Fall 2018	284	52	23	7/20/2018
Fall 2019	235	56	27	7/16/2019
Fall 2020				

Fairs and High School Visit- Completed

Sorry for small print, but this is the only way to fit the table in this report. However, this information can be requested, and it will be emailed to you.

Fair	location	date	time	rep	cost	RSVP	meal	notes	approx #	Inquiries	Summary	
Green Mountain College Tr	GMC	13-Feb	all day	S.Maroun	\$0	YES	NONE	Adventure Education; A	unknown			
NCCC Job Fair	NCCC	6-Mar	12-4pm	Romeo/Clayton	\$0	YES	NONE		unknown			
SUNY Counselor Forum	NYC	13-Mar	all day	Chapman	\$0	YES	NONE	NYC School Counselors ONLY- no students			Spoke with approximately 35-40 counselors. They were excited about Residence Life, availability of Hodson Scholarship and Nursing programs.	
College 101	Clinton CC	20-Mar	9am-noon	Gebhardt	\$75	YES	NONE	CC Panelist	50	7	About 225 Juniors bussed in from 8 Clinton County HS's & 1 Essex County HS. Most asked about academic programs: teacher ed (pk-6), environmental science/forestry, computer graphics & design/animation, Allied Health (Nursing)	
BMCS Career Fair	BMCS	20-Mar	9am-3pm	Clayton	\$0	YES	NONE	grades 4-12	120	11	4-12th grade. Consistent traffic. Each student had to ask questions from a questionnaire. Had one student apply.	
Gateways to Careers	SUNY Canton	20-Mar	8am-noon	Romeo	\$0	YES	NONE	Juniors/Seniors		35	2	Students were looking for resume review and interview practice
Plattsburgh HS College & Ca	Plattsburgh HS	21-Mar	9-11am	Chapman	\$0	YES	NONE	bring swag	75-80	2	Grades 9-10 in the first hour. Lots of traffic at the table, good conversations about college readiness, students took lots of information. Grades 11-12 in the second hour. Seniors were less engaged than they should be, Juniors stopped by with questions about nursing, rad tech and early childhood education.	
Ticonderoga Career Fair	Ticonderoga HS	27-Mar	12:45-3pm	Clayton	\$0	YES	NONE	grades 4-12	120	0	A lot of students, but most Juniors and seniors seemed uninterested due to the fact that NCCC Ticonderoga is right next door. 8th and 9th graders asked a lot of questions.	
Head, Hands, Heart Day	CVPH-Plattsburgh	27-Mar	2-7pm	Gebhardt	\$0	YES	NONE	bring bags		15	1 app	Non-traditional students (employees at CVPH), receive stipend for continuing education- most looking for online/evening/weekend programs to advance in health care.
SUNY College Fair	UAlbany	31-Mar	1-3:30pm	Romeo	\$0	YES	NONE	SUNDAY EVENT		12	3 scans	Spoke to 12 students and their families, mostly Juniors. Scanned 3 barcodes, some students interested in RN and RT, some interested in Environmental transfers to PSC. May contact me for tours.
Herkimer Counselors Assoc	Herkimer	01-Apr	9:30am-noon	Clayton	\$50	YES	NONE	bussing in JUNIORS		100	3	6 schools brought their Juniors and some sophomores. Even though there were bigger colleges, there was definitely interest from this area. Was next to Paul Smith's and a lot of kids approached them as well.
Champlain Valley College F	Champlain Valley L	08-Apr	11:30am-1:30pm	Clayton	\$50	YES	lunch	half-table		120	3	a lot of students mostly Juniors, seemed to head to the tables they were definitely interested in. Heads down to there paper with the list of the schools. Some student interest though competing with SYRACUSE and plattsburgh.
Northeast Kingdom College	Northern Vermont	08-Apr	6:30-8pm	Clayton	\$75	YES	NONE		60/75	1	This was by far the worst of the week. Kids didn't seem to have the time to stop and speak with each school. Was a mad dash.	
Central Vermont College Fa	Vermont Technical	09-Apr	9:30-11:30am	Clayton	\$45	YES	NONE			100	2	3 schools of sophomores and Juniors. Asked great questions. A lot of fliers, cards taken not many filled out.
CV-Tec Mineville Open Hou	Mineville	09-Apr	6-7:30pm	Chapman	\$0	YES	NONE		25 total, 5 students		0	The spring open house is not well-attended at CVTEC. Spoke with some graduates and some current HS Juniors in College Bridge classes.
Rutland Area College Fair	Castleton Universi	10-Apr	9-11am	Clayton	\$45	YES	NONE	half-table		150	6	This was a good fair, a lot of the students seemed to be putting their efforts into the large schools or specific majors (vet tech) Definitely worth the time. Interest in Nursing Rad Tech
Corinth College & Career Fa	Corinth HS	18-Apr	10:45am-2pm	Romeo	\$0	YES	NONE	invite rec'd 4/10	not sure how many people were in attendance spoke to 7 students		0	spaced out times for different grades. We saw students ranging from grades 9 to 12. Most were just browsing and taking pens from everyone's tables. No inquiries, spoke to 7 students who had questions from a form they were walking around filling out.
College & Career Night	SUNY Oswego	24-Apr	6:30-8pm	Romeo	\$60	YES	dinner: 5:30-6:15pm		not sure how many people were in attendance spoke to 4 students		0	open to local schools, of the students I spoke to they were 10th and 11th grade. No inquiries
Adirondack School Counsel	ACC (Northwest Ba	30-Apr	6-8pm	Romeo	\$85	YES	dinner: 4:15-5:30pm					
AMC Education Day	AMC: Saranac Lake	07-May	5:30-7:30pm		\$0	YES	NONE					
CV-Tec Career Showcase	Clinton CC	21-May	all day		\$0	YES						

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim Vice President of Enrollment Management recommends the second temporary appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for the 2019/2020 academic year at an annual salary of \$54,522,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for the 2019/2020 academic year at an annual salary of \$54,522.

This position is currently funded in the 2019/2020 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/2020 academic year and will not be renewed.

Thursday, July 25, 2019

2018/19 | # 43

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE TICONDEROGA

June 20, 2019

Ms. Amy Tuthill
8030 State Route 3
Vermontville, NY 12989

Dear Ms. Tuthill:

Pending approval by the North Country Community College Board of Trustees at their July 2019 meeting, I am pleased to offer you a temporary, full-time, twelve-month (261 days) exempt appointment as Associate Director of Recruitment for Adult Learners for the 2019-2020 academic year. This will be your second consecutive temporary appointment.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 18 on Schedule C of the 2019-2021 CBA, which is an annualized salary of \$54,522.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your direct supervisor will be the VP of Marketing & Enrollment.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than July 12, 2019.

