

Board of Trustees Meeting Agenda

11:00 a.m. | Friday, November 19th, 2021

Hybrid: Hodson Hall 105, Saranac Lake Campus | Zoom link below

- I. Call to Order
- II. Approval October 29th, 2021 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
 - Resolution | Appointment – Temporary Full Time: Enrollment/Financial Aid Counselor
 - Resolution | Appointment – Temporary Full Time: Enrollment/Financial Aid Counselor
 - Interim Chief Financial Officer
 - Interim Associate Vice President of Student Affairs
 - President
- 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: BoT | Public Session

Time: Nov 19, 2021 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting: <https://uso2web.zoom.us/j/84671272285?pwd=Yyt6SUxPZopWRWtxZzE2SUhkWjQ3QT09>

Meeting ID: 846 7127 2285 | **Passcode:** 778483

One tap mobile: +16465588656,,84671272285#,,,,*778483# US (New York)



*Board of Trustees Meeting Minutes
October 29th, 2021 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

Board Members Present: Mark Moeller, Jerry Griffin, Pete Suttmeier, Mary Irene Lee, Donna Wadsworth, and Jessica Kemp

Excused: Steve Reed, Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Shir Filler, Kim Irland, Tara Smith, Kyle Johnston, Kimberly Duffey, Diana Dudley, Erik Harvey, Scott Harwood, Lee Susice

President Joe Keegan called the meeting to order at 11:06 a.m. as requested by Board-chair Steve Reed.

Currently the board is not in quorum. The board will discuss reports.

Minutes (HOLD)

Mark Moeller made the motion to accept the September 24th, 2021 meeting minutes. Pete Suttmeier seconded the motion. The September 24th, 2021 meeting minutes were unanimously approved (6-0-0).

College Senate

Shir Filler reported:

- Making progress on the redesigning the focus for which the College and Senate committees should use in the future.
- Senate blackboard site is going through continuous updates; this includes posting minutes, agendas, and other information as they become available.
- Email policy task force met yesterday. It was a productive discussion; they will put together a more accurate communication outreach to students and College employees.
- Still concern regarding student onboarding and making sure they have the necessary materials needed, such as textbooks, to be successful.
- Shir will be taking a medical leave for the Spring 2022 semester. An election for her position will take place in December.
- Pete Suttmeier will be attending the November 12th Senate meeting as the Board of Trustee's liaison.

NCCCAP

Lee Susice reported:

- NCCCAP second meeting of the semester was productive.
- Negotiations is high on the list of priorities and the negotiation team is meeting regularly with the Administration. The process has been working well and there has been notable progress.
- NCCCAP members are looking forward to joining in the student onboarding discussion.

CSEA

Diana Trummer reported:

- CSEA members are down by two cleaners and one laborer on the Saranac Lake campus. Members are hopeful that the positions will be filled.

Board Chair Report

Joe read the following prepared statement on Steve Reed's behalf thank in the North Country Community College employees for their efforts related to the Middle States Self-Study: *"Your report and your interactions with the evaluators represent what is best about our college and its people — collegiality, dedication, and a work ethic that goes above and beyond — in both your daily dealings with our students and in those moments when exceptional teamwork and sacrifice are paramount. In few places will you find such unselfish, shared commitment to the common good. To all my thanks and admiration."*

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Continuing Student Registration event will begin on Monday for the Spring 2022 semester.
- Provided updates on known projects coming up:
 - o SUNY General Education revisions and applications will be made across several classes.
 - o Learning Management System change – she explained historical changes has made with NCCC. The College anticipates a new SUNY Contract through D2L/Brightspace. There will be community discussion as to if NCCC will follow suit or keep with the Blackboard platform.
 - o Members of the board discussed the advantages and disadvantages of making the change to the new learning management system as well as anticipated changes to the general education revisions. Sarah noted the heavy lift these changes will need to be made for them to be successful.

** Donna Wadsworth joined the meeting at 11:18 a.m. – allowing the meeting to meet quorum.*

- Sarah shared the positive reports from Middle States regarding the recent virtual visit.
- NY State Education Nursing Self-Study was successfully completed two weeks ago.
- Radiological Technology advisory group recently met and was a productive meeting.
- Waste Water Program Grant will soon be submitted to the Department of Environmental Conservation for their review.
- Members of the board briefly discussed certificate programs coming soon to NCCC and others similar opportunities. Sarah noted funding and SUNY parameters for the certificates will become available soon.
- The board thanked Sarah for her hard work in the position she holds; and the teamwork that has been displayed to ensure the success of our students.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Enrollment activities have been high over the course of this past month. New technology is in place for these activities to be successful. Enrollment team have been helping students with instant-admit. There is a noticeable increase in numbers when compared to this time last year.
- Marketing events are in the pipeline, especially regarding programmatic push to start in the beginning in November. This is designed to bring in students as early deciders for Fall 2022. The primary focus first will be the Nursing and Transfer programs. Spring marketing will begin in March 2022.
- Time to Register campaign continues, the themes are the same while the messaging is different.
- Yearlong campaign; Search Engine Marketing, is in place to continue. It brings awareness of the College and highlights the tuition freeze for the current academic year. There is hope that the freeze will continue into the next academic year.
- Second half of November will be the kick-off of the Spring Enrollment campaign. Last year the applications were down but the actual enrolled student numbers were up. The College does not fixate on the number of applications but rather the number of students that show up.
- The numbers regarding conversion rates, to show the College's yield, are under review. This will potentially show student finances and their potential impact.
- Last night was the best attended North Country Live session of the series. The numbers were impressive showing 53 in attendance. The program continues to thrive and planning for Spring 2022 will start soon.
- Members of the board discussed Kyle's presentation and their thoughts of future enrollment. Kyle expanded his thoughts on indicators and numbers comparable from previous semesters. He noted what has been learned and how to apply changes moving forward.

- A brief highlight from Joe included future scholarship with funding by the State. There is always a need for funding for students. Any funding source that can be tapped into will only continue in helping the success of our students. Joe expressed that the Board of trustee's representative of the Foundation plans to recommended this to the Foundation for their consideration.

Interim CFO:

Erik Harvey highlighted his written report:

- Erik gave a summary of his report on the 2021-2022 Forecast
- He highlighted his report regarding HEERF (CARES/CRRSAA/ARPP) federal stimulus funding. He noted opportunities to use the funding to reimburse for lost revenue.
- He noted the external audit is underway and expressed his appreciation and thanks for the focused work provided by Brian Pelkey, the College's Comptroller.
- HEERF audit readiness is also underway. This audit is a heavy lift, but the team is working diligently to ensure the data is accurate for review.
- He noted an opportunity was available to capture some lost revenue due to student debt forgiveness. A plan to pay down student debt is in the creation process. It would allow the College to help the students, with the hopes of anticipating they would then return.
- He highlighted the deliverables his department is working on in the coming months which includes, but not limited to, 2021 External Audit and the submission of the annual report to SUNY.

Jerry Griffin moved to accept the September 2021 financials as they were shared and presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

Associate Vice President of Student Affairs

Kim Irland added to her report:

- The recent Diversity newsletter was shared and highlighted.
- Safety Committee has met and continue to review and highlight areas of the College that need attention and improvement.
- Mental Health expansion and advocates continue to be a high priority.
- Members of the board briefly discussed the careers and transfer program that is in place with the College.

President:

Joe Keegan reported:

Thanks were extended to all those involved in the Middle States visit, which was successful. It was a shared effort across the College community and thanked all, including the Board, for their efforts and support.

- Joe extended a warm and supportive welcome to Erin Walkow, the College's new Foundation and Development Director.
- There has been a challenge in filling the two Board of Trustee Governor appointments. One has been waiting for three years, another for thirteen months. SUNY has created a position to help move these appointments forward and NCCC is looking forward to the two appointments acted upon soon.
- JMZ completed the preliminary work on the Science and Nursing labs and HVAC in Saranac Lake and Malone. Conceptual ideas have been created and will be shared with the appropriate departments today, and then they will be shared College-wide. Cost structures for these projects will be created afterwards.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the appointment of Erin Walkow, to the full-time, 261-day, management confidential, exempt appointment as Foundation and Development Director effective October 18, 2021, at a salary of \$70,000 This position is currently funded in the 2021/22 operating budget. 2021/2022. Mark Moeller seconded the motion. The motion was unanimously approved (6-0-0)

NCCC Foundation:

Erin Walkow introduced herself and highlighted her positive experience thus far.

- A plan of her priorities with past projects and future endeavors were shared.
- She has been meeting with the Foundation Board members individually.
- There are planned upcoming meetings with fellow foundations for collaboration and support.
- The annual year-end appeal to past donors will begin shortly.

NCCC Association:

Kim Irland reported in Rob Rathbun's absence:

- The bookstore sales have experienced a 30% decline due to Pell being down.
- New merchandise will be in the bookstore soon.
- Scott Harwood has been upgrading the residence halls internet and bandwidth. Any time there has been an issue Scott has been very responsive, his hard work and attention has been appreciated.
- The Association dining services has meal plan cards and to date almost all residents have them. Promotion to non-meal plan customer base will begin soon now that cash and credit sales have become available.
- Process continues in collecting feedback from Students on the dining services experience. The creation of a potential advisory board is under review.
- The biggest challenge with dining services now is due to low staffing. Rob has been in the kitchen regularly.
- Association Board will meet next week.

