

Board of Trustees Packet

November 18, 2022 | 11:00 a.m.

Saranac Lake (HH105), Malone (RH-208), and Ticonderoga (TI-210)

- I.** Call to Order
- II.** Oath of Office | Student Trustee
- III.** Approval August 26th, 2022 Minutes
- IV.** Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- V.** College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Vice President for Marketing & Enrollment Management
 - Interim Chief Financial Officer
 - Financial Report
 - Resolution 2022-23 | #1 - BURSAR
 - Resolution 2022-23 | #2 - 2023-2024 Tuition and Fee Schedule
 - Interim Associate Vice President of Student Affairs
 - President
 - Resolution 2022-23 | #3 - Drug & Alcohol Policy Update
 - Proposed Board of Trustees By-Laws Update | Policy Change Video Conferencing
 - Proposed Board of Trustees By-Laws Update | Regular Meeting Schedule
- VI.** Representative Reports
 - NCCC Association
 - NCCC Foundation
 - 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.



SARANAC LAKE | MALONE | TICONDEROGA

Oath of Office

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties as a member of the **Board of Trustees of North Country Community College** according to the best of my ability. And I do further solemnly swear that I have not directly or indirectly paid, offered or promised to pay, contributed or offered or promised to contribute, any money or other valuable thing as a consideration or reward for the giving or withholding a vote at the election if any at which I was elected or appointed to said office, and have not made any promise to influence the giving or withholding of any such vote.

Trustee Signature

Samantha Weeks
Printed Name

Sworn and subscribed before me on this day: _____

Signature of Notarial Officer: _____

Affix notary seal/stamp here



*Board of Trustees Meeting Minutes
Friday, August 26th, 2022 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

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

Excused: Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Tara Smith, Erik Harvey, Chris Knight, Allison Warner, Scott Harwood, Dave Merrick, Kim Duffey, Rob Rathbun, Cammy Sheridan, Kyle Johnston, Tina LaMour

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

Minutes

Pete Suttmeier made the motion to accept the July 28th, 2022, meeting minutes. Jerry Griffin seconded the motion. The July 28th, 2022, meeting minutes were unanimously approved (6-0-0).

NCCCAP

Steve Reed welcomed Dave Merrick, the new NCCCAP President, to his first term. Steve acknowledged the positive relationship with NCCCAP and the Board of Trustees, and noted his tremendous respect for the former NCCCAP President, Lee Susice, and the members of the Association. He looks forward to growing a partnership with Dave Merrick and his members in the coming year.

CSEA

Joe Keegan reported in Dianna Dudley's absence:

- Feedback from the CSEA negotiations team and their constituents has been positive. The new process of negotiations was good and transparent. The completed contract has been ratified by members of CSEA and is now able to move forward in the approval process.

Board Chair Report

Steve Reed reported:

- Shared his thoughts of what he would like to see from the Board and the college employees in the coming year. He highlighted that higher education in general, and community colleges in particular are adjusting to and will need to continue to adjust to financial changes and new program and certificate needs. Social and economic forces beyond the College, are impacting the perception and value proposition of college. He urged NCCC to continue to be agile, creative, and productive to ensuring the continued growth and success of the college and its students. Members of the board expanded on the conversation with meeting attendees.
- The board will work with College Senate on ways to move this discussion forward and identify

and move on action items.

College Senate

No report. The first College Senate meeting of the new academic year is slated for Friday, September 9th, 2022.

Interim Vice President for Academic Affairs

Joe Keegan presented in Sarah Maroun's absence, as Sarah was working with students in New Student Orientation:

- He noted that current data shows a significant uptick of students turning to online classes
- Childcare and education pathways are being explored as well as there is a growing need in the fields.

Board moved to approve the following resolutions:

Mark Moeller made motion to the floor that North Country Community College Board of Trustees approve the following faculty/staff for continuing appointments effective for the 2022/23 academic year: Lori Bennett, Nursing Program Clinical Coordinator Mary Ellen Chamberlain; Director of Financial Aid; Becky LaDue, Radiology Technology Program Director; David Merrick, Criminal Justice Instructor; McCayla Quinn, Bursar; Michelle St. Louis, Registrar. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the following faculty/staff for renewal of temporary appointments effective for the 2022/23 academic year: Thomas Callahan, Business Instructor; Tana Hare, Interim Nursing Program Director; Lauren Heath, Nursing Instructor; Luke Hudak, Coordinator of Dual Enrollment Initiatives; Jessica Martin, Assistant Registrar; Robin McGrath, Business Instructor; Leonard O'Shields, Technology Support Specialist; Samantha Phillips, Enrollment/Financial Aid Counselor; Erin Streiff, Nursing Instructor; Matthew Trombly, IT Programmer/Analyst; Stephanie Wilbur, Nursing Instructor. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the temporary appointment of Richard Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022/23 academic year, at an annual salary of \$46,115. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Current application numbers are up when compared to those at this time last year. He highlighted the positive movement in continuing with keeping those numbers to go up. Final data will be extracted, reviewed, and shared next month.
- The Enrollment team solicited feedback regarding students and their onboarding experience and college support. Surveys are coming back identifying positive experiences as well as opportunities for improvement. Outreach to those students in need of assistance is underway.
- 2023 Enrollment initiatives will start shortly with the new 23-24 application going live in the coming week.
- Last Chance to Enroll campaign has been live for the past two weeks. Numbers are better

than those compared to this time last year.

- The North Country College Fair will return October 6th, 2022 hosted by NCCC in the Sparks Athletics Complex for the first time since 2019. More schools are signing up to attend the event. The fair will also be opened to the public, giving potential adult learners the opportunity to attend. Ad campaigns for this event will kick off in the next couple weeks.
- Visits and travel for 2023 enrollment are booked and counselors will be heading out soon to continue with student outreach in areas across the state.
- Members of the board discussed Kyle's report as it was presented.

Board moved to approve the following resolution:

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the temporary appointment of Julie King, to the full-time, 164-day, exempt appointment as Enrollment and Financial Aid Counselor for the 2022/23 academic year, at an annual salary of \$46,115. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Interim CFO:

Erik Harvey shared comments:

- July 2022 financials as they were presented in his report.
- Erik highlighted his forecast report as it was presented in his report.
- Members of the board spoke of the financial management that has been done over the years. They discussed investments and the positive changes that have been made to support a larger student body. They encouraged the college to continue with this forward-thinking momentum.

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the July 2022 financials as they were presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Associate Vice President of Student Affairs

No report

President:

Joe Keegan reported:

- Expressed his thanks for the board's ongoing support of the college.
- He highlighted changes that have been made to move the college forward.
- He welcomed students, faculty, and staff back to the campus. He looks forward to an exciting and successful semester.
- Joe noted that the 2022-23 budget proposal was approved unanimously, supported by both sponsoring counties of Essex and Franklin. He shared that the budget is currently in its final phase and under review by SUNY.
- NCCC recently received \$200K from the NYS Governor's office for the purpose of a one-time investments in programs and enrollment. He voiced that the college is thankful to be included in the sharing of funds across the SUNY system.
- The discussion of the 2023-2024 budget will soon be underway. The timeline for completing the proposed budget is aggressive so that the college can get it approved and out sooner than traditional. The design is to have it approved early so the College can be in a competitive marketplace.
- Both supporting counties of Essex and Franklin recently approved the negotiation contract

- with NCCCAP. All parties involved shared that this was a positive negotiation experience.
- The proposed CSEA negotiated contract will be shared shortly giving the board the opportunity review and comment.
 - Joe formally welcomed Dave Merrick as the new NCCCAP President. He continued by thanking Lee Susice for his years of service to the College as NCCCAP President.
 - Both Allison and Dave will join President's Council as the respective leaders and representatives of the Senate and NCCCAP on the council.
 - Scott Harwood and his team were thanked for their efforts in installing 94 new surveillance cameras across the campuses, with 30 more slated to be installed soon. This work is aligned with the updated Video Surveillance Policy that the Board approved last year.
 - In addition, there have been other significant efforts over the summer to make the campuses safer. This includes the migration of Everbridge (formerly NY Alert), an emergency mass notification system, and Singlewire, software which can use our college phones as intercoms in the case of an emergency. Both are now live and will begin the testing notification phase soon. This software package will allow college-wide emergency alerts to be delivered in several different formats such as phone, text message, and intercom.
 - Joe brought to the floor a resolution to support the JMZ proposal as it was presented in the July 2022 meeting.
 - *Jerry Griffin made a motion that the North Country Community College Board of Trustees support the capital project proposal for the nursing and science lab upgrades, that was presented by JMZ Associate Karin Green on July 28, 2022. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0)*
 - Members of the board discussed Joe's report, as well as the capital project plan, as it was presented.
 - Joe and Scott shared with the board the current enrollment data update.

NCCC Association:

Rob Rathbun reported:

- Over the summer, the Association netted \$89K in rental revenue. After allotted expenses, the remaining funds were used to cover costs of surveillance system upgrades in the Saranac Lake dorms. Thanks was expressed to those involved in the upgrades and installation.
- Current residential numbers sit at 88 students in residence hall, a 15% increase over what was anticipated.
- Candidates are stepping forward for the residence director position. Angela Brice is currently holding the position in a part-time capacity until it can be filled. She also continues in her other role with the College and related responsibilities. It is anticipated at the director position will be fill in the coming weeks.
- The new laptop program initiative has started. The program allows student to purchase a laptop using their financial aid funds.
- Rob shared that in June, Christine Conover, joined bookstore as clerk. He noted that she is doing a fantastic job and currently working on a bookstore makeover.
- Rob reported the dining hall is open serving the college community 7 days a week. The kitchen is currently low on labor but are currently looking to recruit students in the coming weeks. Recruiting and hiring staff from the area community has been challenging.

NCCC Foundation:

Erin Walkow reported:

- She continues to attend area events and meeting with new and potential donors.
- The Foundation received an additional \$10,000 donation this summer, which is earmarked to improve the nursing lab in Saranac Lake. Receiving donations over the summer.
- Erin is designing an appeal to go out to the colleges nursing alumni offering them the opportunity in supporting capital projects and related improvements needed in the nursing program.
- Year-end annual appeal will soon be coming forward. Currently, the giving data, when compared to last year has shown an increase of \$30k.
- Erin recently attended a Foundation-focused conference hosted by the University of Albany. At the event, she was able to connect with both Jefferson and Adirondack Community Colleges. Together they are working to find a way to implement similar actions and events here at North Country.
- Erin announced that there will be a joint meeting between the College Board of Trustees and the Foundation Board. This meeting is slated for October 7th, 2022. More information regarding the meeting and related details will be shared soon.
 - Members of the board discussed Erin's report as it was presented and highlighted the importance of the importance of the October 7th meeting with the boards.
- Joe commented on the positive efforts made for the Association on behalf of Rob Rathbun. He continued by highlighting the exceptional work made by Erin Walkow with the Foundation.

Old Business

None

New Business

None

Public Comment

None

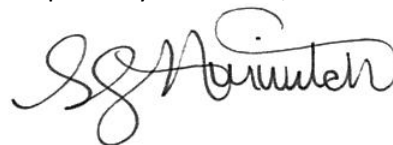
Executive Session

Jerry Griffin made the motion to enter Executive Session at 12:14 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mary Irene Lee seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to join the meeting at 12:15 p.m.

Adjourn

Jerry Griffin made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Board of Trustees, Asst. Secretary

PENDING APPROVAL | 9/30/2022

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees
November 18, 2022**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

Spring 2023 Schedule: The Spring 2023 schedule was published on the website on October 24th. Priority (continuing) student registration began on October 31st. Academic Affairs sent information regarding the breakdown of modalities across campuses and departments to faculty. On-campus offerings across all three campuses is collectively 57% with the majority of those offerings in Saranac Lake. The on-campus percentages are as follows: Malone-27%; Ticonderoga-11%; Saranac Lake-60%. We will continue to review offerings to match up program needs with student preferences. Prior to Thanksgiving Break, we will launch another student survey on course preferences (modalities) to get feedback from current students on how they prefer to take classes. The last survey regarding these questions was administered in the Spring of 2021. While this provides knowledge about our current students, we are continuing to seek out ways to obtain that information from prospective students to help inform course schedules moving forward. While there are national surveys available, more regionally driven data would be more informative.

General Education Revisions: Academic departments are identifying any changes in the list of General Education courses for their respective program areas. Faculty are working across departments to come up with the best strategies for integrating the new changes into programs. We have created a tracking sheet to help identify where each program is in the process. Some of those changes will be making their way through the Curriculum Committee this month. At the December faculty meeting, we can use those early changes to help us move forward with the other programs. SUNY has hosted some Town Halls and assessment sessions to help faculty work through the guidelines. Timeline: changes for all transfer programs (A.A., A.S.) need to be enacted by Fall 2023 and career-focused programs (A.A.S.) need to be enacted by Fall 2024.

D2L Brightspace Transition: The IT Department is working through the technical setups to prepare for the Spring 2023 pilot semester. There are seven faculty as part of that pilot. The group will provide some guidance as we move through the transition period to inform the full cutover in the summer. Terry Kemp has set up a shell in Blackboard for those faculty who would like to begin learning the system. SUNY provides synchronous, live sessions M-Th, twice daily in addition to offering recordings of all aspects of the system. Faculty who would like to begin exploring the system can do so at any time. For those who would like to work with colleagues, we will organize sessions for collaboration in the spring semester.

Advisory Boards: The Radiologic Technology program hosted its Advisory Board on Friday, October 21st from 11:00-1:00 in HH-105 and via Zoom. Congratulations to Becky LaDue and Scott Stringer for hosting a successful hybrid meeting.

Advanced Emergency Medical Technician Certificate: The Advanced EMT Certificate program received approval from the New York State Department of Education. This allows students to enroll in the certificate program to gain EMT/AEMT certification through a matriculated program as well as prepare for a career in Emergency Medical Services. Congratulations and thank you to all who made that happen. Special thanks to Scott Harwood as he led the approval process through the NYS Department of Health.

Childcare Pathways: In addition to collaborating with FEH BOCES, CV-TEC and ACAP (Adirondack Community Action Program in Essex County) to discuss educational pathways for childcare providers, the Childcare Coordinating Council of Clinton County has asked if we can explore offering the Child Development Associate Certificate. This is the first-level certification for daycare providers and teachers. There is great need in the region and this type of training aligns with the teaching assistant certificate and the Early Childhood Education track in the Hum/SS and the Child and Family Services A.S. degree.

College to Career Pathways: The Adirondack Foundation continues to focus on educational and career pathways for youth in the North Country and NCCC has been part of that work. Based on the meetings over the last few months, the Adk. Foundation has focused on the following three areas to improve college and career awareness: 1) a regional “career jam” (similar to an event held in Jefferson County for many years) to highlight career opportunities in the area; 2) establishing a list of resources for local school districts to use for student and family support; and 3) distribution of a video to local high school students encouraging youth to actively explore options beyond high school.

Nursing and Science Lab Upgrades: No new updates. The Nursing and Science Departments continue to work with JMZ to fine-tune plans for the Science and Nursing lab upgrades. Nursing labs and simulation units will be upgraded on all three campuses. Science labs on the Saranac Lake and Malone campuses will be renovated. On October 13th, the Science Department met with JMZ to discuss initial plans to upgrade the Malone science labs.

Grants and New Initiatives:

Here is a brief update on our grants:

- **Second Chance PELL:** Over the last few weeks, three graduation ceremonies occurred across the correctional facilities: on September 28th, Adirondack Correctional Facility hosted a graduation ceremony; on October 14th, we honored graduates from the Franklin Correctional Facility and on October 21st, the same occurred at Bare Hill. Congratulations to those students and all the faculty and staff who made their achievements possible! Thank you to Sarah Kilby, Dan Snyder, and Caitlin Keefe for helping plan and facilitate the ceremonies.
- **Nursing Program Expansion: No new updates.** The College received \$85,500 to expand the Associate Degree in Nursing (RN) program. We are working with the Nursing Department to add a new cohort for January 2024. First steps are to gain approval from the New York State Office of the Professions to deliver synchronous, remote instruction for didactic courses.
- **EMT Course:** The College received a SUNY High Needs grant in the amount of \$137,305 to help offset equipment and instructional costs to run the first year of EMT and AEMT classes on all three campuses. The other critical issue facing the EMS system includes a lack of qualified instructors. Part of the grant includes funding to pay lab instructors to help them gain their certifications to teach the course. This will increase the number of certified instructors to continue to increase the number of EMS personnel across the region. There are two Basic EMT classes for the fall semester (Saranac Lake and Malone) a Basic EMT course in Ticonderoga is scheduled for the spring semester. Two AEMT courses are scheduled in Malone and Saranac Lake. We anticipate both credit and non-credit students in those courses.
- **Northern Borders Regional Commission Grant (Wastewater Operation Training): No new updates.** The Basic Operations Course for wastewater operators is underway and will continue until early December.