Sincerely,



Joseph Keegan
President

cc: Personnel File / Payroll File



Employee Signature

Date

Amy M. Tuthill
8030 State Route 3
Vermontville, NY 12989
(518) 891-5691 (H) (518) 524-5691(C)
amy.m.tuthill@gmail.com

CAREER OBJECTIVE

Higher Education professional with over 18 years of progressive experience in admissions, veterans' affairs, and concurrent enrollment administration. With 9+ years of experience in veteran recruitment and retention, along with thorough background in federal Veterans Administration (VA) education benefits, I am uniquely qualified to promote and increase adult college enrollment. Seeking to further the mission of North Country Community College through the recruitment of adult students.

PROFESSIONAL EXPERIENCE

Paul Smith's College, Paul Smiths, NY

Director, Veteran and Enrollment Services – 2012 to Present

Advanced Studies Program Coordinator – 2002 to Present

Assoc. Director for Veteran Recruitment and Retention – 2009 – 2012

Tutor Coordinator – 2004 – 2009

Assistant Director of Admissions – 2000 - 2004

- Successfully developed and grew the Veteran Services program. Responsible for the recruitment and retention of student veterans. Develop and implement travel schedules to recruit student veterans. Certify student VA and military education benefits. Primary point of contact for Veterans Administration, Department of Defense, and New York State Approving Agency related issues. Ensure compliance with all federal and state reporting requirements to maintain the college's ability to receive funding through federal and state funding streams. Maintain current knowledge of changes in federal and state legislation affecting veteran's affairs. Develop and manage external relationships on the local, state and federal level with influencers of prospective students. Advise students on all aspects of GI Bill and federal Tuition Assistance, including course selection and satisfactory academic progress. Evaluate academic and military transcripts for potential transfer credit. Serve as liaison to campus offices involved in all aspects of the student veteran experience at the college. Advocate and promote awareness across campus regarding issues facing veterans as adult/non-traditional students. Provide local resource information for successful transition into the college and local community.
- Assumed responsibility for administration and growth of the Advanced Studies program. Successfully expanded the college's footprint from one partner school to its current size of 17 participating schools. Responsible for all aspects of program administration, including registration, billing, grade submission, and adjunct approval. Coordinate campus visit days for students enrolled in

Advanced Studies Program courses. Serve as Admissions Counselor for prospective students from partner schools.

- Coordinated academic support services for students; including tutoring, writing support, and group sessions. Mentored students on academic probation. Supervised and trained student employees.

Adirondack Community Action Program, Elizabethtown, NY

Family Worker, Saranac Lake Head Start Program – 1991 – 2000

- Conducted home visits to establish rapport with parents of participating students. Collaborated with parents to assess individual and family goals throughout the school year. Provided guidance to parents seeking to further their education in order to obtain their G.E.D. or enroll in community college. Referred parents and families to appropriate agencies for assistance. Advocated for families using community resources. Assisted in crisis intervention and case management. Participated in multi-disciplinary case conferencing. Prepared monthly reports for administrative staff. Coordinated fund raising and volunteer activities. Developed and maintained community relationships. Facilitated regular Parent Committee meetings. Served on agency-wide strategic planning committees.

EDUCATION

B.S., Human Services (1993), State University of New York, Plattsburgh, NY

A.S., Data Processing (1982), Canton Agricultural & Technical College, Canton, NY

A.S., Business Administration (1981), Canton Agricultural & Technical College, Canton, NY

PAUL SMITH'S COLLEGE COMMITTEE INVOLVEMENT

- Co-Chair Staff Advisory Council (2007-2011)
- Middle States Accreditation (2006) External Community
- Curriculum Standards Committee – Admissions Representative
- Chamberlain Award Selection Committee (Recipient-*H. David Chamberlain Merit Award for Staff*. 2009)
- Strategic Planning Committee (2015) Off-Site Learning
- Strategic Planning Committee (2011) Build the Franchise
- Strategic Planning Committee (2009) Our Culture

COMMUNITY INVOLVEMENT

- Patriot Hills/Homeward Bound Community Advisory Committee (2010-2016)
- Women's College Scholarship Fund (2009-2013)



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of June 30, 2019

SUBMITTED TO THE BOARD OF TRUSTEES

July 25, 2019

ROBERT FARMER

Vice President of Administration, CFO

EH 7.17.19

**North Country Community College
Balance Sheet
JUNE 30, 2019**

	Current Year Actual	Prior Year Actual	Current Year Inc./Dec.
Assets			
Cash	\$ 6,028,645	\$ 3,982,078	\$ 2,046,567
Accounts Receivable-Students	(162,952)	(835,464)	672,511
Due From NCCC Association	41,393	82,887	(41,494)
Due From NCCC Foundation (Contributions)	730,571	1,155,473	(424,902)
Due From Other Funds	441,152	781,517	(340,365)
Due From Governments (State & Fed Fin Aid)	561,171	2,924,248	(2,363,077)
Prepaid Expenses	88,492	96,210	(7,717)
Total Assets	\$ 7,728,471	\$ 8,186,949	\$ (458,478)

	Current Year Actual	Prior Year Actual	Current Year Inc./Dec.
Liabilities			
Accounts Payable	\$ 139,530	\$ 138,127	\$ 1,403
Payroll & Benefits Liabilities	114,508	(427,499)	542,007
Due to NCCC Association (Room, Meals, Books)	456,439	663,239	(206,800)
Due to NCCC Foundation (Rent)	947,287	800,424	146,863
Due to Other Funds	20	40	(20)
Due to Retirement	235,538	264,965	(29,428)
Compensated Absences	249,943	224,980	24,963
Other Liabilities	372,301	349,005	23,295
Total Liabilities	\$ 2,515,566	\$ 2,013,282	\$ 502,284

Month End Equity	\$ 5,212,905	\$ 6,173,666
Total Liabilities & Equity	\$ 7,728,471	\$ 8,186,949

Fund Balance Summary	
Fund Balance as of 09/01/18	\$ 4,983,448
Pre-Audit Estimated 18-19 Surplus (Deficit)	\$ (571,232)
Projected Fund Balance as of 09/01/19 ¹	\$ 4,412,217

¹ GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$13,139,821.

