

BOARD OF TRUSTEES MEETING
11:00 a.m., Friday, April 28, 2017
Saranac Lake Campus
AGENDA

- I. Call to Order
- II. Oath of Office
 - A. Richard Suttmeier
- III. Approval of March 17, 2017 minutes
- IV. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- V. College Reports
 - A. Board Chair
 - B. Interim Vice President for Academic Affairs
 - 1. Resolution 2016/17 – 66 *Appointment of Criminal Justice Instructor*
 - 2. Resolution 2016/17 – 67 *Appointment of Nursing Clinical Coordinator*
 - C. Dean of Admissions
 - D. Interim Vice President for Administration & Fiscal Operations
 - 1. Financial Statements - *February 2017 & March 2017*
 - E. President
 - 1. Resolution 2016/17 – 68 *Appointment of Assistant Director of Student Life*
 - F. Representative Reports
 - 1. NCCC Association
 - 2. NCCC Foundation
- VI. Old Business
 - A. Resolution 2016/17 – 69 *Regarding proposed Association agreement*
 - B. 2017/18 Revised BOT meeting schedule
- 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.***

North Country Community College Oath of Office

I do solemnly affirm 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 affirm 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.

Sign name here:

Type name as signed above.

Affirmed and subscribed to before me on this day:

month

day

year

Signature of Notarial Officer:

AFFIX NOTARY SEAL/STAMP HERE

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, March 17th, 2017 | Malone Campus

Board Members Present: Stephen Reed, Mary Kay Tulloch, Anne McDonald, Mark Moeller, Mary Irene Lee, Daniel Kelleher, Jerry Griffin, Joseph Costa

Excused: Tim Burpoe

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chuck Van Anden (College Senate), Diana Fortune (NCCC Foundation), Elizabeth Quinn (NCCCA), Diana Trummer (CSEA)

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

Approval of Minutes

Mark Moeller made a motion to approve the January 23rd, 2017 minutes. Anne McDonald seconded the motion. The February 24, 2017 minutes were approved unanimously (7-0-0).

NCCCAP

No report.

CSEA

Dianna Trummer reported:

- Successful negotiation between both parties of CSEA and the College.

- Voiced concerns in regards to the NCCC Association contract up for review later in the agenda. Dr. Tyrell reports that this is under review only and a vote will not be conducted today on the topic. He will be meeting with her separately in the coming weeks to discuss the relationship between facilities and the NCCC Association, prior to the vote.

Board Chair Report

Stephen Reed reported:

- Attended Advocacy day on March 1st, with a team from the College. Found it to be a great opportunity to meet with Assembly-member Jones, Assembly-member Stec and Deb. They were very supportive of the College's future.

- Campus visits on Tuesday mornings have been successful and enjoyable. This most recent visit brought him to the Learning Assistance Center (LAC). He was impressed by the dedication of one faculty member in particular, Ms. Sarah Shoemaker, who was observed working with chemistry students, gratis. He will continue to learn and meet with a contingency of people on Tuesday mornings. He expressed his desire to attend faculty lectures to see a class in action.

- Pleased with the progress of the NCCC Sports Hall of Fame and looking forward to a memorable opening event.

Interim Vice President for Academic Affairs

Joe Keegan reviewed his printed report and highlighted:

- Middle States application approved for federal corrections facilities to be named as alternative locations; we can now provide full programs.

- Expect a report by the end of the month that highlights options for furniture redesigns and classroom upgrades.

- Searches are complete for Criminal Justice and Nursing Clinical Coordinator positions.

Dean of Admissions Report

Dr. Tyrell highlighted Chris Tacea's report in his absence:

- Applications YTD 1,050. The 2015 and 2016 years were comparable with approximately 1,011 applications. While the numbers indicate we're ahead, we will be able to produce firm readings in June as we are early in the application process.

- Data shows that we up with new admits and the incomplete application numbers have been decreasing.

- The Admissions team is on the road for their Spring push, which ends in the beginning of May when deposits are due.

- 2nd Chance Pell is closed to Spring 2017 applicants. We recognize and thank all staff who contributed to the success of the planning and implementation of the program.

- Selina LeMay-Klippel created a large NCCC advertisement in a downtown storefront in the Village of Ticonderoga. We're exploring options to do a similar display in the Villages of Saranac Lake and Malone.

- 2017/2018 Financial Aid packages for incoming students is complete. This work is has been completed in the past in April. Due to the hard work of our financial aid staff and the growing competition for local students we are now sending financial aid packages to local students at the same time as 4-year colleges. We're very proud of the staff for their ability to accelerate getting the information to students.

- Currently in the implementation phase for PowerFaid. This program will allow the College to maintain compliance, with the ever changing rules and the complexity of the Financial Aid process. It's also a benefit to returning students who can receive their checks faster.

- At this time there are no candidates for the position of Director of Financial Aid. Plans are in the works to re-advertise with the minimum salary included. We're hopeful that it will show our salary as being competitive in the field. It is an important position to fill and has become a concern that we've been unable to find an individual to fill the seat.

- Since 2013/2014 our applications have increased 13-17% for each of the last three years. Our data shows our number of applications have also increased in each of the counties. A compilation of this data will be presented the Franklin County board on April 6th.

Interim Vice President for Administration/CFO:

Bob Farmer reports the February & March financials will be presented at the April board meeting.

- The College is anticipating the final audit report in the coming weeks.

The 5 year plan was distributed to the board members and the following was highlighted:

- Long Range Planning and Budget (LRPB) have been meeting regularly. The approach throughout the plan has been to present at 5 year plan that include estimates that are conservative.

FY17-18 Proposed Budget:

- Currently the net surplus is \$57,000.
 - Projecting tuition to increase by 2% increase
 - Although salary negotiations have not been finalized, the College allocated for a 2.5-3% increase in collective bargaining agreements.
 - Proposed increase in adjunct pay has been included to allow the College to be more competitive in recruiting adjuncts.
 - Requesting a sponsorship increase of \$50,000 per county. It has been noted there has been no increase since FY13-14. We are also exploring requesting smaller annual increases from the counties as an alternative to a one-time request every 3-4 years.
 - There is an anticipated \$200,000 profit in the budget which reflects additional revenues from the 2nd Chance Pell program. If the College did not have the 2nd Chance Pell program, we estimate the FY17-18 budget to show \$150,000 loss.
- Expenditures continue to show a downward trend in utility cost and due to new equipment and prices remaining low. The warm winter season has also been a big help in reserving utilities.
- The budget was presented to College Senate during their March meeting. Senate chair, Chuck Van Anden will expand upon the Senates recommendation regarding the proposed 17-18 year budget.

College Senate

Chuck Van Anden discussed the 5 year plan from the College Senate perspective:

- Historically the College would receive separate budgets to later combine and create an annual plan. This new process has been very well received and much appreciated. Dr. Tyrell, Bob Farmer, Joe Keegan, and Chris Tecea have meet regularly with the LRPB committee. It was gratifying to see them working together.
- 975 FTE was the enrollment projection used to prepare the budget. This number was determined to be robust and obtainable number.
- The Senate thought the proposed restorations of Academic Affairs positions, salary increases for faculty and adjuncts were reasonable.
- Senate approves the proposed budget.

Dr. Tyrell thanked the LRPB committee for their hard work and dedication in the budget review process. He requested they continue to tie budget activities with strategic planning goals. Materials will continue to be shared for Senate to review as they become available. He thanked the Senate for their time and consideration.

Board member, Joseph Costa, joined the meeting at 11:35 a.m.

President's Report:

Dr. Tyrell shared his written report and highlighted:

- Advocacy day, hosted by New York Community College Trustees (NYCCT) on March 1st, was a success. Although we missed Senator Little, we did have a chance meet with Assembly-member Jones, Assembly-

member Stec and his Assistant Deb. At this time the government does not appear to be moving on the hold harmless proposal.

- Last week Senate passed a bill (2103) regarding the role of regional community college councils would play with review of new academic programs. Dr. Tyrell urges constituents to review this bill and contact our state representatives to express concerns. NYCCT is working on a formal opposition which will be presented soon.

- Strategic planning working groups are showing progress and working to revise the current draft to be easier to comprehend. We'll continue to meet regularly and present a formal draft for review soon.

- Plans for video conferencing renovations are almost solidified. Looking to upgrade one room on each campus by Fall of 2017. The end goal is to provide a video conferencing experience that improves the quality for students and faculty.

- Dr. Tyrell, Trustee Moeller and the College attorney met with the DEC on March 9th to review their proposal for the College railroad corridor. It has been recommended to move forward with DEC taking ownership of the property.

NCCC Foundation:

Diana Fortune reported:

- Scholarship books have been published and were shared electronically on Monday. It was a heavy lift and she is grateful to her board member Natalie, Don Paulson and her work-study for all their hard work.

- Donations for the Scholarship Award Program are still being accepted and greatly appreciated.

NCCC Association:

Elizabeth Quinn reported:

- The contract between the Association and the College was voted on and approved at the Association Board meeting. It has been distributed to the Board of Trustees and under review to be voted on in the April meeting. Dr. Tyrell will be meeting with Diana Trummer, CSEA, to discuss any concerns beforehand. A meeting is scheduled with her in early April.

- The Association created a position for Associate Director of Residence Life.

- Summer conference bookings are still being accepted and we have a couple large groups set.

New Business:

- Dr. Tyrell led the discussion about Middle States and assessment. The College has been diligently working on assessing the effectiveness of shared governance throughout the College. The current strategy is to collect comprehensive lists from each group that shows what we're doing to increase effectiveness and to also highlight where there may be some gaps.

- Steve Reed added the importance of the board completing a self-evaluation. It is important to have a self-evaluation and there has not been one in over 15 years. The members of the board will review the assessment packet provided and discuss the topic further in the April meeting.

