

Board of Trustees Meeting Agenda

11:00 a.m. | Friday, March 26, 2020

Meeting Held Via ZOOM due to COVID-19 (Information Below)

- I. Call to Order
- II. Approval February 2020 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Vice President for Marketing & Enrollment Management
 - Interim CFO
 - Resolution | Appointment - Comptroller
 - Interim Assoc. Vice President of Student Affairs
 - President
 - 2020-2023 Strategic Plan
 - Resolution | SUNY Gender-Neutral Restrooms Policy
 - Resolution | SUNY Continuity of Operations Plan
 - NCCCAP 2019-2021 Contract Continuation
- V. Representative Reports
 - NCCC Association
 - NCCC Foundation
- VI. Old Business
- VII. New Business
- VIII. Public Comment*
- IX. Executive Session
- X. 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.

[Topic: Board of Trustees | Public Access](#)

Time: Mar 26, 2021 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting | <https://us02web.zoom.us/j/85080366589?pwd=MGVTVTNkR25qRnhJbFh5cjNFQ0Jxdz09>

Meeting ID: 850 8036 6589 | Passcode: 603142

One tap mobile | +16465588656,,85080366589#,,,,*603142# US (New York)



Board of Trustees Meeting Minutes | February 26th, 2021
Meeting Held Via Zoom Due to the COVID-19 Pandemic

Board Members Present: Steve Reed, Mark Moeller, Mary Irene Lee, Jerry Griffin, Donna Wadsworth, Dan Kelleher, Pete Suttmeier, Jessica Kemp

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Erik Harvey, Tara Smith, Diana Fortune, Shir Filler, Lee Susice, Kim Irland, Dianna Trummer, Kyle Johnston, Kim Duffey, Scott Harwood

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

Minutes

Pete Suttmeier made the motion to accept the January 29, 2021 meeting minutes as they were presented. Mary Irene Lee seconded the motion. The January 29, 2021 meeting minutes were unanimously approved (8-0-0).

College Senate

Shir Filler reported:

- Mark Moeller attended the February 2021 College Senate meeting on behalf of the Board.
- Next meeting is March 12th, 2021 at 1pm. Looking forward to his attendance.

NCCCAP

Lee Susice reported:

- First meeting of the semester will be later today.
- Looking to schedule a labor management meeting to cover discussions for Fall 2021.

CSEA

No report

Board Chair Report

Steve Reed reported:

- In the process of the President's evaluation. Attended meetings with Student Government and President's Council. Several documents were also received regarding various perspectives on Joe's presidency. The degree of care and participation was astronomical, positive, and will be extremely helpful as the members of the board finalize the measurement of Joe's continued success.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Fall 2021 schedule planning; faculty and student survey for Fall 2021 course delivery was completed. Many members of faculty are anxious to return to campus, in a safe and controlled environment. Students are split between on campus and online participation. Working towards designing the best plan for both.
- NYSED approved the Certificate in Entrepreneurship and the College can now move forward with the program.
- The Health Care Management Track is at NYSED. They have recently requested some additional information regarding it which we have responded to.
- Middle States notified the College that the October 2021 Self-Study visit will be virtual. There is no option to postpone. They will visit the campus for a facility check post pandemic concerns. Self-Study draft will be shared within the next two weeks.

- The board spoke briefly regarding Middle States and their conferences and visits. It would be helpful if the board reviewed Governance and Administration Standards. Sarah will share them shortly.
- The board spoke briefly about students wanting to be on campus. They discussed a possible correlation with the students are participating, such as Nursing and other classes.
- The board spoke of the approval of distance learning and NYSED waiver. Sarah explained both NYSED and Middle States requirements due to the pandemic.
- The board spoke of the Northern Borders Regional Commission Grant, also known as the Wastewater Grant.
- The board spoke of the potential increase in certificates as we continue to move through the pandemic. Selina LeMay-Klippel, Coordinator of CTE Programs and Curriculum, is currently researching possible certificates in line with our current degree offerings that would assist students and our communities.
- Sarah spoke of the pending proposal request to bypass NYSED and allow SUNY approval to be considered as NYSED approval as well. This would apply to all programs except for our licensure programs.

Vice President for Marketing and Enrollment Management

Kyle highlighted his report:

- Enrollment numbers have not changed much in comparison to what was reported in January 2021.
- The projects that were mentioned before are a heavy lift and will continue to be in motion throughout the next two years. The team continues to focus on the students.
- New campaign for North Country Live has been successful, creating awareness of what is available. There was an increase on web traffic after that first week of the campaign. There is cost to it, which will be reviewed prior to continuing the campaign for other semesters.
- Working on creating plans for specific program marketing. The first program that will be the focus is transfer programs in March and the environment programs in April. They will run until Fall 2021 semester.
- Spoke briefly of tuition and fees. This has a domino effect, and the early approval will help the College. Financial Aid can start their work ahead of schedule. In addition, the digital marketing campaign can be retargeted by showing the College's work to make higher education more affordable.
- The board spoke with Kyle regarding marketing the College locally and abroad through inserts, website updates of course offerings, and other levels of communicating with the public. Outreach to non-traditional aged students continues to grow in traditional methods through radio, newspapers, and other medias. Outreach to Veterans is being tracked and our liaison, Amy Tuthill, has been fundamental in supporting this demographic.

Interim CFO:

Erik Harvey reported:

- The student receivable for the College has been extended to February.
- Forecast is holding steady. Still working under the assumption that the state would that State Ed will take 20%
- The board spoke of the return of \$500,000 from the State with the probable deficit of \$200-500,000. There was discussion on using part of the fund balance.
- Erik spoke of the Tuition and Fee's proposal. Currently the College would like to freeze everything on the tuition side and to update the fee schedule. Erik shared the impact these changes will make for the College. Including the introduction of new and existing scholarships.
- The board spoke about the eligible scholarships. The push is to gain more regional students and support our counties.

Mark Moeller made a motion the North Country Community College Board of Trustees to approve the resolution brought to the floor regarding the Colleges Tuition and Fee Schedule for the Academic Year 2021-2022, as it was presented. Donna Wadsworth seconded the motion.

- The board spoke of the fees, in particular the athletic component for Association. Kim Irland spoke of the fee increase and how it impacts and helps the College and the Association.

The resolution was approved unanimously (8-0-0)

- Pete Suttmeier made a motion to approve the report as it was presented. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0)

Associate Vice President of Student Life

Kim Irland reported:

- Athletics program is undergoing an internal review this semester. Looking forward to seeing the data and continuing this process on a five-year cycle.
- Within Athletics, there is an Alumni effort showcasing a male and female athlete and highlighting where they are now.
- The caseload of student behavior issues has increased on academic behavior. The College has a tracking system for these, Guardian, which assists with the follow-up.
- The College has adopted a Common Read of "Uncomfortable Conversations with a Black Man" that we hope will spark conversations, particularly as they related to diversity, equity, and inclusion. The intention is to start this semester with College employees and expand to students in Fall 2021.

President's Report:

Joe Keegan reported:

- Expressed thanks to everyone for their ongoing support of the students and the institution during the pandemic.
- Tuition and Fee schedule was largely a collaborative effort, highlighting shared governance with the end goal in keeping the college affordable.
- NCCC hosted Essex and Franklin vaccine pod. There were 500 vaccinations administered. They will come back in March to administer the second doses.
- PN students have been on campus for the first time this year. Rad Tech and Massage Therapy are back on campus as well.
- SUNY Chancellor visited on February 8th. Jessica Kemp, student trustee, was available to participate in the visit. There was discussion on how the campus is faring with the challenges presented by COVID-19.
- The Strategic Plan recently was reviewed by Long Ranged and Strategic Planning Committee (LRSPC) on Monday, February 22nd, 2021. The committee agreed that the plan is realistic, achievable and constructed in a language that was clear and concise. Plans are to move it to College Senate for their March 12th, 2021 meeting and the Board after that.
- Two campus-wide meetings on the 2019 Saranac Lake Facilities Master Plan took place on Thursday, February 18th and Friday, February 19th, 2021. Several folks joined the discussion, talking through the plan and reviewing it in light priorities that have emerged since its writing. Those will be folded into larger facilities planning that is underway.
- Joe shared the changes with the Shared Governance document and that it has been reviewed by the College's counsel, Jim Brooks.

