

BOARD OF TRUSTEES MEETING

11:00 a.m. | May 11, 2018

Saranac Lake Campus

AGENDA

- I. Call to Order
- II. Approval of April 27, 2018 minutes
- III. Investment presentation by Alan Dana of Wells Fargo
- IV. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- V. College Reports
 - A. Board Chair
 - B. Vice President for Academic Affair
 1. Resolution 2017-18 | 26 - Deactivation Proposal for AAS Business in Office Technology
 2. Resolution 2017-18 | 27 - Deactivation Proposal for Certificate in Business in Office Technology
 3. Resolution 2017-18 | 34 – Appointment, Radiologic Technology Program Director
 4. Resolution 2017-18 | 35 – Appointment, Registrar
 - C. Dean of Admissions
 - D. Vice President for Administration & Fiscal Operations
 1. Resolution 2017-18 | 33 - Saranac Lake Campus Master Plan
 - E. President
 1. Resolution 2017-18 | 28 - Promotion for Instructor to Asst. Professor
 2. Resolution 2017-18 | 29 - Promotion for Instructor to Asst. Professor
 3. Resolution 2017-18 | 30 - Promotion for Assistant Professor to Associate Professor
 4. Resolution 2017-18 | 31 - Promotion for Assistant Professor to Associate Professor
 5. Resolution 2017-18 | 32 - Promotion for Associate Professor to Professor
 - F. Representative Reports
 1. NCCC Association
 2. NCCC Foundation
- VI. Old Business
- VII. New Business
- VIII. Public Comment*
- IX. Executive Session
- X. Adjourn

An Executive Session of the Board of Trustees may be called pursuant to Article 7 of the Public Officer's Law to discuss *the Medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation and collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law. (Public Officers Law §105).*

*** Public Comment: Visitors are requested to sign in before the beginning of the meeting. Provision is made at this point in the agenda for citizens of the community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time. No person, not a member of the Board, shall speak for more than five (5) minutes. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.**

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, April 27, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Dan Kelleher, Mark Moeller, Joe Costa, Pete Suttmeier, Tim Burpoe, and Mary Irene Lee.

Excused: Dan Kelleher, Jerry Griffin

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chad LaDue, Sarah Kilby, and Joe Pete Wilson

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

Approval of Minutes

Anne McDonald made a motion to approve the March 29, 2018 minutes. Joe Costa seconded the motion. The March 29, 2018 minutes were approved unanimously (7-0-0).

Niles Asset Management Presentation

Mr. Niles made a presentation to the board about investments of discretionary cash and funds management accounts. Discussion on how a portfolio could be built for NCCC and the reporting factors. Currently \$1.5-1.6 million of the fund balance could be invested in \$500-600K increments. The fee would be fixed regardless of the amount. The board agreed to continue the discussion at future meetings.

College Senate

Sarah Kilby reported:

- Senate has recently voted in favor for curriculum regarding an AEMT Certificate and an English advising track.
- The end of year report from Long Range Planning and Budget was shared with the board. Senate voted and approved the proposed budget.
- The next Senate meeting will be held on May 14, 2018 at 10:00AM. Steve Reed will be in attendance. Board perspective will be shared as well. Faculty will be meeting the next day privately to carry a vote on hiring a consultant to research the School of Applied Technology proposal.

NCCCAP

Chad LaDue shared with Steve Reed the results of a single question vote received from their body.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

Joe Keegan submitted his report and highlighted:

- The faculty is extremely appreciative of the participation of the Board and their commitment to the College.
- SUNY approved the AAS Nursing program (for Malone) and it is now with NY State Ed for review and approval.
- There are a number of new programs that are being worked on. Growth of the Academic Master plan has been exponential recently and there are portions of the plan that were shared:
 - A committee will be formed comprised of faculty, academic affairs, Admissions and representative of the board; with others to be invited to attend from the counties, including stakeholders such as the Department of Labor and workforce needs.
 - The committee will share their findings with the Board at the retreat in July.