- Dr. Tyrell requested the board review the Association agreement with the College. We would like to have it voted on in the April meeting. It is a proposed 3 year agreement.

- Stacie Hurwitch presented a tentative schedule for future board meetings, starting Fall 2017. Changes were suggested and a new schedule will be presented in April.

Public Comment:

None.

Executive Session

Mary Kay Tulluch made the motion to enter Executive Session at 12:16 p.m. in relation to ***collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*** Anne McDonald seconded the motion. The motion was passed unanimously. Steve Tyrell was invited in to join executive session at 12:17 p.m.

Mark Moeller made a motion to adjourn executive session at 1:00pm. Mary Irene Lee seconded the motion. The motion were approved unanimously (8-0-0).

Adjourn

Mary Kay Tulloch made a motion to adjourn the meeting. Joe Costa seconded the motion. The motion were approved unanimously (8-0-0). The Board meeting was adjourned at 1:01 p.m.

Respectfully Submitted,

Stacie Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
April 28th, 2017

Greetings to you all,

The end of the academic year is fast approaching. Please find an update from our area here:

★ **Summer 17 and Fall 17 Schedule**

- **Summer 17** – Summer registration continues with the first session starting May 22nd, 17.
- **Fall 17** – Fall 17 registration of continuing students wrapped up a dedicated two-week session on April 14th, 2017.

★ **Nursing**

RN Admissions

- Our RN class selection will take place after final exams with notifications to applicants on their status slated for early June. On a related note, our Nursing faculty proposed moving away from video-conferencing our RN program to Malone and registering it as a stand-alone program there. We will be working on this proposal over the coming year.

Honduras Trip

- Over Spring Break, Professor Selina LeMay-Klippel, led a group of nursing students and others (including Professor Judy Steinberg) on a mission trip to Honduras, assisting with the delivery of basic public health to residents of two communities.

★ **Classroom Design and Furniture**

- Over the last few weeks we have had classroom furniture samples on the campuses for students and faculty input. As you know, we are planning to upgrade classroom furniture in classes across the three campuses.
- We have also been participating in video-conferencing upgrade planning sessions designed to improve three rooms for the Fall 17 semester, CL-012, RH-107 and Ti-210. We have been gathering faculty input as well to help us improve the design and functionality of the system.

★ **Academic Planning and Programs:**

- We continue to await word of the status of the *AS Business - Business Administration* online registration which is at NYSED.
- New Academic Programs: No update. We have a number of items we will be focusing on over the summer and the upcoming year including adding a Biology track to the *AS Liberal Arts and Sciences – Math/ Science* program, creating a *Certificate in Entrepreneurship*, adding a teacher education track to the *AA Liberal Arts –Humanities/ Social Sciences* program, registering the *Sports Mgmt* program in Malone and registering the *RN program* in Malone, moving away from requirements to video-conference it.
- *SUNY Potsdam Meeting*: As a follow-up to our meeting with SUNY Potsdam to explore co-locating programs of ours on *their* campus, we learned that they average 800 applicants annually turned away. many due to being academically unprepared (they do not offer developmental education in ENG or MAT like we do. Many are from regions that we do not have a strong recruitment footprint. Of that pool, we have identified three or four potential program areas to explore and have begun working with the faculty and others as we dive more deeply into the proposal and what it may mean to North Country.
- *Academic Master Planning*: An update on the status of items within our planning can be found in the far right-hand column:

Rank	Faculty Priorities	Status
1	Increase adjunct pay	Proposed \$50.00/credit increase is in the 17-18 budget.
2*	Inventory our current technology and plan accordingly	In partnership with IT we continue to work on this, in particular improving our VC abilities by limiting the number of classrooms. Three rooms have been narrowed down (CL-012; RH-107; Ti-210). We have identified some classroom design features and , working with KI to help with classroom design and Scott is working on upgrading of the system.
3*	Upgrade classroom furniture	New classroom in SL Library; upgrade of Ti classroom; classroom furniture tour (as noted above).
4*	Increase investment in professional development opportunities	Increased 17-18 budget; Application for SUNY grant funds to support year-long diversity and inclusion professional development series in 17-18.
5	Investing in the Bridge program and strengthening our partnerships with high schools	No update.
6	Improve access to libraries and the college after hours.	No update.
7*	Invest in career services	Applied for Performance Investment Funding (PIF) to support for 17-18. If not funded, we will look to Perkins to support it.
8	Revitalize campus-based advisory boards to provide input to academic affairs as to where academic programming can best serve workforce needs.	No update.
9	Strengthen existing assessment practices including the assessment of Institutional Learning Outcomes and tie them to the larger strategic plan.	Underway and ongoing. The assessment of ILOs is led by Sarah M. and three faculty members (Tom Mc, Bruce R, and Cammy) using Moodlerooms as a means to capture those assessments.
*	<i>Indicates change since last report.</i>	

*** Faculty Matters:**

- **Faculty Meeting:** Thursday, March 30th, 2017 during Activity Period to address several items, including a number which had an impact on Continuing Student registration such as Quantways and LPN Advisement.
- **Faculty/Staff Searches:** There are five searches underway this semester including:
 - *Senior Library Clerk (completed)*
 - *Art/Computer Graphics and Design Instructor (candidates visiting campus)*
 - *Nursing Director (in progress)*
 - *Associate Dean of Academic Affairs (no update)*
- **Temporary Full-Time Searches:** In addition to the aforementioned term leading to continuing appointment searches, we have been conducting searches for:
 - *Two (2) Second Chance Pell Academic Coordinators (one completed)*
 - *One (1) P-TECH Academic Coordinator (completed)*
 - *Nursing Instructor (in progress)*

- * **Grants and Experiments:** Here is a brief update on our grants:
 - *Second Chance:* We have begun planning for Summer 17 classes including new student and faculty recruitment, with a goal of have a full complement of 160 students in the program across the four locations (Adirondack, Bare Hill, Franklin and FCI Ray Brook).
 - *P-Tech Programs* – We completed a search and have offered the position to Medeira Ryan who has accepted. She will join us starting Monday, April 24th, 2017.
 - *PELL for High School Students:* No update.
 - *Career Services Coordinator:* Jane has been busy including helping with job fairs in SL (March 29th) and the Malone (May 2nd) as well as recruiting and working with area business partners who could utilize SUNY Workforce Development Funding to train their employees.
 - *Perkins:* Our interim report was sent in on March 1st, 2017 and are awaiting word on 17-18 opportunities.

- * **Middle States**
 - No update. Planning efforts continue to demonstrate mature, systematic assessment linked to strategic planning and budgeting. As noted earlier, Bruce R., Tom Mc and Cammy are using Moodlerooms to assess and record student performance on program and institutional learning outcomes.

- * **Applied Learning**
 - After sharing the SUNY proposal and the implications it has for our students and programs, the academic departments reviewed it and noted their positions on it which will be presented to the College Senate at their April 21st meeting. After the Senate weighs in, we will move it along to SUNY.

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Vice President for Academic Affairs recommends the initial term appointment of David Merrick, to the full-time, nine-month, 164-day, exempt appointment as Criminal Justice Instructor for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$37,450 and at Rank A5, Step 6.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of David Merrick, to the full-time, nine-month, 164-day, exempt appointment as Criminal Justice Instructor for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$37,450 and at Rank A5, Step 6. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016/17 – 66

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE · MALONE · TICONDEROGA

March 13, 2017

David Merrick
112 Franklin Street, Apt 1
Malone, NY 12953

Dear David:

Pending approval by the North Country Community College Board of Trustees at their April 2017 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as a Criminal Justice Instructor for a one year term during the 2017-2018 academic year. Faculty members are expected to report on August 21, 2017. Your area supervisor will be Joe Keegan, Vice President for Academic Affairs.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Rank A5 Step 6 on Schedule C of the 2010-2015 CBA, which is \$37,450.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. You will have instructional duties on the Saranac Lake campus approximately two days per week.

As part of this agreement, you will be required to earn your Master's Degree within 5 years of the start of your appointment. Failure to do so could result in re-evaluation of your continuing appointment.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than March 31, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Tyrell".

Steven Tyrell, Ph.D.
President

cc: Personnel File

A handwritten signature in black ink, consisting of a stylized, cursive name.

Employee Signature

3-13-17

Date

David Merrick

Phone: 518.812.1908

E-mail: dmerrick1@twny.rr.com

122 Franklin St. Apt. 1

Malone, NY 12953

Objectives

To become an Instructor in Criminal Justice at North Country Community College

To use past experience in training, teaching, and public relations to further the goals of an organization.

Qualifications

Skilled and motivated Trainer and supervisor

Extensive experience in planning, goal setting, scheduling

Strongly committed to team-building and staff development

Able to handle challenges, with proven history of increased productivity

Counseling, advising, listening

Well Developed Skills in Administration and Management

Driven to Increase Public Safety and Security

Team Player

Extensive Knowledge of Computer Systems Installations and Use, Repair, and Daily Functioning

Volunteer Instructional Experience

Directed Police Explorers: an organization that taught young adults the foundations of police work while teaching the importance of leadership, core values and self-discipline

Public Service Experience

Ability to listen to what people are saying to determine their need and come up with alternate plans to resolve problems.

Years of experience in public relations and the ability to take criticism and find an amicable solution to any situation.

Skilled in negotiations between parties to come up with an acceptable agreement on the situation.

Education

Associates Degree in Criminal Justice – North Country Community College - 1991

Bachelors in Criminal Justice Administration - University of Phoenix - 2008

Employment History

Target Department Store

Asset Protection Team Leader Current

Responsible for instructing all employees on techniques involving loss management

Educating leaders on the importance of shortage reduction

Informing the team of proper techniques to recognize external and internal theft trends

Malone Village Police Department

Police Sergeant | Malone, NY | April 1995 – January 2016

Supervise, train, and teach employees.