Board moved to approve the following resolutions:

*Jessica Kemp made a motion for the North Country Community College Board of Trustees to approve the resolution brought to the floor for the College to approve and support the Name Change Policy. Pete Suttmeier seconded the motion.

- It was verified there are no legal implications in having this policy. It has been reviewed by our College's Council. Kim noted there could be ramifications if we deny the request for a name change.

The resolution was approved unanimously (7-0-0)

*Pete Suttmeier made a motion for the North Country Community College Board of Trustees to approve the resolution brought to the floor for the College to approve and support the Video Surveillance Policy. Mary Irene Lee seconded the motion.

- Tara spoke of this policy and how it will be used only for the safety of the Colleges students and staff. Only used in common areas and not in areas where privacy could be breached.
- Members of the board spoke of the policy and the importance to have it available on-demand to keep the students and employees of the College safe. It is currently to be used retroactively as an investigated tool; there is the potential to have these cameras regularly monitored.
- As a courtesy of the students, they will be notified of this new policy.
- Jerry Griffin, board member and Malone School Superintendent, expressed the importance of having schools be proactive in creating preventative measures for keeping our community safe.

The resolution was approved with one abstention (6-0-1)

NCCC Association:

Kim Irland reported in Shannon Warren's absence:

- She will report out for the Association for the next six weeks while Shannon Warren is absent.
- The Association Board has met and are in the process of planning for fall housing, and looking for dining housing solutions as well.

NCCC Foundation:

None

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:21 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Pete Suttmeier seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 12:21 p.m.

Joe Keegan was excused from the executive session at 12:50 pm.

Mary Irene Lee made a motion to adjourn executive session at 1:15 pm. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 pm.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

3/26/2021

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees
March 26, 2021**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

• **Academic Planning**

- **Spring Courses:** Students in limited programs are now on campus (as of Feb. 16th). All students are following COVID-19 protocols including weekly testing, use of personal protective equipment (PPE), and use of the screening application each day they arrive.
- **Summer Courses:** The summer schedule is posted, and students are able to register. Mary Ellen Chamberlain sent out information for those students who may wish to apply for financial aid for summer offerings.
- **Fall Planning:** Fall planning is coming along, although we know there will need to be changes as we proceed. Based on feedback from students, faculty, and staff, the goal is to provide some variety in course delivery. We are also evaluating rooms on each campus to upgrade technology as needed to support multiple modes of instruction. Currently, we are looking at the following rooms for upgrades:
 - HH-105
 - CL-012
 - RH-112
 - RH-208
 - TI-114 or TI-110

Please send us any feedback you may have for the planned upgrades.

With the vaccination rate going up, we may be able to expand options for on-campus courses. At this time, programs and classes where the learning outcomes are more dependent upon face-to-face instruction have priority for space. Currently, those include allied health programs, science labs, Wilderness Recreation and Leadership courses, Art studio courses, and some physical education courses. We also have a draft of offerings that includes an on-campus option for courses where there is high enrollment and the need for multiple sections such as English, social sciences, and math.

- **New York State Education Waivers:** On March 5th, we learned that the New York State Education Dept. has approved online delivery modalities for all programs through 2021-2022, with special considerations for licensure programs with mandatory clinical experiences. For us, this means that we will not have to submit programs for approval even if students have taken more than 50% of their courses online. This gives us more time to consider which programs should be submitted in the future, once the pandemic considerations are no longer present.
- **Academic Programs:**

Two program Advisory Boards have occurred over the past month: Computer Graphics and Business. Both groups had broad community representation, and we received valuable feedback and insight. Many thanks to Art and Business departments along with department chairs, Tina LaMour and Kim Duffey for leading them.

Programs in the approval process: SUNY has approved the AS Business track in Healthcare Administration. We are waiting on New York State Education Department approval. On hold: Certificate: Advanced EMT. In the exploratory phase: Certificate: Teacher Assistant; AAS Cybersecurity.

- **Continuing Education:** The *North Country Live* sessions continue this spring. See our website for a full listing of spring offerings.
- **Middle States/Assessment of Student Learning:**
 - **Assessment:** The two College-wide Goals to be assessed for the 20-21 academic year include Social and Cultural Literacy and Scientific Literacy.
 - **MSCHE Self-Study:**
 - **Timeline:** A rough draft of the self-study document was sent to the College community for feedback. **Please send any insight or input to Sarah Maroun and Erik Harvey by March 26th**, so we can send the draft to the visiting Team Chair, Dr. Kristy Bishop by the end of March. Dr. Bishop has confirmed the dates for her virtual Team Chair visit to be April 15-16th.
 - **Virtual Self-Study Visit:** All Middle States visits through December 31, 2021, will occur virtually. Our visit is preliminarily scheduled for the first week of October.
 - **Distance Learning Approvals:** Middle States has recently changed their guidance. Programs being offered temporarily in a distance learning or remote format do not need to be submitted for approval.
- **College Bridge:** College Bridge registrations for the Spring semester are complete. Observations of College Bridge instructors are being conducted remotely this year. Many thanks to Maggie Willett, Luke Hudak, and the Business and Records Office staff for all of their work getting registrations completed in a remote format.

Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** PELL funding has now been restored on a national level and will become a non-experimental program as of 2023. Many thanks and congratulations to all who have made our Second Chance PELL program a success! It is programs like ours that contributed to the overall positive outlook on the efficacy of Pell funding for incarcerated individuals.
- **Northern Borders Regional Commission Grant:** Planning for non-credit course delivery is underway.
- **PTECH:** Merrill (Kempton) Pierce has been appointed as the Coordinator for the PTECH program through FEH BOCES. Kempton has been an integral part of the teaching staff since the beginning of the program, and he will maintain his teaching role in addition to administrative duties. Luke Hudak is the PTECH liaison for NCCC.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created March 20, 2021

Enrollment and Financial Aid Team Updates:

- Major project updates:
 - **SLATE CRM (Customer Relationship Management):** We now have 5 people set-up as administrators for the configuration of this system. We have begun our search for our new application and inquiry forms for the college. Additionally, we will start in the next couple weeks to setup the new North Country Navigator process (checklist) in the system.
 - **OMNI CMS (Content Management System):** Our working group continues to meet weekly to see what the future holds for this project. Recently, IT was able to pull all of our course information out of our Student Information System which was a crucial next step needed to get this information setup for students on our website. We're now working with that data to setup it's new home.
 - **North Country Navigator:** Our new enrollment management process now has well-defined stages for students to follow: 1) Getting Accepted to North Country 2) Applying for Financial Aid 3) Getting Ready for Registration 4) North Country Online Orientation & Student Support 5) Information Technology (IT) Onboarding Checklist and 6) Paying for College and Buying Books.
 - **CampusReel Student Video Production:** Currently we have 17 student-to-student videos that are complete or in the editing phase. The types of videos include general college and campus videos, NC Navigator videos and most-recently program-specific videos. We have started to receive leads from the site where our videos are hosted and will be working this next week to follow-up with all of these prospects. We will also start using these across our main website and YouTube channel.
- **The Enrollment Team** has recently been working on a plan that outlines how we will handle visits with students now and into the future. I asked them to outline 3 main areas: 1) In-person visits for all 3 campuses 2) Scheduled and on-demand virtual visits 3) Program-specific virtual visits (at least 2 per month). We aim to be able to offer in-person visits as soon as possible and this plan has recently been shared with public health for feedback. Once approved by public health we will share with the unions, President's Council and Senate.
- **The Financial Aid team** has been working through the steps needed to award fall financial aid. The main focus has been to update all web pages, student FA forms and to create the budgets (scenarios) that establish a cost of attendance for all types of students. All of these elements are in motion and should be complete by the end of this week. The Financial Aid team has also been working with our Administrative Tech group to outline the future needs for the Student Portal. On April 1 I will be working with the Student Government Association to come up with a new name for the portal and our web team is working to bring all main student resources together into one page. More to come on this one.

Marketing and Web Team Updates:

- We have continued to work on the program-specific marketing that will happen this upcoming Spring and Summer. The "Transfer Degrees" campaign has been running in March and the new "Environmental Science and Wilderness Studies" campaign will kick-off on April 1st. Soon, we will start creating the plans for Art and Computer Graphics, Healthcare Programs and Saints Athletics. This process begins with an upgrade to all web content (program pages) then development of ad plans directing people to www.nccc.edu/programs and new custom landing pages for each program area.