The board acted on the following resolutions:

Joe Costa recommended resolution 2017-18 | 17 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY and NY State Education for NCCC to register a Certification in Advanced Emergency Medical Technician at our Malone, Saranac Lake, and Ticonderoga campuses. Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

Tim Burpoe recommended resolution 2017-18 | 18 that the North Country Community College Board of Trustees hereby approves the program proposal to SUNY and NY State Education for NCCC to offer an English concentration/advising track within the AA Liberal Arts and Sciences – Humanities/Social Sciences program. Mary Irene Lee seconded the motion. The resolution was approved unanimously (7-0-0).

Mark Moeller recommended resolution 2017-18 | 19 that the North Country Community College Board of Trustees hereby approves the temporary appointment of David St. Germain, to the full-time exempt appointment as the SUNY Potsdam Branch Campus Director effective May 29, 2018, at an annual salary of \$57,248, prorated to \$17,777.29, for the remainder of the 17/18 academic year. Tim Burpoe seconded the motion. The resolution was approved unanimously (7-0-0).

Mary Irene Lee recommended resolution 2017-18 | 20 that the North Country Community College Board of Trustees hereby approves the appointment of Kent Egglefield, to the full-time, twelve-month, exempt appointment as Women's Soccer/Lacrosse Coach and Athletic Program Assistant effective April 30, 2018, at an annual salary of \$50,683. Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

Dean of Admissions Report

Chris Tacea reported:

- On Thursday May 3, the Admissions team will travel to SUNY Metropolitan offices in NYC to visit with 40 students who have indicated interest in attending the Path to Potsdam program. To date, over 700 applications have been processed by SUNY Potsdam that are eligible for this opportunity. These students are in frequent communication with NCCC and SUNY Potsdam staff. We appear to be on track to reach the current cap of 60 students. Commitment to the program

is May 1st, 2018. Admissions is setting up potential dates in June and July for registration days in NYC.

- Financial Aid: There have been 25 financial aid award letters sent to students interested in the Path to Potsdam program. Thanks expressed to Bob Farmer, Lisa Symonds and their teams for their hard work into seeing this launch is successful.
- Joe Akey, NCCC alum and Admissions employee will be leaving next week for the NYS Trooper Academy. It is a great loss for us but a wonderful opportunity for him. Well wishes were extended.
- New information regarding Admissions' new student application data will be posted on SharePoint regularly and can be shared via email any time.

The board acted on the following resolution:

Mary Irene Lee recommended resolution 2017-18 | 21 that the North Country Community College Board of Trustees hereby approves the appointment of Meredith Chapman, to the full-time, twelve-month, exempt appointment as Associate Director of Admissions effective March 19, 2018, at an annual salary of \$69,066. Mark Moeller seconded the motion. The resolution was approved unanimously (7-0-0).

Vice President for Administration/CFO:

- Bob Farmer shared with board the financials for February and March of 2018, and the first projection report for revenues and expenditures for Fiscal Year 2017-2018. Bob Farmer highlighted changes in revenue and expenses for the 17-18 year. Anne McDonald moved to approve the reports. Tim Burpoe seconded the motion. The reports were approved unanimously (7-0-0).
- There was discussion on how Second Chance Pell has a critical piece in balancing the budget these past two years and for 2018-18 because it is possibility that this grant-based this income stream may end after 2018-19, the College pursued the Path to Potsdam to fill this potential void in the revenue stream. It is important that the College continue to look at other possible initiatives to insure financial viability in the future.
- Board members also remarked that students should be our primary focus. It was expressed that history has shown that the sponsoring counties are not going to provide the capital support required to support the physical plant needs of the College and that the College will need to move forward in seeking capital support from private sources. This discussion will continue at future meetings.