Supervise and coordinate the investigation of criminal cases.

Maintain logs, prepare reports, and direct the preparation, handling, and maintenance of departmental records

Trained new employees in policy and procedure for department operation

Worked with outside agencies to coordinate effective problem solving

Prepared news releases and responded to police correspondence

Designed and maintained three generations of network systems for record keeping and other department functions.

US ARMY

Infantry Soldier | Fort Drum, NY | September 1991- April 1995

Served in Somalia, Haiti, and Panama.

Supervised and provided hands-on training to a team of soldiers

Effectively communicated orders and directions to team members

Member of US Criminal Investigation Division

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Vice President for Academic Affairs recommends the initial term appointment of Lori Bennett, to the full-time, nine-month, 164-day, exempt appointment as Nursing Clinical Coordinator for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$50,125.00 and at Rank A5, Step 12A.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Lori Bennett, to the full-time, nine-month, 164-day, exempt appointment as Nursing Clinical Coordinator for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$50,125.00 and at Rank A5, Step 12A. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016/17 - 67

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

April 6, 2017

Lori Bennett
142 Fletcher Farm Road
Vermontville, NY 12989

Dear Lori:

Pending approval by the North Country Community College Board of Trustees at their April 28, 2017 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days), exempt appointment as the Nursing Program Clinical Coordinator for the 2017/2018 Academic Year.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Rank A5 Step 12A on Schedule C of the 2010-2015 CBA, which is \$50,125.00.

As part of this agreement, you will be required to earn your Master's Degree within 5 years of the start of your appointment. Failure to do so could result in re-evaluation of your continuing appointment.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus assignment will be Saranac Lake. Your Department Chair is Chuck Van Anden, Nursing Director and your area supervisor is Joe Keegan, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than April 17, 2017.

Sincerely,


Steven Tyrell, Ph.D.
President

Cc: Personnel File


Employee Signature


Date

Lori A. Bennett RN, BSN

142 Fletcher Farm Road
Vermontville, NY 12989
581-637-5743
lbennett@nccc.edu

Clinical Coordinator with three years of experience; flawless execution, maintenance, preparation of student and faculty health records while maintaining the utmost confidentiality. Development of clinical sites while preserving strong working relationships with current sites. Possesses a BSN in Nursing. Strong verbal and written skills with competency in Microsoft Excel. Looking to continue in my role at North Country Community College as Clinical Coordinator.

PROFESSIONAL EXPERIENCE

North Country Community College, Saranac Lake, NY- September 2014-Present

Clinical Coordinator

- Responsible for all coordination on all three campuses
- Identify new clinical sites while maintaining solid relationships with current ones
- Work in timely manner with VPAA's office creating semester contracts for clinical instructors and affiliation agreements for clinical sites
- Collect, maintain and provided health records for all students and faculty per policy of each clinical institution
- Review, approve and submit time sheets for each clinical instructors
- Organize and coordinate orientations of new clinical instructors and students entering clinical experience
- Evaluation of clinical instructors and sites to ensure effective learning for students
- Collaborate with nursing faculty in development of clinical rotations and schedules for RN and SPN students
- Assist, review, and update course syllabi and course outlines on a regular basis with departmental colleagues and chairs
- Clinical instructor in clinical setting and nursing lab

North Country Community College, Saranac Lake, NY- September 2008-May 2014

Clinical and Nursing Lab Instructor- Lab Manager

- Instruction and expansion of knowledge and nursing skills in the lab
- Provided professional instruction of nursing knowledge in clinical setting
- Cultivated student success in the nursing program
- Organization and facilitation of instructional documentation
- Monitor and oversee clinical lab structure, equipment and supplies for all campuses

Adirondack Health, Center for Psychiatry, Saranac Lake, NY- October 2002- June 2007 and April 2008-Present

Colby Center Charge Nurse-Staff Nurse

- Excellent interpersonal relationships
- Providing therapeutic communications within the milieu
- Timely completion of all unit and hospital required education and in-services
- Proficient execution of nursing documentation

Uihlein Mercy Center, Lake Placid, NY- June 2007- April 2008

Staff Charge Nurse-Supervisor

- Provided age-appropriate nursing care to adults
- Accountable for patient care and practiced of LPNs and CNAs.
- Resource for facility staff

St. Joseph's Drug and Alcohol Rehabilitation, Saranac Lake, NY- January 2005-May 2008

Per Diem-Staff Nurse

- Provided care for adults undergoing treatment of substance abuse

EDUCATION

Empire State College, Saratoga, NY

Bachelor of Nursing, August 2014

North Country Community College, Saranac Lake, NY

Associates in Nursing, May 2002

LICENSURE AND CERTIFICAITONS

Office of Professions, NY State, Active
CPR- BLS, Current

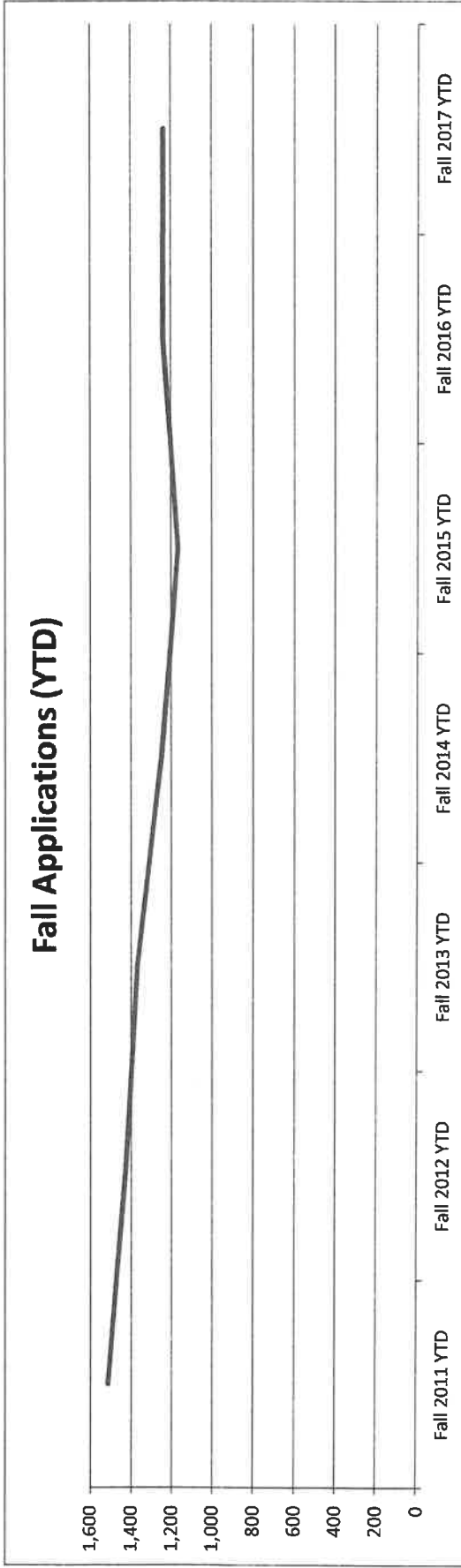
ADDITIONAL SKILLS AND INFORMATION

- Microsoft Office, with a focus on Excel
- Second year serving on the Academic Policies and Standards Committee

BOT April Report
 4/10/2017
 Office of Admissions
 Chris Tacea

Current Year: 2017
Data Date: 4/6/2017 *Rough estimate based on available data in CAMS

	Fall	Fall 2012	Fall	Fall 2012	Fall	Fall 2014	Fall	Fall 2014	Fall	Fall 2014	Fall	Fall 2015	Fall	Fall 2015	Fall	Fall 2016	Fall	Fall 2016	Fall	Fall 2017	
Fall Applications (YTD)	1,514	1,430	1,368	1,246	1,166	1,237	1,235	1,843	1,740	1,673	1,921	1,882	1,927								
Deposits	389	423	315	206	163	141	162	449	479	351	481	472	533								
Admits	559	568	589	622	491	508	514	696	653	771	797	694	762								
Wait List (Nursing, RAD)	26	4	24	70	85	59	46	27	4	24	38	63	39								
Other Application Status	61	237	68	30	0	1	0	16	253	32	3	1	3								
Received Applications Pending Review	1	4	6	28	22	44	17	2	4	9	1	24	7								
Incomplete Applications	67	80	280	279	393	392	456	170	217	390	14	233	342								
Application Withdrawn	106	98	65	9	10	13	16	131	109	76	581	181	68								
Inactive Application	0	0	0	0	0	76	7	0	0	0	0	0	167								
Application Rejected	305	16	21	2	2	3	3	352	21	20	6	214	6								
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	628	640	510	575	469	443								



Breakouts YTD:	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>#/% Difference</u>
Applications:	1235	1237	-2/-0.2%
Deposits:	162	141	21/14.9%
Admits:	514	508	6/1.2%
Incompletes:	456	392	64/16.3%

Admissions Activities:

1. Spring travel is in full swing for staff.
2. 2nd chance PELL recruitment workshops are in place for the Summer start dates.
3. SUNY Potsdam delivered 3 year trends of denials by program along with current 700 for this Fall 17.
4. At first pass of the Postdam data, 100/150 FTE align with NCCC's programming.
5. Presented the admissions marketing budget/ROI briefly to the Franklin County Legislators.
6. Hosted Saranac Lake Chamber on campus after the Community Career Fair @ Sparks Gym.
7. Paul Smiths College and myself met to discuss ways to keep local students local...more to come.
7. Marketing efforts for: Upcoming Fall Registration, and 50th Anniversary are rolled out and public.