Year-to-year web traffic:

1/1/2019 through 12/31/2019:

Total pageviews = 490,428

Total index page 270,161

1/1/2020 through 12/31/2020:

Total pageviews = 582,670

Total index page 299,990

Y2Y Total pageviews increased by 92,242

Google Pageviews/Unique Pageviews of North Country Live:

Weekly Date:

1/9 thru 1/16/21

1/16 thru 1/23/21

1/23 thru 1/30/21

1/30 thru 2/6/21 (*Insert promo on 2/6/21)

2/6 thru 2/13/21

2/13 thru 2/20/21

2/20 thru 2/27/21

2/27 thru 3/6/21

Pageviews /Unique Pageviews

19 / 15

19 / 12

18 / 16

70 / 53

209 / 172

96 / 86

102 / 87

120 / 107



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v1



v2



v3



v1



v2



v3



**North Country Community College
Interim CFO's Report to the Board of Trustees
March 26, 2021**

Greetings,

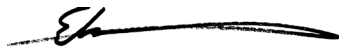
I present the February operating financials for your review and approval. Other than timing differences there are no material variances to note.

By the time we meet, I should have an update regarding guidance we just received on how best to use the awarded CRRSAA and CARES funding (SUNY calls it HEERF I and HEERF II).

NCCC is also eagerly awaiting the fate of the NYS budget, which any day now if approved, will provide much relief to the 2020-21 operating deficit largely driven by an anticipated 20% NYS aid cut. The assembly and senate reviews were even more favorable to SUNY and the community colleges so we are hopeful the executive version put forth will hold up.

The February forecasted operating deficit of \$758K is \$35K better than the prior forecast due to more utilities and travel savings than anticipated. The forecast continues to assume enrollment FTE decline of 7% overall, related to declines in out of state, concurrent enrollment (high school students), and the Pell prison program. The projected NYS aid reduction of \$785K assumes a 20% cut in aid for 2020-21 but could be reduced to a 5% or \$200K cut if the NYS budget put forth gains approval. Revenue losses due to the pandemic are largely being offset by reductions in expenses. Salaries are reduced due to attrition, early retirements, delays in hiring open positions, and the reduction of casual labor pools related to instruction. Travel, utilities, and maintenance costs are reduced due to shifting to mostly online instruction.

Respectfully Submitted,



Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of February 28, 2021

SUBMITTED TO THE BOARD OF TRUSTEES

March 26, 2021

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet FEBRUARY 28, 2021				
	Current Year Actual	Prior Year Actual	Current Year Inc (Dec)	
Assets				
Cash	\$ 3,706,991	\$ 3,446,440	\$ 260,551	
Accounts Receivable-Students	2,605,227	3,131,269	(526,042)	
Due From NCCC Association	394,129	188,891	205,239	
Due From NCCC Foundation (Contributions)	1,140,948	637,892	503,056	
Due From Other Funds	245,128	522,806	(277,678)	
Due From Governments (State & Fed Fin Aid)	365,415	368,877	(3,462)	
Prepaid Expenses	232,511	25,172	207,340	
Total Assets	\$ 8,690,349	\$ 8,321,347	\$ 369,003	
Liabilities				
Accounts Payable	\$ 210,648	\$ 12,459	\$ 198,188	
Payroll & Benefits Liabilities	22,686	143,801	(121,116)	
Due to NCCC Association (Room, Meals, Books)	67,406	542,407	(475,001)	
Due to NCCC Foundation (Rent)	622,749	82,592	540,157	
Due to Other Funds	60	60	-	
Due to Retirement	87,519	167,403	(79,885)	
Compensated Absences	289,672	256,362	33,310	
Other Liabilities	331,773	451,379	(119,606)	
Total Liabilities	\$ 1,632,512	\$ 1,656,465	\$ (23,952)	
Month End Equity	\$ 7,057,837	\$ 6,664,882		
Total Liabilities & Equity	\$ 8,690,349	\$ 8,321,347		
Fund Balance Summary				
Prelim Fund Balance as of 09/01/20	\$ 4,094,304			
Estimated 20-21 Surplus (Deficit)	\$ (758,285)			
Projected Fund Balance as of 09/01/21 ¹	\$ 3,336,019			
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 \$15,856,548.				

North Country Community College Revenues & Expenditures FEBRUARY 28, 2021				
	Annual Budget	YTD Actual	19-20 Actual M (L)	% of Budget
Revenues				
Tuition & Fees	\$ 5,330,393	\$ 5,589,654	\$ 259,261	105%
Sponsors' Contribution	2,380,000	1,177,500	(1,202,500)	49%
Chargebacks	695,600	364,780	(330,820)	52%
Out-of-State Tuition	747,053	410,293	(336,760)	55%
State Aid	4,050,609	1,682,911	(2,367,698)	42%
Contributions	1,153,500	567,328	(586,172)	49%
Total Revenues	\$ 14,357,155	\$ 9,792,466	\$ (4,564,689)	68%
Expenditures				
Salaries	\$ 7,134,020	\$ 3,392,722	\$ 3,741,297	48%
Payroll Taxes	545,752	233,090	312,662	43%
Medical	2,057,012	716,743	1,340,269	35%
Retirement	620,050	321,372	298,678	52%
Other	107,535	141,560	(34,025)	132%
Equipment	34,050	15,321	18,729	45%
Facility Leases	1,448,480	773,190	675,290	53%
Utilities	301,500	130,290	171,210	43%
Maintenance	167,150	62,745	104,405	38%
Office & General Supplies	69,810	19,512	50,298	28%
Advertising	206,050	56,040	150,010	27%
Professional Services	118,200	25,747	92,453	22%
Information Technology	291,370	167,848	123,522	58%
Library & Instructional Supplies	347,510	59,175	288,335	17%
Scholarships	485,000	608,100	(123,100)	125%
Travel	101,550	742	100,808	1%
Property & Liability Ins.	145,000	104,047	40,953	72%
Miscellaneous	207,817	128,062	79,755	62%
Total Expenditures	\$ 14,387,856	\$ 6,956,305	\$ 7,431,551	48%
Operating Surplus (Deficit)	\$ (30,701)	\$ 2,836,161	\$ 2,866,862	-9338%
Non-Operating Activity	-	43,330	43,330	NA
Total Fund Surplus (Deficit)	\$ (30,701)	\$ 2,879,491	\$ 2,910,192	-9479%

North Country Community College

March Forecast

For the year ending August 31, 2021

FTE	Budget	Forecast	More (Less) vs. Budget	
In-State	575	583	8	1%
Out of State	60	31	(29)	-96%
In/Out of State FTE	635	614	(21)	-3%
Concurrent Enrollment	250	227	(23)	-10%
Core Operating FTE	885	840	(45)	-5%
Pell Prison Program	165	141	(25)	-17%
Total FTE	1,050	981	(69)	-7%

Unrestricted Fund <i>(in thousands)</i>	Budget	Forecast	More (Less) vs. Budget	
Revenues				
Tuition	\$ 5,107	\$ 4,958	\$ (149)	-3%
Fees	1,210	1,212	2	0%
Sponsor's Contribution	2,380	2,380	-	0%
Chargebacks to Other Counties	607	640	33	5%
State Aid	4,051	3,266	(785)	-19%
Contributions & Other Income	1,154	1,156	3	0%
Reserve for Bad Debt	(151)	(125)	26	-17%
Total Revenues	14,357	13,487	(870)	-6%
Expenditures				
Salaries	7,134	6,795	(339)	-5%
Payroll Taxes	514	486	(29)	-6%
Medical	2,025	1,980	(45)	-2%
Retirement	600	671	71	12%
Other	191	228	36	19%
Equipment	34	34	-	0%
Facility Leases	1,448	1,546	98	7%
Utilities	302	217	(85)	-28%
Maintenance	167	162	(5)	-3%
Office & General Supplies	70	70	-	0%
Advertising	206	202	(4)	-2%
Professional Services	118	104	(14)	-12%
Information Technology	291	291	-	0%
Library & Instructional Supplies	188	176	(11)	-6%
Scholarships	485	385	(100)	-21%
Scholarships - Concurrent Enrollment	-	375	375	NA
Travel	64	2	(61)	-97%
Property & Liability Ins.	145	144	(1)	-1%
Miscellaneous	406	378	(28)	-7%
Total Expenditures	14,388	14,245	(143)	-1%
Unrestricted Fund Surplus / (Deficit)	\$ (31)	\$ (758)	\$ (728)	-2370%

student affairs

NCCC.EDU/STUDENT-SUPPORT
NCCC.PRESTOSPORTS.COM

March 2021 Board of Trustees Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE

JERRAD DUMONT – ATHLETICS FACILITY MANAGER

KENT EGGLEFIELD – SPORTS INFORMATION

KATHY GOODROW – OFFICE ASSISTANT

KIM IRLAND – INTERIM ASSOC. VICE PRESIDENT OF STUDENT AFFAIRS

BRUCE KELLY – COORDINATOR OF STUDENT LIFE

CHAD LADUE – ATHLETICS DIRECTOR

Athletics Department News

- The Fall 2021 “Return to Play/Practice” and “Return to Compete” plans for College review are underway in conjunction with the Association’s drafted reopening plans for housing and dining. Tentative competition schedules are being developed for fall at the regional level.
- Athletic website edits continue including [Where Are They Now alumni profiles](#) published each month and staff profiles under development
- The Athletics Mentoring Program revisions have been presented to the faculty. Launch of the new model is expected to roll out Fall 2021.
- A comprehensive Athletics Program Review and development of a staff/coach manual and student athlete handbook are among the bigger projects underway.

Diversity, Equity and Inclusion & Title IX News

- We have copies of our college-wide Common Read book “Uncomfortable Conversations with a Black Man” by Emmanuel Acho at all three campus locations. Free copies of the book are available for employees who sign up – sponsored by SUNY Exploration in Diversity funding. [Sign up here!](#)
- We have launched a professional development self-paced course is in Blackboard for faculty and staff – employees can opt to participate in the Sociology of Diversity course as a “student” and access a growing repository of resources for inclusive teaching. [Sign up here!](#)
- The Diversity Task Force met to review the Chancellor’s Diversity, Equity, and Inclusion 25 Point Action Plan for SUNY.
- The Title IX website has been updated to more clearly outline Title IX protections for pregnant and parenting students: <https://www.nccc.edu/title-ix/index.html>

Student Life and Campus Safety News

- The 2021 Student Awards planning has begun in partnership between Student Affairs and the Foundation.
- Virtual student engagement efforts continue to focus on mental health and wellness and an online/virtual Student Leadership Academy is expected to launch in April.
- The SGA is currently reviewing their constitution and delegate seats, and has voted to remain one merged governing body moving forward. Currently active clubs include Nursing (all three campuses), Massage Therapy, and Rad Tech.
- Career & Transfer Services will begin a program review this spring.
- Student Affairs is exploring an MOU with STOP Domestic Violence for on campus counseling support services beginning Fall 2021.
- The Safety Committee has drafted a policy on Timely Warnings & Emergency Notifications

Guardian case management data report for Spring 2021 as of March 19, 2021

- *ADA 504 cases are the number of Students with Accommodations*
- *Health disclosure includes pregnancy/lacation, injury, or illness (non-covid)*
- *COVID-19 reports are reported positive cases or exposures*
- *Requests for student support are part of our Behavioral Intervention case load*
- *Student greivances and complaints are student reported complaints*
- *Student behavior reports are alleged policy violations*
- *Academic integrity reports are alleged policy violations*

Top Incident Types	Total Incidents
ADA 504	73
Health Disclosure	12
COVID-19 Report	9
Academic Integrity Report	6
Request for Student Support	4
Student Behavior Report	4

**North Country Community College
President's Report to the Board of Trustees
March 26th, 2021**

Greetings to you all,

Friday, March 12th, 2021 marked one full year since the College moved to where we find ourselves today, mostly remote operations. With increased availability of the vaccine and the arrival of spring, better days await us. I hope this finds you and yours doing well and staying healthy.

The midterm period ends today (March 26th) and continuing student registration for Summer 21 and Fall 21 is just around the corner. The NYS Budget is taking shape and higher education fared well, with much gratitude for a 3rd round of federal stimulus which provided funding for states and localities, as well as strong support from our state representatives and the Governor's Office. We'll have a better sense about what our revenue picture will be and, once confirmed, will move quickly to finalizing our 21-22 budget.

Fall 2021 planning continues. At present, we are anticipating a return of students to our campuses in some form. Sarah Maroun, Sarah Kilby and the faculty chairs have done a great job creating a flexible schedule that seeks to meet the various interests of students: face-to-face, hybrid, fully online. More on that further down.

At the same time, we are preparing for the end-of-the ceremonies, including a virtual commencement and virtual student awards ceremony.

For more news and updates, please see the report below. Respectfully yours,

Joe

★ **COVID-19 Matters**

- *County Vaccine Clinics:* Essex and Franklin are holding their second inter-county vaccine POD at the Sparks Gym on Thursday, March 25th, 2021. The plan is to distribute 500 second doses of the Moderna vaccine. Franklin County opted to not use our Malone campus after finding a more accessible location to establish a POD in Malone.
- *SUNY Surveillance Testing Policy:* Weekly surveillance testing is occurring for all students, MC employees and NCCCAP members who are on campus. Many CSEA members are also participating. Our PN students, with support from their clinical faculty members, are conducting some of the testing, gaining important clinical experience along the way. Thank you all!

- *Protocols and Practices:* All of the protocols and practices are continuing during the Spring 21 semester including screening, testing, sanitation and mask-wearing requirements.
- *COVID-19 Task Force:* The Task Force's February 24th, 2021 meeting was used for a campus-wide presentation on the Fall 2021 planning. The meeting was well attended and was helpful in identifying questions and concerns folks have. Much of the early planning was focused on schedule development and coordination of plans between the College, the Association, and Athletics.

★ **Board Matters**

- *Board Bios and Photos:* Many thanks to all who have submitted photos and bios to Stacie. If you have not yet done so, please let us know if you need any help. We are updating the Board webpage and want to feature you all on that.
- *Board Bylaws:* The Board of Trustees bylaws are now on the BOT webpage <https://www.nccc.edu/board-of-trustees/index.html>
- *Board Policies:* Stacie Hurwitch, Executive Assistant to the President, is conducting an inventory of all approved Board of Trustees policies since the founding of the College. Once complete, we intend to reformat them into a common digital template which can be readily accessed and searched. A hard copy will also be retained. This will serve several interests including making the polices more available and allow us to assess which policies, if any, may no longer apply and where there may be gaps in policy for the Board to consider.

★ **Campus and External Relations**

Here are some highlights of events, contacts, and interactions that I have participated in over the last few weeks:

Date	With	Location
02 Mar 21	Eileen McLoughlin, SUNY CFO	Phone
02 Mar 21	SUNY O&E COVID Physical Preparedness Workgroup	Webex
02 Mar 21	Franklin County Community Services Board	Webex
03 Mar 21	Erin Streiff, Franklin County Public Health	Malone campus
03 Mar 21	Jessica Kemp, Student Trustee	Teams
05 Mar 21	Assemblyman Matt Simpson	Phone
05 Mar 21	Computer Graphics and Design Advisory Board	Zoom
05 Mar 21	Chat and Chew (IT Presentation)	Zoom
05 Mar 21	NCCCAP LMR	Teams
08 Mar 21	SUNY President's with Chancellor	Zoom
09 Mar 21	Joe Pete Wilson, Essex County Liaison	Zoom
09 Mar 21	NYS Senator Dan Stec	Phone
09 Mar 21	Don Dabiew, Chair, Franklin County Legislature	Phone
10 Mar 21	Assemblyman Billy Jones	Phone
10 Mar 21	Jessica Kemp, Student Trustee	Teams
10 Mar 21	NC Chamber Webinar with Lt. Gov Hochul	GoToWebinar
10 Mar 21	COVID-19 Task Force Meeting	Teams
11 Mar 21	SUNY CC Budget Advocacy	Zoom
11 Mar 21	President's Council	Teams
12 Mar 21	NCCCAP LMR Workgroup	Teams
12 Mar 21	College Senate	Zoom