- **SUNY Consortium Grant Submission—Federal Department of Labor:** In May, we joined with eleven other SUNY community colleges to submit a grant through the U.S. Dept. of Labor to enhance healthcare and human service pathways for both credit and non-credit options. The planning team from NCCC includes Sarah Shoemaker, Kathleen Dowd-Maloney, Selina LeMay-Klippel, Sarah Maroun, Joe Keegan. We met with the consortium for an initial planning meeting on October 19th. NCCC's subaward is \$336,600. Much of that funding will support a Director of Workforce Development position as well as stipends for faculty to work on allied health pathways and credit for prior learning assessment, which were SUNY-identified primary goals of the grant.
- **Additional Workforce Development Initiatives:** On November 3rd, we learned that we did not receive a grant through the Strada Foundation to support the Bionique training request. We will continue to seek out opportunities to work with biotechnology companies in the region when possible. Work continues with the coding company, UpnCoding, to offer a non-credit software engineering training program. Additionally, over the past three weeks, in conjunction with NAHEC and Health Workforce NY, NCCC has helped present the concept of a digital platform for healthcare career pathways to various groups around the region to promote its value and seek funding.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

WORKFORCE DEVELOPMENT---CURRENT INITIATIVES

October 2022

Initiative	Outcome	Timeline	Current/Next Steps
Strengthening Community Colleges Grant-- Dept. of Labor (SUNY Consortium--\$5 million award--NCCC's share~ \$336,600) Onondaga CC as Lead on Grant	Create Allied Health and Human Services pathways for high demand areas: CNA--PN; Surgical Tech; Direct Support Professionals; EMT-Paramedic	3-year grant: 2022-2025	Work with SUNY Consortium to leverage resources and develop plan for pathways; Continue meetings with Adirondack Health to continue hospital needs assessment and consider partnership opportunities
Institute for Career Advancement in Medicine-- Partnership with Northern Area Health Education Center	Create a digital platform with guided mentor for career and educational pathways	Dependent on Funding Opportunities; 6 months after funding secured	Present to Organizations/Employers to Secure Funding
UpNCoding--Partnership with computer coding training company	Create a coding boot camp to train software engineers using a universal coding language	Spring/Summer 2023	Secure Funding for Scholarships Consider credit-bearing coursework
Adirondack Career Corridor-Partnership with Harvest America Consulting	Deliver industry-specific trainings and apprenticeships/"skills passport." Areas of focus: entrepreneurship; restaurant boot camp; apprenticeship across industries	Data Gathering/Development: Spring-- Fall 2023 Curriculum Work/Secure Funding: Fall 2023 Launch: Spring 2024	Present Concept and Data to Long-Range Planning and Budget Committee
Childcare Pathways--Partnership with Adirondack Community Action Program (ACAP), FEH BOCES, CV-TEC, Clinton CC	Develop and deliver early childhood curriculum for daycare providers; improve childcare pathways	Create pathway for Child Development Associate Certificate; teaching assistant Curriculum Development: Winter- Spring 2023 Offer courses: Summer/Fall 2023	Develop Curriculum Identify Instructors
Bionique--Partnership with Bionique and Trudeau Institute	Provide training for lab technicians	Secure Funding: Winter-Spring 2023 Deliver Training Course: Fall 2023	Secure Funding for Scholarships Consider link to credit-bearing coursework
Perkins Grant (Amount varies ~\$150,000)	Supporting and improving career and technical education degree programs; supporting students with disabilities; support for career services; support for development of math for meds asynchronous course.	Ongoing Annually	Evaluate progress and develop plans for future funding
Northern Border Regional Commission Grant-- Wastewater Operator Training: (\$89, 700.26)	Develop and deliver course for Basic Operations course for wastewater operators	First Course: Fall 2022 Second Course: Spring/Summer 2023	Continue to market the course for future offerings Determine regional need for regular scheduling

**EMT/AEMT--SUNY High Needs Grant:
(\$137,305)**

Offer regular EMT/AEMT courses; provide opportunities for EMT instructors to get certified

Courses Offered: Fall 2022
Ongoing EMT/AEMT courses

Continue to assess need/number of courses

Adirondack Foundation--College and Career Pathways

Contribute to the community effort to expand career and college pathways across the North Country

Ongoing

Offer clinical lab hours to help new instructors
Continue to participate in community conversations

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created November 14, 2022

Enrollment and Financial Aid Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** I will be making updates to the plan and will be submitting to SUNY within the next 30 days which will trigger the rest of the funding for the project. Recently, we were a part of a team lead training that was a great showing of where each college is in their SEM Planning process. Many new ideas were shared which is leading SUNY to create a more formalized Community of Practice for all of the colleges involved.
 - **SLATE CRM (Customer Relationship Management):** The organization of our or external and internal visits has become a very specific log of our work. We have continued to work on the calendars so that they can be more-readily shared with the college community when necessary. We have started to add in the students worked with at each event as well as a post-visit summary that will help with our planning for Spring and upcoming years.
 - **North Country Navigator:** Recently, a small group came together to talk about re-envisioning this project so that it expands to include all orientation and onboarding activities. We have been working on a proposal that would help to fund the next phases of this project which would include how-to videos and possibly a NC Navigator app that would help to guide future students through North Country processes. The goal will be to boost first day of class preparedness as well as overall student retention and success.
- **The Enrollment Team:** Has been wrapping up most of our fall travel and external visits are winding down. We will still be doing visits as they are needed/requested. We continue to be very busy with campus visits with multiple happening most days. We have also had larger group visits of +20 students happen the last few weeks which is great exposure for our college. This week we are shifting gears to plan out our Spring semester activities which will include college fairs, HS/BOCES visits and potentially some program showcases if we can find the funding needed to make them happen.
- **The Financial Aid Team:** Is preparing to start Spring awarding very soon and we are also looking at December/January to complete the setup of our systems for next Fall's awarding which could start as early as February 1st. We have also been able to complete and schedule in a strong number of Financial Aid Nights that cover our entire region: St. Regis Falls, St. Lawrence Central, Ticonderoga and multiple visits to Tupper Lake.

Marketing and Web Updates:

- The Healthcare & Nursing campaign is now running and will give way to the Transfer Programs campaign on December 1st. We are also putting the final touches on our Spring Registration/LastChance2Enroll campaign that will kick-off this next week and will run until the end of January.
- We have been conducting photo and video shoots at all of our campus locations to freshen up our digital assets and to create new videos that will be used across our website, streaming services, social media channels, YouTube and in our communications out to students. We will have completed videos for our campuses, program areas and athletics in the next few months.
- I will be conducting a 2021-2022 Marketing & Enrollment Report presentation at 1 o'clock today.



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Technician (AEMT) Certificate

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- To set up an on-campus or virtual visit, simply go to [NCCC.EDU/VISIT](https://nccc.edu/visit)

Page		Pageviews ↓	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		9,681 % of Total: 100.00% (9,681)	8,019 % of Total: 100.00% (8,019)	00:01:59 Avg for View: 00:01:59 (0.00%)	5,076 % of Total: 100.00% (5,076)	68.26% Avg for View: 68.26% (0.00%)	52.43% Avg for View: 52.43% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /	38	4,424 (45.70%)	3,745 (46.71%)	00:02:54	3,680 (72.52%)	68.40%	66.61%	\$0.00 (0.00%)
2. /programs/	14	439 (4.53%)	283 (3.53%)	00:00:29	78 (1.54%)	24.36%	13.21%	\$0.00 (0.00%)
3. /registration/index.html	38	231 (2.39%)	166 (2.07%)	00:00:23	19 (0.37%)	10.83%	8.23%	\$0.00 (0.00%)
4. /nursing/	38	167 (1.73%)	103 (1.28%)	00:00:55	25 (0.49%)	56.00%	23.95%	\$0.00 (0.00%)
5. /admissions/index.html	38	163 (1.68%)	139 (1.73%)	00:01:20	10 (0.17%)	73.68%	47.24%	\$0.00 (0.00%)
6. /office-of-academic-affairs/index.html	14	163 (1.68%)	117 (1.46%)	00:00:36	9 (0.18%)	33.33%	13.50%	\$0.00 (0.00%)
7. /admissions/	14	159 (1.64%)	128 (1.60%)	00:02:46	45 (0.89%)	75.56%	56.60%	\$0.00 (0.00%)
8. /spring/index.html	38	135 (1.39%)	117 (1.46%)	00:03:42	38 (0.75%)	68.42%	62.22%	\$0.00 (0.00%)
9. /library/index.html	38	132 (1.36%)	113 (1.41%)	00:07:22	22 (0.43%)	90.91%	69.70%	\$0.00 (0.00%)
10. /about/human-resources/careers.html	38	109 (1.13%)	93 (1.16%)	00:01:56	59 (1.16%)	74.88%	73.39%	\$0.00 (0.00%)
11. /healthcare/	14	87 (0.90%)	78 (0.97%)	00:06:20	77 (1.52%)	93.81%	87.36%	\$0.00 (0.00%)
12. /catalog/index.html	14	80 (0.83%)	58 (0.73%)	00:01:23	6 (0.12%)	66.67%	35.00%	\$0.00 (0.00%)
13. /about/directory/	38	79 (0.82%)	59 (0.74%)	00:01:30	11 (0.22%)	54.55%	24.05%	\$0.00 (0.00%)
14. /redtech/	38	74 (0.76%)	53 (0.67%)	00:02:55	15 (0.30%)	60.00%	43.24%	\$0.00 (0.00%)
15. /transfer/	14	65 (0.67%)	58 (0.73%)	00:03:15	5 (0.10%)	80.00%	43.08%	\$0.00 (0.00%)
16. /emtraining/	14	62 (0.64%)	56 (0.70%)	00:01:23	36 (0.71%)	69.44%	62.90%	\$0.00 (0.00%)
17. /about/campuses/ma/one/	38	61 (0.63%)	51 (0.64%)	00:04:31	44 (0.87%)	54.55%	52.46%	\$0.00 (0.00%)
18. /nursing/application-process.html	38	61 (0.63%)	35 (0.44%)	00:00:42	2 (0.04%)	80.00%	6.56%	\$0.00 (0.00%)
19. /business/index.html	38	60 (0.62%)	51 (0.64%)	00:04:15	6 (0.12%)	100.00%	43.33%	\$0.00 (0.00%)
20. /request/index.html	14	60 (0.62%)	47 (0.59%)	00:00:50	14 (0.28%)	57.14%	28.33%	\$0.00 (0.00%)
21. /nursing/admission-to-the-practical-nursing-1on-program/index.html	14	59 (0.61%)	40 (0.50%)	00:03:38	8 (0.16%)	37.50%	28.81%	\$0.00 (0.00%)
22. /academic-calendar/	38	56 (0.58%)	50 (0.62%)	00:02:05	36 (0.71%)	77.78%	73.21%	\$0.00 (0.00%)
23. /visit/index.html	38	55 (0.57%)	46 (0.57%)	00:01:15	9 (0.18%)	77.78%	54.55%	\$0.00 (0.00%)
24. /human-services/	38	52 (0.54%)	39 (0.49%)	00:01:02	8 (0.16%)	25.00%	21.15%	\$0.00 (0.00%)
25. /about/campuses/index.html	14	50 (0.52%)	38 (0.47%)	00:00:20	5 (0.10%)	80.00%	28.00%	\$0.00 (0.00%)

Events

New Event

New Template

November 2022

month week day < > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
30	31	1	2	3	4	5	
		<p>9:00am Ballston Spa Dr... Ballston Spa, NY</p> <p>11:00am Burnt Hills-Ball... Burnt Hills, NY</p>	<p>8:30am BOCES Week: ... Johnstown, NY</p>	<p>8:00am BOCES Week: S... Saratoga Spgs, NY</p> <p>9:00am RGZ: HS Visit La Fargeville, NY</p> <p>9:45am SP - HS Visit - B... Brushton, NY</p> <p>10:10am RGZ: HS Visit Dexter, NY</p> <p>11:00am SP - HS Visit - ... Ft Covington, NY</p> <p>11:15am RGZ: HS Visit Chaumont, NY</p> <p>12:30pm SP - HS Visit - ... Brasher Falls, NY #1</p> <p>1:00pm RGZ: HS Visit Alex Bay, NY</p>	<p>8:00am BOCES Week: ... Hudson Falls, NY</p> <p>8:30am RGZ: HS Visit Old Forge, NY</p> <p>10:00am RGZ: HS Visit Boonville, NY #1</p> <p>11:00am SP - HS Visit - ... St Regis Fls, NY</p> <p>11:30am RGZ: HS Visit Turin, NY</p> <p>1:45pm RGZ: HS Visit Remsen, NY</p>		
6	7	8	9	10	11	12	
	<p>Return the rental cars</p> <p>8:00am AMT CFES Brilliant Pathways Conference Bolton Lndg, NY</p>	<p>8:30am MDC BOCES Vis... Saranac Lake, NY</p> <p>9:15am SP - HS Visit - S... Ogdensburg, NY</p> <p>5:00pm Financial Aid Ni... St Regis Fls, NY</p>	<p>8:30am MDC BOCES Vis... Saranac Lake, NY</p> <p>9:00am SP - HS Visit - F... Malone, NY</p>	<p>10:00am Youth Climate ... Tupper Lake, NY</p>	<p>Veterans Day: Schools ...</p>		
13	14	15	16	17	18	19	
	<p>SUNY DOA: Sector Bre... Albany, NY</p>	<p>SUNY DOA Meeting Albany, NY</p>	<p>Staff Meeting: Ticonder... Ticonderoga, NY</p>	<p>9:00am MDC Grand Gor... Roxbury, NY</p> <p>6:30pm St. Regis Falls - ... St Regis Fls, NY</p>			
20	21	22	23	24	25	26	
	<p>5:00pm Financial Aid Ni... Brasher Falls, NY</p>		<p>8:00am Thanksgiving Break: NCCC Closed</p>				

Spring 2023 Application Volume

Generated on 11/14/2022 at 10:13:18 AM ET

Application Categories

Metric	Spring 2023 Applications	Spring 2022 Applications
Spring Applications (total)	151	110
Decided	24	
Applications Under Review (Competitive Admission ...	30	
Incomplete Applications	65	
Withdrawn Applications	4	

Admissions Decisions

Metric	Spring 2023 Applications	Spring 2022 Applications
Decided Applications (total)	52	
Accepted Students	52	
Standby Queue (PN, RAD, ADN)		
Denial		

Yield (Intent to Enroll)

Metric	Spring 2023 Applications	Spring 2022 Applications
Admitted: Confirmed Intentions to Enroll	28	
Admitted: Declined Admission		

Fall 2023 Application Volume

Generated on 11/14/2022 at 10:13:29 AM ET

Application Categories

Metric	Fall 2023 Applications	Fall 2022 Applications
Applications (total)	284	269
Decided	38	
Applications Under Review (Competitive Admission ...	70	
Incomplete Applications	155	
Withdrawn Applications	1	

Admissions Decisions

Metric	Fall 2023 Applications	Fall 2022 Applications
Decided Applications (total)	58	
Accepted Students	58	
Standby Queue (PN, RAD, ADN)		
Denial		

Yield (Intent to Enroll)

Metric	Fall 2023 Applications	Fall 2022 Applications
Admitted: Confirmed Intentions to Enroll	20	
Admitted: Declined Admission		

**North Country Community College
Interim CFO's Report to the Board of Trustees
November 18, 2022**

Greetings,

As always, I hope this report finds you well. In this month's report I am asking the board for approval of the financial statements for 1) the year ending August 31, 2022, 2) the month ending September 30, 2022, and 3) the month ending October 31, 2022, as well as 4) the Tuition and Fees schedule for 2023-24. I will also provide an updated 5-year projection analysis including the 22-23 forecast with Fall '22 enrollment factored in, new initiatives, and expense reductions related to rightsizing college operational expenses to the new enrollment level. Lastly, I will share a few departmental updates.