Financial Aid Report:

1. Teresa Finch has completed the FAFSA project for 2nd chance PELL for Spring (all manual...god bless her!).
2. 17-18 packaging are complete for all admitted students and continue & returning students to date.
3. Implementation of PowerFaid's started Tuesday the 11th on campus with IT and FA team.
4. Scholarship review underway to compliment aid packages.
5. Presented to the correctional facilities for defaulted inmates that couldn't enter Spring semester.
6. 2nd Chance Pell steps to rehabilitate credit based on defaulted loans is in progress for selected inmates.
7. Two candidates are on campus for the open Directors position.
8. Dawn Langdon was selected by FLCC as the new Director of Financial Aid...bravo for her!

PSA:

Friendly reminder that weekly admission numbers, the enrollment action plan, high school/community college data/webinars, staff travel, and other useful enrollment resources are on Faculty SharePoint under the folder of Admissions.



NORTH COUNTRY COMMUNITY COLLEGE
Board of Trustees February 2017 Financial Report

North Country Community College
Revenues & Expenditures
FEBRUARY 28, 2017

	Annual Budget	Actual YTD	Budget YTD	Budget Var YTD
Revenues				
Tuition & Fees	\$ 4,436,500	\$ 5,110,170	\$ 4,336,500	\$ 773,670
Sponsors' Contribution	\$ 2,480,000	\$ 1,227,500	\$ 1,240,000	\$ (12,500)
Chargebacks	\$ 622,800	\$ 894,663	\$ 596,800	\$ 297,863
Out-of-State Tuition	\$ 596,750	\$ 507,237	\$ 588,812	\$ (81,575)
State Aid	\$ 3,787,682	\$ 1,846,436	\$ 1,893,841	\$ (47,405)
Offset To Expense	\$ -	\$ -	\$ -	\$ -
Contributions	\$ 947,450	\$ 518,191	\$ 473,725	\$ 44,466
Total Revenues	\$ 12,871,182	\$ 10,104,197	\$ 9,129,678	\$ 974,519
Expenditures				
Salaries	\$ 6,055,541	\$ 3,151,687	\$ 3,027,771	\$ 123,917
Payroll Taxes	\$ 460,281	\$ 222,037	\$ 230,141	\$ (8,103)
Medical	\$ 1,547,849	\$ 960,707	\$ 773,925	\$ 186,783
Retirement	\$ 570,716	\$ 387,550	\$ 285,358	\$ 102,192
Other	\$ 177,557	\$ 88,599	\$ 88,779	\$ (180)
Equipment	\$ 53,165	\$ 64,524	\$ 26,583	\$ 37,942
Facility Leases	\$ 1,456,200	\$ 719,282	\$ 728,100	\$ (8,818)
Utilities	\$ 510,300	\$ 194,460	\$ 255,150	\$ (60,690)
Maintenance	\$ 253,310	\$ 115,166	\$ 126,655	\$ (11,489)
Office & General Supplies	\$ 103,156	\$ 25,271	\$ 51,578	\$ (26,307)
Advertising	\$ 214,675	\$ 78,520	\$ 107,338	\$ (28,818)
Professional Services	\$ 198,530	\$ 114,136	\$ 99,265	\$ 14,871
Information Technology	\$ 154,162	\$ 168,940	\$ 77,081	\$ 91,859
Library & Instructional Supplies	\$ 228,255	\$ 138,470	\$ 114,128	\$ 24,343
Scholarships	\$ 340,000	\$ 274,923	\$ 340,000	\$ (65,077)
Travel	\$ 184,075	\$ 98,832	\$ 92,038	\$ 6,795
Property & Liability Ins.	\$ 145,000	\$ 105,092	\$ 72,500	\$ 32,592
Miscellaneous	\$ 216,887	\$ 73,794	\$ 108,444	\$ (34,650)
Total Expenditures	\$ 12,869,659	\$ 6,981,990	\$ 6,604,830	\$ 377,161
Surplus / (Deficit)	\$ 1,523	\$ 3,122,206	\$ 2,524,849	\$ 597,358

Board of Trustees
February 2017 Financial Explanation of Variances

REVENUES:

- 1) **Tuition & Fees** – We are above budget \$773,670 in Tuition & Fees because our estimated year end FTE number of 1,010 is higher than the budgeted 900 FTEs.
- 2) **Chargebacks** – We are over budget \$297,863 because the budgeted amount of \$622,800 is based off of a FTE rate of \$3,460, when the actual chargeback rate is \$4,280.

EXPENDITURES:

- 1) **Salaries** –Salaries are over budget due to unbudgeted salaries in the amount of \$110,000. In addition, adjunct salaries are weighted more heavily in the fall, we expect a correction over the next several months.
- 2) **Information Technology** – IT expenses are over budget, as \$30,000 was spent on new laptops for the new library classroom, \$10,000 for the C-07 classroom and the remaining \$50,000 was for other IT upgrades all in the classrooms (projectors, podiums, PCs, etc.). At this time, New York State does not consider them to be capital.

**North Country Community College
Balance Sheet
FEBRUARY 28, 2017**

		Balance February 28, 2017
Assets		
Cash	\$	4,109,710
Accounts Receivable	\$	553,871
Due From NCCC Association	\$	35,198
Due From NCCC Foundation	\$	843,159
Due From Other Funds	\$	(8,500)
Due From Governments	\$	3,596,275
Prepaid Expenses	\$	261,092
Total Assets	\$	9,390,805
Liabilities		
Accounts Payable	\$	289,783
Payroll & Benefits Liabilities	\$	185,196
Due to NCCC Association	\$	1,280,593
Due to NCCC Foundation	\$	371,037
Due to Other Funds	\$	347,351
Due to Retirement	\$	(84,668)
Compensated Absences	\$	258,987
Other Liabilities	\$	76,832
Total Liabilities	\$	2,725,111
Fund Balance	\$	7,225,711
Total Liabilities & Fund Balance	\$	9,950,822

Fund Balance Summary		
Fund Balance as of 9/1/16	\$	4,103,505
YTD Results	\$	3,122,206
Fund Balance as of 02/28/17	\$	7,225,711

* Previous Board of Trustees financial reports included a line item for "Other Post-Employment Benefits" that reflected our liability under GASB-45. Currently, NCCC would be responsible for \$4,014,424. It was taken out of the report as it does not affect the operations of the college and was not accurately illustrating the activity on the fund balance.



NORTH COUNTRY COMMUNITY COLLEGE

Board of Trustees March 2017 Financial Report

North Country Community College
Revenues & Expenditures
MARCH 31, 2017

	Annual Budget	Actual YTD	Budget YTD	Budget Var YTD
Revenues				
Tuition & Fees	\$ 4,436,500	\$ 5,142,306	\$ 4,336,500	\$ 805,806
Sponsors' Contribution	\$ 2,480,000	\$ 1,434,167	\$ 1,446,667	\$ (12,500)
Chargebacks	\$ 622,800	\$ 894,663	\$ 596,800	\$ 297,863
Out-of-State Tuition	\$ 596,750	\$ 507,237	\$ 588,812	\$ (81,575)
State Aid	\$ 3,787,682	\$ 2,750,005	\$ 2,840,762	\$ (90,757)
Offset To Expense	\$ -	\$ -	\$ -	\$ -
Contributions	\$ 947,450	\$ 593,672	\$ 552,679	\$ 40,993
Total Revenues	\$ 12,871,182	\$ 11,322,050	\$ 10,362,219	\$ 959,831
Expenditures				
Salaries	\$ 6,055,541	\$ 3,905,839	\$ 3,726,487	\$ 179,352
Payroll Taxes	\$ 460,281	\$ 277,222	\$ 283,250	\$ (6,028)
Medical	\$ 1,547,849	\$ 947,707	\$ 952,522	\$ (4,815)
Retirement	\$ 570,716	\$ 452,142	\$ 351,210	\$ 100,932
Other	\$ 177,557	\$ 96,689	\$ 109,266	\$ (12,577)
Equipment	\$ 53,165	\$ 69,664	\$ 31,013	\$ 38,651
Facility Leases	\$ 1,456,200	\$ 839,369	\$ 849,450	\$ (10,081)
Utilities	\$ 510,300	\$ 229,427	\$ 297,675	\$ (68,248)
Maintenance	\$ 253,310	\$ 137,327	\$ 147,764	\$ (10,437)
Office & General Supplies	\$ 103,156	\$ 28,080	\$ 60,174	\$ (32,094)
Advertising	\$ 214,675	\$ 84,317	\$ 125,227	\$ (40,910)
Professional Services	\$ 198,530	\$ 129,060	\$ 115,809	\$ 13,251
Information Technology	\$ 154,162	\$ 185,965	\$ 89,928	\$ 96,037
Library & Instructional Supplies	\$ 228,255	\$ 146,798	\$ 133,149	\$ 13,649
Scholarships	\$ 340,000	\$ 285,293	\$ 340,000	\$ (54,707)
Travel	\$ 184,075	\$ 104,738	\$ 107,377	\$ (2,639)
Property & Liability Ins.	\$ 145,000	\$ 104,915	\$ 84,583	\$ 20,332
Miscellaneous	\$ 216,887	\$ 83,138	\$ 126,517	\$ (43,379)
Total Expenditures	\$ 12,869,659	\$ 8,107,690	\$ 7,931,402	\$ 176,288
Surplus / (Deficit)	\$ 1,523	\$ 3,214,360	\$ 2,430,817	\$ 783,542

Board of Trustees
March 2017 Financial Explanation of Variances

REVENUES:

- 1) **Tuition & Fees** – We are above budget \$805,806 in Tuition & Fees because our estimated year end FTE number of 1,010 is higher than the budgeted 900 FTEs.
- 2) **Chargebacks** – We are over budget \$297,863 because the budgeted amount of \$622,800 is based off of a FTE rate of \$3,460, when the actual chargeback rate is \$4,280.