15 Mar 21	Essex County Finance Committee	GoToWeb
15 Mar 21	SUNY CC Budget Advocacy	Zoom
16 Mar 21	SUNY O&E COVID Physical Preparedness Workgroup	Webex
18 Mar 21	NCCC Retirees' Breakfast	Zoom
18 Mar 21	SUNY Sail Presentation on Shared Governance	Zoom
19 Mar 21	Business Programs Advisory Board	Zoom
19 Mar 21	NCCC Association Board	Zoom
19 Mar 21	NY Community College Association of Presidents	Zoom
23 Mar 21	NCCCAP LMR Workgroup	Teams
23 Mar 21	Student Media Literacy Project	Zoom
23 Mar 21	SUNY Apprenticeship Meeting	Zoom
24 Mar 21	Joe Pete Wilson, Essex County Liaison	Zoom
24 Mar 21	Jessica Kemp, Student Trustee	Teams
24 Mar 21	Fall 2021 Planning Meeting/COVID-19 Task Force	Zoom
25 Mar 21	SGA Meeting	Zoom
25 Mar 21	Essex and Franklin County Vaccine POD	Sparks
25 Mar 21	Common Ground Alliance Winter Meeting	Zoom
25 Mar 21	SUNY CC Budget Advocacy	Zoom
25 Mar 21	President's Council	Zoom
26 Mar 21	Massage Therapy Advisory Board	Zoom

★ **Fall 2021 Enrollment**

Our enrollment team, under Kyle Johnston's leadership, has been actively preparing for Fall 2021. New campaigns focusing on the liberal arts programs, the environmental suite of programs, and overall affordability (including the tuition and fee hold) are in process with more planned.

★ **20-21 College Budget**

There are no updates on the budget as we are awaiting the decision on the NYS 2021-2022 budget, which will have implications on our revenue this year. However, as noted above, the prospects look good as both the Governor's proposed budget and the one-house bills put forth by the Assembly and the Senate were quite favorable for higher education. Our hopes are to see:

- a release of the 20% holdback by the state from the 4th quarter of 2019-20,
- a release of the 20% holdback from the state for the 2020-21 year,
- a release of the 20% holdback of TAP funding (already awarded to students), and
- a one-time cut of \$147/FTE for this 20-21 year (that loss will be largely ameliorated by the restoration of the 4th quarter funding from 19-20)

This would translate into a \$220,000 deficit rather than \$800,000 as projected earlier.

★ **2021-2022 Budget**

The 2021-2022 NYS budget process is in what we hope are the final few days of session. Given the passing of the *American Rescue Plan Act of 2021*, our budget prospects are looking positive. The act included funding for states and localities which comprise roughly 60+% of our revenue (12B for states and 10.6B for all counties and localities).

In terms of NYS specifically, I spoke with our Assemblymen, Billy Jones (115th District) and Matt Simpson (114th District) as well as our Senator, Dan Stec, all who voiced support for the proposal to fund SUNY that was outlined in the Governor's budget. As noted above, the one-house bills, in many cases, were even more favorable than was the Governor's budget proposal. There seems to be a keen awareness of the role of higher education, including community colleges, in helping move us out of the pandemic. We are cautiously optimistic.

In other budget-related news:

- *Governor Cuomo's Executive Budget:* As a reminder, the Governor's proposal included:
 - ✦ holding funding stable for the student tuition supports including TAP and Excelsior,
 - ✦ a one-time cut of \$147/FTE for this 20-21 year (that loss will be largely ameliorated by the restoration of the 4th quarter funding from 19-20)
 - ✦ a restoration of that \$147/FTE for the 20-21 year
 - ✦ a 5% cut to rental aid.

The proposal was linked to a 3rd round of stimulus funding from the federal government that included relief for states and localities which occurred.

- *Expanded Pell Eligibility to Incarcerated Individuals:* Second Chance Pell is continuing with no updates on the anticipated start of the expanded Pell program, which must start by July 1, 2023. We have received our annual budget planning request from the USDOE Experimental Sites last week.
- *Supplemental CARES Funding:* The College was allocated \$2.2 million in supplemental funding of which \$555,641 for the neediest of our students. The remaining \$1.66 million (the *institutional portion*), can be used in a variety of ways including to defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll. In the absence of guidance from the US Department of Education and the NYS Division of Budget, we are expecting guidance from SUNY in the form of a legal opinion on how the funding can be used.

★ **CARES Act Funding**

Regarding CARES:

- *Student funding:* We have dispersed all of our original CARES Act funding for students (\$555,641)
- *Institutional funding:* The Coronavirus Response and Relief Supplemental Appropriates Act (CRRSAA) aka CARES Supplemental Funding aka CARES II, allows for the unspent funding to be used consistent with the new regulations that guide CRRSAA funds. There is \$190,000 remaining that can be used to help absorb costs associated with responding to COVID-19. However, we are in a holding pattern until we receive guidance on the use of CRRSSA funding.

★ **Strategic Plan**

After months of development and having worked and received support from our shared governance system, the 2020-2023 Strategic Plan is before the Board today for your review and, we hope, your support.

In summary, the Strategic Plan was presented to and supported by:

- President's Council on Wednesday, January 27th, 2021
- the college community on Thursday, January 28th, 2021,
- Long Range and Strategic Planning Committee on February 22nd, 2021, and,
- the College Senate on March 12th, 2021.

A hearty thank you to all who had a hand in the formation of the plan. It is the handiwork of many and, we believe, is representative of the College's priorities, as the process was inclusive throughout.

★ **Opportunities and Partnerships**

- *Wastewater Basic Operations Course*: Selina LeMay-Klippel, our CTE Coordinator, continues to advance the Basic Wastewater Operations course that the *Northern Border Regional Commission grant* will fund. Securing instructors has been more of a challenge than we had expected. Once that is done, Selina will move the course to the NYS Department of Environmental Conservation for review and, we hope, approval.
- *North Country Live* – The Spring 2021 edition of North Country Live wraps up in April with the third and final series. This one continues the focus on environmentally related topics. To see the schedule and sign up for these free lectures, go to this link: <https://www.nccc.edu/live/>.
- *The North Country CC-Workforce Development Partnership* continues to meet monthly with the goal of finding ways to create academic and career pathways for students and a pool of potential employees for employers. This group is beginning to plan for a post-COVID world.

★ **Facilities Planning**

- *Facilities Inventory*: Over the last few years, we have had a number of facilities-related planning exercises, from the SL Facilities Master Plan of 2019 to a Fall 2020 walk-through of the Malone campus to identify needs. Our Facilities Department is undertaking an inventory of the campuses, identifying the current state of the infrastructure and cataloging it uniformly. While it is in the early stages, we expect that this will aid us in capital and other planning going forward.
- *Classroom and IT Upgrades*: As part of our goal to improve our facilities to support our academic enterprise, Sarah Maroun, our Interim VPAA, and Scott Harwood have developed a proposal to upgrade academic technology in classrooms and our facilities team will be upgrading each classroom to support these changes. The first room, HH-105 is in progress and will be looking to leverage stimulus funding, would strengthen our ability to serve students looking to integrate online learning as part of their courses, including in hybrid and high-flex options.

- *Ventilation Systems*: Rick Heath, our Superintendent of Buildings and Grounds, contracted with an HVAC engineering firm to assess our ventilation system in Mulholland and McCormick Halls. While initially scheduled as part of the infrastructure assessment of the DASNY funding to upgrade our science labs, it has taken on new meaning in this period of COVID. We are looking to broaden that assessment out to our other campuses and hoping to be able to leverage stimulus funding to help offset costs.

★ **Information Technology (IT)**

- *IT Restructuring*: Over the last several weeks, Scott Harwood, Associate Dean of Information Technology and Institutional Research, has been implementing several changes in the IT area including:
 - ✦ The redeployment of IT Track-it, and
 - ✦ The restructuring of the IT area to include two new positions, one focused on Student Support and the other on software and operational support for our employees and systems.
- *IT Security*: Our institution, like much of the state and nation, has been hard hit by actors with malintent, trying to breach our IT systems. Scott and team have been responding with enhanced security measures, including a new anti-spoofing system, MS Defender, to help prevent spoofing emails
- *Academic Technology*: See above under Facilities.
- *Infrastructure*: A capital funded project to upgrade switching in Saranac Lake is expected to take place in early April. Many other infrastructure upgrades have been occurring to support the increased reliance upon IT for nearly all operations at the college.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

The draft of the self-study was completed earlier this month and was distributed to the campus community with the goal of having reviews and input to Sarah Maroun by Friday, March 26th. Many thanks to all who have been involved in this incredibly important process.