Financial Statements August 2022 *(for review and approval)*

- Enrollment
 - Total FTE of 893 was 83 or 8% less than prior year and 110 or 11% less than budget
 - In state FTE of 510 was 67 or 12% less than prior year and 43 or 8% less than Budget.
 - Out of state FTE of 39 was 8 or 26% more than prior year and 11 or 21% less than Budget.
 - Total In/Out FTE of 550 was 59 or 10% less than prior year and 54 or 9% less than Budget.
 - Bridge FTE of 240 was 5 or 2% more than prior year and 10 or 4% less than Budget.
 - 2nd Chance FTE of 104 was 29 or 22% less than prior year and 46 or 31% less than Budget.
- Revenue - \$747K or 5% better than budget
 - \$1.56 million HEERF federal stimulus revenue loss claims better than budget
 - \$745K loss of tuition and fee related revenue vs. budget due to enrollment declines.
 - \$87K less in Contributions and Other Income vs budget due to investment income being under budget and the college found it owed prior years recreation fees to the Association.
- Expense - \$172K or 1% better than budget
 - 282K in Salaries and Payroll Taxes better than Budget due to lower casual labor pools to support instruction and not being able to hire replacement positions timely due to market conditions.
 - \$155K in Medical Insurance better than budget as the provision for increases were not needed.
 - \$150K in Utilities worse than budget as energy costs increased +50%.
 - One item of note is that the budget provisioned Library and Instructional Supplies based on historical trends. It was found that IT software charged direct through SUNY was being charged to Library and Instructional and should have been charged to IT. You can see the variances vs. budget in each line item as this was corrected in the actual this year.
- Balance Sheet
 - The \$966K increase in cash is related to 1) the NCCC Association paying down it's prior year receivable by \$432K and 2) \$555K in 20-21 HEERF lost revenue drawn down in 21-22.
 - The \$432K reduction in Due from NCCC Association reflects that in prior year the college allowed the Association to carry a short-term liability to the college and use the cash owed to the college to get a new in-house food service up and running and dorms back online post pandemic.

- Fund Balance
 - The full year surplus was \$569K, and the fund balance finished on August 31, 2022, at \$6.17 million or 42% of 21-22 net operating costs. If not for the \$1.5 million in HEERF federal stimulus funding the college would have had a deficit of \$987K and the fund balance would have been \$4.6 million or 32% of 21-22 net operating costs.

Financial Statements September 2022 *(for review and approval)*

- The \$1.577 million increase in cash is primarily related to 1) Q1 NYS Aid of \$1.1 million was disbursed to the college in September this year and it was not disbursed until October prior year and again 2) the NCCC Association paid down it's prior year receivable by \$450K.
- The \$666K increase in Due from Governments is primarily related to HEERF lost revenue claims that are booked but not drawn down into the bank yet. The college will draw the funds down once external audit signs off on the calculations.
- The \$450K reduction in Due from NCCC Association continues to reflect that in prior year the college allowed the Association to carry a short-term liability to the college and use the cash owed to the college to get the new food service up and running and dorms back online post pandemic.
- Payroll and Benefit Liabilities are less primarily related to the \$180K October Health Insurance invoice being paid in September. This would be reclassified to pre-paid activities at year end but not month to month. In prior year this was posted to Accounts Payable.

Financial Statements October 2022 *(for review and approval)*

- The \$774K increase in cash is again primarily related to the NCCC Association has paid down it's prior year receivable by \$453K.
- The \$571K increase in Due from Governments is again primarily related to HEERF lost revenue claims that are booked but not drawn down into the bank yet. The college will draw the funds down once external audit signs off on the calculations.
- The \$453K reduction in Due from NCCC Association continues to reflect that in prior year the college allowed the Association to carry a short-term liability to the college and use the cash owed to the college to get a new food service up and running and dorms back online post pandemic.
- The reduction in Due from Other Funds is due to timing of entries between funds.

22-23 Forecast

- Enrollment for fall 2022
 - Total FTE of 473 was 9 or 2% less than prior year and 39 or 8% less than budget
 - In state FTE of 240 was 26 or 10% less than prior year and 29 or 11% less than Budget.
 - Out of state FTE of 28 was 6 or 26% more than prior year and 2 or 9% more than Budget.
 - Total In/Out FTE of 268 was 20 or 7% less than prior year and 27 or 9% less than Budget.
 - Bridge FTE of 161 was 1 or 1% less than prior year and 18 or 10% less than Budget.
 - 2nd Chance FTE of 44 was 12 or 36% more than prior year and 5 or 12% more than Budget.
- Enrollment full year projections
 - Projected total FTE of 883 is 11 or 1% less than prior year and 62 or 7% less than budget.
 - Projected in state FTE of 473 is 37 or 7% less than prior year and 56 or 11% less than budget.
 - Projected out of state FTE of 49 is 10 or 24% more than prior year and 4 or 9% more than budget.
 - Total In/Out FTE of 522 is 27 or 5% less than prior year and 52 or 9% less than Budget
 - Projected Bridge FTE of 225 is 14 or 6% less than prior year and 25 or 10% less than budget.
 - Projected 2nd Chance Pell FTE of 135 is 31 or 30% more than prior year and 15 or 12% more than budget.

- Revenue full year projection - \$69K or 0.5% worse than budget
 - \$210K loss of tuition and fee related revenue vs. budget due to enrollment declines.
 - \$86K reduction of NYS rental aid and aid to small colleges.
 - \$227K increase in chargebacks to other counties
- Expense full year projection – \$48K or 0.3% worse than budget
 - A nursing open position was missed in the budget driving the increase in salaries. Market conditions for hiring Nursing instructors are difficult and this increase will more than likely not be realized as the college is delayed in hiring.
- The full year deficit is currently projected to be \$1.3 million, and the fund balance would finish August 31, 2023, at \$4.86 million or 32% of 22-23 net operating costs.

2022-27 5-Year Projections

- **Baseline Assumptions**
 - In State projections based on historical trends. 23-24 assumed to drop 7% and 24-27 assumes a drop of 5% year over year.
 - Out-of-State gets back up to average pre-pandemic levels in 22-27.
 - Concurrent enrollment (bridge students) and the Pell prison program bounce back to normal pre-pandemic levels 23-27.
 - 0% Tuition increase year over year. Same tuition level since 20-21. (Every 1% increase = \$30K revenue).
 - NYS base aid includes the greater benefit of \$50/FTE in annual increments or the 100% floor rule 2022-26.
 - Salaries assume a \$190K increase per year for contractual labor increases. Adjunct and Overload are assumed flat to prior years.
 - Benefits assume a 3% increase per year.
 - Non personnel costs assume a 1.25% increase per year to cover rent escalations and rising IT costs.
 - Starting in July 2025, the NCCC Foundation bonds will mature, and the Foundation could potentially contribute an additional \$41.5K per month or \$500K per year to the college.
 - Baseline projections with no strategic actions to balance the budget would exhaust the fund balance in early 2025-26
- **New Initiatives**
 - New initiatives are assumed to be In-State students.
 - The initiatives that have projections associated will yield \$2 million in revenue over the next five years.
 - The college is meeting to project additional revenue and expense for various new initiatives in play or on deck that will further improve the financial outlook.
 - You can see the transformation of the college replacing the historical annual loss of in state FTE with new initiatives and offerings. In 2026-27 normal in state FTE drops by 96 vs. 2022-23 and is replaced by 95 new FTE with additional new initiatives yet to be projected.
- **Expense Reductions**
 - Currently the college has identified \$821K in savings per year or \$3.2 million over the next five years.
 - The college continues to work on more expense reductions near term to balance the budget. Once the new initiatives are all projected, the college will know how much more expense reduction is needed.
 - The college will be guided by the plan for a sustainable future in the remaining expense reductions.

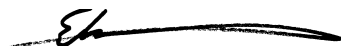
23-24 Tuition and Fees *(for review and approval)*

- The attached Tuition and Fee schedules are up for approval.
- Tuition rates were discussed in shared governance. The Administrative team, President's Council, the Long-Range Strategic Planning Committee, and the College Senate all voted to approve or recommend the college freeze tuition rates for another year. This is the third year in a row, making it four years in a row the college has offered tuition at the same rates.
- Increasing tuition rates by 3% would yield an additional \$100K in revenue but exacerbate the value proposition students currently struggle with when deciding to go to college country wide. Students feel the effort and cost of obtaining higher education is not worth what they receive in return and is contributing or driving enrollment challenges.
- Shared governance used the included analysis to aid in their decision making. In this analysis you can see how North Country ranks (3rd-4th highest) in tuition rate level, North Country's FTE volume vs. the NYS community colleges total over the years, and how stepped increases in tuition rates impact North Country's revenue.

Departmental Updates

- Bursar position
 - The new Bursar is Brenda Garver from Paul Smiths college, and she started 10/31/22.
 - The team is thrilled to find an NCCC graduate with Brenda's higher education and leadership experience, customer service skills, and attention to details just to name a few qualities she will bring with her.
 - Thank you to Brian who provided leadership to the team in October.
 - McCayla helped with key deliverables in October through the transition and has pivoted to training Brenda in November. She has been a huge help with the transition.
- 21-22 Audit
 - Audit field work was completed October 19-24th vs. January prior year – 3 months sooner!!
 - Auditor feedback was that the audit was a dream this year, and he was very thankful for all the timely preparation efforts of the North Country team.
 - The college trial balance was locked on 11/1/22, which allows for
 - the SUNY Annual Report to be completed and submitted on time for the first time in many years, thus avoiding NYS Q2 aid payments from being delayed,
 - the 23-24 budget process to get proper focus without audit distractions,
 - avoiding tax season where we lose the auditors until April to finish,
 - keeping the audit fees down.
 - Targeted completion date for the entire college portion, including appendixes, is 12/15/22. The deadline to file is 5/31/23.
 - The Foundation audit for the current year is complete.
 - The Association audit is in process and on target for mid-winter completion.

Kind regards,



Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of August 31, 2022

SUBMITTED TO THE BOARD OF TRUSTEES

November 18, 2022

Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet AUGUST 31, 2022			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 4,873,168	\$ 3,907,470	\$ 965,698
Accounts Receivable-Students	415,995	435,498	(19,503)
Due From NCCC Association	28,750	460,882	(432,132)
Due From NCCC Foundation (Contributions)	963,967	990,403	(26,435)
Due From Other Funds	254,184	416,833	(162,649)
Due From Governments (State & Fed Fin Aid)	1,305,906	1,148,126	157,780
Prepaid Expenses	140,700	113,720	26,980
Total Assets	\$ 7,982,670	\$ 7,472,932	\$ 509,738
Liabilities			
Accounts Payable	\$ 28,233	\$ 44,517	\$ (16,284)
Payroll & Benefits Liabilities	12,262	68,401	(56,139)
Due to NCCC Association (Room, Meals, Books)	-	(105)	105
Due to NCCC Foundation (Rent)	278,298	355,780	(77,482)
Due to Other Funds	20	0	20
Due to Retirement	367,236	366,435	801
Compensated Absences	338,635	300,507	38,129
Other Liabilities	787,770	736,303	51,467
Total Liabilities	\$ 1,812,454	\$ 1,871,838	\$ (59,383)
Month End Equity	\$ 6,170,215	\$ 5,601,094	
Total Liabilities & Equity	\$ 7,982,670	\$ 7,472,932	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/21	\$ 5,601,094		
Estimated 21-22 Surplus (Deficit)	\$ 569,122		
Projected Fund Balance as of 09/01/22 ¹	\$ 6,170,216		
Projected Fund Balance as a % of NOC	42%		
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 \$14,876,190.			

North Country Community College Revenues & Expenditures AUGUST 31, 2022				
	Annual <u>Budget</u>	<u>Actual</u>	<u>M (L)</u>	<u>% of Budget</u>
Revenues				
Tuition & Fees	\$ 5,724,264	\$ 5,050,772	\$ (673,491)	88%
Sponsors' Contribution	2,380,000	2,380,000	0	100%
Chargebacks	640,510	664,555	24,045	104%
Out-of-State Tuition	396,000	324,390	(71,610)	82%
State Aid	4,075,965	4,075,965	0	100%
HEERF Revenue Loss Claims	-	1,555,736	1,555,736	NA
Contributions	1,172,840	1,085,398	(87,442)	93%
Total Revenues	\$ 14,389,578	\$ 15,136,816	\$ 747,238	105%
Expenditures				
Salaries	\$ 7,190,717	\$ 6,975,099	\$ (215,618)	97%
Payroll Taxes	550,090	483,238	(66,852)	88%
Medical	2,011,394	1,856,269	(155,124)	92%
Retirement	696,646	687,844	(8,802)	99%
Other	116,180	182,155	65,975	157%
Equipment	15,000	52,927	37,927	353%
Facility Leases	1,557,992	1,588,859	30,867	102%
Utilities	301,500	452,020	150,520	150%
Maintenance	165,300	184,983	19,683	112%
Office & General Supplies	52,220	45,816	(6,404)	88%
Advertising	184,300	179,389	(4,911)	97%
Professional Services	112,500	121,142	8,642	108%
Information Technology	295,300	471,470	176,170	160%
Library & Instructional Supplies	354,060	131,147	(222,913)	37%
Scholarships	689,105	666,490	(22,615)	97%
Travel	75,000	29,904	(45,096)	40%
Property & Liability Ins.	146,000	143,302	(2,698)	98%
Miscellaneous	172,615	262,232	89,617	152%
Total Expenditures	\$ 14,685,919	\$ 14,514,286	\$ (171,633)	99%
Operating Surplus (Deficit)	\$ (296,341)	\$ 622,530	\$ 918,871	-310%
Non-Operating Activity	-	(53,408)	(53,408)	NA
Total Fund Surplus (Deficit)	\$ (296,341)	\$ 569,122	\$ 865,462	-292%

2021-22 Actual

For the year ending August 31, 2022

FTE	Budget	Actual	More (Less) vs. Budget	
In-State	554	510	(43)	-8%
Out of State	50	39	(11)	-21%
In/Out of State FTE	604	550	(54)	-9%
Concurrent Enrollment	250	240	(10)	-4%
Core Operating FTE	854	789	(64)	-8%
Pell Prison Program	150	104	(46)	-31%
Total FTE	1,004	893	(110)	-11%

Unrestricted Fund (in thousands)	Budget	Actual	More (Less) vs. Budget	
Revenues				
Tuition	\$ 5,156	\$ 4,614	\$ (542)	-11%
Fees	1,141	957	(184)	-16%
Sponsor's Contribution	2,380	2,380	0	0%
Chargebacks to Other Counties	641	665	24	4%
State Aid	4,076	4,076	0	0%
HEERF Revenue Loss Claims	-	1,556	1,556	NA
Contributions & Other Income	1,173	1,085	(87)	-7%
Reserve for Bad Debt	(177)	(196)	(19)	11%
Total Revenues	14,390	15,137	747	5%
Expenditures				
Salaries	7,191	6,975	(216)	-3%
Payroll Taxes	550	483	(67)	-12%
Medical	2,011	1,856	(155)	-8%
Retirement	697	688	(9)	-1%
Other	116	182	66	57%
Equipment	15	53	38	253%
Facility Leases	1,558	1,589	31	2%
Utilities	302	452	151	50%
Maintenance	165	185	20	12%
Office & General Supplies	52	46	(6)	-12%
Advertising	184	179	(5)	-3%
Professional Services	113	121	9	8%
Information Technology	295	471	176	60%
Library & Instructional Supplies	354	131	(223)	-63%
Scholarships	689	666	(23)	-3%
Travel	75	30	(45)	-60%
Property & Liability Ins.	146	143	(3)	-2%
Miscellaneous	173	262	90	52%
Total Expenditures	14,686	14,514	(172)	-1%
Unrestricted Fund Surplus / (Deficit)	\$ (296)	\$ 623	\$ 919	310%
Non-Operating	-	(53)	(53)	NA
Total Fund Surplus (Deficit):	\$ (296)	\$ 569	\$ 865	-292%



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of September 30, 2022

SUBMITTED TO THE BOARD OF TRUSTEES

November 18, 2022

Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet SEPTEMBER 30, 2022			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 5,091,634	\$ 3,515,020	\$ 1,576,614
Accounts Receivable-Students	2,978,080	3,056,868	(78,788)
Due From NCCC Association	27,571	477,926	(450,355)
Due From NCCC Foundation (Contributions)	801,517	750,057	51,460
Due From Other Funds	208,801	483,095	(274,295)
Due From Governments (State & Fed Fin Aid)	1,108,751	443,043	665,708
Prepaid Expenses	-	-	-
Total Assets	\$ 10,216,353	\$ 8,726,009	\$ 1,490,344
Liabilities			
Accounts Payable	\$ (4,973)	\$ (180,940)	\$ 175,966
Payroll & Benefits Liabilities	(182,666)	67,841	(250,507)
Due to NCCC Association (Room, Meals, Books)	655,141	673,712	(18,571)
Due to NCCC Foundation (Rent)	98,515	96,167	2,348
Due to Other Funds	40	40	(0)
Due to Retirement	334,095	342,836	(8,741)
Compensated Absences	276,895	269,208	7,687
Other Liabilities	288,282	285,792	2,490
Total Liabilities	\$ 1,465,328	\$ 1,554,657	\$ (89,329)
Month End Equity	\$ 8,751,025	\$ 7,171,352	
Total Liabilities & Equity	\$ 10,216,353	\$ 8,726,009	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/22	\$ 6,170,216		
Estimated 22-23 Surplus (Deficit)	\$ (1,283,560)		
Projected Fund Balance as of 09/01/23 ¹	\$ 4,886,655		
Projected Fund Balance as a % of NOC	32%		
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 \$14,876,190.			