EXPENDITURES:

- 1) **Salaries** –Salaries are over budget due to unbudgeted salaries in the amount of \$110,000. In addition, adjunct salaries are weighted more heavily in the fall, we expect a correction over the next several months.
- 2) **Information Technology** – IT expenses are over budget, as \$30,000 was spent on new laptops for the new library classroom, \$10,000 for the C-07 classroom and the remaining \$50,000 was for other IT upgrades all in the classrooms (projectors, podiums, PCs, etc.). At this time, New York State does not consider them to be capital.

**North Country Community College
Balance Sheet
MARCH 31, 2017**

		Balance March 31, 2017
Assets		
Cash	\$	4,729,403
Accounts Receivable	\$	810,369
Due From NCCC Association	\$	47,456
Due From NCCC Foundation	\$	854,448
Due From Other Funds	\$	37,225
Due From Governments	\$	1,818,286
Prepaid Expenses	\$	267,511
Total Assets	\$	8,564,698
Liabilities		
Accounts Payable	\$	55,727
Payroll & Benefits Liabilities	\$	111,366
Due to NCCC Association	\$	661,927
Due to NCCC Foundation	\$	727,871
Due to Other Funds	\$	348,091
Due to Retirement	\$	(84,668)
Compensated Absences	\$	258,987
Other Liabilities	\$	76,884
Total Liabilities	\$	2,156,185
Fund Balance	\$	7,317,865
Total Liabilities & Fund Balance	\$	9,474,050
Fund Balance Summary		
Fund Balance as of 9/1/16	\$	4,103,505
YTD Results	\$	3,214,360
Fund Balance as of 03/31/17	\$	7,317,865

* Previous Board of Trustees financial reports included a line item for "Other Post-Employment Benefits" that reflected our liability under GASB-45. Currently, NCCC would be responsible for \$4,014,424. It was taken out of the report as it does not affect the operations of the college and was not accurately illustrating the activity on the fund balance.



President's Report to Board of Trustees

April 18, 2017

Dr. Steve Tyrell

- 1) **Campus and External Relations:** community sessions attended, presentations made, and “meet and greets” completed listed below.

Date:	With:	Location:
March 22 nd	Retirees Breakfast	Saranac Lake, NY
March 22 nd	Student Trustee Joe Costa – Conversation on Shared Governance	Lake Placid, NY
March 23 rd -24 th	CCBOA Exec Committee – NYCCAP Liaison	Saratoga, NY
March 27 th	Governor's Initiative at Northway Exit 29	Conference call
March 31 st	NCCCAP – Management Labor Relations Meeting	Saranac Lake, NY
March 31 st	Human Services Advisory Board	Saranac Lake, NY
March 31 st	Wilderness Recreation Leadership Advisory Board	Saranac Lake, NY
April 3 rd	CSEA & Management Meeting on Facilities in the Residence Halls	Saranac Lake, NY
April 3 rd	Meeting with Paul Smith College President – Program Partnerships	Lake Placid, NY
April 5 th	Chancellor's Award for Student Excellence	Albany, NY
April 6 th	College Presentation to Franklin County Legislature	Malone, NY
April 7 th	Graphic Arts Design Advisory Board	Saranac Lake, NY
April 8 th	Phi Theta Kappa Induction Ceremony	Saranac Lake, NY
April 12 th	Assessing Effectiveness of Shared Governance – Part 2	Saranac Lake, NY
April 25 th	ANZAC Day	Saranac Lake, NY

- 2) **Governor's Excelsior Scholarship Program & 2017-18 State Budget** – The State enacted a budget for 2017-18 last week. The community colleges received a \$50/FTE increase for State aid. This increase is much needed by NCCC but still falls short of our State funding/FTE level from 2008. The Governor's free tuition initiative was also approved by the legislature. The general tenets of this new scholarship program were shared with our students last week (see attached HESC Excelsior Scholarship handout to this report). We are waiting for HESC to write and then release the regulations for administering this new program. We have advised students we will let them know when students can apply for the scholarship on the HESC website and then, when we receive notice of the award, our financial aid staff will be in touch with students on their revised financial aid package. One concern we have at the moment is the short turnaround time between when HESC makes the scholarship application available on line and when we can get the students processed for financial aid.

Another concern with the new program is that it requires students receiving this scholarship are charged the community college tuition rate of 2016-17. The 2016-17 tuition rate is frozen for four years for any applicant during this period. With State aid per FTE still below 2008 levels; community colleges will need to look at other ways to balance their books. Of course, a huge influx of new students over 2016-17 enrollment levels would mitigate this projected revenue shortfall; but we have no way of ascertaining at this time if such an enrollment increase will be generated by this program.

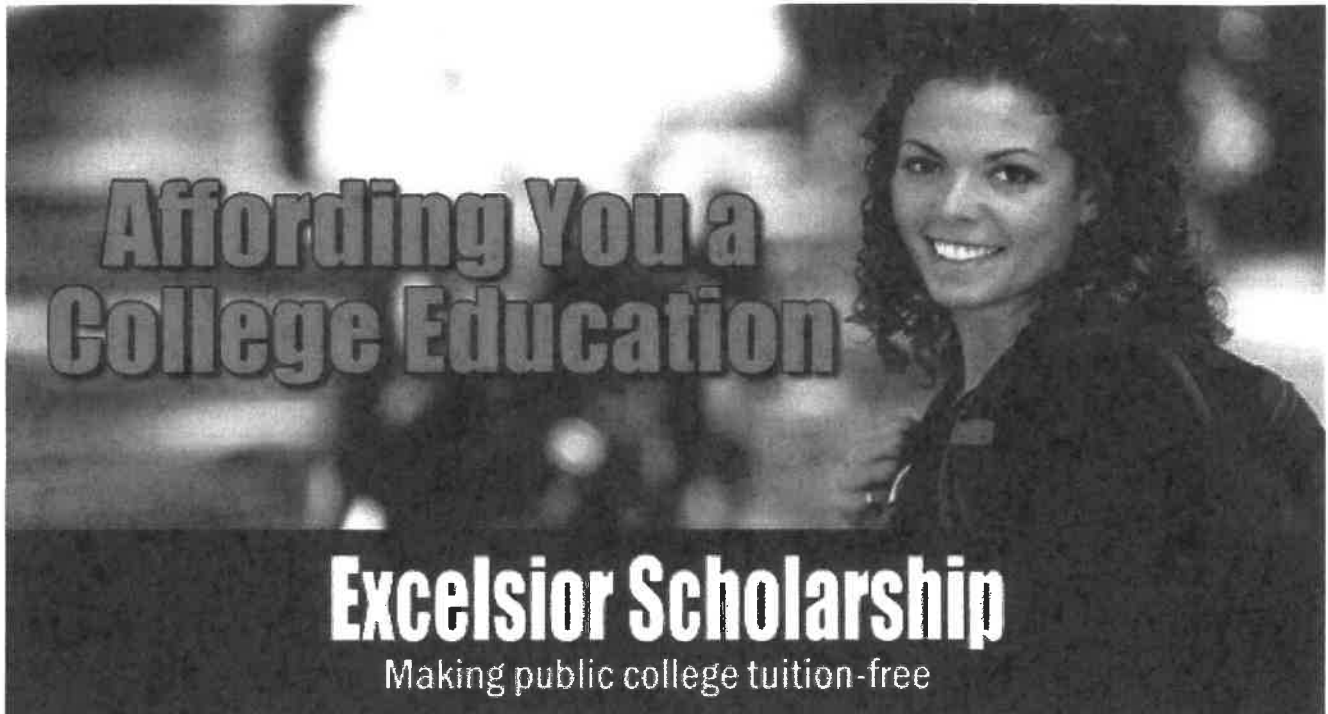
- 3) **Strategic Planning** – We will be circulating a revised strategic plan for broad College community input and feedback. This current draft focuses primarily on honing in on how we will arrive at measurable outcomes for various action items in the draft plan.
- 4) **Update on SUNY Potsdam Visit** – Recently SUNY Potsdam shared with us a report on students they have initially denied enrollment to & who are outside of our geographic service area. Chris, Joe and I met to review this report last week. Joe will share some of our initial thoughts and possible next steps with faculty. I have asked our team to meet with SUNY Potsdam’s leadership team in early May and where we can dive into the details on how this initiative might work for both institutions in the future. Joe will collect feedback from the faculty and we will share the details of our next meeting with SUNY Potsdam thereafter.
- 5) **Association – College Agreement** – The Board of Trustees will take up the new agreement between the College and the Association under Old Business at the April meeting.
- 6) **College Railroad Corridor Update:** - Jim Brooks, the College attorney is scheduled to meet with DEC officials in April. At that time, we hope to review a proposal from the DEC on how they propose to proceed with this project.
- 7) **Contract Negotiations** – On February 9th, CSEA membership ratified a memorandum of understanding that outlines a new collective bargaining agreement between the College and CSEA. The new agreement passed the Board of Trustees at the February 23rd meeting. Essex County Board of Supervisors approved the new contract on February 27th. The College presented the tentative agreement to the Franklin County legislators for their review and action on April 6th. We will return to the County Legislature on May 4th for their response.
- 8) **Videoconference Status** – The working group on videoconferencing met for a fourth time this semester on April 3rd. We have decided to renovate the following rooms this summer in our efforts to improve the quality of the videoconferencing experiences for classes and for meetings: Claremont 012, RH 107 and Ti 210. Scott Harwood and Rick Heath will be coordinating the renovation effort with Bob Farmer. We will be addressing among a number of issues – improving room climate, sound quality and sound proofing, video quality, room lighting and camera placement as part of this renovation project.
- 9) **Assessing Effectiveness of Shared Governance** – President’s Council members met on April 12th to discuss current drafts of our accomplishments, challenges and recommendations regarding shared governance. Once these drafts are completed, we will forward them onto the

College community for feedback and discussion. Shortly thereafter, and as a result of the conversation we had at the March 31st meeting of President's Council, we will also survey the College community in the effectiveness of shared governance.