Old Business

None

New Business

None

Public Comment

- Kimberly Duffey requested an update for food services on the Malone Campus. She explained the current process for students to eat locally or receiving delivery who attend the Malone Campus. She hears regular requests from students for a more solid eating plan. Kim Irland responded to Kim's request and shared that both Malone and Ticonderoga campuses need similar care and will continue to be discussed at future Association Board meetings.

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:13 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. Mark Moeller seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to join the meeting at 12:14 p.m.

Mary Irene Lee made a motion to adjourn executive session at 12:55 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

11/19/2021

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees**

November 19, 2021

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

- **Academic Planning and Programs.**
 - **Spring 2021 Registration:** Priority registration for continuing students ended on November 12; however, students can continue to register up until the start of the Spring semester. New student registration began on Monday, November 15th. Early numbers indicate a strong start with 56% of our current student population registered compared with 43% last year to date (as of Nov. 12), which equates to an additional 40 students more than last year at this time. Many thanks to all who are helping with those efforts!
 - **SUNY General Education Requirements:** On Monday, November 8, 2021, the SUNY Board of Trustees passed a resolution to accept the changes to the SUNY General Education requirements. Effective for the Fall 2023 semester, all transfer programs will align with the new requirements, with AAS and AOS programs to implement changes for Fall 2024.
 - **Learning Management System (LMS) Change:** SUNY's vision is to create a Digital Learning Environment (DLE) that includes a full support network for students and an inclusive hub for online learning throughout SUNY. This would create consistency for students across campuses. A large part of that vision includes moving the contract for a SUNY-wide learning management system from Blackboard to Desire 2 Learn (D2L). Due to some contractual issues, the project is beginning a bit later than anticipated, but SUNY has devoted many resources to address needs quickly and provide support. The website outlining information regarding the digital learning environment provides a lot of information and updates. Additionally, there is a monthly newsletter that will be posted and distributed to campuses. The transition to D2L will move fairly quickly and SUNY has laid out four cohort options for the transition. Currently, we are evaluating D2L to compare it to Blackboard to inform our decision.
 - **New Program Update:** AS Business Administration: Healthcare Administration track was approved by the New York State Education Department.
 - **MSCHE Self-Study:** We anticipate a renewal of accreditation at the December meeting of the Middle States Commission.
 - ★ ○ **Science and Nursing Lab Upgrades:** JMZ presented initial options for lab designs to the Science and Nursing Departments over the last two weeks. More discussion to come with feedback from those departments.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created November 15th, 2021

Enrollment and Financial Aid Team Updates:

- **Major project updates:**
 - **SLATE CRM (Customer Relationship Management):** The new application portal and everything tied to it are working well. We continue to look for areas that we can provide more outreach to help students through all of our college processes. Hopefully we will be able to take what we've built to assist with student onboarding as the system is fully capable of helping us out with that work.
 - **OMNI CMS (Content Management System):** The web team is putting together a content manager training for this upcoming Friday afternoon. We have been pulling this group of employees together every semester the past two years to help train on new features and to provide some feedback on the pages that they oversee. Recently we took a deeper look at this group and slimmed down the membership a bit in favor of a core group that is dedicated to improving our web presence.
 - **North Country Navigator:** Student onboarding continues to be a hot topic at the college and there is now a group that's meeting regularly to take a better look at roles and responsibilities. My observation has been that the approach to onboarding has been very siloed so hopefully bringing all departments to the table will help to get everyone on the same page. There is a very good foundation established through NC Navigator and now is the time to expand on it.
- **The Enrollment Team** is pivoting this week to our own version of the "Time2Register" campaign that focuses in on our new, transfer and re-admitted students for Spring. The postcard mailer went to print this past week and the students are also part of an email campaign to push them through to registration. The last two weeks of "Time2Register" for continuing students yielded a greater number of students registering than the past year so that is a hopeful sign. Students still unregistered this week will be receiving a call from the Registrar's Office for a little extra push. We will circle back around to do another round of these campaigns in December.
- **The Financial Aid Team** has enjoyed a much smoother Fall semester than what was experienced in recent history. The Financial Aid Director mentioned this past week that she feels caught up on things for the first time since she's been employed at the college. This is all a direct result of automating processes, front-loading the documents needed for financial aid and moving to a portal environment where students can help themselves. The department is already set to start awarding for Spring hopefully by the end of next week after the HEERF (Higher Education Emergency Relief Fund) awarding process has concluded.

Marketing and Web Team Updates:

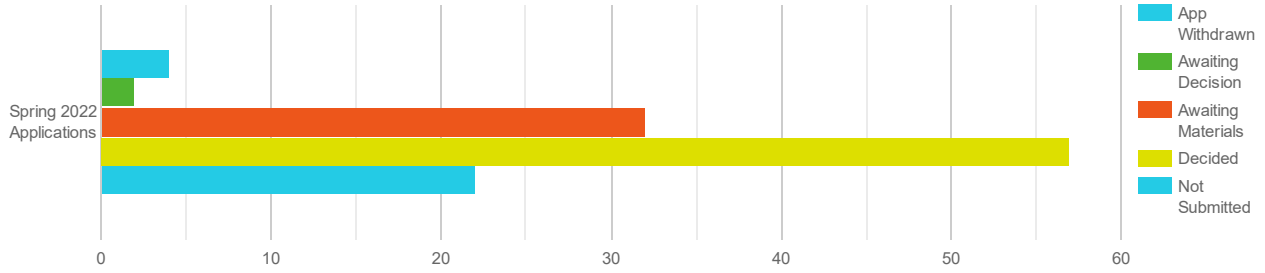
- The Final Marketing & Enrollment Report for the year is complete and is being shared with the college community today. I'll be putting together a presentation/webinar to walk through some of the results in the next couple of weeks. We continue to generate higher volumes of web traffic and most campaigns saw a nice bump in site visits. We now have the opportunity to actively market ALL programs EVERY year.
- Our program area marketing continues to be a driver for us and we have expanded on it for this year. The current Healthcare Programs campaign will run through the end of the month and we will focus in on our Transfer Programs in December & January in the hopes of bringing in transfer students looking for change over the holidays. We are also kicking off our Spring Enrollment campaign this week which will run until the first day of Spring classes. We'll pivot to LastChance2Enroll messaging the week before classes begin.

Spring 2022

Generated on 11/15/2021 at 10:03:12 AM ET

Metric	2022 Applications	Spring 2022 Applications
Spring 2022 Applications	387	117

SP22 App Status

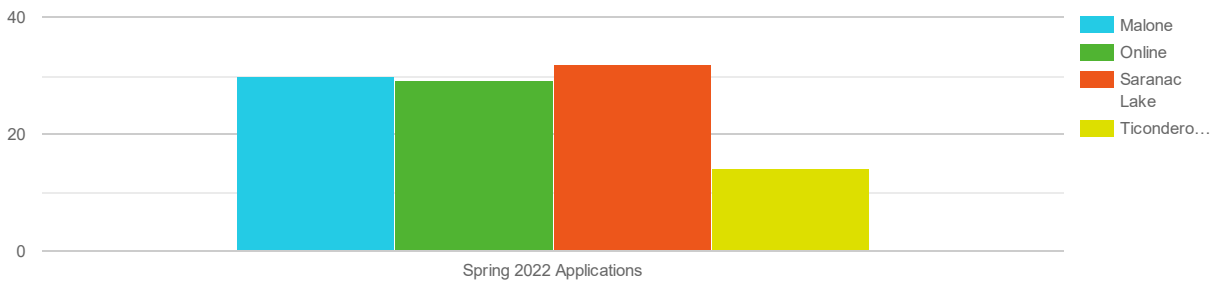


SP22 Decided

Spring 2022 Applications

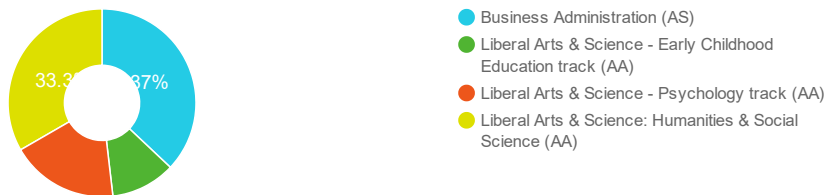


Spring 2022 Applications by Campus



SP22 Apps: Online by Program

Spring 2022 Applications



SP22 Apps: SL by Program

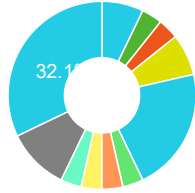
Spring 2022 Applications



- Business Administration (AAS)
 - Business Administration (AS)
 - Chemical Dependency Counseling (AAS)
 - Child & Family Services (AS)
 - Computer Graphics & Design (AAS)
 - Criminal Justice (AAS)
- ▲ 1/4 ▼

SP22 Apps: ML by Program

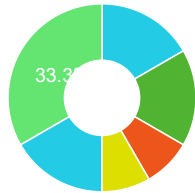
Spring 2022 Applications



- Business Administration (AAS)
 - Chemical Dependency Counseling (AAS)
 - Child & Family Services (AS)
 - Criminal Justice (AAS)
 - Health Sciences (AS)
 - Health Sciences (Certificate)
- ▲ 1/2 ▼