**North Country Community College
Revenues & Expenditures
JUNE 30, 2019**

	Annual Budget	YTD Actual	18-19 Actual M (L)	% of Budget
Revenues				
Tuition & Fees	\$ 4,849,784	\$ 5,539,061	\$ 689,277	114%
Sponsors' Contribution	2,380,000	2,062,500	(317,500)	87%
Chargebacks	741,750	627,004	(114,746)	85%
Out-of-State Tuition	575,484	502,777	(72,708)	87%
State Aid	4,042,116	4,045,099	2,983	100%
Contributions	1,034,080	836,647	(197,433)	81%
Transfer From Fund Balance	71,178	-	(71,178)	0%
Total Revenues	\$ 13,694,392	\$ 13,613,088	\$ (81,304)	99%

	Annual Budget	YTD Actual	18-19 Actual M (L)	% of Budget
Expenditures				
Salaries	\$ 6,801,191	\$ 5,981,461	\$ 819,730	88%
Payroll Taxes	525,667	434,996	90,671	83%
Medical	1,920,102	1,619,620	300,482	84%
Retirement	612,250	587,098	25,152	96%
Other	93,310	167,393	(74,083)	179%
Equipment	33,930	50,579	(16,649)	149%
Facility Leases	1,455,130	1,196,257	258,873	82%
Utilities	378,720	296,194	82,526	78%
Maintenance	214,650	147,479	67,171	69%
Office & General Supplies	81,604	44,927	36,677	55%
Advertising	170,950	212,387	(41,437)	124%
Professional Services	104,300	347,871	(243,571)	334%
Information Technology	220,950	320,046	(99,096)	145%
Library & Instructional Supplies	266,508	296,820	(30,312)	111%
Scholarships	340,000	398,593	(58,593)	117%
Travel	159,415	116,872	42,543	73%
Property & Liability Ins.	135,000	140,278	(5,278)	104%
Miscellaneous	180,715	361,443	(180,728)	200%
Total Expenditures	\$ 13,694,392	\$ 12,720,313	\$ 974,079	93%

Net Surplus/(Deficit) \$ - \$ 892,775

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Assistant Dean of Institutional Research and Support recommends the second temporary appointment of Terrance Kemp to the full time, twelve-month exempt position as Academic Technology Coordinator, for the 2019/2020 academic year at an annual salary of \$59,828,

WHEREAS the Vice President of Administration/CFO hereby concurs in this recommendation,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Terrance Kemp to the full time, twelve-month exempt position as Academic Technology Coordinator, for the 2019/2020 academic year at an annual salary of \$59,828,

This position is currently funded in the 2019/2020 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/2020 academic year and will not be renewed.

Thursday, July 25, 2019

2018/19 | # 44

Motion:

Seconded:

Action:



SARANAC LAKE MALONE TICONDEROGA

June 20, 2019

Mr. Terrance Kemp
50 Shepard Ave
Saranac Lake, NY 12983

Dear Mr. Kemp:

Pending approval by the North Country Community College Board of Trustees at their July 2019 meeting, I am pleased to offer you a temporary, full-time, twelve-month (261 days) exempt appointment as Academic Technology Coordinator for the 2019-2020 academic year.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 22 on Schedule C of the 2019-2021 CBA, which is an annualized salary of \$59,828.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your direct supervisor is Scott Harwood, Assistant Dean of Institutional Research and Computer Support.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than July 12, 2019.

Sincerely,

A handwritten signature in black ink that reads "Joe Keegan".

Joseph Keegan
President

cc: Personnel File / Payroll File

A handwritten signature in black ink that reads "Terrance Kemp".
Employee Signature

7/1/19
Date

Terrance M. W. Kemp
50 Shepard Avenue
Saranac Lake, NY 12983
h: (518) 891-7075 m: (518) 572-4598
kempfam@roadrunner.com

EXPERIENCE:

North Country Community College, Saranac Lake, NY, 2018 – present Technology Contractor

- Provide training sessions to and materials for faculty on working with Blackboard Learn
- Create user identities, and academic course shells in Blackboard Learn
- Provide support to faculty and students in MoodleRooms and Blackboard Learn
- Participated in Blackboard training sessions with Blackboard and SUNY trainers
- Perform additional tasks as directed by NCCC Information Technology Director

North Country Community College, Saranac Lake, NY, 2011 - present Learning Assistance Center Tutor

- Provide tutoring in mathematics, computer applications, biology, and business
- Administer Accuplacer exams in the LAC and during new student registration
- Promote the LAC service to new adjunct instructors
- Created “drop in math tutoring”
- Worked to streamline data collection
- Performed compilation and analysis of end-of-semester data

Fisher & Kemp Building Services, Saranac Lake, NY, 1994 - present Owner, Operator

- Perform billing and budgeting of customer accounts
- Assure compliance with local, state and federal building codes and recording requirements
- Maintain a twenty-five-year relationship with residential caretaking customers
- Provide design, construction and maintenance services
- Supervised and scheduled up to nine employees

North Country Community College, Saranac Lake, NY, 2002 - 2005, 2011 - 2017 Adjunct Math Instructor

- Created and taught lesson plans for Prealgebra, Elementary Algebra, Introduction to Mathematical Concepts, and Technical Mathematics
- Initial investigator of, and pilot instructor for, the Quantway remedial math program
- Provided individual and group tutoring sessions

Saranac Lake Central School District, Petrova Elementary School, Saranac Lake, NY, 2007 - 2010 Long-Term Substitute Teacher

- Responsible for lesson design, preparation, implementation, and assessment. Worked closely with allied teachers, therapists, assistants, and parents to create an inclusive learning environment for students with special needs
 - Five month appointment as a first grade teacher
 - Four week appointment as a fourth grade teacher
 - Three month and ten month appointments as a Physical Education teacher.

Saranac Lake Central School District, Saranac Lake, NY, 2005 - 2009
Elementary School Substitute Teacher

- Substituted for regular classroom teachers, special education, art, and physical education teachers in the Bloomingdale, Petrova, Lake Clear, and Lake Colby buildings.

L.P. Quinn Elementary School, Tupper Lake, NY, 2008 - 2009
Elementary School Substitute Teacher

- Substituted for regular classroom teachers in grades K through 6.