Our self-study visit, which is slated for Fall 2021, will be conducted remotely, as will our meeting with the team chair, Dr. Kristy Bishop.

SUNY

SUNY has been very active and supportive in the budget process. In addition, there are a few items of note from SUNY:

- *Gender Neutral Restroom policy*: A December 2020 NYS law requires that all public single-stall restrooms are to be accessible and identified as gender-neutral and that our Board of Trustees adopt a policy to that effect. Fortunately, Kim Irland and the Diversity Task Force moved those changes along a couple of years ago and Kevin Symonds notified SUNY of our compliance. The next step is for the Board to undertake the policy.
- *Educational Opportunity Program proposal*: SUNY offered to include us in a funding request to an EOP in a push to ensure that EOPs were available at

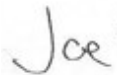
every community college. We signed a letter of support with an understanding that if the funding were received, we would commit to exploring developing an EOP and move the proposal through our shared governance system and the Board of Trustees.

- *Diversity, Equity and Inclusion Plan*: The Chancellor released a 25-point DEI plan, which we have shared with the campus community. Our Diversity Task Force will be examining it to identify what steps we can take to align our DEI work with it. There were a number of items of interest for the community college sector including a Re-enroll to Complete plan and expanding Prior Learning Assessment programs.
- *NYSED Program Registration Change Proposal*: while SUNY is advocating for a change to the regulations requiring NYSED review of new programs and certificates that a) don't involve licensure, and b) don't require a change to our master plan, it appears this will not be supported by either the Assembly or the Senate.

★ **Resolutions**

- *Gender Neutral Restroom Policy*: We are asking the Board to adopt the rules a policy that aligns with Chapter 353 of the Laws of 2020, signed into law on December 23, 2020, requiring all public single-occupancy bathrooms be gender neutral; and SUNY's new 8 NYCRR Part 317 in order to conform with that law, designating all public single- occupancy bathrooms as gender neutral.
- *SUNY Continuity of Operations Plan*: We are asking the Board to adopt this plan required by the Governor's Office in the event that the Governor declares a state disaster emergency involving a communicable disease. It was shared with our collective bargaining units as part of the process.
- *20-2023 Strategic Plan*: The 2020-2023 Strategic Plan is before the Board today for your review and, we hope, your support.

That's all for now. Gratefully yours,



Joe Keegan
President
North Country Community

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Board of Trustees and the North Country Community College community are committed to protecting the safety and well-being of its students and staff and maintaining educational and working environments that are free from discrimination and harassment; and

WHEREAS the Board of Trustees and the North Country Community College community recognize the need to take all possible precautionary steps to prevent harassment from occurring, and believe in creating a space of inclusivity to protect transgender, gender nonconforming, and non-binary (TGNCNB) individuals from discrimination and harassment on its campuses; and

WHEREAS Governor Cuomo signed into law Chapter 353 of the Laws of 2020, on December 23, 2020, requiring all public single-occupancy bathrooms be gender neutral; and

WHEREAS SUNY has added a new 8 NYCRR Part 317 in order to conform with that law, designating all public single-occupancy bathrooms as gender neutral;

WHEREAS the law requires that community college Board of Trustees adopt these rules and establish policies supporting them;

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby adopts Gender Neutral Restroom Policy.

2020/21
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:

POLICY: Gender Neutral Restrooms

DRAFTED: March 4, 2021

ADOPTED:

I. POLICY STATEMENT

North Country Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of policies is the responsibility of the North Country Community College Board of Trustees, while ensuring compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

II. SCOPE

The policy applies to all faculty, staff, and students of North Country Community College and, specifically to all public single stall restrooms on the College's property.

III. POLICY

North Country Community College shares the SUNY's commitment to protecting the safety and well-being of students and staff and maintaining educational and working environments free from discrimination and harassment. This policy and the associated actions to comply emerged from Chapter 353 of the Laws of 2020 which require all public single-occupancy restrooms to be gender neutral. The law further required that SUNY develop rules for its implementation, which SUNY has done under Part 317 of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York. Those rules read as follows:

Part 317 Single Occupancy Bathrooms

317.1 Single Occupancy Bathrooms on State-operated Campuses

- (a) All public single-occupancy bathroom facilities at each state-operated institution shall be designated as gender neutral for use by no more than one occupant at a time or for family or assisted use.
- (b) Such gender-neutral bathroom facilities shall be clearly designated by the posting of such on or near the entry door of each facility.
- (c) For purposes of this section, single-occupancy bathroom shall have the same meaning as paragraph (d) of subdivision one of section one hundred forty-five of the public buildings law.
- (d) This section shall constitute written adoption by each of the state-operated institutions of the requirements of subdivision twenty of section three hundred fifty-five of the education law.

IV. PROCEDURE

An inventory of all public single-occupancy restrooms has been undertaken. Fortunately, all of them were previously designated as gender neutral. Those designations were relayed to SUNY for their records. Going forward, in the event that additional public restrooms are constructed or converted to single occupancy, they will comport with the gender-neutral designation.

V. RESOURCES

SUNY Resolution on Creation of 8 NYCRR Part 317: Gender Neutral Bathrooms (attached)
<https://www.nysenate.gov/legislation/bills/2019/s6479>



MEMORANDUM

February 25, 2021

TO: Members of the Board of Trustees

FROM: Dr. Jim Malatras, Chancellor

SUBJECT: Creation of 8 NYCRR Part 317: Gender Neutral Bathrooms

Action Requested

This resolution authorizes the filing of a Notice of Emergency Adoption and Proposed Rule Making to add a new 8 NYCRR Part 317 in order to conform with recently enacted New York State legislation requiring SUNY state-operated campuses to designate all single occupancy bathrooms as gender neutral bathrooms.

Resolution

I recommend that the Board of Trustees adopt the following resolution:

Whereas New York State and the State University of New York are committed to protecting the safety and well-being of its students and staff and maintaining educational and working environments that are free from discrimination and harassment; and

Whereas SUNY recognizes the need to take all possible precautionary steps to prevent harassment from occurring, and believes that college officials can play a crucial role in creating a space of inclusivity to protect transgender, gender nonconforming, and non-binary (TGNCNB) individuals from discrimination and harassment on its campuses; and

Whereas on December 23, 2020, Governor Cuomo signed into law Chapter 353 of the Laws of 2020, relating to the single-occupancy bathroom requirement; now therefore, be it

Resolved that the Chancellor, or designee, be, and hereby is, authorized and directed to prepare, in accordance with the

provisions of the State Administrative Procedure Act, a Notice of Emergency Adoption and Proposed Rule Making, with respect to a new Part 317 of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, to read as follows (underlining denotes new material to be added) to comply with Chapter 353 of the Laws of 2020:

Part 317 Single Occupancy Bathrooms

317.1 Single Occupancy Bathrooms on State-operated Campuses

- (a) All public single-occupancy bathroom facilities at each state-operated institution shall be designated as gender neutral for use by no more than one occupant at a time or for family or assisted use.
- (b) Such gender neutral bathroom facilities shall be clearly designated by the posting of such on or near the entry door of each facility.
- (c) For purposes of this section, single-occupancy bathroom shall have the same meaning as paragraph (d) of subdivision one of section one hundred forty-five of the public buildings law.
- (d) This section shall constitute written adoption by each of the state-operated institutions of the requirements of subdivision twenty of section three hundred fifty-five of the education law.

Background

On December 23, 2020, a landmark civil rights measure became law in New York State by making all single stall bathrooms in the state gender neutral in order to protect transgender, gender nonconforming, and non-binary (TGNCNB) individuals from discrimination and harassment. The law goes into effect March 23, 2021, which means the campuses should take immediate steps to update all applicable “Male” and “Female” signage to “Gender Neutral.” This resolution would authorize emergency rulemaking to make these regulations effective upon filing. Chapter 353 of the Laws of 2020 requires the Board of Trustees to promulgate regulations stating that each campus must designate all public single-occupancy bathroom facilities as gender neutral.