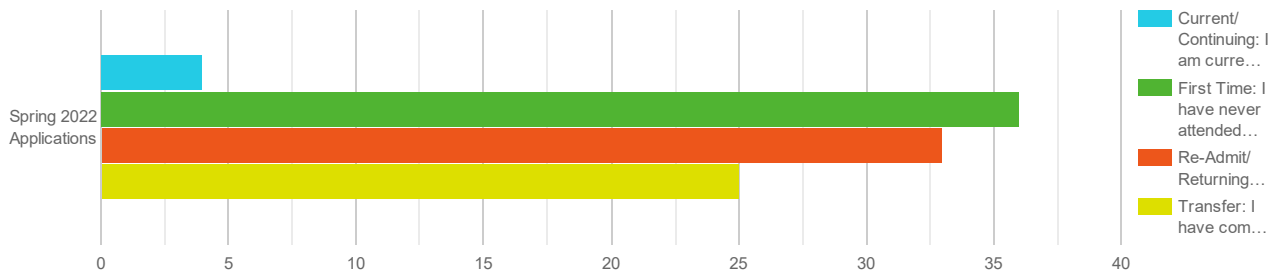
SP22 Apps: TI by Program

Spring 2022 Applications

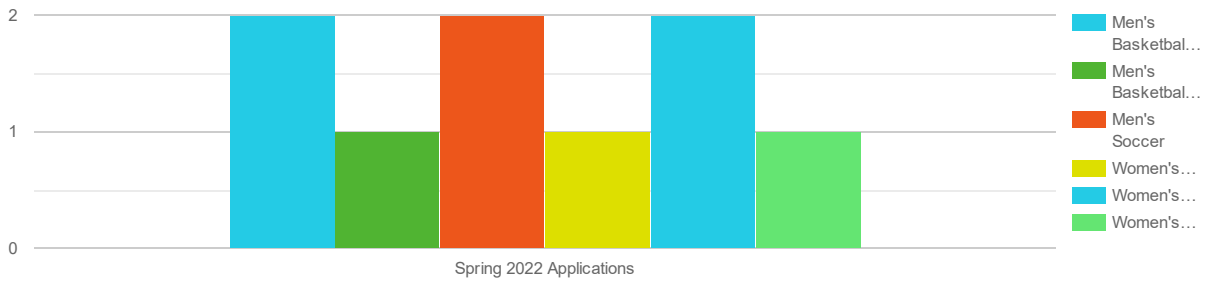


- Health Sciences (AS)
- Individual Studies (AAS)
- Liberal Arts & Science - Early Childhood Education track (AA)
- Liberal Arts & Science - Psychology track (AA)
- Nursing RN (AAS)
- Practical Nursing (Certificate)

SP22 Apps by Type



SP22 Apps: Athletics





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- Radiologic Technology (AAS)

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OF HEALTHCARE

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Reach Higher at North Country

[LEARN MORE](#)



TIME² REGISTER

REGISTRATION for the upcoming semester is now open to our incoming students! Check out [NCCC.EDU/SPRING](https://nccc.edu/spring) to view the courses that will be offered. To apply or complete your acceptance simply visit [NCCC.EDU/APPLY](https://nccc.edu/apply) to access your application account!

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COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK



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- Early registration gives you the most scheduling flexibility
- Registering early allows more time to focus in on securing your financial aid at [NCCC.EDU/PAYING-FOR-COLLEGE](https://nccc.edu/paying-for-college)

If you have any questions, give us a call at **888-TRY-NCCC** or email ADMISSIONS@NCCC.EDU.

We're looking forward to working with you!



**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP Marketing and Enrollment recommends the temporary appointment of Samantha Phillips, to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor, for the remainder of the 2021/22 academic year, effective November 29, 2021, at an annual salary of \$44,602,

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 Samantha Phillips, to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor, for the remainder of the 2021/22 academic year, effective November 29, 2021, at an annual salary of \$44,602.

This position is currently funded in the 2021/22 operating budget.

2021/22
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

November 8, 2021

Ms. Samantha Phillips
946 State Route 37
Akwesasne, NY 13655

Dear Ms. Phillips:

Pending approval by the North Country Community College Board of Trustees at their November 19, 2021 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221 days) exempt appointment as Enrollment/Financial Aid Counselor for the 2021-2022 academic year effective Monday, November 29, 2021.

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 2021-2022 CBA, which is an annualized salary of \$44,602.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate supervisor is Kyle Johnston, VP of Marketing and Enrollment.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than November 19, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

SAMANTHA PHILLIPS

946 State Route 37 Akwesasne, NY 13655 | 315-842-6204

SUMMARY OF QUALIFICATIONS

I have worked in the field of education for most of my professional life through the Saint Regis Mohawk Tribe Education Division. My career has taken me from children as young as 6 weeks old, to working with non-traditional students of all ages. I have worked primarily with the Higher Education Department and was the Program Manager for the Johnson O'Malley Program (JOM/Youth Services). I have collaborated and worked alongside numerous community organizations and local school districts. I have a passion for trauma-informed education and community outreach. I believe in collaborative educational experiences for students and their families.

EDUCATION

- May 2014 State University of New York at Potsdam
- Bachelor of Arts, English Literature and Writing
 - Minor, Native American Students
- Present
- Graduate courses in education through St. Lawrence University and SUNY Potsdam, non-matriculated

EXPERIENCE

- May 2021 to Present HR Assistant Manager, *Tarbell Management Group*
- Highlights of position include coordination of company benefits
 - Associate engagement creation and training
 - Associate retention programming
- October 2018 to May 2021 Talent Acquisition and Training Coordinator, *Tarbell Management Group*
- Highlights of position include creating training criteria for current company positions
 - Creating and implementing new SOPs for applicant tracking, interviewing, and retention of associates
 - Recruit and onboard associates of all levels

May 2015 to
October 2018

Johnson O'Malley Program Manager, *Saint Regis Mohawk Tribe*

- Highlights of position include creating programming for students ages 3 to Grade 12 to promote academic success, cultural fluency, and physical, mental, and emotional wellness
- Create and maintain community and student engagement programming such as Steps to Success Summer Program, college visits, cultural enrichment programming, academic tutoring, and higher education preparation including scholarship advisement.
- Create and maintain reports for oversight Parent Committee and SRMT Administration
- Administrative duties included budget creation and maintenance, payroll, associate supervision, and internal accounting processes.

May 2013 to
May 2015

Higher Education Administrative Assistant, *Saint Regis Mohawk Tribe*

- Highlights of position include financial aid and academic counseling for students and their families
- Created and implemented higher education preparation courses for high school students and their families
- FAFSA, New York State Indian Aid, SRMT Higher Education and Trust Fund, Ahkwesahsne Mohawk Board of Education, NYS TAP, and other scholarship preparation and disbursement information and advocacy
- Supported students who were eligible non-citizens by helping navigate Federal and State funding opportunities
- Prepared reports and minor budgeting experience
- Community even planning and implementation such as Financial Aid Night, Senior Workshops, and the NAIEA/NY Conference

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management (SHRM)
National Johnson O'Malley Board, Region 4 Representative (expired)
National Indian Education Association (expired)
NAIEA/NY Planning Committee (expired)

REFERENCES

Alyssa Witkop, Tarbell Management Group
HR Manager (Supervisor)
518-358-4229

Stephanie Cook, SRMT Education Division
Education Director (Supervisor)
518-358-2272

Roderick Cook, SRMT Education Division
Former Higher Education Program Manager (retired)
315-323-0369

Bruce Kelly, North Country Community College
St. Regis Mohawk Trust Fund Committee
518-651-0790

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP Marketing and Enrollment recommends the temporary appointment of Erin Ruthenberg, to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor, for the remainder of the 2021/22 academic year, effective November 29, 2021, at an annual salary of \$44,602,

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 Erin Ruthenberg, to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor, for the remainder of the 2021/22 academic year, effective November 29, 2021, at an annual salary of \$44,602.

This position is currently funded in the 2021/22 operating budget.

2021/22
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

November 8, 2021

Ms. Erin Ruthenberg
PO Box 212
Rainbow Lake, NY 12976

Dear Ms. Ruthenberg:

Pending approval by the North Country Community College Board of Trustees at their November 19, 2021 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221 days) exempt appointment as Enrollment/Financial Aid Counselor for the 2021-2022 academic year effective Monday, November 29, 2021.