- 10) **Student Retention COMPLETION Committee** – As a follow-up to the conversation at the March meeting of the Senate and with a meeting on student retention on March 16th, the point that stood out is that the College has a first year retention rate that is exceptional. You would think that these high numbers would yield a higher completion (graduation) rate than our peer institutions, yet we look no different than them. There are a number of reasons why students do not complete at a community college. In our commitment to student success; we should do all that we can to make sure our students complete. Student completion is analyzed by studying completion for entering class of first year students and then determining time to completion; each entering class is consider a specific cohort group. Also, in our commitment to support our diversity goals; we will also look at completion within these cohort groups by sub-groups such as gender, ethnicity and other identities. We will also look at other sub-groups such as campus and academic program as part of our analysis. If and when the work group on student completion generates recommendations, we will share them with you.

Higher Education Services Corporation

Andrew M. Cuomo, Governor Dr. Guillermo Linares - Acting President



Begins in Fall 2017

The first-in-the-nation plan will be phased in over three years, beginning for New Yorkers making up to \$100,000 annually in the fall of 2017, increasing to \$110,000 in 2018, and reaching \$125,000 in 2019.

Excelsior Scholarship Alert Form

If you would like to be electronically notified when you may apply for the Excelsior Scholarship, please enter your email address on the Excelsior Scholarship Alert form below. If you do not wish to register for notifications, you can check for periodic updates at HESC.ny.gov.

Excelsior Scholarship FAQs

Will I be able to attend college at SUNY or CUNY tuition free?

Yes. If you are a NYS resident whose family household adjusted gross income (as filed on your 2015 federal tax returns) does not exceed \$100,000 for the 2017-18 academic year and you complete 30 credits per year, you will be able to attend a SUNY or CUNY college tuition free.

What does it mean to be a "NYS resident" for purposes of receiving this award?

To be considered a NYS resident for purposes of receiving this award, you must have resided in the State for 12 continuous months prior to the term for which the award is being sought.

How much can I receive from the Excelsior Scholarship?

An Excelsior Scholarship recipient can receive up to \$5,500 from the Excelsior Scholarship, minus any amounts received for TAP, Pell or other scholarships. The remainder of your tuition charge will be covered through a tuition credit paid through SUNY or CUNY.

Will I be able to get an award for the fall?

Yes. Eligible students will receive awards to attend a SUNY or CUNY college tuition free this fall.

When will I be able to apply for the award?

It is anticipated that the Excelsior Scholarship application will be available in late May.

How much income can my family earn to be eligible for an award?

For the 2017-18 academic year, your federal household adjusted gross income can total up to \$100,000 to be eligible. For 2018-19, that amount increases to \$110,000, and beginning in 2019-20 and beyond, your family's adjusted gross income can total up to \$125,000.

Can I get an award if I'm currently going to a public college?

Yes. Students who are currently attending college are eligible to receive an award, provided they are currently on track to complete their degree on time.

How long can I get the award?

You are eligible to get an award for up to two years for students pursuing an associate's degree and up to four years for students pursuing a bachelor's degree. Students in an undergraduate program of study normally requiring five years are eligible to receive the award for five years.

Do I need a certain grade point average to get or keep the award?

Award recipients need to earn a passing grade to maintain their Excelsior Scholarship awards, provided they earn a total of 30 credits over the course of a year.

Recipients should keep in mind that they may have other awards which also carry academic standards that differ from those required for the Excelsior Scholarship.

Can I get an award if I'm a transfer student?

A student who transferred between colleges is eligible for an Excelsior Scholarship if they are on track to complete on time based on the number of credits accepted by their current college.

Once I receive the scholarship, is it possible to lose it?

You can lose the scholarship if you do not continue to meet all eligibility requirements. For example, you must enroll in at least 12 credits per term and complete 30 credits per year to continue to receive the scholarship.

If I completed my associate's degree, can I receive this award to get my bachelor's degree?

Yes, provided the college that you are attending accepted all of the credits you earned in completing your associate's degree, and meet all other requirements for the Excelsior Scholarship.

Are there any other requirements that I must meet after I complete my degree?

Yes. You must live in New York State for the number of years equal to awards you received. For example, if you received four Excelsior Scholarship awards while getting your bachelor's degree, you must live in New York State for four years after college. In addition, if you are working during those years, you must work in New York State.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Dean of Student Life recommends the temporary appointment of Angela Brice, to the full-time, twelve-month, 221-day, exempt appointment as Assistant Director of Student Life for a one year term effective August 14, 2017, at an annual salary of \$43,897.23, and at Rank A6, Step 4A.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Angela Brice, to the full-time, twelve-month, 221-day, exempt appointment as Assistant Director of Student Life for a one year term effective August 14, 2017, at an annual salary of \$43,897.23, and at Rank A6, Step 4A. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016/2017 - 68

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

March 22, 2017

Angela Brice
5605 Sutton Road
Avon, NY 14414

Dear Angela:


Pending approval by the North Country Community College Board of Trustees at their April 28, 2017 meeting, I am pleased to offer you a temporary, full-time, 221-day exempt appointment as Interim Assistant Director of Student Life for a one-year period effective August 14, 2017. Kim Irland, Dean of Student Affairs, will be your direct supervisor.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Rank A6 Step 4A on Schedule C of the 2010-2015 CBA, which is \$32,575.00. Your per diem rate is \$198.63. As a 221-day employee, your total salary will be \$43,897.23.


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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than March 31, 2017.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel File


Employee Signature


Date

Angela M. Brice

angelambrice@gmail.com

585.738.1357

EDUCATION

Bridgewater State College, Bridgewater, MA May 2012
Masters in Education: Mental Health Counseling
Licensed Mental Health Counselor Candidate
CACREP Accreditation

SUNY College at Brockport, Brockport, NY May 2009
Bachelor of Arts in Psychology
Minors in Spanish and History

WORK EXPERIENCE

North Country Community College, Office of Campus and Student Life, Saranac Lake, NY
Associate Director of Campus Life for Residential Services June 2015- Present

- Oversee daily management of housing operations for 3 residence halls for 96 students
- Coordinate housing selection and assignment processes for students, monitor and report housing occupancy and projections, and coordinate/approve room changes
- Maintain accurate data in CAMS information system for all Residence Life operational needs
- Coordinate damage and billing systems and maintain inventory of furnishings in all residential areas
- Serves as a member of the Behavioral Intervention Team to coordinate student outreach and support
- Develop and implement recruitment, selection, training and evaluation of paraprofessional staff
- Serve as an Administrative Hearing officer for violations of the Student Code of Conduct
- Provide on-call consultation and/or response for emergency situations
- Maintain and update information on the Student Activities website
- Co-Advise and supports the Student Government Association
- Collaborate with the Dean of Students to develop short and long-range housing plans, implement and develop departmental goals, vision and mission.
- Provides development, direction, and implementation of campus wide events
- Develop and sustain liaison relationship with Information Technology, Facilities, Student Accounts, Financial Aid, Dining Services, Admissions, Athletics and Health Services
- Serve on college committees including but not limited to the Behavioral Intervention Team, Safety Committee, Long range Planning and Budget Committee, NCCCAP Promotions Committee, and serve as Co-chair of Campus and Student Life Committee

SUNY Cortland, Office of Residence Life and Housing, Cortland, NY
Residence Hall Director July 2014- July 2015

- Select, train, supervise, evaluate, and facilitated staff development for seven Resident Assistants, and Student Administrative Assistant through weekly staff and one-on-one meetings
- Responded to crisis situations building and campus wide
- Maintained a programming and staff development budget of over \$2,500
- Served as conduct officer and managed the conduct process for low and mid-level policy violations
- Participated in an on-call duty rotation, including 24-hour availability one to two weeks per semester
- Assisted with SUNY Cortland's Student Staff Recruitment process, by developing a streamlined application and interview process
- Co-Advised Residence Hall Association, working closely with the National Communications Coordinator
- Oversaw and maintained a Residence Hall Association budget of \$50,000, as well as practice record keeping procedures to balance the budget

Angela M. Brice

angelambrice@gmail.com

585.738.1357

SUNY Sullivan, Office of Residence Life, Loch Sheldrake, NY

Resident Director

July 2012- July 2014

- Responsible for the daily functioning and management of an upperclassman and first year residence hall with 350 students
- Developed and implemented both August and January staff trainings
- Fostered a residence hall environment conducive to residents' academic success and personal development
- Maintained budgets for trainings (\$5,000) and staff programming (\$5,000)
- Supervised, 8 Resident Assistants, 4 Assistant Resident Assistants and 3-7 work study students
- Created a new programming model that encouraged holistic student development
- Adjudicated mid-level conduct cases
- Co-facilitated Resident Assistant Staff recruitment
- Advised Residence Hall Council and maintained a \$ 8,000 budget

Dean College, Office of Residence Life, Franklin, MA

Resident Director

August 2011-May 2012

- Responsible for the daily functioning and management of an upperclassman and first year residence hall
- Served on an on-call duty rotation, responding to crisis situations
- Facilitated educational, social and safety programs that encourage a healthy transition into college
- Supervised, Community Advisors directly as well as indirectly that are on staff

Shrewsbury Youth and Family Service, Shrewsbury, MA

Graduate Intern/Mental Health Counselor

May 2011-May 2012

- Worked with a diverse client and family base to promote growth and self-awareness, approximately 10 individual clients a week
- Maintained professional relationships and services with the Grafton Senior Center, and High School
- Designed and implemented preventative education seminars and group experiences on grief and loss, transition into college, and self-esteem building
- Responsible for administrative aspect, including assessments, client progress and collateral contact notes