As this new law also mandates that all local Community College Boards of Trustees adopt conforming written policies, the new Part 317 of 8 NYCRR created

as part of this resolution is a model for use by the community colleges in compliance with the law.

This law and accompanying regulations will make a difference in the lives of many students, faculty, and staff and remove some of the hurdles that TGNCNB members in our communities have experienced in daily life.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS SUNY has issued a *Continuity of Operations Plan* to ensure the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease, and

WHEREAS SUNY has directed all colleges to adopt such plan and to prepare an addendum to supplement the plan, and

WHEREAS NCCC has reviewed the plan and developed an addendum, and

WHEREAS the plan and the addendum have been reviewed by both collective bargaining units, and

WHEREAS the proposal and has been reviewed and approved by the College's administration, and

WHEREAS those recommendations have been reviewed and are supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the *SUNY Continuity of Operations Plan and the NCCC Addendum to the plan.*

2020/21
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SUNY

CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Purpose

To ensure the continuation of services provided by the State of New York and the health and safety of the public sector workforce, each New York State agency and authority must prepare a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease.

Applicable agencies and authorities must post finalized plans by April 1, 2021 in (1) a clear and conspicuous location (e.g., bulletin boards or other similar location where employees normally view information posted by the employer), (2) in their employee handbook if they have one, and (3) on either their intranet or internet website.

Continuity of Operations Plan for a Disaster Emergency Involving a Communicable Disease

Individual(s) Responsible for Maintaining this Plan:

Joe Keegan
President
jkeegan@nccc.edu
518-891-2915

Tara Smith
Human Resources Director / Campus Safety Monitor
tara.smith@nccc.edu
518-354-5183

Date of Posting:

April 1, 2021

Statutory Elements of the Plan:

- A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce.
 - "Essential" shall refer to a designation made by the employer that an employee is required to be physically present at a worksite to perform their job. Such designation may be changed at any time in the sole discretion of the employer.



SUNY NORTH COUNTRY COMMUNITY COLLEGE CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.
 - "Non-essential" shall refer to a designation made by the employer that an employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.
- A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.
- A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.
- A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Any other public health requirements determined by the New York State Department of Health (DOH) that are designed to reduce transmission of infectious diseases, such as face coverings, contact tracing, diagnostic testing, social distancing, hand and respiratory hygiene, and cleaning and disinfection protocols.



SUNY NORTH COUNTRY COMMUNITY COLLEGE CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

A. Essential Personnel

What are the positions your agency or authority considers essential in the event of a state-ordered reduction of your in-person workforce? Please provide a list and description of the types of positions.

Essential employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the existing emergency response. Such designation may be changed at any time at the sole discretion of the employer.

Below is a list and description of the types of positions within North Country Community College who may be deemed essential based in the above definition:

Mission Essential Position	Description
President	Executive Leadership
Vice President of Academic Affairs	Executive Leadership
Human Resource Director / Campus Safety Monitor	Human Resources Leadership / Compliance and testing oversight
Payroll Clerk	Payroll processing
Superintendent of Buildings and Grounds	Oversight on the preservation of buildings and grounds
Asst Dean of Institutional Technology	IT Operations

SUNY Campus Presidents are responsible for final determinations as to which functions or employees are essential based on how the crisis is developing or present on campus. In addition to campus leadership such as the Campus President, essential functions at the campus level also include functions required to support the well-being of individuals who remain on campus as well as the maintenance of SUNY properties and resources. Below is a list of positions/functions at the campus level that may be essential in responding to a disaster emergency involving a communicable disease:

Mission Essential Position	Description
President	Executive Leadership
Vice President of Academic Affairs	Executive Leadership
Human Resources Director / Campus Safety Monitor	Human Resources Leadership / Compliance and testing oversight
Administrative/Business Functions <ul style="list-style-type: none"> • Bursar’s Office • Registrar’s Office • Marketing and Enrollment Office 	Provide services to students and the College to ensure there is no gap in business essential processing and that student needs are addressed.



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<ul style="list-style-type: none"> A/P and Procurement 	
Facilities / Maintenance	Preserve buildings and grounds and provide cleaning services.
Executive Director of the Association	Provide appropriate level of residence life and housing assistance/supervision.
Associate Vice Presidents for Student Affairs	Coordinate student life operations to help ensure health and safety of student body
Associate Director of Student Life	Provide appropriate level of oversight for potential on-campus student activities and oversight/training of residential assistants.
Food Service	Ensure provision of food and water to campus residents.
Bookstore Clerk	Provide pickup options for books and supplies.

B. Telecommuting

What are the protocols your agency or authority will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices? Please provide a description of these protocols as follows:

The Governor’s Office of Employee Relations (GOER) has the authority to establish a Statewide, uniform, telecommuting program which outlines how agencies/authorities manage telecommuting. In the event of a future state disaster emergency involving a communicable disease, SUNY will receive direction from GOER on the rules and guidelines applicable to telecommuting and will take the necessary steps in order to implement and operationalize any official telecommuting program, where applicable, for SUNY, including:

- Protocol for procurement, distribution, downloading and installation of needed technology: There are a variety of technological tools available to support a remote workforce. North Country Community College employs different tools, such as Blackboard, Microsoft Office 365, One Drive, Word, Excel, PowerPoint, Teams, Go to My PC, and SharePoint. In addition to these software tools, access to desktops and lab computers, laptops, and other technological resources is provided.
- Protocol for phone coverage and transfer of office phone lines to work or personal cell phones: While campus and System Administration phone systems are different, they support ways to remotely access your calls and voicemail. Call forwarding is also available. Employees should check with the Help Desk to see what is available. Additionally, cell phone use is prevalent, and many employees choose to use their cell phones as their primary contact.



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In the absence of a Statewide telecommuting program, North Country Community College will work within the confines of current labor management structures to determine the appropriateness of employee presence on campus, to include the possibility of assigning alternate work locations. Until a decision is made by the College about the nature and extent of the emergency, or a closure by the Governor, all employees should report to work as usual. Thereafter, management will determine and communicate which functions are essential and if any essential personnel will be excused from reporting to work and/or a physical work location.

C. Work Shifts/Schedules

How will your agency or authority, to the extent possible, stagger work shifts or adjust work hours of essential employees in order to reduce overcrowding on public transportation systems and at worksites? Consider the following in developing your work shift/schedule adjustments, if applicable:

- *Will you need to alter working hours/shifts/schedules of essential employees?*
- *Will you need to split shifts or change operations to different days of the week?*
- *How will you manage engagement between employees and any clients and/or visitors at the worksite, accounting for physical distancing requirements, as applicable?*
- *How will you promote physical/social distancing in this type of operation or work setting?*
- *What common situations that may not readily allow for 6 feet of distance between individuals exist at the worksite (including employees, clients and essential visitors)?*

North Country Community College will ensure that essential employees can continue to fulfill their work responsibilities within the confines of what is advisable by the WHO, CDC and/or required by NYS or its DOH. In a future communicable disease event, current procedures and guidelines for workplace safety protocols will be adjusted to fit the specific threat and be distributed to all employees. Considerations will be made, within the confines of collective bargaining agreements and civil service laws, rules or regulations, to modify working hours, shifts, and schedules in such a way that social distancing and other workplace safety protocols can be enforced. We will ensure that appropriate physical and social distancing is followed for those physically present at work. These guidance documents include the following key elements:

- Employees required to physically report to the office may work with their supervisor on an individualized work schedule that will meet specific operating requirements and their personal needs. Subject to operating needs, an individualized work schedule can include:
 - Permitting essential employees to flex their schedules around available childcare, working some or all of their hours on evening and/or weekend shifts when alternate care options are available, dependent on operational needs.
 - Adjusting building access (hours and security) to support flex schedules.
 - Office Social Distancing:



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- During the current emergency, SUNY evaluated and adjusted its individual and community office space to comply with social distancing requirements. These measurements will be kept and will be available during the next contagious disease emergency, in accordance with the threat.
- Supervisors will monitor work schedules and limit occupancy in any enclosed space to no more than 50% and maintain a 6-foot distance between individuals.
- Physical partitions or other barriers may be installed where 6-foot distancing between staff is not possible.