North Country Community College Revenues & Expenditures SEPTEMBER 30, 2022				
	Annual <u>Budget</u>	YTD <u>Actual</u>	19-20 Actual <u>M (L)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 5,364,492	\$ 2,237,122	\$ (3,127,370)	42%
Sponsors' Contribution	2,380,000	198,333	(2,181,667)	8%
Chargebacks	725,000	-	(725,000)	0%
Out-of-State Tuition	356,400	213,015	(143,385)	60%
State Aid	4,090,485	1,071,662	(3,018,823)	26%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,200,428	98,101	(1,102,327)	8%
Total Revenues	\$ 14,116,804	\$ 3,818,233	\$ (10,298,571)	27%
Expenditures				
Salaries	\$ 7,242,413	\$ 490,546	\$ 6,751,867	7%
Payroll Taxes	554,045	38,989	515,056	7%
Medical	2,124,575	158,851	1,965,724	7%
Retirement	716,545	48,047	668,498	7%
Other	114,564	27,083	87,481	24%
Equipment	24,450	5,055	19,395	21%
Facility Leases	1,629,403	134,098	1,495,305	8%
Utilities	464,000	2,695	461,305	1%
Maintenance	161,025	34,981	126,044	22%
Office & General Supplies	56,085	3,631	52,454	6%
Advertising	184,200	1,907	182,294	1%
Professional Services	103,600	26,537	77,063	26%
Information Technology	475,000	172,834	302,166	36%
Library & Instructional Supplies	313,140	24,153	288,987	8%
Scholarships	743,192	28,710	714,482	4%
Travel	64,716	1,821	62,895	3%
Property & Liability Ins.	149,000	15,578	133,422	10%
Miscellaneous	184,580	30,240	154,340	16%
Total Expenditures	\$ 15,304,533	\$ 1,245,757	\$ 14,058,776	8%
Operating Surplus (Deficit)	\$ (1,187,729)	\$ 2,572,476	\$ 3,760,205	-317%
Non-Operating Activity	-	8,333	8,333	NA
Total Fund Surplus (Deficit)	\$ (1,187,729)	\$ 2,580,810	\$ 3,768,538	-317%



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of October 31, 2022

SUBMITTED TO THE BOARD OF TRUSTEES

November 18, 2022

Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet OCTOBER 31, 2022			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 6,076,103	\$ 5,302,249	\$ 773,854
Accounts Receivable-Students	958,759	1,079,617	(120,858)
Due From NCCC Association	41,409	494,652	(453,243)
Due From NCCC Foundation (Contributions)	895,292	841,124	54,167
Due From Other Funds	110,745	488,049	(377,304)
Due From Governments (State & Fed Fin Aid)	1,607,600	1,036,537	571,063
Prepaid Expenses	13,380	-	13,380
Total Assets	\$ 9,703,288	\$ 9,242,229	\$ 461,059
Liabilities			
Accounts Payable	\$ 29,091	\$ 58,530	\$ (29,439)
Payroll & Benefits Liabilities	(187,786)	(96,723)	(91,063)
Due to NCCC Association (Room, Meals, Books)	651,584	674,838	(23,253)
Due to NCCC Foundation (Rent)	191,278	186,184	5,094
Due to Other Funds	60	80	(20)
Due to Retirement	295,204	257,016	38,188
Compensated Absences	276,895	269,208	7,687
Other Liabilities	312,937	312,127	810
Total Liabilities	\$ 1,569,264	\$ 1,661,260	\$ (91,997)
Month End Equity	\$ 8,134,025	\$ 7,580,969	
Total Liabilities & Equity	\$ 9,703,288	\$ 9,242,229	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/22	\$ 6,170,216		
Estimated 22-23 Surplus (Deficit)	\$ (1,305,313)		
Projected Fund Balance as of 09/01/23 ¹	\$ 4,864,903		
Projected Fund Balance as a % of NOC	32%		
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 \$14,876,190.			

North Country Community College Revenues & Expenditures OCTOBER 31, 2022				
	Annual <u>Budget</u>	YTD <u>Actual</u>	19-20 Actual <u>M (L)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 5,364,492	\$ 2,533,842	\$ (2,830,650)	47%
Sponsors' Contribution	2,380,000	396,667	(1,983,333)	17%
Chargebacks	725,000	394,242	(330,758)	54%
Out-of-State Tuition	356,400	215,655	(140,745)	61%
State Aid	4,090,485	1,071,662	(3,018,823)	26%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,200,428	197,161	(1,003,267)	16%
Total Revenues	\$ 14,116,804	\$ 4,809,229	\$ (9,307,575)	34%
Expenditures				
Salaries	\$ 7,242,413	\$ 1,097,126	\$ 6,145,288	15%
Payroll Taxes	554,045	81,830	472,214	15%
Medical	2,124,575	335,802	1,788,774	16%
Retirement	716,545	99,979	616,566	14%
Other	114,564	44,035	70,529	38%
Equipment	24,450	12,238	12,212	50%
Facility Leases	1,629,403	268,486	1,360,917	16%
Utilities	464,000	30,017	433,983	6%
Maintenance	161,025	56,835	104,190	35%
Office & General Supplies	56,085	5,817	50,268	10%
Advertising	184,200	11,591	172,609	6%
Professional Services	103,600	60,708	42,892	59%
Information Technology	475,000	234,318	240,682	49%
Library & Instructional Supplies	313,140	34,659	278,481	11%
Scholarships	743,192	369,791	373,402	50%
Travel	64,716	9,232	55,484	14%
Property & Liability Ins.	149,000	15,578	133,422	10%
Miscellaneous	184,580	85,505	99,075	46%
Total Expenditures	\$ 15,304,533	\$ 2,853,546	\$ 12,450,987	19%
Operating Surplus (Deficit)	\$ (1,187,729)	\$ 1,955,683	\$ 3,143,412	-265%
Non-Operating Activity	-	8,333	8,333	NA
Total Fund Surplus (Deficit)	\$ (1,187,729)	\$ 1,964,016	\$ 3,151,745	-265%



North Country Community College

Sponsored by Franklin and Essex Counties

22-23 NOVEMBER OPERATING FORECAST

SUBMITTED TO THE BOARD OF TRUSTEES

November 18, 2022

Presented by
ERIK HARVEY
Interim CFO

2022-23 November Forecast

For the year ending August 31, 2023

FTE	Budget	Forecast	More (Less) vs. Budget	
In-State	530	473	(56)	-11%
Out of State	45	49	4	9%
In/Out of State FTE	575	522	(52)	-9%
Concurrent Enrollment	250	225	(25)	-10%
Core Operating FTE	825	748	(77)	-9%
Pell Prison Program	120	135	15	12%
Total FTE	945	883	(62)	-7%

Unrestricted Fund (in thousands)	Budget	Forecast	More (Less) vs. Budget	
Revenues				
Tuition	\$ 4,769	\$ 4,643	\$ (125)	-3%
Fees	1,077	992	(85)	-8%
Sponsor's Contribution	2,380	2,380	-	0%
Chargebacks to Other Counties	725	952	227	31%
State Aid	4,090	4,005	(86)	-2%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions & Other Income	1,200	1,200	-	0%
Reserve for Bad Debt	(125)	(125)	-	0%
Total Revenues	14,117	14,048	(69)	0%
Expenditures				
Salaries	7,242	7,281	39	1%
Payroll Taxes	522	527	5	1%
Medical	2,096	2,096	-	0%
Retirement	699	699	-	0%
Other	193	198	5	2%
Equipment	24	24	-	0%
Facility Leases	1,629	1,629	-	0%
Utilities	464	464	-	0%
Maintenance	161	161	-	0%
Office & General Supplies	56	56	-	0%
Advertising	184	184	-	0%
Professional Services	104	104	-	0%
Information Technology	475	475	-	0%
Library & Instructional Supplies	181	181	-	0%
Scholarships	743	743	-	0%
Travel	52	52	-	0%
Property & Liability Ins.	149	149	-	0%
Miscellaneous	330	330	-	0%
Total Expenditures	15,305	15,353	48	0%
Unrestricted Fund Surplus / (Deficit)	\$ (1,188)	\$ (1,305)	\$ (118)	-10%

North Country Community College

5-Year Financial Projection

For the 5 years ending August 31, 2027

	Actual		Projected			
	21-22	22-23	23-24	24-25	25-26	26-27
AAFTE Students						
In-State	510	473	440	418	397	378
Out-of-State	39	49	50	50	50	50
New Initiatives	-	26	43	51	69	95
Subtotal In/Out-of-State	550	548	533	519	517	522
Concurrent Enrollment (bridge)	240	225	250	250	250	250
Subtotal Core Operating	789	774	783	769	767	772
Pell Program	104	135	150	150	150	150
Total AAFTE	893	909	933	919	917	922

in thousands

Unrestricted Fund

Revenue

Operating Revenue	15,137	13,919	13,802	13,679	13,565	13,459
New Initiatives and Opportunities	-	186	310	367	497	682
Total Revenue	\$ 15,137	\$ 14,105	\$ 14,112	\$ 14,047	\$ 14,062	\$ 14,141

Expense

Operating Expense	14,514	15,193	15,649	16,003	16,358	16,718
New Initiatives and Opportunities	-	48	-	-	-	-
Expense Reductions	-	100	(821)	(821)	(821)	(821)
Total Expense	14,514	15,341	14,828	15,181	15,537	15,897

Operating Surplus (Deficit)

	623	(1,237)	(716)	(1,135)	(1,475)	(1,756)
Non-Operating	(53)	-	-	-	-	-
Unrestricted Fund Surplus (Deficit)	\$ 569	\$ (1,237)	\$ (716)	\$ (1,135)	\$ (1,475)	\$ (1,756)

Fund Balance Beginning 9/1

	\$ 5,601	\$ 6,170	\$ 4,933	\$ 4,218	\$ 3,083	\$ 1,608
Changes to Net Position	569	(1,237)	(716)	(1,135)	(1,475)	(1,756)
Fund Balance Ending 8/31	\$ 6,170	\$ 4,933	\$ 4,218	\$ 3,083	\$ 1,608	\$ (147)
Fund Balance NOC %	42.5%	32.2%	28.4%	20.3%	10.4%	-0.9%

AAFTE Projections

New Initiatives

	22-23	23-24	24-25	25-26	26-27
PN/ADN program back to pre-pandemic levels	-	8	16	34	34
Rad-Tech program back to pre-pandemic levels	-	2	2	2	2
Akwesasne student population increase	7	7	7	7	7
AEMT EMT certification programs	1	8	8	8	8
AS Business: Healthcare Administration track	1	1	1	1	1
Entrepreneurship Certificate	4	4	4	4	4
AA Lib Arts – Early Childhood Ed pathway	14	14	14	14	14
Workforce Development Office	-	-	-	-	-
Adirondack Career Corridor (ACC)	-	-	-	-	-
Assessment of Prior Learning	-	-	-	-	-
ADN Program Expansion	-	-	-	-	26
Increase # Military-Affiliated Students	-	-	-	-	-
Increase Headcount at Ti Campus	-	-	-	-	-
Increase Fall-to-Fall Retention by 5%	-	-	-	-	-
Cybersecurity program with Herkimer CC	-	-	-	-	-
Wastewater Operator Training	-	-	-	-	-
Digital Design and Advertising Certificate	-	-	-	-	-
Teaching Assistant Certificate	-	-	-	-	-
Total Projected New Initiative FTE	26	43	51	69	95

In-State Tuition (Per FTE)	\$ 5,280	\$ 5,280	\$ 5,280	\$ 5,280	\$ 5,280
College and Course Fees (Per FTE)	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Operating Chargeback Rate (Per FTE)	\$ 5,010	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
Second Chance Pell Chargeback Success Rate	10%	25%	25%	25%	25%
Certificate Revenue (no AAFTE Associated)	\$ 57,000	\$ 0	\$ 0	\$ 0	\$ 0

NORTH COUNTRY COMMUNITY COLLEGE

RESOLUTION

WHEREAS the Budget and Fee Schedule for 2023-2024 has been developed as part of the 2023-2024 operating budget; and

WHEREAS it is required that the College submit the approved Budget & Fee Schedule to the State University of New York when it submits its budget,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the attached Operating Budget & Fee Schedule for the academic year beginning September 1, 2023, and ending August 31, 2024.

2022-23 | #2

October 28th, 2022

Motion:

Seconded:

Motion Passed Unanimously (8-0-0)

NORTH COUNTRY COMMUNITY COLLEGE

2023-24 Tuition Rate Scenarios

for the year ending August 31, 2024



Prepared By: Erik Harvey, Interim CFO
Prepared On: September 13, 2023

(in thousands)

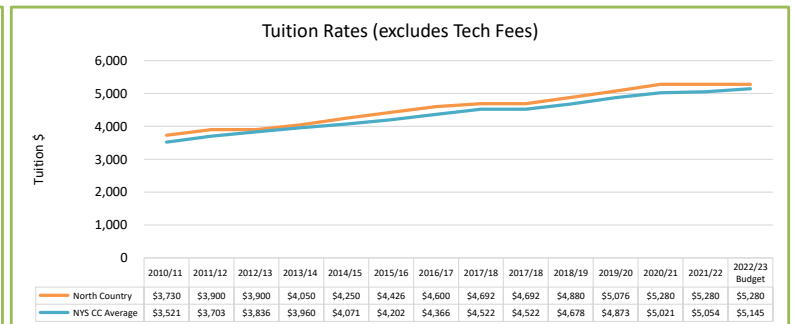
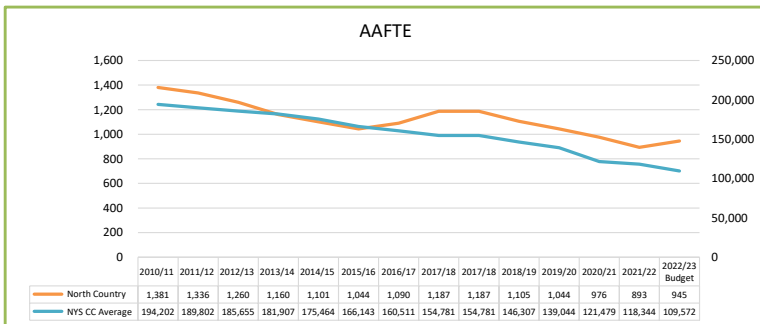
Tuition Increase Assumption	23-24						22-23	21-22	20-21	19-20	23-24 3% Increase More (Less) vs.							
	+5%	+4%	+3%	+2%	+1%	Flat	Budget	Prelim	Actual	Actual	22-23 Budget	21-22 Prelim	20-21 Prelim	2019-20 Actual				
FULL TIME EQUIVALENT																		
In-State (23-24 assumes 5% decline vs. 22)	503	503	503	503	503	503	530	509	581	599	(26)	-5%	(6)	-1%	(78)	-13%	(95)	-16%
Out of State (assumes back to 50 AAFTE)	50	50	50	50	50	50	45	40	31	73	5	11%	10	25%	19	60%	(23)	-32%
Total In/Out of State FTE	553	553	553	553	553	553	575	549	612	672	(21)	-4%	4	1%	(59)	-10%	(119)	-18%
REVENUE																		
Tuition - In State	\$ 2,790	\$ 2,764	\$ 2,737	\$ 2,711	\$ 2,684	\$ 2,658	\$ 3,007	\$ 2,924	\$ 3,465	\$ 3,264	\$ (270)	-9%	\$ (187)	-6%	\$ (727)	-21%	\$ (527)	-16%
Tuition - Out of State	416	412	408	404	400	396	356	324	421	837	51	14%	83	26%	(13)	-3%	(429)	-51%
Total In/Out of State Tuition	\$ 3,206	\$ 3,176	\$ 3,145	\$ 3,115	\$ 3,084	\$ 3,054	\$ 3,364	\$ 3,248	\$ 3,885	\$ 4,100	\$ (219)	-7%	\$ (103)	-3%	\$ (740)	-19%	\$ (955)	-23%