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Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor is Kyle Johnston, VP of Marketing and Enrollment.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than November 19, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

Erin Ruthenberg

Rainbow Lake, New York | erinruthenberg@outlook.com | 716.480.5773

Work Experience –

Admissions Counselor

Paul Smith's College - Paul Smiths, NY

March 2019 to Present

- Supports a territory with tasks that occur daily to fulfill the multiple and often changing needs of prospective students.
- Travel assigned territory. Recruit and inform incoming students about programs, athletics, and on and off campus opportunities.
- Implements proactive outreach using email, text, webinars, etc. to manage a caseload of high schools in designated cities.
- Organize student classes that were college credit bearing before enrolling to ensure the student's schedule is created efficiently
- Communicates with guidance counselors in the assigned territorial region as needed.
- Counseling prospective students regarding the admissions processes, admissions application processing, transcript evaluation.
- Meets with prospective students to counsel them on completing entry requirements; discuss academic programs and financial aid opportunities.
- Conduct campus tours to families and prospective students.
- Fulfill enrollment goals for assigned territory based on students accepted vs. students enrolled for upcoming semester.
- Follow up with prospects and applicants by phone, e-mail, and direct mail correspondence.
- Assists with Social Media creation, planning, and execution to reach an ample number of profiles for student recruitment.
- Creates and execute email campaigns to engage with students 2-3 years in advance to them attending higher education
- Counsels students about financials including loans, financial aid, and balances.
- Communicates with students and parents to complete the enrollment process before students arrive on campus for semester start

Admissions Operations Assistant

Paul Smith's College - Paul Smiths, NY

January 2019 to March 2020

- Enter informational data (prospective student data, inquiry, and application materials) into the software system(s) in a timely/accurate manner.
- Serve as System Administrator of the candidate management system (Powercampus), maintaining system functions, working with IT staff on updates and troubleshooting, global error checking of data, preparation of daily reports, and managing the Admissions Office Communication Plan.
- Work extensively with the database software, and prepare admissions reports and surveys as directed.
- Provide support for Campus Events team and assist with planning and execution for programs.
- Respond proactively and professionally with written, telephone, in-person, and computer inquiries regarding the College.
- Coordinate and supervise admissions student workers.
- Coordinate and assist with campus visitations.
- Develop and maintain thorough knowledge of the college and its academic programs.
- Attend workshops and seminars as directed.
- Ability to learn and function within TARGET X, salesforce platform CRM Research, plan and execute specific initiatives.

Food and Beverage Manager

Hotel Saranac - Hilton Curio Collection - Saranac Lake, NY

July 2018 to January 2019

- Manage all F&B and day-to-day operations within budgeted guidelines and to the Hilton standards.
- Preserve excellent levels of internal and external customer service.
- Satisfaction and Loyalty Tracking (SALT) respondent.
- Kept inventory/order of liquor, beer, and wine.
- Organized and executed weddings and events according to banquet event orders.
- Created standardized banquet set up for all events and weddings.
- Lead F&B team by attracting, recruiting, training, and appraising talented personnel while keeping established targets, schedules, policies, and procedures.
- Manage all employee conduct within the food and beverage department.
- Provided two-way communication and nurture an ownership environment with an emphasis on motivation and teamwork.
- Complied with all health and safety regulations.
- Reported on management regarding sales results and productivity.
- Manage daily tasks of the front of the house in the restaurant.

Education –

Bachelor's in Food and Beverage Service Management – GPA: 3.4

Paul Smith's College

August 2014 to May 2018

Erin Ruthenberg
P.O. Box 212
Rainbow Lake, New York 12976 7
716.480.5773
erinruthenberg@outlook.comn

North Country Community College
Admissions Department
23 Santanoni Ave, Saranac Lake, NY 12983

To Whom it may concern,

My name is Erin Ruthenberg, and I am applying for the Enrollment/Financial Aid Counselor. After reviewing the position, I believe I would be a strong addition to your team! I am seeking to join a team that values education and helping to aid in the success of students.

My background, before starting in Higher Education, is in the field of Hospitality. This helped me to develop excellent customer service skills. I have found in my current position that helping families and students through the enrollment process is incredibly rewarding. I have developed skills in email marketing as well as fast moving multitasking while in the Admissions industry. For students in my territory, I provide regular outreach via texts, calls, and emails to ensure they are progressing through the financial aid and enrollment processes. I am looking for an opportunity to show how my background in customer service and current experience with financial aid and Enrollment have combined to identify the needs of students and implement resources to help reach their education goals.

I truly believe that the classroom teaches students what they need to succeed in their chosen fields. The support team that provides guidance in the students' enrollment process prepares them for the next step in their education. I believe that every student is capable of great success but deserves to be supported as their needs differentiate from others. I am looking for the opportunity to discuss how I could bring my skills to this position with North Country Community College.

I look forward to hearing from you.

Thank you,
Erin Ruthenberg
erinruthenberg@outlook.com
716-480-5773

Erin Ruthenberg

Rainbow Lake - New York, 12976 | erinruthenberg@outlook.com | 716.480.5773

References –

Kevin McCarthy – Chef Instructor C.E.C

Paul Smith's College – Paul Smith's New York, 12970
518-207-7850

Cori Barnard – Associate Director of Admissions

Paul Smith's College – Paul Smith's New York, 12970
585-851-1279

Carolyn Bordonaro – Director of Sales and Marketing

Hotel Saranac – Saranac Lake New York, 12983
716-846-5677

Student

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

Affairs

November 2021 Senate & BOT 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. VP OF STUDENT AFFAIRS

BRUCE KELLY – COORDINATOR OF STUDENT LIFE

CHAD LADUE – ATHLETICS DIRECTOR

MARYSSA ROMEO – ASSOCIATE DIRECTOR OF RESIDENCE LIFE & HOUSING

Athletic Department News



- Huge congrats to the **Women's Soccer Team** for making it to the Region III Championship for the first time in school history! Kent Egglefield was named Mountain Valley Coach of the Year. Six Women's Soccer players earn All-Conference Awards and five Women's Soccer players earn All-Region Awards! Congratulations athletes and Coach Egglefield!
- **Women's Basketball** is currently 3-0 and ranked 5th in the NJCAA National Poll. Go Saints!
- The Athletics Department has successfully reopened the pool and community recreation.
- The Annual Holiday Arts & Crafts Fair (a fundraiser for the Athletics Department) will be held on Sunday November 21st.

Diversity, Equity, and Inclusion & Title IX News

- The Diversity Task Force launched its first monthly newsletter in November on the topic of Native American Heritage Month. A copy of this issue is published online at <https://nccc.edu/about/diversity/> and at the end of this report.
- The Diversity Task Force is recruiting student members – if you know students who might be interested in participating, please connect them with Kim.

Student Life News

- Congratulations to the Student Government Association's newly elected SGA members: Vanessa Villasis Lavin, Peter Vaiciulis, Justin Duprey; Patricia Vanlue. SGA leadership roster: Tammy Rust (SGA President), Justin Champion (SGA Vice President), Abby Lauber (SGA Treasurer); Student Trustee Jessica Kemp; Advisors: Angela Brice and Bruce Kelly



- In honor of Veterans Day, the SGA and Campus Activities Board are sponsoring student and employee registration for the **Wounded Warrior Project® (WWP) Carry Forward® Virtual 5K** this month! Register [here](#), join the [NCCC team squad](#) and [use code NCCC2021](#) at checkout.

- The SGA is sponsoring end of semester care packages for students who sign up. Stay tuned for more details.
- Angela is traveling to Chicago for the Association for the Promotion of Campus Activities conference with four students from November 11-14
- Angela is piloting a food pantry on the Saranac Lake Campus with assistance from SGA and a launch timeline of the end of this fall semester. Stay tuned for more details.
- Several office moves are in progress impacting Student Affairs on the Saranac Lake campus including:
 - Kim Irland has moved to Hodson Hall 125
 - Angela Brice is moving into McCormick Hall C-19
 - Sandy Gagnon (Association Bookkeeper) is moving into MulHolland Hall 044
- Student Affairs and the Association are co-hosting a Dining Services Advisory Board meeting on Nov. 18 for students and employees to provide input on the Saranac Lake dining operation. The Feedback Survey is still open for additional comments at <https://forms.office.com/r/hC9zQ5GmEd>.

- Kim has signed an updated MOU with Citizen Advocates to provide free counseling services on the Saranac Lake campus with a focus on the residence hall population Thursday evenings. Commuter students are also eligible to access these services on campus or via tele-health. HEERF funding is making it possible to pilot offering these services free to students without billing insurance when being seen on campus or via tele-health.
- All our Counseling Partnerships are described here: <https://nccc.edu/counseling/index.html>.

LOOKING FOR SUPPORT ON CAMPUS?
COUNSELING AVAILABLE
 Thursdays 4 p.m. - 7 p.m.
 Saranac Lake Campus
FREE & CONFIDENTIAL
 CALL 518-891-5535 TO MAKE AN APPOINTMENT
 PLEASE IDENTIFY AS A NCCC STUDENT WHEN CALLING



NC VISIT: [NCCC.EDU/COUNSELING](https://nccc.edu/counseling) FOR MORE INFORMATION

MEET WITH A COUNSELOR
 Thursdays 4 p.m. - 7 p.m.
 Saranac Lake Campus
FREE & CONFIDENTIAL
 IN PERSON OR TELE-HEALTH APPOINTMENTS AVAILABLE
 CALL 518-891-5535 TO MAKE AN APPOINTMENT
 PLEASE IDENTIFY AS A NCCC STUDENT WHEN CALLING



#REACHOUT FOR SUPPORT
MEET WITH A COUNSELOR
 Thursdays 4 p.m. - 7 p.m.
FREE & CONFIDENTIAL



WALK-INS WELCOME OR CALL 518-891-5535 TO MAKE AN APPOINTMENT
 PLEASE IDENTIFY AS A NCCC STUDENT WHEN CALLING

COUNSELING IS FOR HEALTHY PEOPLE
DON'T WAIT FOR A CRISIS.
TAKE CARE OF YOUR MENTAL HEALTH



Thursdays 4 p.m. - 7 p.m.
FREE & CONFIDENTIAL
 CALL 518-891-5535 TO MAKE AN APPOINTMENT
 PLEASE IDENTIFY AS A NCCC STUDENT WHEN CALLING

Career & Transfer Services News

- Bruce and Kim are working with Meredith and Rachel to develop our Transfer Services webpage further with the goal of improving navigation and awareness of Articulation Agreements: <https://nccc.edu/transfer-services/index.html>
- Bruce is working on incentives to increase registrations with our new Career Services platform called College Central Network (<https://www.collegecentral.com/nccc/>). SGA is donating gift cards to help and Bruce is developing a promotional video that faculty can use in their course shells to increase awareness of this new platform.
 - Students can activate their accounts to this digital career services and jobs board platform at any time
 - Below are some statistics from this campaign and registration rates available to date.
 - Please continue to help us promote this new initiative to students and alumni.