EDUCATION:

State University of New York, Plattsburgh, NY, 2004 - 2007
Master of Science for Teachers with a Science Concentration

State University of New York, Potsdam, NY, 1979 - 1982
Bachelor of Arts in Psychology

ADDITIONAL INFORMATION:

- Perform in, and assist with, theatrical productions of community and professional theatre organizations
- Past tutor in mathematics to students in the NYSEF program
- Provided videography, editing, and reproduction services for the Saranac Lake High School musicals
- Coached in the Saranac Lake Youth Soccer program, five summers
- Taught Sunday school at the First Presbyterian Church in Saranac Lake
- Resident Assistant at SUNY Potsdam, 1980 - 1981

REFERENCES:

Mr. Scott Harwood
Information Technology Director
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915
sharwood@nccc.edu

Ms. Lisa Williams
Learning Assistance Center Coordinator
Humanities Instructor
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915
lwilliams@nccc.edu

Mr. Joe Pete Wilson
Keene Town Supervisor
P.O. Box 28
91 Lacy Road
Keene, NY 12942
(518) 708-3396
wilsonjoepete@gmail.com

Mr. William Wilson
3rd Grade Teacher
Petrova Elementary School
79 Canaras Avenue
Saranac Lake, NY 12983
(518) 891-4221
wilsonwil@slcs.org



**North Country Community College
President's Report to the Board of Trustees
July 25th, 2019**

Greetings to you all and I hope this finds you and yours well. Summer is in full swing in the North Country and the warmer temperatures and sunshine have been most welcome. It has been a busy and exciting month of outreach, finding my office and learning the ropes. In between, we have been working on a host of enrollment and community engagement activities. We have also been wrapping up the Vice President for Marketing and Enrollment search and I hope to have a recommendation to you soon.

Please find a brief update on items from our area here:

*** Campus and External Relations**

I have continued my outreach, both internal and external, over the last several weeks. I have walked away from each buoyed by the positive energy being expressed towards the College and our efforts. Here are some of the off-campus connections that we made that may be interesting to you including:

Date	With	Location
7/01/2019	Essex County Board of Supervisors Meeting	Elizabethtown, NY
7/01/2019	Meeting with Bob Ross, CEO, St. Joseph's	Saranac Lake, NY
7/3/2019	Meeting with Lee Susice, NCCCAP President	Malone, NY
7/5/2019	Meeting with Kristin Esterberg, President, SUNY Potsdam	Saranac Lake, NY
7/8/2019	Meeting with Cathy Dove, President, Paul Smith's College	Paul Smiths, NY
7/9/2019	Breakfast with NCCC Retirees	Saranac Lake, NY
7/10/2019	Meeting with Zvi Szafran, President, SUNY Canton	Malone, NY
7/10/2019	Meeting with Tony Collins, President, Clarkson University	Potsdam, NY
7/11/2019	Meeting with Atsuo Kuki, Exec Dir of Trudeau Institute	Saranac Lake, NY
7/11/2019	Meeting with Dianna Trummer, CSEA President, and Maggie Willette, CSEA VP	Saranac Lake, NY
7/15/2019	Meeting with John Dowd, NCCC Foundation President	Chateaugay, NY
7/17/2019	Meeting with Skyward Hospitality, Andrew Milne and Jacob Wright	Saranac Lake, NY
7/18/2019	Ti Area Chamber of Commerce/NCCC Job Fair and AS Business Admin Online – Individualized Launch	Ticonderoga, NY
7/24/2019	Common Ground Alliance	Lake Placid, NY

*** 19-20 College Budget:**

- On July 1st, 2019 a team of us including Steve Reed, our Board Chair, Bob Farmer, CFO, Erik Harvey, Comptroller, Stacie Hurwitch, Executive Assistant to the President traveled to Essex County Board of Supervisors meeting in Elizabethtown for the public hearing on our

19-20 budget. During a break in the session, one of the supervisors remarked (unprompted) that the relationship with the College has been at its best these last several months than any other time in his tenure. A shout out to all who have been working on this!

*** 19-20 Enrollment:**

- Alex and his team have been working with partners across the College to add some novel recruitment approaches, particularly for adult students. I will defer to Alex's report on the initiatives in Akwesasne, Elizabethtown and Ticonderoga.

*** Collective Bargaining Agreements:**

- The CSEA CBA is with the counties and we are awaiting their response to set up a time to present it to them.

*** Staff Appointments:**

- VPAA – After consulting with the faculty and staff, I am recommending that we hire Sarah Maroun as our Interim Vice President for Academic Affairs. Most recently, Sarah has served as our Associate Dean for Academic Affairs since 2014. Prior to that, Sarah was a faculty member in our Humanities Department and chaired the department for a number of years. In addition to her experience, she brings a host of good will from both the faculty and staff, who value her work ethic, her level-headedness, her integrity and her ability to lead in ways that fair and supportive. Thank you for your consideration of my recommendation.
- The VP for Enrollment Management search committee completed their work, bringing three excellent candidates to campus. I am hoping to have a finalist to present to the Board for consideration, possibly by the time the Board meets. Many thanks to all who contributed to the search process, including Steve Reed, who joined us in interviewing the candidates.

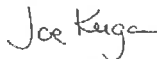
*** SUNY/Professional Development:**

At this point, there are no updates to report.

*** Other:**

We have been working on a host of other items, ranging from planning for the new academic year, to our MSCHE self-study. That work will continue over these next several weeks.

Respectfully yours,



Joe Keegan
President
North Country Community College

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the President recommends the temporary appointment of Sarah Maroun, to the full-time, management confidential appointment as Vice President for Academic Affairs, effective July 22, 2019, at an annual salary of \$115,000,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Sarah Maroun, to the full-time, management confidential appointment as Vice President for Academic Affairs, effective July 22, 2019, at an annual salary of \$115,000.

This position is currently funded in the 2018/19 operating budget.

Thursday, July 25, 2019

2018/19 | # 45

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

July 18, 2019

Sarah Maroun
PO Box 774
Lake Placid, NY 12946

Dear Sarah:

Pending approval by the North Country Community College Board of Trustees at their July 2019 meeting, I am pleased to offer you a temporary, full-time, management confidential appointment as Vice President for Academic Affairs, effective July 22, 2019. Joseph Keegan, President, will be your direct supervisor.


Should you accept this appointment, your annual salary will be \$115,000. You will be eligible for benefits afforded to management confidential employees. Please contact Ericka Moody, HR Associate, at ext. 1373 to set up a time to review these benefits.

In the event that you or your supervisor determine you will no longer continue in this temporary role, you will return to your previous appointment status as Associate Dean for Academic Affairs. In addition, you will return to your previous office location. You will return to a salary rate that reflects those accruals earned at your Associate Dean salary during the duration of your time as the Interim Vice President for Academic Affairs and that any calculated salary increase will be reflected in the payroll period following your return to the Associate Dean position.

If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than July 31, 2019.