Becker College, Residence Life and Housing, Worcester, MA

Residence Life Coordinator for Leadership and Student Involvement

January 2010-July 2011

- Responsible for the daily functioning and management of three first year residence halls
- Served on an on-call duty rotation, responding to crisis situations
- Directly supervised 4 Resident Assistants
- Managed and work with a \$3000 programming budget, with a staff of 14 RAs

RELATED EXPERIENCE

Sexual Assault Prevention and Title IX Trainings

- February 2017 SUNYRLHA Conference, Syracuse, NY
- February 2017 Legislation to Adjudication: A Training on Enough is Enough and Collegiate Conduct Hearing Best Practices
- January 2017 Bringing in the Bystander Train the Trainer, SUNY Purchase
- May 2016 Title IX Investigation Training, SUNY Binghamton
- Sexual Assault Awareness and Programming Committee, SUNY Cortland
- July 2014 VAWA Conference, SUNY

PRESENTATIONS

- NACURH, North Dakota State University: It Takes a Team to Score the Winning Goal, May 2015
- NACURH, North Dakota State University: Daring Greatly: A Look Beyond the Mask, May 2015

PROFESSIONAL AFFILIATIONS/CERTIFICATIONS

- NASPA Member 2011-present

NORTH COUNTRY COMMUNITY COLLEGE

RESOLUTION

WHEREAS the Association of the College provides critical facilities and student services support to the College

WHEREAS the College Association's Board of Directors met on March 3rd, 2017 and approved the attached 3 year agreement between the College and the College Association.

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the attached agreement between the College and the College Association and where the agreement is for a three year term.

2017-04-28 #69

MOTION:

SECOND:

ACTION:

DATE:

CONTRACT BETWEEN
NORTH COUNTRY COMMUNITY COLLEGE
AND
NORTH COUNTRY COMMUNITY COLLEGE
ASSOCIATION, INC.

MARCH 2017

TERM OF AGREEMENT:

This Agreement made this _____ day of _____, 2017 by and between the **Trustees of North Country Community College**, acting under the authority granted them by Sec. 6306(7) of the Education Law, hereinafter referred to as the "College", whose principal offices are located at 23 Santanoni Avenue, Saranac Lake, New York, 12983 and with additional campuses at 75 Williams Street, Malone, New York, 12953 and 11 Hawkeye Trail, Ticonderoga, New York, 12883 and **North Country Community College Association, Inc.**, a not-for-profit corporation organized and existing under the laws of the State of New York, hereinafter referred to as the "Association", whose principal offices are located at 23 Santanoni Avenue, Saranac Lake, New York, 12983. The term of this agreement shall take effect on April 1, 2017 and terminate on March 31, 2020, at midnight.

- A. **Procedures for Achieving Resolution When One Party Seeks Termination or Non-Renewal of Agreement:** Prior to any termination (or non-renewal) of this agreement, the parties agree that the termination process shall provide the other party with 12 months advance written notice setting forth (1) the intention to initiate the right of termination under the terms of this Agreement, (2) that particular term of this lease under which the initiating party claims a right to terminate, specifying the number and section of the Agreement, (3) the facts and conduct on which the initiating party relies to support any claim of a right to terminate, (4) the conduct or process the initiating party claims will resolve the issues and eliminate the desire and need for any such termination process and (5) the date for the proposed termination.
- B. **First Step Toward Resolution:** Upon receipt of such notice by the other party, designated representatives of both parties shall (determined by the signatories of this Agreement), within 5 business days thereafter, meet and discuss the stated facts and conduct and shall endeavor, in good faith, to resolve the claimed issues by agreement. In the event of a proposed resolution by agreement by said representatives, the two representatives shall set forth the proposed terms and conditions in writing and shall execute the proposed resolution agreement as the intentions of the two representatives only. Following execution of said proposed resolution agreement, each representative shall present such proposal to their Board within 30 business days following the execution of the proposed resolution agreement by said representatives.
- a. The respective Board of Trustees/Directors of the parties hereto shall review and decide by majority vote of such Board if the proposed terms and conditions presented by the proposed resolution agreement are acceptable. If acceptable by majority vote of the respective Boards of each party, the terms and conditions shall be memorialized by a written amendment to this Agreement. In such event the notice initiating this termination shall be deemed terminated and will be of no further force and effect.
- C. **Secondary Step toward Resolution:** In the event the parties are unable to resolve all disputes after full compliance with the above provisions, no later than 60 days prior to the proposed date of termination set forth in the initialing notice as provided by (5) above, both Boards shall meet in a joint meeting at the main office of the College in an effort to finally resolve any disputes. If agreement is reached by a majority vote of each Board, the terms and

conditions agreed to shall be memorialized by a written amendment to become a part of this Agreement. In such event the notice initialing this termination process shall be deemed terminated and will be of no further force and effect.

- D. **Third Step toward Resolution:** If agreement cannot be reached, the parties agree to seek the assistance and counsel of the sponsors of the College in resolving any dispute or issues related to renewing the Agreement, to the end that this Agreement shall remain in force for the term therein provided and for the reasonable anticipated extensions of said Agreement into the foreseeable future. Reasonable anticipated extensions in absence of a resolution will not exceed 365 days of the term therein provided for this Agreement.

WITNESSETH:

WHEREAS, the college requires certain auxiliary services at all Campuses in order to carry out its educational mission and

WHEREAS, The Association has been organized within the meaning of 501 (c) (3) of the Internal Revenue Code and its regulations, for the purpose of establishing, operating, managing and promoting services for the benefit of the college community including faculty, staff and students, in furtherance of the purpose of achieving the overall educational objectives of the College and provide services that are approved by the College.

WHEREAS, the Association bylaws read as follows:

1. To supplement, advance, enrich and operate those educational, social, cultural, recreational, welfare, living and financial facilities, activities and services as are now, or as may hereafter be provided for the students, community, alumni, faculty, and staff of North Country Community College in any matter or manner not inconsistent with law, and to engage in activities ancillary to and in furtherance of the education activities of North Country Community College.
2. To promote wellness and cultivate educational, social, cultural, and recreational relations among students, community, alumni, and faculty of North Country Community College, to engage exclusively in activities *of* North Country Community College and to aid the students, alumni, faculty and staff of such college by assisting them in every way possible in their study, work, living and extra-curricular activities.
3. To receive real and personal property and funds through gifts, devises, or bequests, and to hold, purchase, sell, rent, mortgage, lease and otherwise dispose of real and personal property, subject to the provisions of the law, for all the purposes set forth.

NOW THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties agree as follows:

ARTICLE 1: SERVICES PROVIDED TO THE COLLEGE BY OR THROUGH THE ASSOCIATION include but are not necessarily limited to the following:

A. FEES

- a) The College shall collect the mandatory fees set for students (Student Activity fee and Athletic fee) on all campuses from the students and shall remit said receipts to the Association.
 - i) See Article II for College responsibilities.
 - ii) The Association shall act as the disbursing agent for these mandatory fees.
 - iii) As the disbursing agent;
 1. A reasonable management fee may be collected by the Association, but for the term of this contract it is agreed NO management fee will be collected.
 2. Separate agency accounts may be combined or commingled for efficiency and income improvement.
 3. The Association may credit interest earned on the investment of agency funds to the agency accounts, or retain the interest so earned in lieu of a management fee, or charge a management fee and retain the interest.
 4. The Association acts as custodial and disbursing agent for programs or projects conducted by students through duly organized and College recognized student clubs, groups or associations.
 5. If the President of the Association Board (primary check signatory) is unavailable, the Vice President of the Association Board may sign checks or paperwork in order to disburse funds.

B. FOOD SERVICE

- a) The Association shall be responsible for and have exclusive rights in providing Food Services on all campuses and underwriting losses or receiving profits for said operations.
 - i) Food Services may consist of operating the kitchens, cooking facilities, dining halls, snack bars, service areas and all other operations related to or connected with the preparation and sale of food, legal beverages and other items which serve the needs and convenience of the College campuses.
 - ii) The Association will maintain pouring rights in regard sale of legal beverages and "revenues" of these pouring rights are designated to specifically support the educational mission of the college.
 - iii) The Association will have first right of refusal for catering service requests on the College campuses.
- b) Maintenance, repair, and replacement* of Food Service equipment shall be the responsibility of the Association.

- i) * See Article II for caveat/College responsibilities.
 - ii) The Association will reimburse the College for the portion paid by the College when Capital Funds are matched.
- c) The Association provides the exterior trash containers at the rear of the facility on the Saranac Lake campus.
- i) Food Service staff will remove trash from the Connector and the kitchen.
 - ii) The College and the Association will split the costs associated with garbage pickup from the Connector area and remove as required all garbage and trash.
- d) If a College food service is being conducted and operated by an outside contractor, the Association shall be the depository for all monies collected on meal plan contracts. The Association will then transfer to the contractor all monies due them under the terms of the **Food Service Contract**.
- i) The Association maintains the first right of refusal for all contracted catering food services.
- e) The Association will provide the College with copies of all Food Service Contracts, Health permits, and proof of insurance, prior to September 1 of each year as it relates to any and all Food Service Operations.

C. VENDING

- a) The Association shall be responsible for and will have the exclusive rights on all campuses in providing vending services and underwriting losses or receiving profits from said operations.
 - i) Vending Services may include confectionery, candy, food, beverage, amusement, recreation, and other mechanical or electrical service devices.
 - ii) The Association will provide The College with copies of all Vending Contracts prior to September 1 of each year.

D. CAMPUS STORE SERVICES

- a) The Association shall be responsible for and will have the exclusive rights on all campuses in providing Book Store Services and Underwriting losses or receiving profits from said operations.
 - i) The book store shall make available all items required by the instruction programs of the College and academically related supplies and other articles, items, and sundries as may be required to serve the needs of the college community.
 - ii) The mark up on texts shall be no more than an average of twenty-five percent (25%). The mark up on non-text items shall be no more than an average of fifty percent (50%).