Visit Our Online Job Board

..... → Your job search starts here!

CollegeCentral.com/nccc

- ➔ ADD THE COLLEGE CENTRAL® APP TO YOUR HOME SCREEN AND MOBILE DEVICE!
- ➔ REGISTER AND BE MATCHED AUTOMATICALLY TO JOBS DAILY VIA JOB AGENT!
- ➔ CREATE YOUR ONLINE RÉSUMÉ. IT'S EASY WITH OUR RÉSUMÉ BUILDER!
- ➔ BUILD, UPDATE, FORWARD YOUR ONLINE CAREER PORTFOLIO TO EMPLOYERS!
- ➔ READ OUR CAREER-RELATED ANNOUNCEMENTS!
- ➔ CHECK OUT, REGISTER, ATTEND OUR LATEST VIRTUAL/IN-PERSON CAREER EVENTS!
- ➔ DOWNLOAD OUR SCHOOL'S FREE CAREER ADVICE DOCUMENTS AND PODCASTS!
- ➔ READ HUNDREDS OF CAREER-RELATED ARTICLES!
- ➔ VIEW AND APPLY TO JOBS ON THE NATION'S LARGEST ENTRY-LEVEL JOB BOARD!

➔ JOB SEEKERS: LOG IN NOW!

➔ TAKE CHARGE OF YOUR FUTURE!

CollegeCentral.com  Go here. Get jobs.

Campus Safety & Community Standards News

Overall Statistics

Start Date

01 Aug 2021

End Date

10 Nov 2021

Search

Compare with previous period

Total Incidents Reported
178

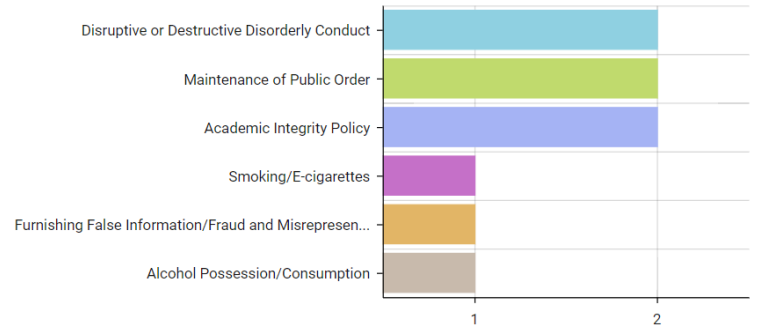
Total IR Converted to Case
163

Total Cases Discarded
16

Total Cases Closed
145

Avg. Case Completion Duration
10.4

Top Incident Types	Total Incidents
COVID-19 Report	70
ADA 504	27
Student Behavior Report	25
Pregnancy/Newborn Parenting Status Disclosure	18
Referral for Student Support	15
Injury or Illness Report	10
Academic Integrity Report	8
Student Grievance/Complaint	5



A monthly newsletter brought to you by the College Diversity Officer & Diversity Task Force

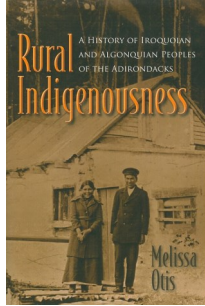
NCCC.EDU/ABOUT/DIVERSITY

NOVEMBER 1, 2021

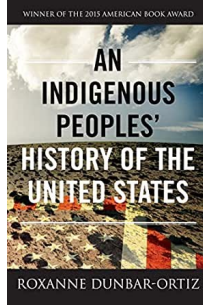
RECOMMENDED FOR NATIVE AMERICAN HERITAGE MONTH



Check out this Podcast at <https://crooked.com/podcast-series/this-land/>



Read about Indigenous History in the Adirondacks

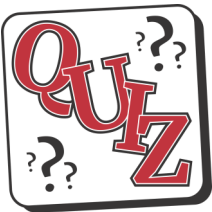


Read about Indigenous History in the United States



Watch the New York Times: *A Conversation with Native Americans on Race* <https://youtu.be/siMa16QVbIE>

Check Your Native IQ



From *UnderstandingPrejudice.Org* and the *Social Psychology Network*: A chance for you to test how much you know about Native American history and contemporary life. Have you ever asked yourself why are Jeep Cherokee and Red Man Chewing Tobacco popular names when Jeep Chicano and Black Man chewing tobacco would be considered offensive? Why are the "tomahawk chop" and Native American mascots acceptable at athletic events, when other racial caricatures, such as Little Black Sambo and the Frito Bandito, are not? The answer, in part, is that anti-Indian prejudice does not receive as much attention as do other forms of racism. To counter this lack of attention, the following 10-item test will probe your knowledge of Native American issues. **Take the Quiz!**

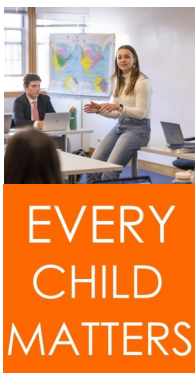
Native American Voting Rights



Have you heard about H.R. 5008: The Native American Voting Rights Act of 2021? It was introduced to Congress in August 2021.

Native Americans were granted U.S. citizenship in 1924, but it took another 40 years for all states to allow Native Americans to vote. Discrimination at the ballot box continues today.

Read: The Stories of a Lost Generation by Kim Neal



This article features Abby Kelly, daughter of North Country employees Bruce and Jocelyn Kelly, teaching high school students about residential schools. "Residential schools were an extension of forming reservations to 'civilize' and 'assimilate' Indigenous Americans," Kelly explains. "Their dehumanizing tactics erased culture, instilled fear and set off reverberations of intergenerational trauma. Native children taken from their homes were stripped of their birth names, language and customs just as they were their traditional clothing and long hair."

Also read about the **Every Child Matters** campaign. September 30th is Orange Shirt Day, an annual recognition to highlight the damage inflicted by residential school systems on the well-being of Indigenous children. The day also supports the healing journey for survivors and the community.

[Read more about Indigenous Residential Schools in the U.S.](#)

More Resources

- ⇒ Explore this dynamic Native Land Map: <https://native-land.ca/>
- ⇒ Watch our **North Country Live Indigenous Voices** series from Fall 2020
 - ⇒ [Tribal History Part One: The Early History of Akwesasne](#)
 - ⇒ [Tribal History Part Two: Akwesasne in the 19th Century](#)
 - ⇒ [A Panel Discussion: COVID's Impact on the Saint Regis Mohawk Tribe](#)
- ⇒ Want a movie night that matters? Check out one of these recommendations:



Have an topic suggestion for a future newsletter? Want to help us name our new Newsletter on Diversity, Equity, and Inclusion? Interested in joining the North Country Community College Diversity Task Force?

Contact Kim Irland, College Diversity Officer at kirland@nccc.edu.

**North Country Community College
President's Report to the Board of Trustees
November 19th, 2021**

Greetings to you all,

With Thanksgiving less than a week away, it is a good reminder to be grateful for the many kindnesses and generous acts that come our way. The College is quite fortunate to have many folks to thank, including you, our Board of Trustees.

Happy Thanksgiving and thank you for your ongoing support of the College!

Joe

★ **Board Matters**

- *Board Policies:* A self-recommendation from our self-study was to establish a regular review cycle and process of the Board of Trustees policies. We have framed that up and have attached it for you here. This process will allow us to review the Board's policies, assess their utility, engage shared governance system in the review, and where appropriate, provide a recommendation to the Board on retaining, changing, or moving away from each.