Tuition Increase Impact	+5%	+4%	+3%	+2%	+1%
Tuition - In State	\$ 133	\$ 106	\$ 80	\$ 53	\$ 27
Tuition - Out of State	20	16	12	8	4
Total Tuition Increase Impact	\$ 153	\$ 122	\$ 92	\$ 61	\$ 31

College	2020-21		
	Resident Tuition	Tech Fee	Total
Clinton	\$ 5,518	\$ 600	\$ 6,118
Nassau	\$ 5,800	\$ 250	\$ 6,050
North Country	\$ 5,280	\$ 720	\$ 6,000
Tompkins-Cortland	\$ 5,355	\$ 552	\$ 5,907
Orange County	\$ 5,376	\$ 408	\$ 5,784
Suffolk County	\$ 5,470	\$ 300	\$ 5,770
Sullivan County	\$ 5,217	\$ 480	\$ 5,697
Broome	\$ 5,088	\$ 550	\$ 5,638
Fashion Institute	\$ 5,290	\$ 300	\$ 5,590
Adirondack	\$ 4,944	\$ 600	\$ 5,544
Erie	\$ 5,047	\$ 480	\$ 5,527
Cayuga County	\$ 4,992	\$ 480	\$ 5,472
Onondaga	\$ 5,090	\$ 380	\$ 5,470
Rockland	\$ 5,110	\$ 360	\$ 5,470
Jamestown	\$ 5,200	\$ 254	\$ 5,454
Fulton-Montgomery	\$ 5,040	\$ 408	\$ 5,448
Corning	\$ 5,068	\$ 350	\$ 5,418
Hudson Valley	\$ 4,800	\$ 600	\$ 5,400
Ulster County	\$ 4,880	\$ 520	\$ 5,400
Columbia-Greene	\$ 4,968	\$ 360	\$ 5,328
Jefferson	\$ 5,016	\$ 312	\$ 5,328
Herkimer County	\$ 5,016	\$ 240	\$ 5,256
Monroe	\$ 4,706	\$ 550	\$ 5,256
Finger Lakes	\$ 4,864	\$ 384	\$ 5,248
Schenectady County	\$ 4,608	\$ 552	\$ 5,160
Mohawk Valley	\$ 4,594	\$ 464	\$ 5,058
Niagara County	\$ 4,752	\$ 168	\$ 4,920
Dutchess	\$ 4,350	\$ 312	\$ 4,662
Westchester	\$ 4,655	\$ -	\$ 4,655
Genesee	\$ 4,550	\$ 100	\$ 4,650
Averages	\$ 5,021	\$ 415	\$ 5,423

College	2021-22		
	Resident Tuition	Tech Fee	Total
Clinton	\$ 5,518	\$ 600	\$ 6,118
Nassau	\$ 5,800	\$ 250	\$ 6,050
North Country	\$ 5,280	\$ 720	\$ 6,000
Tompkins-Cortland	\$ 5,355	\$ 552	\$ 5,907
Orange County	\$ 5,376	\$ 408	\$ 5,784
Suffolk County	\$ 5,470	\$ 300	\$ 5,770
Sullivan County	\$ 5,217	\$ 480	\$ 5,697
Broome	\$ 5,088	\$ 550	\$ 5,638
Fashion Institute	\$ 5,290	\$ 300	\$ 5,590
Rockland	\$ 5,212	\$ 360	\$ 5,572
Corning	\$ 5,170	\$ 390	\$ 5,560
Adirondack	\$ 4,944	\$ 600	\$ 5,544
Erie	\$ 5,047	\$ 480	\$ 5,527
Cayuga County	\$ 4,992	\$ 480	\$ 5,472
Onondaga	\$ 5,090	\$ 380	\$ 5,470
Jamestown	\$ 5,200	\$ 264	\$ 5,464
Fulton-Montgomery	\$ 5,040	\$ 408	\$ 5,448
Hudson Valley	\$ 4,800	\$ 600	\$ 5,400
Ulster County	\$ 4,880	\$ 520	\$ 5,400
Herkimer County	\$ 5,116	\$ 240	\$ 5,356
Monroe	\$ 4,706	\$ 650	\$ 5,356
Finger Lakes	\$ 4,968	\$ 384	\$ 5,352
Columbia-Greene	\$ 4,968	\$ 360	\$ 5,328
Jefferson	\$ 5,016	\$ 312	\$ 5,328
Niagara County	\$ 4,944	\$ 336	\$ 5,280
Schenectady County	\$ 4,608	\$ 552	\$ 5,160
Mohawk Valley	\$ 4,594	\$ 464	\$ 5,058
Genesee	\$ 4,750	\$ 100	\$ 4,850
Dutchess	\$ 4,450	\$ 312	\$ 4,762
Westchester	\$ 4,730	\$ -	\$ 4,730
Averages	\$ 5,054	\$ 426	\$ 5,466

College	2022-23		
	Resident Tuition	Tech Fee	Total
Clinton	\$ 5,518	\$ 750	\$ 6,268
Tompkins-Cortland	\$ 5,462	\$ 690	\$ 6,152
Nassau	\$ 5,800	\$ 250	\$ 6,050
North Country	\$ 5,280	\$ 720	\$ 6,000
Orange County	\$ 5,544	\$ 408	\$ 5,952
Erie	\$ 5,200	\$ 750	\$ 5,950
Broome	\$ 5,280	\$ 598	\$ 5,878
Fulton-Montgomery	\$ 5,184	\$ 690	\$ 5,874
Adirondack	\$ 5,088	\$ 750	\$ 5,838
Suffolk County	\$ 5,470	\$ 300	\$ 5,770
Cayuga County	\$ 4,992	\$ 750	\$ 5,742
Corning	\$ 5,304	\$ 420	\$ 5,724
Sullivan County	\$ 5,208	\$ 480	\$ 5,688
Rockland	\$ 5,212	\$ 450	\$ 5,662
Finger Lakes	\$ 5,112	\$ 540	\$ 5,652
Jamestown	\$ 5,300	\$ 330	\$ 5,630
Ulster County	\$ 5,080	\$ 520	\$ 5,600
Fashion Institute	\$ 5,290	\$ 300	\$ 5,590
Onondaga	\$ 5,190	\$ 380	\$ 5,570
Jefferson	\$ 5,160	\$ 390	\$ 5,550
Columbia-Greene	\$ 5,112	\$ 360	\$ 5,472
Niagara County	\$ 5,040	\$ 420	\$ 5,460
Monroe	\$ 4,756	\$ 650	\$ 5,406
Hudson Valley	\$ 4,800	\$ 600	\$ 5,400
Schenectady County	\$ 4,704	\$ 696	\$ 5,400
Mohawk Valley	\$ 4,870	\$ 530	\$ 5,400
Herkimer County	\$ 5,116	\$ 240	\$ 5,356
Genesee	\$ 4,950	\$ 100	\$ 5,050
Dutchess	\$ 4,600	\$ 390	\$ 4,990
Westchester	\$ 4,730	\$ -	\$ 4,730
Averages	\$ 5,145	\$ 498	\$ 5,627



NORTH COUNTRY COMMUNITY COLLEGE

Saranac Lake Campus

2023-2024 FULL-TIME TUITION & CHARGES

RESIDENT	TUITION	ALUMNI DUES	SECURITY FEE	ATHLETIC / REC FEE	STUDENT ACTIVITY FEE	TECH FEE	TOTAL
FALL	2,640.00	9.00	75.00	100.00	120.00	360.00	3,304.00
SPRING	2,640.00	9.00	75.00	100.00	120.00	360.00	3,304.00

SUMMER / WINTER	PER CREDIT						

NON-RESIDENT	TUITION	ALUMNI DUES	SECURITY FEE	ATHLETIC / REC FEE	STUDENT ACTIVITY FEE	TECH FEE	TOTAL
FALL	3,960.00	9.00	75.00	100.00	120.00	360.00	4,624.00
SPRING	3,960.00	9.00	75.00	100.00	120.00	360.00	4,624.00

SUMMER / WINTER	PER CREDIT						

2023-2024 PART-TIME TUITION & CHARGES

CREDITS	RESIDENT TUITION	NON-RES TUITION	ALUMNI DUES	SECURITY FEE	ATHLETIC / REC FEE	STUDENT ACTIVITY FEE	TECH FEE	RES TOTAL	NON-RES TOTAL
0.5	110.00	165.00	9.00	3.50	4.25	5.00	15.00	146.75	201.75
1	220.00	330.00	9.00	7.00	8.50	10.00	30.00	284.50	394.50
2	440.00	660.00	9.00	14.00	17.00	20.00	60.00	560.00	780.00
3	660.00	990.00	9.00	21.00	25.50	30.00	90.00	835.50	1,165.50
4	880.00	1,320.00	9.00	28.00	34.00	40.00	120.00	1,111.00	1,551.00
5	1,100.00	1,650.00	9.00	35.00	42.50	50.00	150.00	1,386.50	1,936.50
6	1,320.00	1,980.00	9.00	42.00	51.00	60.00	180.00	1,662.00	2,322.00
7	1,540.00	2,310.00	9.00	49.00	59.50	70.00	210.00	1,937.50	2,707.50
8	1,760.00	2,640.00	9.00	56.00	68.00	80.00	240.00	2,213.00	3,093.00
9	1,980.00	2,970.00	9.00	63.00	76.50	90.00	270.00	2,488.50	3,478.50
10	2,200.00	3,300.00	9.00	70.00	85.00	100.00	300.00	2,764.00	3,864.00
11	2,420.00	3,630.00	9.00	75.00	93.50	110.00	330.00	3,037.50	4,247.50

SENIOR AUDIT-AGE 60 YEARS AND OVER

- 1 Free Tuition
- 2 Course or lab fee and Technology Fee will be charged
- 3 Subject to available space in course offered

2023-2024 ADDITIONAL FEES:

EMT Basic Course Fee									TBD
Allied Health Program Fee (Nursing, Rad Tech, Massage)									Academic year \$365.00 Spring Only \$260.00
Faxing Fee									\$2.00
Graduation Fee									\$45.00
ID Replacement Fee									\$15.00
Insufficient Fund Fee									\$40.00
Late Payment Fee									\$75.00
New Student Fee									\$125.00
Payment Plan Fee									\$50.00
Payment Plan Late Fee									\$25.00
Parking Fines - per violation									\$25.00 - \$150.00
Transcript Request Fee									\$7.00

***Tuition and Fees subject to change at any time**

NORTH COUNTRY COMMUNITY COLLEGE

2023-2024 Course Related / Lab Fee Schedule

ART 101-104-105-108-111-114-125-131-150-151-155-169-200-201-202-203-205-206-209-220-230-231-235-245-250-251-297	\$150.00
BIO 101-102-108-109-112-125-160-201-204-205-215-216-230-240	\$150.00
BIO / CHE / ENV / PHY / HEA 106 Lab Fee	\$20.00
BUS 221 COMPUTERIZED ACCOUNTING	\$55.00
CHE 101-102-105-201-202	\$150.00
CIS/ART 200-230-231	\$150.00
ENG 100 ESS EFFECTIVE WRITING	\$75.00
ENG 101 ENGLISH COMP I	\$75.00
ENV 108-125-204-205	\$150.00
HEA 106 PHLEBOTOMY	\$40.00
HED 160 WILDERNESS FIRST RESPONDERS	\$560.00
WILDERNESS FIRST RESPONDERS (NON-MATRICULATED)	\$700.00
HED 161 WILDERNESS FIRST AID	\$185.00
NURSING FEE	\$650.00
PED 129-155-199-229 ROCK CLIMBING	\$118.00
PED 146 ALPINE SNOW SPORTS	\$118.00
PED 151 ADIRONDACK HIKING & YOGA	\$92.00
PED 153 ORIENTEERING	\$68.00
PED 154 SNOW SHOEING	\$92.00
PED 167 LIFE GUARDING	\$78.00
PED 171 ADIRONDACK HIKING	\$92.00
PED 178 BACKPACKING	\$122.00
PED 179 SNOWBOARDING	\$118.00
PED 157-159-183-186-189-192-193-257-259-283-292-293 TEAM SPORTS FEE	\$75.00
PED 184 BOWLING	\$108.00
PED 185 CANOEING	\$82.00
PED 187 CROSS COUNTRY SKIING	\$152.00
PED 188 GOLF	\$78.00
PED 190 PHYSICAL CONDITIONING	\$72.00
PHY 100-101-102 PHYSICS	\$150.00
RAD 120-140 RADIOLOGIC PROCEDURES I & II	\$75.00
REC 118 BACKCOUNTRY NAVIGATION WITH GPS	\$105.00
REC 240 WILDERNESS RECREATION LEADERSHIP/FALL PRACTICUM	\$950.00
REC 249 WILDERNESS RECREATION LEADERSHIP/WINTER PRACTICUM	\$600.00
<i>*Tuition and Fees subject to change at any time</i>	

NORTH COUNTRY COMMUNITY COLLEGE

Malone, Ticonderoga & Online Campuses

2023-2024 FULL-TIME TUITION & CHARGES

RESIDENT	TUITION	ALUMNI DUES	SECURITY FEE	ATHLETIC / REC FEE	STUDENT ACTIVITY FEE	TECH FEE	TOTAL
FALL	2,640.00	9.00	75.00	0.00	120.00	360.00	3,204.00
SPRING	2,640.00	9.00	75.00	0.00	120.00	360.00	3,204.00

SUMMER / WINTER	PER CREDIT						

NON-RESIDENT	TUITION	ALUMNI DUES	SECURITY FEE	ATHLETIC / REC FEE	STUDENT ACTIVITY FEE	TECH FEE	TOTAL
FALL	3,960.00	9.00	75.00	0.00	120.00	360.00	4,524.00
SPRING	3,960.00	9.00	75.00	0.00	120.00	360.00	4,524.00

SUMMER / WINTER	PER CREDIT						

2023-2024 PART-TIME TUITION & CHARGES

CREDITS	RESIDENT TUITION	NON-RES TUITION	ALUMNI DUES	SECURITY FEE	ATHLETIC / REC FEE	STUDENT ACTIVITY FEE	TECH FEE	RES TOTAL	NON-RES TOTAL
0.5	110.00	165.00	9.00	3.50	0.00	5.00	15.00	142.50	197.50
1	220.00	330.00	9.00	7.00	0.00	10.00	30.00	276.00	386.00
2	440.00	660.00	9.00	14.00	0.00	20.00	60.00	543.00	763.00
3	660.00	990.00	9.00	21.00	0.00	30.00	90.00	810.00	1,140.00
4	880.00	1,320.00	9.00	28.00	0.00	40.00	120.00	1,077.00	1,517.00
5	1,100.00	1,650.00	9.00	35.00	0.00	50.00	150.00	1,344.00	1,894.00
6	1,320.00	1,980.00	9.00	42.00	0.00	60.00	180.00	1,611.00	2,271.00
7	1,540.00	2,310.00	9.00	49.00	0.00	70.00	210.00	1,878.00	2,648.00
8	1,760.00	2,640.00	9.00	56.00	0.00	80.00	240.00	2,145.00	3,025.00
9	1,980.00	2,970.00	9.00	63.00	0.00	90.00	270.00	2,412.00	3,402.00
10	2,200.00	3,300.00	9.00	70.00	0.00	100.00	300.00	2,679.00	3,779.00
11	2,420.00	3,630.00	9.00	75.00	0.00	110.00	330.00	2,944.00	4,154.00