D. Personal Protective Equipment

What is the protocol your agency or authority will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift? You should consider different job groupings or responsibilities (e.g., patient/direct care, public-facing positions) when describing the protocol. Also, consider the following in developing your protocol:

- *What is your plan for storage of such PPE to prevent degradation and permit immediate access in the event of an emergency declaration?*
- *What will be your protocol for cleaning and/or disposal of PPE, to the extent applicable?*
- *How will you train employees on how to put on, take off, clean and disinfect (as applicable) and discard PPE?*
- *What is your plan for posting signage to remind employees of appropriate use of PPE?*

North Country Community College follows Infection Control Procedures in accordance with the Center for Disease Control and the New York State Department of Health in the development of all internal protocols and guidance relative to responding to communicable disease.

During a response to a communicable disease outbreak, procuring, distributing and inventory control will be centralized and prioritized. The Office of Environmental Health and Safety will coordinate these activities and supplies will be procured via OGS or from well-established New York State suppliers.

It is the responsibility of each campus to ensure that there are adequate medical (general medical supplies, medications and PPE) and nonmedical (for implementation of CDC recommended infection control and biosafety measures; cleaning and disinfecting) supplies to cover a public health emergency. SUNY's PPE supply is stored at each campus location pursuant to PPE storage requirements and is overseen and distributed by the Office of Environmental Health and Safety. North Country Community College's protocol can be found in the following Addendum.



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E. Exposure Protocol

What is the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace? Current requirements under the COVID-19 disaster emergency, as follows, should be taken into account in the description of your protocol:

- **Implement mandatory remote or in-person daily health screening for COVID-19 contact or symptoms (e.g., questionnaire, temperature check) for in-person employees at or near the beginning of each workday.**
- **Coordinate screening to prevent employees from intermingling in close contact with each other prior to completion of the screening.**
- **Ensure agency/authority is following all screening, testing, and tracing procedures as outlined in the applicable DOH guidance, including instructions to employees on when to return home and when to return to work.**
- **Ensure screening staff are trained supervisory-level employees or health care professionals, wearing appropriate personal protective equipment including at least a face covering and gloves, if the screening involves contact.**
- **Maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. Record must be reviewed and secured on a daily basis.**
- **Designate a worksite-level safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.**
- **Where practicable, maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the worksite or area, excluding deliveries that are performed with appropriate PPE or through contactless means.**

North Country Community College, together with SUNY and NYS, has created a series of procedures to ensure that all employees physically reporting to work are screened for infectious disease and that the results of the screenings are collected and instantly reviewed. These protocols follow all screening, testing, and tracing procedures as outlined in the applicable NYS DOH guidance, including instructions to employees on when to return home and when to return to work. Protocols are updated as circumstances change.

SUNY System Administration has worked with the SUNY hospital network to develop tests in the current pandemic and requires weekly testing of all employees where an MOU through collective bargaining has been reached, who are physically present at SUNY campuses. Testing protocols can be modified to support other testing needs.

Employees who are physically reporting to work must complete the Daily Office COVID Screening within the first hour of physically reporting to the workplace. This includes employee's coming into the building only for a brief period.



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Procedures have been developed to comply with directives from the Director of State Operations and Infrastructure memorandum, entitled, "[Employee Testing and Evaluation Protocols for COVID-19](#)," which includes cleaning and disinfecting protocols, as well as notification to health officials as required. North Country Community College also directs the daily thorough disinfection of any work area of any in person employee as well as any common area surface and shared equipment such employee may have touched including:

- Building and elevator lobbies.
- Restrooms & drinking fountains.
- Hallway light switches, turnstiles, and waste receptacles.
- Building entrances, stairwell doors and handrails.

While the amount and types of leave available to an employee will be dependent on the particular communicable disease emergency that has been declared and any provisions of law that provide for leave under such circumstances, during a communicable disease emergency an employee's leave options include GOER quarantine leave, other applicable State policy leave, leave provided under a Federal Act and an employee's own leave accruals. Collective Bargaining Agreements may also be applicable. Policy on available leaves will be established by the Department of Civil Service and/or GOER who shall provide guidance to the agencies/authorities on how to instruct employees about available leaves.

F. Protocol for Documenting Work Hours/Locations

How will your agency or authority document hours and work locations, including off-site visits, for essential employees? Your protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. You should also consider the following questions in describing your protocol:

- *How will these records be maintained?*
- *Who is responsible for maintaining these records?*
- *Who will be in charge of accessing these records for the purposes of disease tracking and identifying potential exposures?*
- *If these records are in paper form, what are your protocols for preserving these records?*

Each campus is responsible for tracking the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. Employees entering SUNY worksites must undergo a health screening which is recorded as described in Section E (above). Logs from that application are saved daily and are accessible by key personnel, such as the Human Resources Director / Campus Safety Monitor and the employees immediate supervisor. This information will be used for the purposes of disease tracking, identifying potential exposures, and contact tracing.



SUNY NORTH COUNTRY COMMUNITY COLLEGE CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

G. Protocol for Identifying Emergency Housing for Essential Employees

How will you work with local officials to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace?

To the extent needed, your agency's/authority's Director for Administration (DFA) (or in the case of facility operations the local equivalent) will be the point of contact for the identification of emergency housing for essential employees. The DFA or local equivalent will be responsible for contacting county and local elected officials, owners/operators of local hotels and similar establishments, and local college and university officials (both public and private) to develop information about the local availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employees who may be in need of such housing.

Each campus will be responsible for contacting county officials, hotels and college and university officials to develop information about the availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employees who may need such housing. This process for North Country Community College is outlined in the following Addendum.

H. Other Requirements Determined by the NYS DOH

- Current DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.
 - Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.
 - When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
 - Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
 - Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.



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- Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- Limit employee travel for work to only essential travel.
- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.
- Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19".
- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for COVID-19. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).
- CDC guidelines on "Cleaning and Disinfecting Your Facility" should be complied with if someone in your facility is suspected or confirmed to have COVID-19.
- Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.

ADDENDUM TO SUNY CONTINUITY OF OPERATIONS PLAN

Foreword

The following Addendum is designed to supplement the SUNY Continuity of Operations Plan in the event of not only a pandemic, but also any other major epidemiological outbreak. While the plan may provide guidance and justification for actions, nothing herein shall supersede the policies and orders given from SUNY Systems Administration and/or the Governor's Office of Employee Relations (GOER) regarding a campus response.

North Country Community College Addendum:

I. Protocols for PPE

In the event of a pandemic, the following Personal Protective Equipment (PPE) will be secured and distributed by the College. Required use of PPE will be determined by the type of work/activity one undertakes and level of risk posed. Proper use and disposal of each will follow CDC guidelines (<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>) and OSHA guidance (<https://www.osha.gov/Publications/OSHA3990.pdf>).

1. **Face masks:** If the pandemic is linked to an airborne pathogen, all parties (students, faculty, staff and visitors) will be required to wear face masks whenever physical distancing protocols cannot be followed and in cases where they are sharing space with others (e.g. classrooms, labs, office space). The College will obtain and distribute reusable face masks for each employee and student and as well provide disposable masks at or near major entry points to the campus.
2. **Protective Barriers:** In the event that the pathogen transmission is airborne, protective physical barriers such as Plexiglas shields will be installed in areas where physical distancing is not possible and where interaction is required.
3. **Gloves:** Where necessary, disposable gloves will be provided for employees and students.
4. **Goggles, Gowns and Face Shields:** Where necessary, goggles, gowns, and face shields will be required to be worn by students and employees. It is envisioned that this would be principally in our allied health programs/labs. These will be provided by the College to students and employees.

Ideally, PPE will be supported by liberal use of hand sanitizer and disinfectant wipes in common areas and work spaces.

II. Protocol for working with essential employees' localities for identifying emergency housing as needed

Should the need arise where North Country Community College's essential workers need emergency housing, the College Administration will work with the North Country Community College Association on housing the employees in the residence halls. If this is not possible due to potential student populations and/or the need for isolation, the Administration will contact local hospitality services to establish temporary housing.