The board acted on the following resolutions:

Tim Burpoe recommended resolution 2017-18 | 23 that the North Country Community College Board of Trustees hereby approves full-time and part-time tuition rates for the 2018-19 academic year; and the Operating Budget & Fee Schedule for the academic year beginning September 1, 2018 and ending August 31, 2019. Mark Moeller seconded the motion. The resolution was approved unanimously (7-0-0).

Joe Costa recommended resolution 2017-18 | 24 that the North Country Community College Board of Trustees hereby approves the full-time College Fee rate for Excelsior Scholarship recipients. Mary Irene Lee seconded the motion. The resolution was approved unanimously (7-0-0).

Tim Burpoe recommended resolution 2017-18 | 25 that the North Country Community College Board of Trustees hereby approves the full-time and part-time tuition rates for the SUNY Potsdam Students for Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

- Budget development and review process went well this year through the shared governance structure. Thanks were extended to all participants involved.
- Student Trustee, Joe Costa was asked to reflect on the budget progress and the concerns students share. He proposed each department have a packet created to show how fees are broken down for students in their programs. The transparency and explanation can go a long way in educating the students. Students get upset when they don't understand why fees are being raised, and this type of explanation by program would be proactive.
- Additional, Joe Costa commented that it could be extremely beneficial if the College would create a contract on locking in a tuition rate for each student at the time of their registration.

President's Report:

Steve Tyrell shared his written report and highlighted:

- Victoria Smith and Chloe Nott are both 2018 Chancellor Award winners for Student Excellence.
- The May College Senate meeting will include a presentation of the 5 year financial plan from Bob Farmer.
- Shared Governance Working Group share a survey with the College community in April. There will be a 30 minute discussion on May 14 with the College Community to share the survey results and to address some comments. A hearty discussion is encouraged during the meeting (11:30-noon on May 14th).
- The Strategic Plan continues to progress and will be updated regularly and shared with the community. Updated reports may be found on SharePoint. See Stacie Hurwitch if you have any questions or comments.
- YMCA open forum on April 12 went very well. A follow-up meeting with the YMCA working group will occur a week or two following Commencement.
- The Ticonderoga Revitalization Alliance (TRA) held presentations on April 18th regarding the proposed School of Applied Technology. On April 30th at 10AM, TRA will share their presentation to the Essex County Board of Supervisors. Board of Trustee member attendance is encouraged. And on Thursday, May 3rd at 3pm, the presentation will be shared with members of the College.
- The NYS Dept. of Environmental Conservation (DEC) would like to move forward on the purchase of the patch of land/rail way outside Sparks Athletics facility to continue with the trail concept.. DEC is holding discussions with Essex and Franklin Counties and College attorney.
- Board of Trustees discussed the candidate for their 2018 scholarship.

NCCC Association:

No report.

NCCC Foundation:

Diana Fortune reported a successful event for Community Leaders Day. Thanks to everyone involved in making it such a great event today.

Old Business:

No new information regarding Academic Planning beside what the Board discussed in Joe's report earlier today.

New business

Again, a reminder that the Shared Governance Working Group will be holding a thirty minute session following the next Senate meeting to discuss survey results. Participation is highly welcomed and encouraged.

Public Comment:

None.

Executive Session

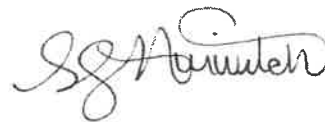
Anne McDonald made the motion to enter Executive Session at 12:58p.m. in relation to *collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.* Tim Burpoe seconded the motion. The motion was passed unanimously (7-0-0). Steve Tyrell was invited to join the meeting at 12:59p.m.

Steve Tyrell was excused from Executive Session at 1:30p.m.