SENIOR AUDIT-AGE 60 YEARS AND OVER

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2023-2024 ADDITIONAL FEES:

EMT Basic Course Fee									TBD
Allied Health Program Fee (Nursing, Rad Tech, Massage)									Academic year \$365.00 Spring Only \$260.00
Faxing Fee									\$2.00
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ID Replacement Fee									\$15.00
Insufficient Fund Fee									\$40.00
Late Payment Fee									\$75.00
New Student Fee									\$125.00
Payment Plan Fee									\$50.00
Payment Plan Late Fee									\$25.00
Parking Fines - per violation									\$25.00 - \$150.00
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***Tuition and Fees subject to change at any time**

NORTH COUNTRY COMMUNITY COLLEGE

2023-2024 Course Related / Lab Fee Schedule

ART 101-104-105-108-111-114-125-131-150-151-155-169-200-201-202-203-205-206-209-220-230-231-235-245-250-251-297	\$150.00
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PHY 100-101-102 PHYSICS	\$150.00
RAD 120-140 RADIOLOGIC PROCEDURES I & II	\$75.00
REC 118 BACKCOUNTRY NAVIGATION WITH GPS	\$105.00
REC 240 WILDERNESS RECREATION LEADERSHIP/FALL PRACTICUM	\$950.00
REC 249 WILDERNESS RECREATION LEADERSHIP/WINTER PRACTICUM	\$600.00
<i>*Tuition and Fees subject to change at any time</i>	

NCCC STUDENT FEES 2023-2024

MANDATORY FEES	CHARGE	PER	DESCRIPTION
Alumni Dues	\$9.00	per semester	A mandatory fee for all students. Includes: lifetime membership to the Alumni Association, Foundation/Alumni newsletters, invitations to Foundation sponsored events.
Athletic Recreation Fee (Saranac Lake Campus Only)	\$100.00 \$8.00	FT - per semester PT - per credit / semester	A mandatory fee for all Saranac Lake Campus students which supports the collegiate athletics program including game officials, team competition expenses, athletic trainer, and free admission to games. Saranac Lake Campus students are defined as all students attending at least one in person course on the Saranac Lake Campus and/or those students living in campus housing.
Safety & Security Fee	\$75.00 \$7.00	FT - per semester PT - per credit / semester	A mandatory fee for all students to support safety and security infrastructure and services including security camera equipment, cybersecurity, buildings and grounds safety and security.
Student Activity Fee	\$120.00 \$10.00	FT - per semester PT - per credit / semester	A mandatory fee for all students: student activity funds allocated between SGA & Student Programming. Provides programs, and activities throughout the year on all three campuses and virtually. Fee determined annually by governing student body.
Technology Fee	\$360.00 \$30.00	FT - per semester PT - per credit / semester	A mandatory fee for all students: supports building and maintenance of all technology used by students, faculty and staff including, but not limited to, Blackboard, student portals, email systems, Microsoft, smart rooms, internet etc. Updating hardware and software technology, library access, student use of college printers in the LAC
MISC. FEES	CHARGE	PER	DESCRIPTION
Faxing Fee	\$2.00	per fax	administrative fee
Graduation Fee	\$45.00	graduation	Fee charged at the time of graduation (graduation application must be sent in for approval) to cover costs of ceremonies, printing and mailing of diplomas, etc.
ID Card Replacement Fee	\$15.00	per ID card	costs associated with replacement (1st is free)
Late Payment Fee	\$75.00	per semester	Fee applied to any Student Account balance, after considering financial aid, remains outstanding after timeframe noted on the back of the student billing statement. [Reminder: Accounts being paid out of pocket, or balances shown after aid, are due by the first date of classes each term.]
New Student Fee	\$125.00	FT - 1st semester	A mandatory fee charged to first time, full-time students to support new student services including advisement and course registration, new student orientation (online and in-person), technology orientation, and other support services unique to first time students.
Parking Fines	\$25-\$150	per violation	no permit, no parking zones, handicap, fire lane violations, etc.
Payment Agreement Fee	\$50-\$75	per agreement	A \$50 Payment Agreement Fee is charged for enrollment in the College's Tuition Payment Plan each term needed. Failure to make on time payments as outlined in a payment plan will result in additional fees up to \$25 per late payment.
Returned Check / Insufficient Funds Fee	\$40.00	per check	A fee to cover bank charges and handling costs of returned or bounced checks.
Transcript Fee - In Person	\$7.00	per request	A fee to cover costs of NCCC internal processing, printing, and shipping through USPS regular first class mail.
Transcript Fee - Online Parchment	\$2.45*	per request*	NCCC offers online transcript processing services through Parchment. Parchment's starting rate is \$2.45 per request plus shipping fees.
COURSE RELATED FEES	CHARGE	PER	DESCRIPTION

NCCC STUDENT FEES 2023-2024

Allied Health Program Fee	\$365.00 \$260.00	Academic Year Spring semester	Fee to cover additional costs associated with the Allied Health Labs and clinics for the Nursing, Rad Tech and Massage Programs. Students who enroll in Allied Health in the Fall are charged \$365 for the academic year. Students who first enroll in Allied Health in the spring semester are charged \$260.
Art - Studio Course Fee	\$150.00	course	this fee covers all personal art supplies the student will need to complete the course and common use supplies that are needed for the day-to-day operation of the studios. This includes tripods, digital cameras, easels, drawing boards, tools, adhesives, pottery glazes, plaster and so on.
Art - Digital Course Fee	\$150.00	course	this fee covers all personal art supplies the student will need to complete the course and ensures student access to a large format printer, inks, professional grade printing paper, digital tablets, and other supplies.
Backcountry Navigation w/ GPS Fee (Rec Fee)	\$105.00	course	update and replace GPS software and equipment
Biology, Chemistry, Physics, Environmental Fee	\$150.00	course	offset the additional costs of supplies, materials, equipment, virtual lab environments, maintenance and replacements
Biology, Chemistry, Physics, Environmental, Phlebotomy, Physics Related Fee	\$20.00	course	lab safety fee
Business/Computerized Accounting Fee	\$55.00	course	maintain software
ENG Course Fee	\$75.00	course	cover costs of additional course credit hours
Forensic Science Fee	\$150.00	course	replace and maintain lab equipment
Nursing Fee	\$650.00	semester	to cover additional costs associated with the Nursing Program, equipment, tools, facilities etc.
PED Course Activity Fee	varies	course	This fee covers: supplies, maintenance, guide costs, and equipment rentals, as applicable. Courses included under this fee: <i>Adirondack Hiking, Backcountry Navigation w/ GPS, Backpacking, Bowling, Canoeing, Golf, Hiking & Yoga, Kayaking, Lifeguarding, Mountain Biking, Physical Conditioning, Rock-climbing, Tennis & Whitewater Rafting</i>
PED Winter Course Activity Fee	varies	course	This fee covers: access to facilities, supplies, maintenance, and equipment rentals, as applicable. Courses included under this fee: <i>Apline Snow, Cross Country Skiing, Ice Skating, Olympic Sports, Snowboarding, and Showshoeing.</i>
Phlebotomy Fee	\$40.00	course	to cover costs of equipment, tools, supplies and videos
Radiologic Technology Course Fee	\$75.00	course	health related course fee
Sports Team Fee	\$75.00	semester	Each student athlete is charged this fee per intercollegiate team participated (if athletics are offered that term)
Wilderness First Aid Fee	\$185.00	course	supplies, maintain and replace equipment
Wilderness First Responder Fee	\$560.00 \$700.00	Matriculated per class Non-matriculated	Non-refundable Fee: to cover cost of outside professional services
Wilderness Recreation Practicum	\$950.00 \$600.00	per Fall Semester per Winter/Spring	A fee to cover cost of food, equipment and transportation. Fee varies based on season of expedition.

**Fees Subject to Change at any time

Student Affairs

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

November 2022 BOT Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE & DIRECTOR OF RESIDENCE LIFE & HOUSING
JERRAD DUMONT – ATHLETICS FACILITY MANAGER
KENT EGGLEFIELD – SPORTS INFORMATION
KATHY GOODROW – OFFICE ASSISTANT
KIM IRLAND – INTERIM ASSOC. VP OF STUDENT AFFAIRS, COLLEGE DIVERSITY OFFICER, AND TITLE IX COORDINATOR
BRUCE KELLY – COORDINATOR OF STUDENT LIFE
CHAD LADUE – ATHLETICS DIRECTOR

Athletic Department News:

- All-Conference Awards for Women's Soccer have been published at [Six Saints Named All-Conference - North Country Community College \(prestosports.com\)](https://www.prestosports.com)
- NJCAA Region III Awards include both men's and women's athletes:
 - Chloe Flannaghan, North Country Midfield – First Team All-Region
 - Kate Kavanagh, North Country Striker – Second Team All-Region
 - Kylee Peterson, North Country Defense – Second Team All-Region
 - Mathew Davey, North Country Striker - Third Team All-Region
- Save the Date - Annual Craft Fair at Sparks Athletics Complex on Sunday, November 20, 2022



Counseling Partnership News:

- REMINDER: Our Counseling Services MOU with Citizen Advocates has entered into its second year of free services to students, funded by COVID Relief HEERF. Services launched on Thursday, September 8, 2022 on the Saranac Lake Campus with 4 hours weekly in person in Saranac Lake McCormick C-16. More information online at: <https://nccc.edu/counseling/>
- The Student Life Office continues to host a series of Wellness Table Sets on all three campuses in November. Resources include promotion of counseling partnerships, QPR training for students, healthy relationships, and fun wellness make and take activities!
- The Student Emergency Fund has awarded funds to six students this fall semester for various basic needs. If you know a student who would benefit from extra funding to be retained, please encourage them to apply here: <https://nccc.edu/student-support/emergencyfunding.html>

Career & Transfer Services News

- Thank you to Renee Poirier who hosted Bruce for a Career & Transfer Services class presentation in Malone earlier in November. A copy of this presentation slide deck is available for any faculty who wishes to share it as a course resource. Reach out to Bruce or Kim for presentation requests in your classes in person or online!
- SUNY Smart Track** (aka Financial Avenue by Inceptia), has moved its free student courses/modules to Canvas this fall. We encourage students to register and activate their free account here: <https://inceptia.instructure.com/enroll/LLNJGW>

Diversity, Equity, and Inclusion & Title IX News

- Our November Newsletter on **Understanding Bias** is available here: <https://nccc.edu/about/diversity/NCCC%20Diversity%20Newsletter%20November%202022.pdf>
- Revisit all our Diversity Newsletters online at <https://nccc.edu/about/diversity/>
- Thank you to Shir Filler who recently hosted Kim in her English class in November to discuss cross-cultural language variables and the power of authentic voices in writing.



- The College Veterans Day Planning Committee has coordinated the following college-wide efforts to honor our Veterans this November:
 - **Veteran Student Scholarship** -Thanks to the generosity of the North Country Community College Foundation, we are excited to announce a new **Veteran Student Scholarship!** This scholarship is available to a student who is a veteran of the U.S. military, has maintained at least a 2.5 GPA, and demonstrates a financial need. The award will be \$1,000 for a full-time student or \$500 for a part-time student and can only cover non-tuition expenses. The application window will open in the spring at www.nccc.edu/about/foundation/scholarships. If you would like to contribute to this and other student scholarships, visit http://weblink.donorperfect.com/nccc_donate.
 - **Letter Writing and Care Package Donation Drive** - From Nov. 7-18, the college is accepting items for care packages that will be sent to active-duty military personnel from the North Country who are currently deployed in the Middle East. **See the flyer for the list of items requested and drop-off locations** at all three of our campus locations: Malone, Saranac Lake and Ticonderoga. As part of the Donation Drive, the Student Life Office is collecting handwritten letters that will be included in the care packages to these service personnel. Letter writing tables will be set up on all three campuses.
 - **Flag Retirement/Veterans Appreciation Ceremony** - The Ticonderoga campus hosted a Flag Retirement and Veterans Appreciation event on Wednesday, Nov. 9, 2022
 - **Veteran Profile** – The week of Veteran's Day 2022 the College is featuring a profile of a current student who is a veteran on the Veterans Page of our website (www.nccc.edu/veterans) and on our social media.

The flyer is divided into two main sections. The top section, titled "Letter Writing & Care Package Donation Drive for Active-Duty Service Personnel", features a "Thank you" graphic with an American flag and lists drop-off locations: Malone Campus Bookstore and Ballot Mail 106, Ticonderoga Reception, and Hudson Hall Room 128 and Ball SAC. The bottom section, titled "Care Package Donation Drive", lists items to accept until Friday, November 18, including Magazines, Powdered Flavor Additives, Toilettries, Odor Eliminator Products, Beef Jerky, Protein Bars, Hard Candies, Instant Coffee/Tea, Darn Tough Socks, and Holiday Decor. It also includes a note to visit gratitude letter writing tables on all campuses from Nov. 7-18.

Student Life News

- Introducing the 2022-23 SGA Officers:
 - President: Justin Champion (Malone Campus)
 - Vice President: Alison Van Schaik (Saranac Lake Campus)
 - Treasurer: Francesca Hathaway (Saranac Lake Campus)
 - SGA Senator for Diversity, Equity, and Inclusion: Tracy Rodriguez (DL)
 - Student Trustee: Samantha Weeks (Malone Campus)
 - There are still open positions within the SGA and there will be an election process in January/February to fill these
- Campus Activities Board Updates:
 - Ang and a student representative attended the Regional APCA Conference in Syracuse, NY. While there, they collaborated with other colleges throughout New York and New England to book and scheduled events for the Spring 2023 semester. As the schedule continues to be developed, additional virtual engagement opportunities for the spring will be included.
 - Collaborative Events over the past month have included: *Inktober*, the Fall Festival, the Wilderness Writers Reading, Pool Tournament, Rad Tech Appreciation, all Wellness Tabling Events
- Student Clubs & Organizations:
 - Currently Active Clubs include Massage Therapy, Rad Tech, Malone Nursing Club, and the Art Club
 - Clubs/Organizations under development are: Alternative Break & Service, Pool Club, Singing based club, Environmental Club
 - We are always accepting new club and renewal club paperwork - email Ang today for more information!
- NCCC Food Pantry is available! We are currently encouraging students to submit orders for the On Campus Food Panty if they have a need. All items are bagged up for the students and can be picked up at a variety of locations. Please share the link with your students: [NCCC Food Pantry](#)
- 2023 Winter Carnival Prince Nominations are being accepted beginning Friday, November 11, 2022 and closing on November 22, 2023. [Submit your nomination HERE](#)

Campus Safety and Community Standards News

- Alliance for Positive Health provided a free virtual Narcan training on Friday, November 11 following the Senate Meeting. More virtual trainings will also be offered in the spring semester and NARCAN boxes will be installed.
- The Campus Safety Committee convened at the end of October to discuss emergency notification testing plans, table top drills, and share the outcomes from meetings with Police Chiefs in all three villages.

**North Country Community College
President's Report to the Board of Trustees
November 18, 2022**

Greetings to you all,

I hope this finds you well. The days are getting shorter, the nights longer, and the Fall 2022 semester is down to a few short weeks until it concludes. Over the last three weeks, in addition to the regular operations associated with teaching and learning, the faculty have been advising students and registering them for Spring 23 and our Enrollment team has been hosting prospective students on campus for tours as well as meeting with them at the region's high schools.

We are looking forward to being with you in person and catching up on all the business that has been transpiring since your last meeting. We are also looking forward to Samantha Weeks being installed as the Student Trustee.