★ **Campus and External Relations**

Here are some highlights of events, contacts, and interactions that I participated since the Board's last meeting:

Date	With	Location
10/30/21	NJCAA Reg 3 Women's Soccer Championship	Herkimer, NY
11/2/21	Franklin County Community Services Board	WebEx
11/3/21	JMZ Architects/Nursing Department	Zoom
11/4/21	NYCCAP Meeting	Saratoga, NY
11/5/21	NCCCAP Joint Negotiations	Teams
11/5/21	NCCC Association Board Meeting	Zoom
11/9/21	NCCC Foundation Board Meeting	Zoom
11/9/21	PSY 105 Psych of Leadership class	HH-116
11/9/21	Student Government Association	Zoom
11/10/21	NCCC Wastewater Meeting	Zoom
11/10/21	Keene Town Supervisor, Joe Pete Wilson	Zoom
11/12/21	President's Council	Teams
11/12/21	College Senate	Zoom
11/15/21	AHEC Scholars	Zoom

11/15/21	Essex County Finance Committee	Elizabethtown, NY
11/15/21	Essex County Recruitment and Retention Committee	Elizabethtown, NY
11/15/21	COVID-19 Task Force	Teams
11/16/21	Paola Martinez, SUNY Director of Local Gov't.	Teleconference
11/16/21	CSB and Citizen Advocates	Webex
11/17/21	Meeting with Jessica Kemp, BoT member	Teams
11/19/21	NCCCAP Joint Negotiations	Teams

There are a couple of happenings external to the College that bear mentioning:

- Elections in our service area resulted in three new supervisors in Essex County including the towns of Jay, Schroon Lake, and Ticonderoga. The race in North Elba remains contested until absentee ballots are counted.
- The Moriah Shock facility, part of NYS Department of Corrections and Community Services is slated for closure in 90 days. We have reached out to see how the College may be of assistance to those losing their jobs.

★ **Women's Soccer**

Congratulations to Kent Egglefield and our entire Women's Soccer Team and coaching staff for a most excellent season! The team advanced all the way to the Conference Championship, a first for the program and Kent picked up the honorific of Conference Coach of the Year along the way!

★ **Fall 2021 Enrollment**

As we reported to the Board of Trustees in the end of October, the final numbers for Fall 2021 enrollment showed a decline in all three programs: core operations (on-campus/on-line courses), College Bridge, and Second Chance Pell. See table below.

At this point, we are seeing about a 14-15% decline in FTE due in all operations and which will have \$600K impact.

Fall 2021 Enrollment <i>(as of Oct 22, 2021)</i>			
	# Students	FTE	% Change (2021 vs 2020)
Core	-98	-66 FTE (-33 AAFTE)	-10%
College Bridge	-89	-52 FTE (-26 FTE)	-15%
Second Chance	-35	-26 FTE (-13 AAFTE)	-29%

★ **2021-2022 Budget**

As noted above, our budget projections are for about a \$600K deficit, assuming that all the other variables in our modeling remain true. As we have shared, HEERF funding will allow us to absorb this lost revenue for this year.

★ **Spring 2022 Enrollment**

Priority registration for continuing students ended last week. On a positive note, as of mid-week, some 56% of continuing students were enrolled, as compared to 43% last year. Many thanks to all involved in helping students enroll.

★ **Foundation**

- Erin Walkow has been quite active, hosting the November Foundation Board meeting, launching the annual appeal, reaching out to schedule meetings with Foundation Board members and others within the College community and traveling to Malone and Ticonderoga campuses.
- *Cantwell Property*: Susy Cantwell, longtime member of the NCCC Foundation, has, along with her family, offered the Foundation a piece of property that borders our Malone campus as a gift. This generous offer by the Cantwell family, honors the memory of Susy's recently departed husband Paul, who, like Susy, was always supportive of the College. The administrative team and President's Council are both in favor of it. It was also shared with the College Senate at their November 12, 2021 meeting.

★ **Strategic Plan**

Our administrative team completed a prioritization of our strategic initiatives for the 2021-2022 year and presented them to President's Council, Long Range and Strategic Planning Committee, and the College Senate. I have attached those for you here as well. These will be the guiding priorities for the upcoming year.

Some initiatives that have been underway since Spring 2021 semester include:

- *Ongoing Professional Development* (secured additional funding through 2021-2022 Perkins grant to support universal course design and related topics to improve accessibility for students),
- *New Academic Programs* (the *AS Business Administration – Healthcare Administration track* was approved by NYSED; we have secured instructors for the *wastewater operations non-credit course*; new programs in *graphics and animation*, and *healthcare related* fields are being explored; through 2021-2022 Perkins funding we are able to continue to support Selina LeMay Klippel's position as our *CTE Coordinator*),
- *Streamlining and improving the College's student onboarding*: through the North Country Navigator program is underway,
- Two grants were submitted to *modernize Nursing Labs* on all three campuses and a scoping study is underway. JMZ will meet with the Science Department and the Nursing Department next week to share some proposals. We will be scheduling a college-wide presentation on the proposals.
- A \$100,000 grant request was submitted for additional scholarship funding for non-traditional students,
- *Alternative revenue streams*: with Erin Walkow in place leading the Foundation, we will be exploring how the Foundation and College can rethink the Foundation and its role in helping the College remain sustainable,
- *Improved Institutional Research capabilities*: Initial steps include standardized data needs for all academic programs as part of ongoing program assessment, and

- *Reinvest in health careers and health science programs:* aforementioned nursing lab modernization and new academic program work.

★ **Opportunities and Partnerships**

- *Community Projects Funding requests:* Our proposal to upgrade the nursing labs on all three campuses was approved by the House Appropriations Committee and is now at the Senate. Rep. Stefanik increased our ask from \$975,000 to \$1 million. We await word.
- *Congressionally Directed Spending proposals:* Senator Schumer advanced our two requests for funding to the Senate Committee on Appropriations. As a reminder they are for 1) the nursing labs renovation proposal for \$1.8M, and 2) \$100K to fund non-traditional scholarships for the 2022 year. Both requests align with our strategic plan objectives.
- *Perkins Grant (2021-2022):* no updates on our Perkins Grant application though we expect it to be approved. The grant is aligned with previous assessments and with strategic objectives in areas related to new academic programs (CTE Coordinator), improved IR reporting on alumni, career services supports, and professional development for faculty members related to supporting diverse learning styles.
- *The North Country CC-Workforce Development Partnership:* No update to report.

★ **COVID-19 Matters**

Since the Board's last meeting, there have been a few developments of note:

- *Regional Positivity Rate:* With the positivity rate in the North Country, and Franklin County, remaining among the highest in the state we continue to have universal masking and other safety precautions in place.
- *On-campus Positive Cases:* As of November 12th, 2021, there are no positive cases of COVID-19 on campus.
- *COVID-19 Page:* Chris Knight updated the College's [COVID-19 page](#) which includes a wealth of information and links to the most current COVID-19 data for the college through the SUNY COVID-19 Tracker. Chris has also been sending a weekly COVID-19 update to the campus community with information related to active COVID cases and vaccination status of students on campus.
- *Mandatory Vaccinations:* For on-campus students, all but two (2) students have been fully vaccinated. Those two students have medical accommodations which allow for them to get the vaccine later.
- *Spring 2022:* we have been preparing messaging around mandatory vaccinations for COVID-19 for students planning to be on-campus in Spring 2022. This is focused on those who will be newly on-campus. It remains to be seen whether there will be any requirements related to a booster shot.

★ **Facilities**

Much of the work of Facilities as of late has been preparing for colder weather, including tuning boilers, reading snow removal equipment, preparing the grounds for winter, and the like. A few items being addressed include:

- *Fencing in Front of Clermont*: the crew built and laid out the first few sections of fence between Clermont and Dorchester Avenue. It is quite tastefully done and, when completed, will add both safety protection as well as some aesthetic appeal to the area.
- *Sinkhole Repair at River Street*: the crew repaired a sinkhole and broken water pipe between River Street Hall and the road.
- *Parking Lot Lights in Ti*: the parking lot lights in Ti were recently outfitted with LED lights.

★ **Information Technology (IT)**

Scott Harwood and the IT Department has been quite active support students, faculty and employees with their IT needs

- *D2L*:
 - ✦ Strategically, Terry Kemp has begun to turn some attention to the anticipated transition to the new learning management system, D2L/Brightspace
- *Infrastructure*: Scott is continuing his work on capital upgrades including additional switches and network improvements. This includes installation of new switches and a significant upgrade of the wireless bandwidth at the residence halls and a recent completion of all the switching in Ticonderoga. As Scott noted, with this update in Ticonderoga the College's network has completely new switching, routing and cores at all locations. Great stuff!

★ **NCCCAP**

Negotiations

Negotiations with NCCCAP for a successor contract to the 2019-2021 CBA are in full swing and we anticipate them continuing through the fall semester.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

No updates. We await the decision by Middle States our Self-Study Team's recommendation.

SUNY

In SUNY matters:

- *Senior Vice Chancellor for Academic Affairs and System Provost*: a search for this position is underway.
- *Director of Local Government and Legislative Affairs*: SUNY announced Ms. Paola Martinez will serve as the new Director. In her role, she will assist community colleges with the nomination process for governor's appointments to the board. By the Board meeting, I will have met with her to review the status of our appointments and recommendations to the governor.
- *SUNY General Education revision*: the process to revise and update the SUNY General Education requirements is moving into the implementation phase. Given the breadth of the SUNY system and the impact that such a change will have, full implementation has been delayed until Fall 2023 to given institutions and the system time to prepare.