Adjourn

Joe Costa made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:45p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
May 11th, 2018

Greetings to you all. The Spring 18 semester will be behind us by the time of your meeting and all that will remain is wrapping up final exams, completing our student-learning outcomes assessments and preparing for summer. Please find updates from our area here:

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

- **Academic Planning**
 - The College, in partnership with Adirondack Health and the University of Vermont's Continuing Education Department will be co-hosting a forum to explore health care career path opportunities and barriers on Thursday, May 24th, 2018 from 1:00-3:30 pm at Adirondack Health.
 - The College, along with CV-TEC and workforce partners, is working with IP on a project they are referring to as *School to Work*, to respond to a significant number of vacancies at the mill, both currently and projected into the future. We have three full days of meetings slated between mid-May and mid-June.
 - Our Academic Planning team is hoping to hold our inaugural meeting before we break for the summer.
 - The faculty will be meeting before we break for the summer to discuss the TRA School of Applied Technology proposal and the Board's request to consider hiring a consultant to review the proposal for its feasibility and viability.

- **Relocating Programs:**
 - *Advanced EMT*: Pending submission to SUNY.
 - *AS Business: Sports Management*: Pending review by SUNY.
 - *AAS Entrepreneurship Mgmt – Malone*: Pending submission to SUNY.
 - *AA Lib Arts and Sciences – Hum/Soc Science – English advising track*: Pending submission to SUNY.
 - *AAS Nursing*: Approved by SUNY; pending review by NYSED and Office for the Professions.
 - *Certificate in Entrepreneurship* – No update to report.
 - *AAS Human Services – Ticonderoga*: No update to report.
 - *AA Liberal Arts – Childhood/Early Childhood Teacher Ed Transfer*: No update to report.

- **SUNY Potsdam Proposal:**
 - We met with our SUNY Potsdam colleagues on April 30th, introducing our new director, David St. Germain to the group. We also toured the building and made some adjustments to the plans to support our operations. Once we wrap up operations from the semester, we can turn our attention towards other staffing needs there.

- **Assessment of Student Learning:** Assessment Day to review Spring 18 and plan Fall 18 student learning outcomes assessment at the program and institutional level will take place on Monday, May 14th, 2018.

- **College Bridge:** No update to report.

- **Academic Policies**

- *Academic Integrity Policy and Classroom Conduct Policy* – Our counsel raised some concerns and recommended changes to parts of the Classroom Conduct Policy and one in the Academic Integrity Policy. These concerns surround protecting free speech rights. At this point, they have been sent along to the Academic Policy and Standards Committee to review and consider.

★ **Campus Advisory Boards:**

- Our spring meeting in Ti was scheduled for Friday, May 4th, 2018 from 9:00-11:00 am. We'll share with you updates at the meeting.

★ **Faculty/Staff Searches:**

We have one full-time positions remaining to be finalized. Many thanks to the faculty and staff who served on these search committees! Here is a status update:

- *College Registrar* – Search is completed and we have a candidate we are recommending to you today.
- *Director of Radiologic Technology* – Search is completed and we have a candidate we are recommending to you today.
- *Science Instructor* – Search is completed and we hope to have recommendations wrapped up in time for your meeting.
- *Associate Dean for Academic Affairs* – Search is completed and hope to have a candidate to recommend to you in the near future.

★ **Grants and Experiments:**

Here is a brief update on our grants:

- *Second Chance*: Summer 19 planning is underway and 18-19 budget request has been submitted.
- *P-TECH Programs* –no updates to report.
- *Perkins*: We are awaiting our 18-19 allocation.

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS Enrollment in the AAS Business: Office Technology program has been trending downwards for years, and

WHEREAS the Business Department recommends deactivation of the program and resourcing the department to evaluate the program's long-term viability, including a potential revitalization of the offerings, and

WHEREAS The Curriculum Committee and College Senate have approved the proposal, and

WHEREAS The Vice President of Academic Affairs concurs and supports the proposal, and

WHEREAS The President has reviewed the proposal and endorses the recommendation;

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves the submission of a program deactivation proposal to SUNY and NYSED at the campuses where the program is registered: Malone and Saranac Lake.