Until then, take good care,

Joe

★ **Campus and External Relations**

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

Date	With	Location
10/26/2022	Dave Merrick, NCCCAP President	SL campus
10/27/2022	Dianna Dudley, CSEA President	Phone
10/28/2022	NCCC & UpnCoding Meeting	Zoom
10/31/2022	Cara Palumbo Schrantz, SUNY Legal	Zoom
10/31/2022	OPWDD Leadership Team	Microsoft Teams
10/31/2022	Erin Walkow, NCCC Foundation	SL Campus
10/31/2022	Andres Pazmino, Affila Group & NYCCT Gov't Relations Committee	Zoom
11/1/2022	Amy Kremenek, TC3, NYCCAP Advocacy	Conference Call
11/1/2022	Cathleen McColgan, President Herkimer CC	Conference Call
11/1/2022	LSH Construction Meeting	Microsoft Teams
11/1/2022	President's Council	Microsoft Teams
11/2/2022	Chancellor Stanley, SUNY CC Advocacy	SUNY System
11/3/2022	Chief Academic Officers (CAAO) annual meeting	Cooperstown, NY
11/4/2022	Chief Academic Officers (CAAO) annual meeting	Cooperstown, NY
11/5/2022	Chief Academic Officers (CAAO) annual meeting	Cooperstown, NY
11/5/2022	SUNY Government Relations	Zoom

11/5/2022	Allison Warner, College Senate Chair	Conference Call
11/7/2022	North Country Region CC Presidents	Zoom
11/7/2022	Lakeside House Board	Zoom
11/8/2022	Erin Walkow, NCCC Foundation	SL Campus
11/8/2022	MSCHE Presidents, Provosts, & ALOs Meeting	Zoom
11/8/2022	President's Council	Microsoft Teams
11/9/2022	Community College Business Officers Association (CCBOA) – Executive Committee	Cooperstown, NY
11/10/2022	Andres Pazmino, Affila Group & NYCCT Gov't Relations Committee	Zoom
11/10/2022	Renee Poirier, NCCC MFEC	ML Campus
11/10/2022	Long Range Strategic Planning Committee	Zoom
11/11/2022	NYCCAP Executive Committee Meeting	Microsoft Teams
11/11/2022	NCCC BoT/Foundation Joint Fundraising Taskforce	Zoom
11/11/2022	NCCC College Senate Meeting	Zoom
11/11/2022	NARCAN Training Session	Zoom
11/14/2022	Erin Walkow, NCCC Foundation	Microsoft Teams
11/14/2022	Karin Green, JMZ Architects	Zoom
11/14/2022	North Country CC Presidents	Zoom
11/15/2022	PSY105 Leadership Panel	SL Campus
11/15/2022	Suzanne Lavigne, Franklin County CSB	WebEx
11/15/2022	Gayle Fagan, Cornell University	Zoom
11/16/2022	HRSA Progress Report Training	Zoom
11/16/2022	Samantha Weeks, Student Board of Trustee	Zoom
11/18/2022	2021-2022 Marketing and Enrollment Report Presentation	Zoom

★ **Board Matters**

As the Board knows, the COVID-era policies governing public boards that allowed for conducting business using remote means such as Zoom have sunset and the flexibility afforded by remote connections is no longer available. This, coupled with the vacancies of two Governors appointees, has made making quorum more challenging. Moving forward, the Board is required to meet in publicly-noticed (read accessible) locations such as our three campuses. Some updates include:

- *Board Policies:* The *Drug and Alcohol Use and Abuse* policy that was approved by the Senate last month is presented to you today. We thank you in advance for your review.
- *Board Appointments:*
 - *Governor's Appointments:* Now that the election is passed, we will be redoubling our efforts to request the seating of the two vacant Board slots as well as identifying a third candidate for consideration.
 - *County Appointments:* No updates to report.
 - *Student Appointment:* the student body selected Samantha Weeks, an *AAS Digital Arts and Design* major from Malone to serve as their trustee. Congratulations to Samantha and we look forward to her joining the Board today.
- *Board Bylaws Change:* The ability to host Board meetings via remote means has ended effective July 1, 2022. According to Open Meetings Law, public boards may use remote means to conduct business *if those remote sites are open to the public and the board approves that policy and makes the*

necessary changes to its bylaws. A policy permitting that is attached should the Board wish to adopt it. Additionally, there will need to be an addition to the Board's Bylaws as well (also attached).

★ **Budgeting and Planning**

- **2022-2023 Budget:** The budget is now at SUNY for review and, we hope, approval.
- As an update:
 - *Core Chargebacks:* As reported last month, there has been a favorable variance related to chargebacks for this budget year of a projected \$225,000-250,000 more revenue. As chargebacks are related to budget (the higher the budget deficit, the greater the chargeback), this is not a strategy we wish to or would want to depend upon.
 - *Second Chance Pell Chargebacks:* We are planning to collect residential information on our incarcerated students and submit chargeback support for them. While a complex task, as many students have been incarcerated for years and proving their last residence outside of the facility will be a challenge, if successful, would add some additional revenue for us.
 - *Restoration of TAP for incarcerated students:* the details are continuing to be worked out and we expect the benefit for our incarcerated students to be realized starting in the 23-24 year,
 - \$60M funding for “*non-recurring strategic investments*” to “*improve academic programs, improve enrollment, enhance student supports, and modernize operations*”: our original proposal to use the \$190,000 in funding to stand up a two-year Workforce Development Coordinator position was superseded by the USDOL grant that we are a party to. That DOL grant will provide us with the same opportunity for three years, Thus, we will submit a different slate of proposals over the next couple of weeks to support those efforts.

★ **2023-2024 Budget:**

- **23-24 Tuition Rates:** we are recommending to the Board that the College keep tuition flat for the upcoming year. We thank the Long Range and Strategic Planning Committee and the College Senate for their support of our recommendation.
- **Budget Advocacy:** the community college sector, led by the Presidents Association and the Trustees organization, has developed its advocacy proposal for the 23-24 state budget cycle, which will get underway very soon. The goal is to unify our messaging and advocacy work such that each community college and the various constituency groups within the sector (i.e., Chief Academic Officers, Business Officers, FCCC) are asking for the same investments in us: the 22-23 floor, a 4% COLA, and continued funding of workforce development initiatives.
- **23-24 Budget:** we have begun the budgeting process for the upcoming year, a process that will unfold over the next several months. The College has a projected budget deficit of \$1.8M next year that we need to make significant progress on. We are working through that, starting with an Early Retirement Incentive offer of \$25,000 to those with 20 or more years of service.

★ **Fall 2022 Enrollment Initiatives**

Below are the most current results from Fall 2022 enrollment initiatives that were established for the 22-23 year and beyond. The first four initiatives, highlighted in tan below, were factored into the 22-23 budget. The three highlighted in green had enrollment targets associated with them, but were not budgeted for, though they yielded new students and revenue. We will be using these results along with other new initiatives to inform the 2023-2024 budget.

Initiative	2022-2023 Target Net AAFTE	2022-2023 Revenue Impact if Realized	Fall 22 FTE (092622)	Notes	2023-2024 Target Net AAFTE	2023-2024 Target Budget Impact \$\$
PN/ADN Programs - restore to pre-pandemic levels	17	\$122,060.00	0.00	16.1 AAFTE below Fall 21.	In progress	
Rad Tech Program - restore to pre-pandemic levels	2	\$14,360.00	0.00	Level with Fall 21 at 30.5 AAFTE.	In progress	
EMT Training	7	\$50,260.00	0.80 (Fall 22: 34 students, 30 are non-credit)	Projecting to meet target.	In progress	
Increase Headcount at Akwesasne	5	\$35,900.00	7.40	Fall 22 ~4 AAFTE (111 crs/4 courses). Projected to meet target.	In progress	
AS Business: Health care Admin track	5	\$35,900.00	0.90	AAFTE. One student enrolled Fall 22	In progress	
Entrepreneurship Certificate	4	\$28,720.00	4.00	AAFTE count in Fall 22. Projected to meet target.	In progress	
AA Lib Arts – Early Childhood Ed	5	\$35,900.00	14.9 FTE for Fall 22/7.5 AAFTE	Projected to meet target.	In progress	
Increase # Military-Affiliated Students			0.00	Fall 21 = 16; Fall 22 = 34	In progress	
Increase Headcount at Ti Campus			0.00	Fall 22: 16% decline in headcount	In progress	
Wastewater Operator Training				4 students enrolled in Fall 22.	In progress	

Initiative	2022-2023 Target Net AAFTE	2022-2023 Revenue Impact if Realized	Fall 22 FTE (092622)	Notes	2023-2024 Target Net AAFTE	2023-2024 Target Budget Impact \$\$
ADN Program Expansion					NA	
Cybersecurity Program					NA	
Digital Design and Advertising Cert					In progress	
Teaching Asst Cert					NA	
Net New FTE Target	45					
Net New Revenue Target	\$319,690					
Net New FTE Projected	26					
Net Revenue Projected (including EMT non-credit)	\$243,680					
<i>Note: budgeted initiatives were projected to yield \$219K. Current projections, including non-budgeted revenue, is at \$243,680</i>						

★ **Spring 23 Enrollment**

<i>As of 11/11/22</i>	Spring 2023	Spring 2022
Registered Continuing Students	322 HC; 137 AAFTE	309 HC; 111 AAFTE
Applications (year-to-date)	151	110

★ **Strategic Enrollment Management Planning**

The SEM plan has largely been completed and elements of it were launched as part of the Fall 22 recruitment efforts, as noted above. Kyle Johnston will be hosting a SEM Plan presentation and 21-22 Marketing and Enrollment report to the campus community Friday, November 18th, 2022 at 1:00 pm. All are welcome to join us.

★ **Foundation**

Here are a few highlights from Erin’s work these past several weeks:

- *Joint BoT/Foundation Board Task Force*: Erin has been hosting a joint Foundation Board/Board of Trustees fundraising task force to address fundraising strategies. We expect the group will provide some recommendations to the Foundation that align with the College’s strategic plan and the Foundations bylaws.
- *Foundation Land Holdings*: No update on the Colony Court or Cantwell properties. The Colony Court property is on the market with limited interest thus far. Finalization of the Cantwell property survey is underway.
- *Outreach and Networking*: Erin has been busy establishing contacts, following up with new donors, writing grants, and conducting outreach. She received a \$2,500 first time grant from Casella Waste Mgmt.
- *Annual Appeal*: Erin has been finalizing the annual appeal for this year which is expected to go out in and around Thanksgiving.

★ **Strategic Plan**

Here is an update on initiatives that are currently underway with the existing plan:

- *"Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas*: program and campus analyses are being finished;
- *New Revenue Streams to Support Mission and Student Experience*: \$250,000 SAM Grant funding for Malone science lab; joint BoT/Foundation Fundraising Task Force; meetings with potential donors; Foundation adoption of Donor Perfect, Foundation exploration of grants and Live Alumni, Foundation Strategic Plan development; Foundation to sell Colony Court
- *New Academic Programs*: AEMT Certificate program approved by NYSED earlier this month; Wastewater training launched Sept 9, 22; EMT courses began this semester in SL and ML; *Digital Advertising and Design Certificate* approved by SUNY and NYSED; *Teacher Assistant Certificate* was approved by SUNY and is at NYSED; the jointly registered *AAS Cybersecurity and Digital Forensics* degree with Herkimer CC was approved by the Board in April and readying for SUNY; new programs in *healthcare* are being explored;
- *Expand Partnership with St. Regis Mohawk Tribe*: Returned to Akwesasne for Fall 22 with plans for offerings in Spring 23; ongoing outreach to the Akwesasne community through recurrent slot on CKON.

- ❑ *North Country CC – Workforce Development Partnership*: Perkins 2022-23 grant received; NAHEC Collaborative
- ❑ \$1M grant received to help *modernize Nursing Labs* on all three campuses; scoping study is completed; grant application was approved; JMZ Architects is working on the design elements, including ML science lab.
- ❑ *Reinvest in health careers and health science programs*: Nursing lab modernization and new academic program exploration. *Associate Degree of Nursing* expansion proposal; EMS equipment and personnel funding from SUNY; Perkins funding for EMS equipment; Malone and SL science lab improvements

We are also seeing some strategic challenges, particularly the ability to recruit and retain qualified nursing faculty members. Some of this has to do with the premiums that nurses are earning, much of it due to workforce shortages exacerbated by COVID. We are assured that this is a statewide phenomenon as our community college colleagues are facing similar challenges. While we don't have a solution, we are looking at ways to address this.

★ **Opportunities and Partnerships**

- ❑ *The North Country CC-Workforce Development Partnership*: the group which also serves as our Perkins Local Advisory Council, met last month.
- ❑ *2022 Congressionally Directed Spending request*: No update. We await word from Senators Gillibrand and Schumer regarding our request to include an additional \$950,000 to fully fund the nursing lab upgrade.
- ❑ *Northern Area Health Education Center (NAHEC)*: We continue to work with the NAHEC on a project to help serve our communities and have a positive impact on enrollment, particularly in the health care related fields.

★ **COVID-19 Matters**

There are no changes to the SUNY guidance related to COVID-19. We are expecting the following for Spring 2023:

- ❑ *COVID-19 Vaccinations*: will continue to be required for a) all students taking in-person classes on college property and taught by college employees, either credit or non-credit, and b) residential students. Remote students who are not vaccinated must be limited to campus access. SUNY has defined this as no more than once a week and the College is following their lead.
- ❑ *COVID-19 Boosters*: will not be required for any student and are not expected to be for Spring 2023. Boosters are, however, encouraged.
- ❑ Remote students will not be required to be vaccinated in order to participate in commencement.
- ❑ Testing is no longer required and based on the recommendations of our public health partners we are suspending surveillance testing. Those partners noted that we could always revisit if there was a need to do so.

★ **Facilities**

- ❑ Our Maintenance crew has been preparing for the transition from fall into winter. This includes preparing plows, sanders, and boilers, along with regular seasonal work (raking leaves).

- As always, there are emergent situations that require remediation, which includes the recent flooding event in the Ballard Mill first floor. Many thanks to our Facilities crew for their response to the flood and the work they undertook to clean it up.

★ **Information Technology (IT)**

Scott Harwood and the IT Department continued their support of students, faculty, and employees with their IT needs. They have been preparing for the shift to D2L/Brightspace, which launches with a pilot group in Spring 23. In addition:

- *Emergency Systems:* Scott worked with our IT vendor to prepare for the launch of Everbridge, the former NY Alert, which allows for text-based and other messaging related to emergencies. In addition, he worked on deploying an intercom system (i.e., Singlewire) to provide additional emergency communications functionality. Training started earlier this month and Tara Smith sent out an invitation to anyone who would like to sign in for automatic texts. If you have not but wish to, please reach out to Tara.

★ **NCCCAP**

No updates to report.

★ **CSEA**

No updates to report.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

Earlier this week, we had confirmation from MSCHE that: a) a required verification visit for schools whose reaccreditation visit was fully online will occur in Spring 2023, and b) the accreditation process is changing, with a planned discontinuation of the mid-point peer review process (MPPR) to be replaced by a enhanced Annual Institution Update (AIU).

In SUNY matters:

- *Chancellor:* No updates on the Chancellor's search which is underway.
- *Senior Vice Chancellor for Academic Affairs and System Provost:* no updates.
- *As noted above, the Teaching Assistant Certificate was approved and moved onto SUNY.*

NYSED

- No updates to report beyond the recent approval of the AEMT Certificate.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES
CONFLICT OF INTEREST POLICY**

The Board of Trustees of North Country Community College recognizes a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the College. It is thus the responsibility of each member of the Board to guard against conflicts of interest that might compromise the integrity and objectivity perception by the College community.

It is the policy of the Board of North Country Community College that:

1. Members of the Board shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, contracts or awards for themselves or members of their immediate families.
2. Members shall not have a direct or indirect interest in any business enterprise that has dealing with the College. Members in a position to influence a College business decision for which he/she may receive material benefit should disclose the nature of the conflict, and, where possible remove himself/herself from involvement in the decision.
3. Members shall not seek nor receive, for personal or any other person's gain, any payment, whether for services or otherwise, loan, gift or discount of more than nominal value, or entertainment that goes beyond common courtesies usually associated with accepted business practice from any enterprise that conducts business with the College or has current or known prospective dealings with the College.
4. Members shall not, for personal or any other person's gain, deprive the College of any opportunity for benefit that could be construed as related to any existing or reasonably anticipated future activity of the College.
5. Members shall not, for personal or any other person's gain, make use of or disclose confidential information learned as a result of membership on the Board.
6. Members shall not interfere or act individually to influence or impact the College relationship and/or procedures with the sponsoring Counties or their Legislation. "Legislation" means a matter which appears on the agenda of the County Legislature or Board of Supervisors or on a committee thereof, on which any official action will be taken and included proposed or adopted acts, local laws, ordinance or resolutions.

7. Members shall not act in any way or manner that is injurious to the administration of the College or the Board of Trustees.