- *SUNY Nursing Emergency Training Fund*: On November 10th, 2021, SUNY announced the establishment of a \$3 million dollar fund to help campuses with nursing programs expand their enrollment in Nursing programs. This is something we will begin to explore.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community

Title	Department	Board Approved	Template Status	Area Lead for Review	Other Partners	Other Partners II	Current Review Cycle	Next Review Cycle	Shared Governance Review	Findings and Next Steps	Other
Academic Forgiveness	Academic Affairs		Complete	Academic Affairs	Student Affairs						Proposed May 2013
Academic Integrity Policy	Academic Affairs	8/31/20	Complete	Academic Affairs	Student Affairs						
Academic Standing	Registrar		Complete	Academic Affairs							Approved by Senate 050815
Add/Drop	Registrar		Complete	Academic Affairs	Business Office/Financial						
Admissions Policy	Admissions		Complete	Enrollment and Marketing	Academic Affairs						
Advisory Committees	Board of Trustees	10/21/82	Complete	President's Office	Academic Affairs						
Americans with Disabilities Act	Human Resources	9/17/15	Complete	Human Resources	Student Affairs						consider creating ADA/504 policy? Do we need to? Create written set of procedures for how one accesses services?
Attendance Policy	Academic Affairs		Complete	Academic Affairs							Dates pre-2001
Bias Related	Human Resources		Complete	Human Resources	Student Affairs						
Board Travel	Board of Trustees	7/15/86	Complete	President's Office							
Budgetary	Board of Trustees	10/21/82	Complete	Business Office/Financial	President's Office						
Campus Access Policy	Human Resources	6/24/21	Complete	President's Office	Student Affairs						
Child Protection	Board of Trustees	6/14/15	Complete	President's Office	Student Affairs						
Children on Campus Policy	Human Resources	4/13/00	Complete	Human Resources	Student Affairs						
Classroom Conduct Policy	Academic Affairs	8/31/18	Complete	Academic Affairs	Student Affairs						
Clery Act	Campus Safety	10/27/20	Complete	Student Affairs	President's Office						
Code of Conduct Employees	Human Resources	8/29/05	Complete	Human Resources	President's Office						
Code of Conduct Students	Student Affairs	8/1/20	Complete	Student Affairs	Academic Affairs						
College Vehicle Use	Business Office	1/1/14	Complete	Business Office/Financial	Human Resources						
Computer Use Policy	Information Technology		Complete	President's Office	Student Affairs	Human Resources					reference to it replacing Responsible Use of Electronic Communications in 2010, but in draft form.
Conflict of Interest Board of Trustees	Board of Trustees	12/1/10	Complete	President's Office							
Conflict of Interest Employees	Board of Trustees	2/26/21	Complete	Human Resources							Association policies?
Consensual Romantic Relationships	Human Resources	2/8/10	Complete	Human Resources							
Credit Card Use Policy	Business Office	6/21/05	Complete	Business Office/Financial							Prohibition on Credit Card Marketing Policy?
Discrimination Harassment Prevention	Human Resources	10/9/18	Complete	Human Resources	Student Affairs						
Drug and Alcohol Use and Abuse	Board of Trustees	2/21/91	Complete	Student Affairs	Human Resources						
E-grade	Registrar		Complete	Academic Affairs	Enrollment and Marketing						2014
Emergency Withdrawal	Academic Affairs	5/6/14	Complete	Academic Affairs	Student Affairs	Enrollment and Marketing					
Emeritus Status Policy	Academic Affairs	5/22/80	Complete	President's Office	Human Resources						
Employee Tuition Waiver Policy	Business Office	6/1/14	Complete	Human Resources							
Equity Program Policy	Human Resources		Complete	Human Resources							Confirm status of policy
Fundraising Policy Addendum and Bylaws	Foundation	2/1/07	Complete	President's Office							College or Foundation policy?
Grading Policy	Academic Affairs	6/16/83	Complete	Academic Affairs							
Honorary Degree for Students (Posthumously)	Academic Affairs	4/1/10	Complete	Academic Affairs	President's Office						
Identity Theft Prevention	Business Office	3/1/11	Complete	Business Office/Financial	Human Resources						Include IT as partner; database and storage of data
Inclement Weather	President's Office	12/1/14	Complete	President's Office							
Involuntary Medical Leave of Absence	Student Affairs	3/29/18	Complete	Student Affairs	Academic Affairs						
Lactation Accommodation	Human Resources	3/26/21	Complete	Human Resources	Student Affairs						
Leave Time Draft	Human Resources		DRAFT	Human Resources							
Maintenance Public Order	President's Office		Complete	Student Affairs	Academic Affairs	Human Resources					
Management Confidential Staff	Board of Trustees	1/29/21	Complete	Human Resources	President's Office						
Name Change	Human Resources	3/26/21	Complete	Student Affairs	Academic Affairs	Human Resources					
NCCC Travel	Business Office		DRAFT	Business Office/Financial							
Pets on Campus	Human Resources	12/20/11	Complete	Human Resources							
Privacy Policy	Administration		Complete	Human Resources							
Responsible Use of Electronic Communications	Information Technology	1/20/09	Complete	President's Office	Enrollment and Marketing						
Security - Video Surveillance Policy	Board of Trustees	2/26/21	Complete	Student Affairs	Human Resources						
Sexual Harassment	Human Resources	10/9/18	Complete	Human Resources	Student Affairs						
Timely Warning and Emergency Notification	Student Affairs	5/27/21	Complete	Student Affairs	Human Resources						
Title IX	Human Resources		DRAFT	Student Affairs	Human Resources						
Tobacco Use	Student Affairs	4/24/01	Complete	Student Affairs	Human Resources						
Tuition Waiver for Faculty & Staff	Business Office	1/3/87	Complete	Human Resources							
Vehicle Parking	President's Office	10/19/94	Complete	President's Office							
Web Accessibility	Information Technology		DRAFT	Other (NOS)							
Web Content policy and procedures - DRAFT	Information Technology		DRAFT	Other (NOS)							

Vision			
Provide opportunities for growth and success for our students and community. We are committed to educational experiences that build on the unique environment of the Adirondacks and our institutional values, while nurturing the academic and personal achievement of individuals with diverse backgrounds and aspirations.			
Mission			
Provide open access to high quality academic programs that prepare students for transfer and career success. Contribute significantly to the enrichment of our communities by cultivating an educated citizenry, a skilled workforce, and opportunities for lifelong learning.			
Values			
Academic Rigor and Intellectual Curiosity		Diversity and Individuality	
Accountability, Integrity and Transparency		Openness to Change	
Compassion and Kindness		Shared Governance	
Institutional Goals			
#1. Provide a meaningful and engaging education that prepares students for transfer or career opportunities.		#2. Create and nurture a supportive environment that welcomes diversity and difference and focuses on student success and growth.	
Principal Strategies		Principal Strategies	
A - Faculty and Staff Professional Development	B - New Academic Programs and Certificates	A - Student Success Initiatives	B - Revitalized First-Year Seminar
C - Enhancing Existing Programs and Certificates	D - Facilities to support new and enhanced programs	C - College-wide Diversity Commitments	D - Expand integrated diversity-focused programming and services
#3. Act as a strong and valued partner in the communities we serve.		#4. Ensure the financial sustainability of the institution through strengthening enrollment and maximizing use of resources.	
Principal Strategies		Principal Strategies	
A - Expand K-12 and Higher Ed partnerships	B - Continuing Education - K-12 and Licensed Professionals	A - "Right-size" College operations to enrollment/finances and "work smarter" improving efficiencies across areas	B - Reconfigure organizational structure - faculty and staff size matches instructional, operational and strategic needs
C - Expand Partnership with St. Regis Mohawk Tribe	D - North Country CC - Workforce Development Partnership	C - Develop prior learning assessment framework and process	D - New revenue streams to support mission and student experience
Model and Approach to Strategic Planning			
		<p>At the core of the strategic plan is student success which is expressed through our academic programs and certificates - the mission of the College. Relatedly, as students realize success, so too does the College and the communities we serve.</p> <p>The institutional goals are the ways the College realizes its vision and carries out its mission, with actions and activities guided by its values.</p> <p>The faculty create, deliver, assess and improve the curriculum. Other areas of the institution support student learning, the student experience, and teaching excellence.</p> <p>Each area adds value to and supports the student experience, while the efforts of some areas/ departments are threaded through all operations.</p>	
Areas/Departments			
Academics		Financial Operations	
Enrollment		Human Resources	
Facilities		Information Technology/Institutional Research	
Financial Aid		Student Life	