Sincerely,



Joe Keegan,
President

cc: Personnel/Payroll File

Employee Signature

Date

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Education

M.A., English. 2007. Bread Loaf School of English, Middlebury College, Middlebury, VT.

B.A., English. Magna Cum Laude, 1995. Middlebury College, Middlebury, VT.
Minors: Secondary Education/ American History.

Certified Secondary Education Teacher. English/History. State of Vermont. 1995-2003.

Professional Education Experience

Interim Associate Dean of Academic Affairs: 2014-Present. North Country Community College, Saranac Lake, NY.

Responsible for assisting the Academic Affairs Office in the administration of academic offerings. Primary duties include oversight of online learning; oversight of dual-enrollment program, including 32 programs across four counties; coordination of academic assessment; coordination of notification and tracking for students in academic jeopardy; assistance with development of new programs; and providing general support for operations within the Academic Affairs Office.

Humanities Coordinator: 2008-2014. North Country Community College, Saranac Lake, NY.

Coordinated all aspects of the Humanities Department including: hiring and supervising adjunct faculty. scheduling and selecting texts for over fifty courses per semester in various disciplines including drama, English, humanities, music, philosophy, French, and Spanish; developed and managed departmental budgets; worked with local high school instructors who teach Bridge courses; organized assessment for learning outcomes in various disciplines; and addressed student and/or faculty complaints within the department.

English and Humanities Instructor: 2003-Present. North Country Community College, Saranac Lake, NY.

Taught various levels of English Composition and literature courses, as well as Humanities courses including Native American Culture, World Mythology, Film, and Women's Studies, both in the classroom and through distance learning. Developed syllabi, revised course outlines, advised students, and served on various college committees.

Writing Center, Learning Assistance Center Tutor: 2006-2007. North Country Community College, Saranac Lake, NY.

Tutored students to improve their writing, revision, and editing skills. Taught and developed classroom workshops on plagiarism, study skills, and organizational skills, as well as 'Munch 'n Crunch' workshops on documentation and punctuation.

Full-time English Instructor, 2002-2003: Paul Smith's College, Paul Smiths, NY.

Taught English Composition I and II.

Adjunct English Instructor, 2002: North Country Community College, Saranac Lake, NY

Taught English Composition I.

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Committee and Special Project Work

Committee Work at North Country Community College: 2003-Present. Curriculum Committee; Assessment Committee; Governance Committee; Advisement Committee; College Statement on Academic Integrity; Difficult Dialogues Grant Committee; Take Back the Night Committee; NCCCAP Scholarship Committee (Professional Union); NCCCAP (Professional Union) Professional Leave Committee; College Senate; Vice Chair, College Senate; Academic Technology Committee; College for Every Student (CFES) Representative; Advisor for Outdoor Club.

Associated Activities/Special Project Work: 2003-Present. Ad hoc committee to establish the current governance structure at NCCC; scheduled Open Mic nights; participated in various grant-related activities such as a speaker series and College for Every Student (work with local high schools), facilitated discounted Whiteface Season Pass sales to students; facilitate yearly whitewater rafting trip open to students on all three campuses; Coordinator Task Force, multiple search committees.

SUNY/USAID Grant team, Beirut, Lebanon. Set up institutional assessment structure for Al-Kafaat University, 2014.

Individual Studies External Review Team. Clinton Community College, 2015.

New York State PTECH Advisory Board, PACE Academy, 2015-Present.

New York State PTECH Advisory Board, Northern Borders Academy, 2015-Present.

New York Concurrent Enrollment Program Committee, (NYCEP), 2016-Present.

Professional Development Conferences

Middle States Commission on Higher Education. December, 2017. National conference.

Assessment Network of Northern New York. November, 2017. Regional assessment conference, both public and private schools in northern New York region.

SUNY Council on Assessment. October, 2017. Regional SUNY assessment conference.

Carnegie Institute. June, 2017. Regional Quantway/Statway Math Pathways Conference.

Carnegie Institute. January, 2017. Winter Institute for Quantway/Statway Math Pathways Conference.

College for Every Student Conference. December, 2016. Regional Conference.

NACEP, National Association of Concurrent Enrollment Programs. October, 2016. National conference on dual enrollment programs. Related to experimental PELL program for high school students.

SUNY Council on Assessment. October, 2016. Regional SUNY assessment conference.

Southern Association of Colleges and Schools. December 2014. National conference.

College Governance Leaders Conference. September, 2012; September, 2013. SUNY Voices Conference for SUNY Community College Governance Leaders.

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Outdoor Writers' Conference. September, 2013. Conference for Outdoor Writers. National Outdoor Writers' Association.

Freedom Network USA. March, 2011. Conference for Educators/Advocates. Freedom Network.

Slavery in New York? Slavery Today? December, 2010. Conference for Educators. John Brown Lives!

College for Every Student Conference. January, 2010; January, 2011; December 2016. Regional Conference.

Rethinking Schools Conference. April, 2009. SUNY Plattsburgh.

Assessment Conference. February, 2007. SUNY Campus Based Assessment Panel.

Plagiarism Conference. April, 2006. SUNY Council on Writing.

Successful Teaching Conference. October, 2004. Institute for Community College Development.

Presentations

National Council for Teachers of English. National Conference. March, 1995. Boston. Student Teacher Panel Presentation in conjunction with Dr. Judith Harmon Miller.

Additional Professional Experience

Licensed Wilderness First Responder. (WFR). May, 2009-2015

Licensed Emergency Medical Technician_(EMT). State of Utah. 1997-2004.

EMT. Ski Patroller, Snow Safety Analyst, Backcountry Skiing Guide. October-April, 1996-2002.

Solitude Ski Patrol, Solitude Mountain Resort, Brighton, Utah. Duties included responding to medical emergencies, educating the public and resort employees about safe practices, and mitigating avalanche hazards using explosives.

Outdoor Skills Instructor, EMT, Trip Leader. May-August, 2000-2001.

Camp Tuttle—outdoor camp for children. Brighton, Utah. Duties included responding to medical emergencies, supervising staff, and leading hiking, mountain biking, rafting, and week- long camping trips.

Related Undergraduate Experience

Student Teacher. 1995. Middlebury Union High School, Middlebury, VT.

Teaching Assistant. 1994. Middlebury College, VT.

Participated in and led collaborative group work, led class discussions, responded to student writing, and individually tutored students in a freshman seminar.

Peer Writing Tutor. 1994-1995. Middlebury College, VT.

On-call writing tutor for Middlebury campus in teacher education, American literature, history, and English courses.

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Teaching Assistant at High School. 1993. Middlebury Union High School. Middlebury, VT.