E. RESIDENCE HALLS

- a) The Association owns property and has a bond separate from the College for the Residence Halls in Saranac Lake.

- i) Funds collected from student housing will pay for the buildings and upkeep of the residence halls.
- ii) The Association will encumber Residence Hall Director's salary with co-supervision of the role being shared by the Executive Director of The Association and the Dean of Student Life. This co-supervision approach will take effect prior to September 1, 2017.

F. FACILITIES/MAINTENANCE

- a) See Article II for College responsibilities.
- b) The Association shall not be liable or responsible for repairs and improvements unless necessitate due to negligence of the Association, its employees or agents.

G. TECHNOLOGY & HUMAN RESOURCES

- a) See Article II for College responsibilities.

H. BUDGET

- a) The Association shall provide the College with an annual budget detailing expected revenues and expenditures at least thirty (30) days prior to the starting date (July 1st) of the Association's fiscal year.
 - i) The Association shall maintain systems of bookkeeping and accounting acceptable to the college and shall permit inspection of said records by the College.
 - ii) The Association shall have available for inspection by any member of the College community the minutes of annual or any regular meetings, annual certified financial statements, and annual budgets and subsequent revisions.
 - iii) The Association should have sufficient level of cash or cash equivalent assets to provide adequate amounts to meet liabilities; to provide reserves to meet inflationary increases in operating expenses; to provide reserves to replace Association owned equipment; and to provide for unexpected emergencies within the purview of the Association.
- b) The Association shall make provisions for an independent audit of its accounts annually by a Certified Public Accountant and shall promptly forward a copy thereof to the College.
- c) Both parties will develop a five-year capital budget, meet annually to review it and schedule agreed upon improvements.

I. COMPLIANCE/LIABILITY

- a) The Association shall comply with all laws, ordinances, regulations, and rules of all Federal, State, and Local Authorities.
- b) This Agreement, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the law of the State of New York.

- c) The Association shall abide by all policies, procedures, and regulations adopted by the College.
- d) The Association shall protect, indemnify and hold harmless the College and its agents from and against any damage, fine, judgment, expenses or charge suffered, imposed, assessed or incurred for any violation or breach of any law, ordinance, order, rule, or regulation or occasioned by any act, neglect, or omission of the Association, its employees and/or agents. The College carries an umbrella insurance policy for the College, the Association and the Foundation. The umbrella policy includes but is not limited to insuring property and equipment assets, normal negligence, fire (damage or loss) to property, loss of earnings, unlimited defense coverage, D&O at approximately \$4,000,000 and carries with it an obligation for employees of all three entities to report incidents as delineated in the umbrella policy to the proper authorities related to managing risk and in responding to potential claims. In no event shall anything contained in this agreement be deemed to impose liability of any nature upon the Association for loss or damage to persons or property, caused by the college, its officers or employees, or by a third party over which the Association exercises no control.
- e) The Association will maintain in force at all times the following insurances: Workers Compensation and New York State Disability Insurance in accordance with the laws regarding said insurance.
- f) The Association voluntarily pledges to maintain the highest levels of environmental sustainability possible in all aspects of its business operations.

ARTICLE II: SERVICES PROVIDED TO THE ASSOCIATION BY OR THROUGH THE COLLEGE include but are not necessarily limited to the following:

A. FEES

- a) The College shall collect the mandatory fees set for students (Student Activity fee, mandatory Athletic fee) on all campuses from the students and shall remit said receipts to the Association.
 - i) The fee the College charges to all athletes is also collected by the College and remitted to the Association. The Athletic fee is set by the Board of Trustees of the College following consultation with the Association.
 - ii) The Student Activity fee rate is set by the student government and approved by the College.
 - iii) The College shall act as the fiscal designee for these mandatory fees. Fiscal designee is defined as the entity designated to authorize appropriate use of funds collected by mandatory fees.

B. FOOD SERVICE

- a) *The College will assume Food Service equipment replacement responsibility if/when the College can successfully receive a state match on capital improvement funds.
- b) The College will provide necessary interior garbage containers to Food Service spaces.
- c) The College and the Association will split the costs associated with garbage pickup from the Connector area and remove as required all garbage and trash.
- d) The College will furnish light, heat, power, hot and cold water and all such utilities as are necessary for the operation of the food services.
- e) The College must provide safe and commercial grade furniture for use in the Connector.
- f) The College agrees when/if a College food service is being conducted and operated by an outside contractor, the Association shall receive first right of refusal for all contracted catering food services.

C. VENDING

- a) See Article I for Association responsibilities.

D. CAMPUS STORE SERVICES

- a) See Article I for Association responsibilities.

E. RESIDENCE HALLS

- a) See Article I for Association responsibilities.
- b) The College will provide Subject to Call compensation as per an MOU with NCCCAP.
- c) The College will supervise/manage all student conduct issues and residential programming.

F. FACILITIES/MAINTENANCE

- a) The College is responsible for providing space and utilities for the conduct and operation of the businesses, functions, and purposes of the Association.
 - i) The specific physical space areas presently occupied by the Association reflect current needs, but shall not prevent the College from designating additional spaces or restricting space designated for the requirements of a particular service as the College may determine. The Association's Board of Directors shall be informed prior to any change made in the space allocation for a particular service.
- b) Annual review of joint equipment (food service or otherwise) is expected.
- c) Any and all equipment purchased by the Association shall be considered the property of the College at the termination of the Association.
- d) The College is responsible for structural repairs that could be deemed a hazard to the area the Association occupies.
- e) The College shall maintain safe egress to the Association occupied space through proper exterior maintenance including snow removal and via a coordinated and agreed upon schedule.
 - i) More specifically, plowing of residence life parking lot and sidewalk to shall be the responsibility of the College, even on snow days or other College closures when residential students are still occupying the halls and food service is open.
- f) The College is responsible for maintaining and upkeep of the physical plant in accordance with the law.
- g) On-Call maintenance will be provided by the College.
- h) A mutually agreed upon Residence Life emergency response plan will be documented to ensure snow day coverage and urgent maintenance needs that impact residential living and food service.
- i) The College shall, to the fullest extent possible, keep the premises that the Association occupies (e.g. bookstore, offices, cafeteria, residence halls, etc.) in good repair, including routine wear and tear, cosmetic repairs/updates, waxing floors, pest control, safety updates, and ventilation.
 - i) The Association shall not be liable or responsible for such repairs and improvements unless necessitate due to negligence of the Association, its employees or agents.
 - ii) College custodial services at the Residence Halls will include common areas and unoccupied suites/bedrooms.
- j) The College is responsible for making structural changes and/or repairs as required to comply with all laws, ordinances, regulations, and rules of Federal, State, and Local Authorities and to meet standards of ventilation systems, and fire prevention systems in all Food Service and other Association areas.
- k) The College reserved the right to invoice the Association a maintenance fee to subsidize the cost of overall maintenance services to Association spaces and operations including the Residence Halls and Food Service.

G. TECHNOLOGY & HUMAN RESOURCES

- a) The College will provide telecommunications to the Association office.
- b) The College will provide IT support and authorize permissions for Association access and usage of College software management tools as deemed appropriate by the Vice President of Administration.

- c) The IT department will assist the Association with trouble shooting technology issues and will outreach to expertise not available through the College as needed to resolve technology problems.
- d) The College will provide Human Resources support to the Association.

H. BUDGET

- a) Both parties will develop a five-year capital budget, meet annually to review it and schedule agreed upon improvements.

I. COMPLIANCE/LIABILITY

- a) See Article I for Association responsibilities.

ARTICLE III: MUTAL CONSIDERATIONS

A. OTHER MUTAL CONSIDERATIONS

- a) This Agreement does not prohibit the Association from providing additional services for the accommodation of the College community, nor does it prohibit the College from providing additional services to the Association. However, when these additional services or accommodations are identified, they will be discussed and mutually agreed upon before enacted by either party.
- b) As changes occur, the Association shall provide the College with a copy of any amendments to its Certificate of Incorporation, By-Laws and Constitution.
- c) Upon the dissolution of the Association, the College and the Association will refer to the **dissolution clause** described in the bylaws of the Association.

In WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

Dr. Steve Tyrell – President NCCC

Date

Cammy Sheridan – President NCCC Assoc., Inc.

Date

STATE OF NEW YORK)
 : SS.
COUNTY OF ESSEX)

On the ___ day of _____, 2___ before me personally came _____, to me known, who being by me duly sworn, did depose and say that he resides at _____; that he is President of North Country Community College, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Trustees of said corporation, and that he signed his name thereto by like order.

STATE OF NEW YORK)
 : SS.
COUNTY OF ESSEX)

On the ___ day of _____, 2___ before me personally came _____, to me known, who being by me duly sworn, did depose and say that he resides at _____; that he is President of the North Country College Association, Inc., the Corporation described in and which executed the above instrument; that he signed his name thereto by order of the Board of Directors of said corporation.



Board of Trustees

2017-2018 Proposed Meeting Schedule

Friday, September 29th, 2017

Friday, October 27th, 2017

Thursday, November 30th, 2017 | Ticonderoga

Friday, December 22nd, 2017

Friday, January 26th, 2018

Friday, February 23rd, 2018

Thursday, March 29th, 2018 | Malone

Friday, April 27th, 2018

Friday, May 11th, 2018

Thursday, June 28th, 2018

Thursday, July 26th, 2018

Friday, August 31, 2018

Unless otherwise noted, NCCC Board of Trustee meetings will begin at 11:00 a.m. in the Board Room of Hodson Hall on the Saranac Lake Campus. Video conferencing will be available for all meetings from both the Malone and Ticonderoga campus.