Institutional Goal #1	<i>Provide a meaningful and engaging education that prepares students for transfer or career opportunities.</i>			
Principal Strategies	A - Faculty and Staff Professional Development		B - New Academic Programs and Certificates	
Initiatives	<i>i. New Faculty Training Program</i>	<i>ii. Ongoing Professional Development</i>	<i>i. Entrepreneurship Certificate</i>	<i>ii. Health Care Admin track</i>
	<i>iii. Faculty and Staff Positions and Patterns</i>	<i>iv. Commitment to Diversity, Equity and Inclusion</i>	<i>iii. Cybersecurity</i>	<i>iv. Teacher Asst Certificate?</i>
			<i>v. Wastewater Technology?</i>	<i>vi. Med Office Asst?</i>
			<i>vii. Green Technologies?</i>	<i>viii. Childcare?</i>
			<i>ix. Other Healthcare (Public Health)?</i>	<i>x. AOS Programs?</i>
	C- Enhancing Existing Programs and Certificates		D - Facilities to support new and enhanced programs	
Initiatives	<i>i. Program analysis and realignment to fit within workforce needs and student desires</i>	<i>ii. Reinvest in health careers and health science programs where a) workforce needs exist, b) student desires exist, and c) our capacity to instruct or recruit faculty exists.</i>	<i>i. Create 1-2 state-of-the-art classrooms on each campus to support high-flex model of teaching and learning</i>	<i>ii. Work with Nursing Department to modernize Nursing Labs on all three campuses</i>
	<i>iii. Focus on data-driven decision-making with improved IR functionality</i>	<i>iv. Increase enrollment in existing programs where student interest and regional demand exist</i>		
	<i>v. Expansion of low-residency programs</i>			
Related Institutional Goals	#2	#3	#4	
Related Principal Strategies	<i>A. Student Success Initiatives (onboarding, earlier advisement, advising infographics)</i>	<i>A. Expand partnerships with area colleges</i>	<i>A. "Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas</i>	
	<i>B. Revitalized First-Year Seminar</i>	<i>B. Provide Continuing Education for Licensing Programs (healthcare, childcare, education) and K-12 Educators</i>	<i>B. Reconfigure organizational structure so that employee (faculty and staff) size matches instructional, operational and strategic needs</i>	
	<i>C. Commitment to Diversity, Equity and Inclusion</i>	<i>D. Expand workforce development and continuing education activities</i>	<i>C. Develop prior learning assessment framework and process</i>	
			<i>D. New revenue streams to support mission and student experience</i>	

Institutional Goal #2	<i>Create and nurture a supportive environment that welcomes diversity and difference and focuses on student success and growth.</i>			
Principal Strategies	A. Student Success Initiatives		B. Revitalized First-Year Seminar	
Initiatives	<i>i. Develop and map out College Navigator/ Onboarding restructuring proposal</i>	<i>ii. Earlier advisement to help students be better informed and plan for their future</i>	<i>i. Replace and refresh CSP 100 College Success Seminar with more current and topical content and delivery</i>	<i>ii. Common Read integration into First-Year Seminar</i>
	<i>iii. Develop infographics for students to use to visualize academic pathways to careers and transfer opportunities.</i>			
	C. College-wide Diversity Commitments		D. Expand integrated diversity-focused programming and series	
Initiatives	<i>i. Regular Climate Assessment</i>	<i>ii. Preferred Name Policy</i>	<i>i. Common Read</i>	<i>ii. North Country Live - Continuing Education series</i>
	<i>iii. Accessibility Assessment</i>	<i>iv. Explore inclusion of diversity commitment assessment as part of program review</i>	<i>iii. Self-paced diversity course for employees</i>	
Related Institutional Goals	#1	#3	#4	
Related Principal Strategies	<i>A. Faculty and Staff Professional Development</i>	<i>A. Expand K-12 and Higher Ed partnerships</i>	<i>A. "Right-size" the College operations to align with changing enrollment and financial picture</i>	
	<i>B. New Academic Programs and Certificates</i>	<i>C. Expand Partnership with St. Regis Mohawk Tribe</i>	<i>B. Reconfigure organizational structure so that employee (faculty and staff) size matches instructional, operational and strategic needs</i>	
	<i>C. Enhancing Existing Academic Programs and Certificates</i>	<i>D. Expand workforce development and continuing education activities</i>	<i>C. Develop prior learning assessment framework and process</i>	
	<i>D. Facilities to support new and enhanced programs</i>			

Institutional Goal #3	<i>Act as a strong and valued partner in the communities we serve.</i>			
Principal Strategies	A - Expand K-12 and Higher Ed partnerships		B - Continuing Education - K-12 and Licensed Professionals	
Initiatives	<i>i. Establish regional college consortiums with opportunities for shared services and cross-institutional enrollment</i>	<i>ii. Development of new program collaborations, co-location of 4-year institutions on campus and specific shared service agreements</i>	<i>i. Provide Continuing Education for Licensing Programs (healthcare, childcare, education)</i>	<i>ii. Provide Continuing Education Programs for K-12 Teachers</i>
	<i>iii. Expanded 2+2 agreements, articulation agreements, and increased transfer opportunity for students.</i>		<i>iii. Offer More Training Programs (i.e. Business Dept. current plan for offering professional skills training)</i>	
	C - Expand Partnership with St. Regis Mohawk Tribe		D - North Country CC - Workforce Development Partnership	
Initiatives	<i>i. Strengthen and nurture the working relationship with the St. Regis Mohawk Tribe including exploring other ways to support the academic and continuing educational needs of tribal members</i>	<i>ii. Working with St. Regis Mohawk Tribe's education partners, expand offerings that best serve student and tribal needs</i>	<i>i. Assess need for a point-person to lead Continuing Ed (CE), Workforce Development (WFD) and Career and Technical Education (CTE) area permanently.</i>	<i>ii. Continue to host North Country CC-Workforce Development Partnership with county, tribal and regional workforce representatives, identifying employment needs</i>
			<i>iii. Increase partnerships with area employers and identify business training and continuing education needs that the college can provide (e.g. IP, St. Joe's, Mtn Lakes, Elderwood)</i>	
Related Institutional Goals	#1	#2	#4	
Related Principal Strategies	<i>A. Faculty and Staff Professional Development</i>	<i>A. Student Success Initiatives (onboarding, earlier advisement, advising infographics)</i>	<i>A. "Right-size" the College operations to align with changing enrollment and financial picture</i>	
	<i>B. New Academic Programs and Certificates</i>	<i>B. Revitalize First-Year Seminar</i>	<i>B. Reconfigure organizational structure so that employee (faculty and staff) size matches instructional, operational and strategic needs</i>	
	<i>C. Enhancing Existing Academic Programs and Certificates</i>	<i>C. College-wide Diversity Commitments</i>	<i>C. Develop prior learning assessment framework and process</i>	
	<i>D. Facilities to support new and enhanced programs</i>			

Institutional Goal #4	<i>Ensure the financial sustainability of the institution through strengthening enrollment and maximizing use of resources.</i>			
Principal Strategies	A - "Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas		B - Reconfigure organizational structure - faculty and staff size matches instructional, operational and strategic needs	
Initiatives	<i>i. Program analysis and realignment to fit within workforce needs and student desires</i>	<i>ii. Identify additional operational efficiencies leading to reduced costs</i>	<i>i. Develop and map out College Navigator/ Onboarding restructuring proposal</i>	<i>ii. Create more nimble staffing pattern, leveraging strengths and contribute talents in new ways</i>
	<i>iii. Analysis of administrative, campus and support operations leading to increased efficiencies</i>	<i>iv. Explore more cost-effective solutions related to printing</i>		
	C - Develop prior learning assessment framework and process		D - New revenue streams to support mission and student experience	
Initiatives	<i>i. Assess cost-benefits of adopting prior learning assessment framework for students and college</i>	<i>ii. If feasible, develop prior learning assessment implementation plan, process and policy.</i>	<i>i. Partner with NCCC Foundation and NCCC Association to develop strategies to diversify funding to support mission of the College.</i>	<i>ii. Assess need and funding to support grant writer position.</i>
			<i>iii. Explore opportunities to strengthen the Board of Trustees and the Foundation Board in their fundraising capacities, including collaborative fundraising efforts.</i>	
Related Institutional Goals	#1	#2	#3	
Related Principal Strategies	<i>A. Faculty and Staff Professional Development</i>	<i>A. Student Success Initiatives (onboarding, earlier advisement, advising infographics)</i>	<i>A. Expand K-12 and Higher Ed partnerships</i>	
	<i>B. New Academic Programs and Certificates</i>	<i>B. Revitalize First-Year Seminar</i>	<i>C. Expand Partnership with St. Regis Mohawk Tribe)</i>	
	<i>C. Enhancing Existing Academic Programs and Certificates</i>	<i>C. College-wide Diversity Commitments</i>	<i>D. Expand workforce development and continuing education activities</i>	

Some initiatives in progress

2021-2022 Priority

Initiatives not yet started

November 15, 2021

NOVEMBER BOARD OF TRUSTEES REPORT

NCCC ASSOCIATION

Robert Rathbun, Jr.

Executive Director

OLD BUSINESS:

DINING SERVICES:

I am pleased to report substantial progress on the implementation of our Point of Sale system. Cash, credit cards and student IDs are all being correctly processed. Utilization has improved to about 65% of residential students.

Unfortunately staffing continues to be a very major challenge each week. Costs for labor and food are trending 30% higher than budget.

BOOKSTORES:

We are revising our sales forecasts downward by 30% due to changes in buying patterns by students – moving more and more online.

NEW BUSINESS:

PERSONNEL:

Lynne Kemp has agreed to join the NCCC Association as a part-time bookkeeper. She begins the week of 11/15. Sandy Gagnon, our contracted bookkeeper, will be training Lynne, with the expectation that Sandy will complete her contracted assignment as soon as the audit for the fiscal year ending 6/30/2021 is completed in January.

I am expecting that the 15-20 hours per week Lynne will be providing to be sufficient to keep our A/P current, tax filings on time and bank account reconciliations completed monthly.

Submitted by Robert Rathbun, Jr.

11/15/2021