Observed, assisted, and taught a tenth-grade writing class.

Teaching Internship at High School. January, 1994. Middlebury Union High School.

Assisted in developing and executing lesson plans. Supervised and assisted with research projects, group work, and mid-term exams. Assisted a special needs/ IEP student.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Dean of Student Life recommends the temporary appointment of Michele Pearsall to the full time, nine-month (164-day) exempt position as Coordinator of Wellness & Support Services, for the 2019/2020 academic year at an annual salary of \$41,260,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Michele Pearsall to the full time, nine-month (164-day) exempt position as Coordinator of Wellness & Support Services, for the 2019/2020 academic year at an annual salary of \$41,260.

This position is currently funded in the 2019/2020 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/2020 academic year and will not be renewed.

Thursday, July 25, 2019

2018/19 | # 46

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE TICONDEROGA

June 20, 2019

Ms. Michele Pearsall
1454 River Road
North Creek, NY 12853

Dear Ms. Pearsall:


Pending approval by the North Country Community College Board of Trustees at their July 2019 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Coordinator of Wellness & Support Services for a one year term during the 2019-2020 academic year. Faculty are expected to report to Campus on August 21, 2019.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 8 on Schedule C of the 2019-2021 CBA, which is \$41,260. The per-diem rate for the 164 days is \$251.59.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Ticonderoga. Your direct supervisor is Kim Irland, Dean of Student Life, and your area supervisor is Joe Keegan, College President.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than July 12, 2019.

Sincerely,


Joseph Keegan,
President

cc: Personnel File


Employee Signature

6/30/19
Date

Search Committee, North Country Community College

Ticonderoga Campus

ATN: Tara Smith

RE: Coordinator of Student Wellness & Support Services

February 19, 2019

Dear Search Committee,

I am addressing this letter in response to the position posted of Coordinator of Student Wellness and Support Services. My experiences both in Higher Education and as a Community Health Educator, highly qualify me for this position.

Most recently I completed my Safe Zone training and Title IX and Diversity Training at SUNY ESF, demonstrating my commitment to diversity and affirmative action. While at SUNY Adirondack teaching in health and wellness I was part of a team in Student Life, as a Completion Coach. Completion Coaches work with students one on one to ensure that they have the resources needed to be successful. Together, this team (coach and student) partner to create and implement effective techniques to heighten student awareness of what it takes to build confidence and overcome obstacles. Additionally we connected Students to on-campus non-academic resources and off campus resources to overcome barriers to academic achievement.

Working as a community health educator I have assessed, implemented and developed wellness and prevention programs for varied populations both in schools, wellness facilities and on campus'. I have included peer mentor programs understanding the importance of peer educators for success in health behavioral change outcomes. Additionally as a college health instructor I have focused on topics in alcohol, sexual health, and healthy relationships.

For twelve years I have worked in Higher Education as an Associate Director in Academic Advisement and as a Career Counselor and Interim Director of Career Counseling at SUNY Oneonta. In addition I made a minimum of ten presentations per semester while in Career Development on topics from resume writing, job searching, professional interviewing, dressing for success, finding a major and specific presentations related to careers in specific departments/majors, this was coordinated with faculty and Division Chairs. While in Academic Advisement presentations were in a large auditorium setting with up to 150 students explaining academic policy, graduation requirements, class selection related to majors. As an academic advisor I assisted with transfer advisement.

While at Oneonta as Interim Director of Career Development I was responsible for the promotion, recruitment and planning of the annual Graduate School Fair. Throughout my career prior to Higher Education while in recreation and fitness much of what I did was plan, create, promote, implement programs, events and activities and evaluate them. Lastly I am familiar and comfortable with crisis response. I was a professional firefighter, EMT and Search and rescue Certified. At SUNY Oneonta I had the knowledge and awareness to connect students to the proper resources in counseling and Student Life when I saw signs of emotional crisis.

I look forward to hearing from you at your earliest convenience. Thank you, in advance for your consideration.

Pearsall

MICHELE DALEY PEARSALL

1454 River Road, North Creek NY 12853
(607)287-1960
pearsamd@gmail.com

EDUCATION

State University of New York College at Cortland

M.S. in Community Health Education, January 2009

GPA 3.96/4.0 Outstanding Graduate Student, 2008

Practicum: "Stress Management Program for Breast Cancer Survivors"

State University of New York College at Cortland

B.S. in Recreation; minor, Art, May 1983

Internship: Smugglers Notch Ski Resort

Study Abroad: North London Polytechnic, London England, Fall 1982

GRADUATE ASSISTANTSHIPS, 2006, 2007

SUNY Cortland, Cortland New York

Taught the course "Health 110" a required course for education majors, large group lecture 150 students. Full semester class, lectured, administered exams, graded with use of Scantron and all course grading

Center for Intercultural and Gender Studies Program Assistant, promoted and marketed programs for department including guests and events

HIGHER EDUCATION ADMINISTRATION

Guest Services Manager, SUNY ESF, Newcomb Campus, Newcomb, NY 2018- Present

- Update and maintain publication, study plan and contact databases
- Daily use of Access, Excel and written communication
- Coordinate all programming and group visits including visiting Faculty and Researchers
- Coordinate facility maintenance, cleaning and dining hall services
- Use of data base for reservation and concise records in Excel spread sheets
- Provide accurate and direct customer service, problem-solving
- Updating of policy and guest services information and health and safety
- Responsible for annual fire inspection of all facilities compliance
- Orient all summer work study and graduate interns on arrival

Assistant Director of Academic Advisement, Academic Advisement, SUNY Oneonta, Oneonta, NY 2008-2012

- Supervised 3 professional staff, 1 clerical staff and 14 student workers in absence of Director
- Evaluated student academic progress including degree requirements and graduation eligibility
- Provided individual and group academic advisement to students, family members, and faculty

- Partnered with Pre-Professional Health advisor regarding advisement to students pursuing Health Careers
- Daily use of computerized record system, SunGard Higher Education Banner software
- Student Academic registration and pre-registration of new student and transfer student population
- Assessment of course availability and communicating with Department Chairs regarding enrollment and course needs
- Interpreted and implemented academic State University policy while closely abiding to FERPA
- Coordinated and Administered admission policies and procedures for readmission students

Interim Director of Career Development and Student Employment, Career Development, SUNY Oneonta, Oneonta, NY January 2011 – July 2011