2017-18 | 26
May 11, 2018

Motion:

Seconded:

Passed/Not Passed/Postponed: (0-0-0)

A.A.S. BUSINESS: OFFICE TECHNOLOGY
(HEGIS 5005)



I. PROGRAM CORE COURSES (36/37 credits)			CREDITS	SEMESTER	GRADE
A.	BUS101/154	Financial Accounting or BUS 154 Small Business Accounting	3/4		
B.	BUS110	Business Math	3		
C.	BUS220	Business Communications	3		
D.	CIS130	Productivity Computing	3		
E.	CIS200	Desktop Publishing OR CIS 221 Data Management & Analysis	3		
F.	OFT101	Beginning Keyboarding (* must achieve "C"/73% or higher to enter OFT102) OR BUS, CIS, OFT elective (based on placement testing) (<i>OFT101 Fall offering only.</i>)	3		
G.	OFT102	Intermediate Keyboarding (<i>OFT102 Spring offering only</i>)	3		
H.	OFT118	Machine Transcription	3		
I.	OFT140	Office Procedures and Administration	3		
J.	OFT/BUS/CIS Electives (6 credits)				
	1.		3		
	2.		3		
K.	OFT/BUS/CIS Elective or HEA 101 Medical Terminology				
	1.		3		
II. LIBERAL ARTS AND SCIENCE (18/19 credits)			CREDITS	SEMESTER	GRADE
A.	SOCIAL SCIENCE (3 credits) Select from: ANT, ECO, GEO, HIS, PSY or SOC (PSY138 Psychology of Human Relations is recommended)				
	1.		3		
B.	HUMANITIES (6 credits)				
	1.	ENG 101 English Composition I	3		
	2.	ELECTIVE (3 credits) Select from: ART, DRA, ENG (except ENG 100), FRE, HUM, MUS, PHI or SPA (ENG 105 Speech Fundamentals is recommended)	3		
C.	MATHEMATICS (3 credits) (Note: MAT 095, MAT 100, MAT 101) do not meet Mathematics requirement.)				
	1.	MAT	3		
D.	NATURAL SCIENCE (3/4 credits) Select from: ANT101, BIO, CHE, EAS, PHY or SCI				
	1.		3/4		
E.	LIBERAL ARTS and SCIENCE ELECTIVES (3 credits) Select from: ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG 100), FRE, GEO, HIS, HUM, MAT (except MAT 095, MAT 100, MAT 101), MUS, PHI, PHY, POS, PSY, SCI, SOC or SPA				
	1.		3		
III. GENERAL ELECTIVES (6 credits)			CREDITS	SEMESTER	GRADE
	Select any credit courses offered at the College (Note: ENG 100, MAT 100, MAT 101 are General Electives)				
	1.		3		
	2.		3		
IV. PHYSICAL HEALTH (2 credits)			CREDITS	SEMESTER	GRADE
	Select from: PED or HED courses				
	1.		1		
	2.		1		

MINIMUM TOTAL CREDITS 62/64

Degree Program Actions/Revisions Tracking

Revised AA – 4/14/2016- Changed course name and credits on BUS 101.

Revised AA- 10/26/2017- Changed to reflect addition of MAT 101 to curriculum.

Curriculum Request Form

- New Program Proposal
- Program Change
- Program Deactivation
- Program Reactivation
- New Course Proposal
- Course Changes
- Course Deactivation
- Course Reactivation
- Course Outline
- Change in Delivery Mode
- Worksheet Change(s)

PROPOSED CHANGE(S): Department Number Title Prefix Prerequisite

Content Level Fee Yes – contact LRPB No

Date:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

Course Level:

(if any new assigned by registrar)

Credits:

Contact Hours:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course: Yes No

Course Fee: \$ LRPB Contacted: Yes No Business Office Notified: Yes No

CHANGE TO:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course: Yes No

Course Fee: \$ LRPB Contacted: Yes No Business Office Notified: Yes No

Programs affected by change: AAS: Business: Office Technology

select applicable

Type of Offering: Regular Online

Course Outline: Current (labeled OLD) Revised (labeled NEW)

Degree Worksheet: Current (labeled OLD) Revised (labeled NEW)

COURSE/PROGRAM DESCRIPTION:

The AAS Business: Office Technology program consists of 12 business core courses (36/37 credits) which are a combination of BUS, CIS and OFT courses, 6 liberal arts and science courses (18/19 credits), 2 general electives (6 credits), and 2 credits of physical health.