8. Members shall not act or be involved in any situation that potentially conflicts with the principle that this policy is intended to implement and a Member shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of trust. Further, the Board of Trustees of North Country Community College recognizes that New York State General Municipal Law, Article 18 (§800et seq.) contains provisions of law relative to conflicts of interest of municipal officers and employees (see General Municipal Law, §800 [4] [5]).

**NORTH COUNTRY COMMUNITY COLLEGE
CONFLICT OF INTEREST STATEMENT
For
BOARD OF TRUSTEES MEMBERS**

The standard of behavior for the Board of Trustees of North Country Community College is that all members scrupulously avoid conflicts of interest. This standard involves the avoidance of potential and actual conflicts of interest and perceptions that conflicts of interest may exist.

To protect the integrity of the decision-making process of the Board of Trustees, and ensure that our constituents have confidence in the integrity of the Board, I, as a member of the Board of Trustees, will make a full disclosure of interests, relationships, holdings, and acts that could potentially result in a conflict of interest.

During any decision-making process, I will disclose any interest in a transaction or purchase where I, including my business or other non-profit affiliates, my family, my employer, or close associates, may receive a financial benefit or gain. After disclosure, I understand that I will abstain from voting on any action to be taken regarding said transaction or purchase.

Signature of Trustee

Date

As adopted by the Board of Trustees on November 20, 2012.



SARANAC LAKE | MALONE | TICONDEROGA

NCCC Board of Trustees Approved Policy

Policy: Use of Videoconferencing for Board of Trustees Meetings
Drafted: September 30, 2022
Adopted: TBD

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 assisting in the application and 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.

II. SCOPE

This policy applies to holding and conducting Board of Trustees meetings as they relate to the New York State Open Meetings Laws and applies until July 1, 2024.

III. POLICY

Chapter 56 of the laws of 2022 relating to the New York State Budget for 2022-2023 State fiscal year included an amendment to the Open Meetings Law to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct meetings, under extraordinary circumstances.

Board of Trustee members shall be physically present at all meetings unless a member is unable to be physically present due to extraordinary circumstances which shall include:

- Disability
- Illness
- Caregiving responsibilities
- Family death
- Lack of transportation to/from the meeting
- Weather conditions
- Other significant or unexpected factors or events which precludes a member's physical attendance at a meeting

Any member who participates at a physical location that is open to in-person attendance by the public (and which location has been included in the meeting notice) may count toward a quorum and may fully participate and vote in the

meeting. If there is a quorum at a physical location open to the public, the Board of Trustees may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public may not count toward a quorum but may participate and vote if there is a quorum of members at a physical location open to the public.

If the Board of Trustees conducts the meeting allowing a member to participate from a private location under extraordinary circumstances, the public notice for the meeting must inform the public that such video conferencing will be used and must include directions for how the public can view and/or participate in such meeting.

The minutes of the meetings must include which, if any, members participated remotely.

Any member appearing by videoconference shall be on video and remain on video for the duration of the meeting unless said member has a conflict of interest with an item in the agenda and said member leaves the meeting while the topic is discussed.

Each meeting conducted using extraordinary circumstances shall be recorded and such recordings posted or linked on the College's public website within five business days following the meeting and shall remain so available for five years thereafter. Such recordings shall be transcribed upon request.

IV. DEFINITIONS

NA

V. REPORTING PROCEDURES AND RESPONSIBILITIES

NA

VI. INVESTIGATION AND RESPONSE PROCEDURES

NA

VII. SANCTIONS

NA

Resource:

[NYS Committee on Open Government: Chapter 56 of the Laws of 2022 Guidance Document \(05-20-2022\)](#)

Board of Trustees By-Laws

Article I: Responsibilities and Duties of the Board of Trustees

The College is governed by a ten-member Board of Trustees, five appointed by our local sponsors (Essex County and Franklin County respectively) for seven-year terms, four by the Governor, also for seven-year terms, and one a student representative elected by the North Country Community College Student Association, for a one-year term. Board of Trustees' terms begin on July 1st and end on June 30th. In the case of the county appointees, one is a rotating appointment, wherein each county appoints a representative every seven years (e.g. Essex County in 2019, Franklin County in 2026, Essex County in 2033, and so on).

The Board of Trustees is charged with administration of the College, consistent with applicable New York State law including New York State Education Law, Article 126, Section 6306, 8 NYCRR part 604, and New York Public Officers Law sections 30-43 and 100-110. The Board of Trustees shall be appointed in conformance with Article 126, Section 6306, of the State Education Law.

In accordance with the 8 NYCRR, Part 604.2, Responsibilities and duties of the college trustees: *Under the time-honored practice of American colleges, trustees of colleges, as legal official bodies corporate, concentrate on establishing policies governing the college, and delegate responsibility for the administration and execution of those policies to their employed professional administrators. The college trustees, subject to the approval of the State University trustees, shall appoint a president (whether permanent, acting, or interim), approve curricula, prepare, approve and implement budgets, establish tuition and fees (within legal limits), approve sites and temporary and permanent facilities. Approval or disapproval of the appointment of a president by the State University trustees shall be made in accordance with the State University trustees guidelines for the selection and approval of such appointments. The guidelines shall include a procedure for the State University trustees to receive the recommendation of the chancellor concerning such appointment. The college trustees shall provide for the awarding of certificates and diplomas, and the conferring of appropriate degrees on the recommendation of the president and the faculty. In addition, the college trustees upon the recommendation of the president shall appoint personnel, determine and implement salary and employee benefits schedules, and approve the organizational pattern of the college.*

(a) The college trustees shall formulate and record the policies and procedures of appointment and conditions of employment of the president and other professional administrative personnel.

(b) The college trustees shall establish policies and delegate to the president or designee responsibility for implementation of the following:

(1) personnel policies, including the following:

(i) appointments, promotions, tenure and dismissals of faculty and staff members;

(ii) conditions of employment, leaves of absence and sabbatical leave;

(iii) rules and regulations to which faculty and staff are expected to adhere;

(vi) statements regarding academic freedom; and

(v) subject to the local and State civil service regulations, the working conditions for nonacademic personnel and fixed rates of compensation;

(2) creations of divisions, departments and appropriate administrative and academic positions and definition of duties to carry out the objectives of the college;

(3) regulations governing the behavior and conduct of students and guiding the co-curricular program of the college;

(4) authorization and supervision of travel for the purposes of the college;

(5) care, custody, control and management of land, grounds, buildings, equipment and supplies used for the purposes of the college for carrying out its objectives;

(6) use of college facilities for outside organizations;

(7) admission of students;

(8) preparation of a budget for operation of the college for submission to and approval by the local sponsor and the State University trustees;

(9) preparation of capital equipment and capital construction budgets;

(10) use of college facilities for research, consultation or other contractual services pursuant to the educational purposes of the college, in accordance with regulations of the college trustees and upon reimbursement to the college on a fair and equitable basis for the use of facilities or equipment; and

(11) make available for inspection all college policies and procedures at the college for the convenience and information of members of the college constituency.

Source: <https://system.suny.edu/media/suny/content-assets/documents/communitycolleges/CC-Regulations.pdf>

Article II: Meeting of the Board of Trustees

1. Regular Meetings

- A regular meeting shall be held ten times a year. Notice will be emailed prior to each meeting. Special meetings may be called as needed. Notice of such meeting shall be emailed to each member of the Board at his/her address as it appears on the books of the College; at least 5 days prior to said meeting
- The July meeting shall be the annual or organizational meeting for the ensuing year and the Board's year will run from July 1st until June 30th of the following year.
- All Board of Trustees meetings will conform to the Open Meetings Law as it is represented.
- Executive session will be held in accordance with and solely for the purpose specified by New York State Law when deemed appropriate by the College President of a member of the Board.
- If a voting member of the Board of Trustees is unavailable to attend, they must notify the College's Executive Assistant to the President.

2. Special Meetings

- A special meeting shall be held on the call of the Chairperson or the call of four members. The actual and timely notice of such meeting shall be given in advance to all members, and shall state the matters to be considered.
- No other matters shall be considered at such meeting except with the consent of all members of the Board of Trustees present at such meeting.
- Notice of Special Meetings will be emailed to the members of the Board prior to the event.

3. Attendance/Quorum

- Members of the North Country Community College Board of Trustees may be granted an excused absence by the Chairperson of the Board. The request for same should be made prior to the meeting.
- Minutes of the meeting will henceforth note: Members present, members excused, and members absent.
- If the board chairperson is a Governor's appointee, he or she may request excused absence from the Governor.

- A majority of the members of the Board of Trustees shall constitute a quorum (six in number). All matters properly arising before a meeting at which a quorum is present shall be decided by a vote of majority of members, which is six in number.

4. Procedure at Meetings

- A Chairperson, or in his/her absence, the Vice Chairperson, shall preside and decide all questions of order. In case both the Chairperson and the Vice Chairperson are absent, the Board shall elect a Chairperson pro tempore.
- An agenda of items of business to come before the meeting shall be prepared and submitted by the President at least two days prior to the meeting.
- Items not on the agenda may be considered at any meeting upon the consent of the majority of the member's present provided, in the case of a special meeting, that matters not stated in the notice of the meeting may be considered only upon the consent of all members of the Board present.
- The order of business at each meeting shall be as follows:
 - i. Call to Order
 - ii. Oath of Office, if applicable
 - iii. Approval of minutes
 - iv. Liaison reports | College Senate, NCCCAP, and CSEA
 - v. College Reports
 1. Board Chair
 2. Vice President for Academic Affairs
 3. Vice President of Marketing and Enrollment
 4. Chief Financial Officer
 5. President
 - vi. Representative Reports | College Foundation and College Association
 - vii. Old Business
 - viii. New Business
 - ix. Public Comment
 - x. Executive Session, if applicable
 - xi. Adjourn
- The Assistant Secretary of the Board shall attend all meetings of the Board, unless otherwise directed by the board, and shall prepare the minutes of the meetings attended. In his/her absence at any particular meeting the President shall prepare the minutes, and in the absence of both, the Board shall appoint a Secretary pro tempore.

Article III: Officers and Committees of the Board

1. Officers of the Board of Trustees shall be:

- Chairperson of the Board of Trustees who shall be a member of the Board.
- Vice Chairperson of the Board of Trustees who shall be a member of the Board.
- Such other officers of the College, including a treasurer and a Secretary.

2. Chairperson and Vice Chairperson

- The Chairperson and the Vice Chairperson shall be elected at the annual meeting of the Board held in July each year to serve until the regular meeting of the Board to be held in the next succeeding July and until their successors, respectively, are duly elected.
- In the event a Chairperson or Vice Chairperson is not elected at any regular meeting in July, he/she may be elected at any subsequent meeting to serve for the balance of the term.
- A vote of the majority of all the members of the Board shall be necessary for election of Chairperson or Vice Chairperson.
- The Chairperson shall preside at all meetings of the Board and perform such other duties and functions as may be required by the By-laws or pursuant to law, in the event of the absence or inability to act of the Chairperson, and while the office of Chairperson is vacant, the Vice Chairperson shall perform the duties and functions of the office of the Chairperson.

3. President

- The President shall be appointed by the Board subject to the requirements of law.
- The President shall be the chief administrative officer of the College and shall have the supervision and control of its buildings, grounds, equipment, operations, and employees subject to the directions of the Board.
- He/She shall attend the meetings of the Board, unless otherwise directed by it, and prepare the agenda for the meetings, shall prepare or cause to be prepared for the consideration of the Board such budgets as may be required in connection with the appropriations of money to the College, shall recommend the persons to be employed by the College and their positions and salaries and shall perform other such duties as may be delegated to him/her by the Board or imposed upon him/her by or pursuant to law.

- ii. Each Committee will consist of at least two Board members and no more than four Board members. Committee chairs are elected by the Board of Trustees and must be board members.

- iii. The following members of the College administration will serve as ex-officio members of each committee and the ex-officio member will work with the Committee Chair in the preparation of committee agendas and materials:
 - 1. Executive
 - 2. Personnel
 - 3. Finance/Audit

- iv. The President of the College and the recording secretary of the Board also serves as ex-officio members to all Board Committees. Committee meetings are scheduled at the discretion of the chairpersons of each committee or by the Chair of the Board of Trustees.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Associate VP of Student Affairs and the HR Director recommend the revision of the *Drug and Alcohol Use and Abuse Policy* previously adopted Feb 21,1991, and

WHEREAS the NCCC Policy Review Committee has reviewed and supports the revised policy, and

WHEREAS the revised policy has been vetted through shared governance and supported by the College Senate and

WHEREAS the revised policy has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the revised *Drug and Alcohol Use and Abuse Policy*.

2022/2023

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



NCCC Board of Trustees Approved Policy

POLICY: Drug and Alcohol Use and Abuse
DRAFTED:
ADOPTED: February 21, 1991, revised September 2022

I. POLICY STATEMENT

North County 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 assisting in the application and 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

This policy applies to all students, all full-time and part-time employees of the College, the Board of Trustees and those affiliated groups which support the College including the employees of the NCCC Association and the NCCC Foundation.

III. POLICY

North Country Community College is committed to helping students, staff, and faculty achieve their personal and educational goals. Having determined that the possession and use of illicit drugs and alcohol are not in alignment with the College's mission and values, the College requires students, employees, and visitors to refrain from unlawful drug activity in accordance with applicable federal and state laws, and to refrain from the unauthorized use of alcohol both on our campuses and when participating in or attending College sponsored events and activities, including clinicals, sporting events, student activities, and/or field trips.

Alcohol: Faculty or staff possessing or consuming alcohol on campus or at a college-sponsored event must have written approval of the President or his/her designee. Students are not permitted to possess, use, manufacture, or distribute alcohol on College, Foundation, or Association-owned property or while in attendance at a college-sponsored activity as per the Student Code of Conduct.

Illicit Drugs: Students, faculty or staff are not permitted to possess, use, manufacture, cultivate or distribute illicit drugs, including cannabis, on College, Foundation, or

Association owned property or at college-sponsored events.

Cannabis: In New York State, the Marihuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021 legalizing adult-use cannabis (also known as marijuana, or recreational marijuana) however the United States Federal Government's Controlled Substances Act of 1970, categorized marijuana as a Schedule I substance, meaning it was and still is considered to have no acceptable medical use and was among the class of drugs having the highest potential for abuse. As such, students, faculty or staff are not permitted to possess, use, manufacture, cultivate or distribute cannabis in any form, on College, Foundation, or Association owned property or at college-sponsored events.

Prevention

As guided by Drug-Free Schools and Community legislation, also known as EDGAR Part 86, a written statement will be distributed annually to all students and to all employees. The statement will include:

- A link to the published policy documents for Alcohol and Drugs prevention and response.
- The sanctions that can be levied against violators under existing state or federal law and college policy.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A listing of resources available at the College and in the community to assist students and employees seeking treatment and rehabilitation.
- The process by which the College will communicate its policy on drugs and alcohol to those seeking to use or visit College facilities.
- Signage, where appropriate, to inform even the casual visitor that North Country Community College is a Drug and Alcohol-Free College.

IV. DEFINITIONS

The legal age limit in New York State for purchase, possessions, or consumption of alcohol is 21. Local New York State laws include Open Container laws that make possession of any open container of an alcoholic beverage unlawful.

The Marihuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021, legalizing adult-use cannabis (also known as marijuana, or recreational marijuana) in New York State. However, federal laws (including the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplaces Act) prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds.

V. REPORTING PROCEDURES AND RESPONSIBILITIES

Students and employees found in violation of the State or Local Laws regarding alcohol use or illicit drug use, including cannabis, will be reported to the appropriate law enforcement agency and an incident report will be submitted to document the violation.

Any and all internal disciplinary practices are not intended to replace those of the local law enforcement agencies. Unlawful behavior will be reported to the appropriate agency for their action.

VI. INVESTIGATION AND RESPONSE PROCEDURES

Any individual who is found in violation of this policy will be reported to the appropriate office within NCCC. More specifically:

- Faculty/staff will be reported to the Human Resources Office and response procedures will follow the Employee Handbook.
- Students will be reported to Student Affairs and response procedures will follow the Student Code of Conduct.

VII. SANCTIONS

Sanctions imposed by the College are outlined in the Employee Handbook for employees and in the Student Code of Conduct for student. Sanctions may include but are not limited to disciplinary warnings, disciplinary probation, disciplinary suspension, disciplinary expulsion and/or termination of employment.