- Developed, managed, and maintained career development services
- Supported and assisted Student Employment Coordinator in College's on and off-campus student employment service, and Federal Work-Study student placement
- Collaborated with faculty in career programming, presentations, and consultation
- Designed and delivered workshops to students regarding graduate programs
- Coordinated the first campus-wide internship assessment in conjunction with Faculty Department Chairs
- Programming and participating with Alumni Affairs in the development and facilitation of Alumni Networking Event
- Implemented panel, 24 professionals for Harvey Delaney Leadership Institute
- Experience with on-line career center management system(Symplicity NACELink)
- Prepared and Managed departmental budget
- Supervised 2 professional, 1 support and 20 student Assistants
- Annual Assessment in Division of Student Development; Student Learning Outcomes
- Compiled departmental statistics for division of Student Development, Career Development Annual Report

Senior Career Planning Associate, Career Development, SUNY Oneonta, Oneonta, NY 2005, 2007-2008

- Taught three professional development classes in Survey of Career Fields per semester (PROF 100)
- Trained and supervised 4-6 paraprofessional facilitators who assist in the teaching of Survey of Career Fields
- Assisted student's with graduate program searches, requirements and application procedures including GRE, LSAT and MCAT exams
- Conducted career service presentations to students, faculty, and staff averaging 20 a semester
- Critiqued student resumes and cover letters, over 200 per semester
- Accountable for accurate completion of I-9, State and Federal tax forms for student employees
- Coordinated, designed, recruited and marketed Graduate and Professional School Fair, over 100 schools and representatives

Pearsall

- Wrote newspaper articles related to career development for the college paper, "The State Times"
- Provided support to on-campus recruiting employment opportunities for prospective graduates

TEACHING EXPERIENCE

SUNY Adirondack College, Queensbury, NY

Special Adjunct Faculty Fall 2013-Spring 2017, **Adjunct** Fall 2017-Present

Currently teaching on-line (Blackboard) "*Lifetime Wellness*" An exercise Science based class. First time on-line available through SUNY Learning Network, Blackboard learning platform Teaching, 10 credit hours including "First Aid and Safety" One section spring semester, 3 credits; "Designs for Living Well" for students with health issues or limitations, lecture Nutrition, behavioral change, healthy lifestyle choices, stress management.

"Healthy Lifestyles" two sections focusing on making healthy choices and exercise assessment and prescription, lecture and lab; "Walking for health", one credit physical activity class; "College Health", three credit Lecture; Developed and approved "Stress Management for Health", two credit class part lecture, part lab; "Yoga" one credit activity class; "Freshman Seminar", one credit including writing skills, research, career and major exploration. New Student Registration Advisement, Summer 2015

Castleton State College, Castleton, VT

Adjunct Lecturer, fall 2013-2014 Temporary, filling sabbatical

Teaching "Contemporary health Issues", required course for all athletic training and pre-physical therapy majors.

Russell Sage College, Troy, NY

Adjunct Lecturer, spring 2013

"Exercise Physiology Lab" lab instruction, administration of grades

Taught "Community Health Education" lectured, administered grades and assisted students in final culminating community health program at Troy Boys and Girls Club.

SUNY College at Oneonta, Oneonta, NY

Adjunct Lecturer, 2005-2008

"Current Health Problems and Issues." Created syllabus; lectured and administered grades

Adjunct Lecturer, 2008-2013(summers)

Taught on-line "Current Health Problems and Issues" Created on-line course, one of two firsts for the department

Adjunct Lecturer, 2005-2012

"Yoga for Fitness and Health" Designed the course, submitted to curriculum committee and college senate for approval. Lectured, supervised teaching assistants (one per semester), designed syllabus, structure and requirements, composed exams and graded all written work and determined final grades.

Lecturer, 2005, 2007-2008

Pearsall

Taught "Survey of Career Fields" Professional development classes, 3 per semester (5 week minis) as part of professional position as Career Counselor
Trained 4-6 facilitators (Teaching Assistants)

RESEARCH EXPERIENCE

"The Relationship between Central Adiposity and Stress in College Students:
A Comparative Study using Jogging and Yoga" 2008 did not publicize, completed research base

PRESENTATIONS

"Stress-Management", Johnsbury Library Community Presentation, October 2018
"Yoga For Gardeners", Minerva Garden Club, May 2018
"Careers in Community Health Education, CHES certification", Russell Sage, April 2013
"New student Advisement Orientation", SUNY Oneonta, 2008-2013
"Dressing for success" - Career Development, two presentations per semester, 2005-2008
"Preparing for interviews and resume writing, pre student teaching" Career Development, 2005-08, 2011
"How to choose a Major", Career Development, 2005-08, 2011
"Residence Life – yoga program" 2010
"Greek Life – yoga program" 2011
Women's Health class "physical activity and healthy lifestyles" 2010
Stress management class" yoga and stress management" 2011
"NY State Education Standards for health and physical education" presentation for Education majors 2011
"Power Yoga" for other section of Yoga for Fitness and health 2011
Leadership Institute "Strategies for Social Change" SUNY Oneonta Leadership Institute 2008
"Fitness for Healthy Life-styles" SUNY Oneonta Leadership Institute 2004

INTER-PROFESSIONAL AND COMMUNITY SERVICE PROGRAMMING

"Stress- Management", Community Lecture Johnsbury library, 2018

"Yoga for gardeners", presentation Minerva Garden Club, 2018
"Health Education Promotion Program", Troy Boys and Girls Club spring 2013
"Stress-Management Program for Breast Cancer Survivors", A.O. Fox Memorial Hospital, 2009
"Healthy kids Day", Norwich Family YMCA, 2003-2005
"First Night 5K" Race Director and Committee Member, 1999-2001

PROFESSIONAL DEVELOPMENT

Safe Zone Training, SUNY ESF 2018
Title IX Training, SUNY ESF 2018
Professional Recognition Committee, SUNY Adirondack, Queensbury NY 2016 to 2018 Wellness Challenge, SUNY Adirondack, 2014-16
First Place 2016
Middle States Work Group Student Recruitment and Retention writer September, SUNY Oneonta, Oneonta, NY - December 2011
Staff Development Division of Student Development member 2011-2012
Faculty Advisor/Mentor Wrestling Team, SUNY Oneonta, Oneonta, NY 2011-2012
Outdoor Education Major/Minor curriculum development committee, SUNY Oneonta, Oneonta, NY 2011-2012

Pearsall

Harvey Delany Leadership Institute Conference Planning Committee, SUNY Oneonta, Oneonta, NY 2011

Search Committee, member Financial Aid Advisor, SUNY Oneonta, Oneonta, NY 2010

National Academic Association (NACADA), member 2009-present

Orientation Committee member, SUNY Oneonta, Oneonta, NY 2009 to 2012

Personal Training Minor curriculum development committee, SUNY Oneonta, Oneonta, NY 2009-2012

Individual Development Award, Culminating Project "A stress management program for breast cancer Survivor's", SUNY Cortland, A.O. Fox/Bassett Hospital Community Health Education Program, Oneonta, NY 2009

MBTI and Strong Assessment Training, Cornell University, Ithaca, NY 2008

LEAD Committee member, SUNY Oneonta, Oneonta, NY 2008, 2011

Central New York Teacher Recruitment Days, committee member SUNY Cortland, Cortland NY 2008, 2011

Alcohol and Drugs (AOD) Committee, SUNY Oneonta, Oneonta, NY 2005

Grant Writing Workshop, Non-profit agencies, SUNY Morrisville, Norwich, NY 2005 Diabetes Coalition consultant Chenango County, Norwich, NY 2003-2005

Non Degree training:

Level 1 Nordic PSIA Instructor, 2019

SUP (Stand up paddle board) Yoga Certification, including open water rescue, 2017

Blackboard training, SUNY Adirondack, 2018

American Red Cross First aid, AED and CPR Adult and Child Instructor, 2016 current CPR/AED for the professional rescuer, American Heart 2016, current

200 RYT training yoga, including yoga for seniors, Level 5, yoga for children, anatomy, 2013

Child Abuse Prevention training, Saratoga Regional YMCA, April 2013

Moodle On-line training, Sage spring 2013

Phoenix Rising Yoga Therapy 2003

American Council Exercise Personal Training Certification(ACE), 2003- present

Core Training – CEC's for personal training (ACE) 2011

Strength Reebok – CEC's for personal training (ACE) 2011

Spinning Profile Designs and Heart rate games – CEC (ACE)2011

Health and Nutrition Moderation nation Webinar – CEC(ACE)2011

MBTI and Strong Assessment Training, Cornell University, Ithaca NY 2008

Collaborative IRB Training Initiative (CITI)Ethics in research training Certificate 2008

SAVE Certification, School Violence Prevention training, SUNY Cortland 2007

18 graduate credit hours in Health Education, SUNY Cortland, 2006-2008

Level I NY State Fire Fighter Certification 2000

Emergency Medical Technician 2001

NY State Search and Rescue Certification 2001

Graduate credits in Counseling, SUNY Oneonta, 1998

Level II Professional Skiing Instructor of America (PSIA) certification (Process of Level III), 1985, current

FITNESS BASED PERSONAL ACHIEVEMENT

Pearsall

- Leaf Cruncher 5K trail Race, 2nd place 50+, 2018
- Garnet Hill Mountain bike race, 1st place overall Sport Division, 2018
- Black Fly 40 mile mountain bike race Inlet to Indian Lake, 3rd place 2016, 2017
- SUNY Adirondack Wellness Challenge, 1st place 2016
- Completed Seven Marathons (running 26.2 miles)
- Completed more than 20 Half Marathons
- Nordic Ski Racing member of NYSEF, 2016-present
- Working towards ADK 46er, (37 High Peaks Completed)
- First Female to pass City of Oneonta's Firefighter fitness test and become the first female Firefighter
- Proficient at Alpine, Nordic, Telemark and Back-country Skiing
- Canoe Racing
- Glimmerglass Triathlon, Cooperstown NY, second place female over-all, 2001

OTHER EXPERIENCE

NYSEF Race Alpine Coach, U12. Gore Mountain, North Creek, NY 2017, 2018

Yoga and Fitness Instructor, Owner, Solstice Yoga and Fitness, Stand up Paddle Board Yoga, North Creek NY 2015-present; Silver Bay YMCA, summers 2015-present; Glens Falls YMCA, Glens Falls, NY 2013-2015

Yoga Instructor, Saratoga Springs Regional YMCA, Saratoga Springs NY 2013-15

Fitness Trainer, Fitness Professionals on Demand, Clifton Park NY 2013-15

- Training couch to 5k running group, a ten week program
- 10k running group
- Nutrition for healthy weight loss

Ski Instructor, Gore Mountain, North Creek NY 2012-2017 PSIA Level II

Health and Fitness Director, Norwich Family YMCA, Norwich, NY 2003-2005

- Supervised 43 full and part-time staff including hiring, departmental budget annual projections and payroll
- Purchased fitness equipment and requisition, equipment maintenance in cooperation with leased company
- Educational presentations to community based organizations, schools and health fairs
- Supervised and management of program areas including Fitness Center, and Group Fitness Studio, Fitness Program development and implementation
- Designed, marketed and coordinated large events: Race Director, Annual 10K, 5K and children's road race with over 400 participants and 70 volunteers; Annual Power Lifting competition; Wellness Fairs; YMCA Healthy Kids Day
- Worked with Board of Directors on program committee and focus groups developing strategic plan
- Coordinated programs with outside agencies and volunteer staff

Pearsall

- Annual Fitness testing of Chenango County Sherriff Department
- Served as a Consultant for agencies such as Chenango Arts Council, United Way of Chenango County, and the American Cancer Society and member of Chenango County Diabetes Coalition
- Taught group fitness classes as needed or as scheduled
- Personal training including weight management, stress management, nutrition and exercise
- Wrote health related educational articles for monthly newsletter and local newspaper
- Maintained up to date research based knowledge in prevention science as it related to health and wellness through exercise and nutrition
- Implemented Local branch of National Girls On the Run Program and coached

- Health and Fitness Director, HealthLinks at Fox Care, Oneonta, NY 1999-2003
- Exercise prescription and Fitness Assessment, cardiovascular, muscular strength, body-composition and flexibility testing
- Personal training including assisting in medical rehab of patients with COPD, Spinal Thrombosis, Cardiac Rehabilitation
- Group Exercise Fitness instruction
- Special Educational Programming, including sport specific training, weight loss programs, diabetes prevention programs, strength training for women, running programs, functional fitness, pre-ski fitness, step aerobics, circuit training, stability ball

References

Eileen McClafferty
Director Academic Advisement
100 Netzer Administration Building
SUNY College at Oneonta
Oneonta, NY 13820
mcclafem@oneonta.edu
607-436-3390

Brian Houseal
Director SUNY ESF, Newcomb Campus (until 10/1/18)
Newcomb, NY 12852
Blhouseal12@gmail.com
518-962-2677

Rebecca Pelchar
Department Chair, Humanities Division
SUNY Adirondack
Bay Road, Queensbury NY 12804
pelcharr@sunyacc.edu
518-832-7738