RATIONALE:

Although this program once flourished, currently very few students are enrolled. In the past five years 3.4 students per year have graduated from this program.

In the 2015 external review of this program, many recommendations were made about modifying this program and the related core courses. To date, the department has not had the resources to determine the specific changes that need to be made and to implement them.

In the meantime the department has worked to offer this degree, as well as the related certificate, to a small number of students. It is not always possible to offer two of the four courses within a two-year period. Therefore, often waivers are done for at least one core course.

Business Programs acknowledges that the skills taught in this degree are most likely desirable and attractive to many people. Deactivating the program gives the department a three-year window in which to explore the possibilities for reaching the current market and redesigning the program to meet current needs.

DESCRIBE IMPACT ON OTHER COURSE(S) AND/OR PROGRAM(S):

There is no known impact on other programs.

Along with the deactivation of this program, the department also proposes to deactivate OFT 118 Machine Transcription and OFT 140 Office Procedures and Administration. We do propose to retain and offer OFT 101 Beginning Keyboarding and OFT 102 Intermediate Keyboarding. OFT 101 and 102 can be used as electives for the AAS Business degrees, and OFT 101 is an elective on the AAS Criminal Justice degree.

APPROVALS:

Lynne F Kemp

Digitally signed by Lynne F Kemp
DN: cn=Lynne F Kemp, o=NCCC, ou=Business Programs,
email=lkemp@nccc.edu, c=US
Date: 2018.02.15 13:32:11 -05'00'

Date: 12/01/2017

* Department Coordinator/Director

Allison Warner

Digitally signed by Allison Warner
Date: 2018.03.09 16:32:38 -05'00'

Date: 03/09/2018

* Curriculum Committee Chair

Sarah Kilby

Digitally signed by Sarah Kilby
DN: cn=Sarah Kilby, o=North Country Community College,
ou=Mathematics Department, email=skilby@nccc.edu, c=US
Date: 2018.03.23 14:22:22 -04'00'

Date: 03/23/2018

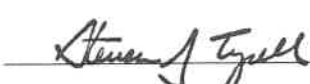
* Senate Chair


Joe Keegan

Digitally signed by Joe Keegan
Date: 2018.05.03 09:36:45 -04'00'

Date: 05/03/2018

* Vice President for Academic Affairs



Date: 5/7/18 

* President

Date: _____

* Board of Trustees

Date: _____

* Records

As needed the VPAA Office will coordinate submitting the necessary materials to the Board of Trustees, SUNY, NYSED, and/or Middle States for additional notification and/or approvals.

Entity:

Notification: _____ Approval: _____ Response: _____

Entity:

Notification: _____ Approval: _____ Response: _____

Entity:

Notification: _____ Approval: _____ Response: _____

Business Office Notified

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS Enrollment in the Certificate in Business: Office Technology program has been trending downwards for years, and

WHEREAS the Business Department recommends deactivation of the certificate and resourcing the department to evaluate the program's long-term viability, including a potential revitalization of the offerings, and

WHEREAS The Curriculum Committee and College Senate have approved the proposal, and

WHEREAS The Vice President of Academic Affairs concurs and supports the proposal, and

WHEREAS The President has reviewed the proposal and endorses the recommendation;

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves the submission of a certificate deactivation proposal to SUNY and NYSED at the campuses where the program is registered: Malone and Saranac Lake.

2017-18 | 27
May 11, 2018

Motion:

Seconded:

Passed/Not Passed/Postponed (0-0-0)

**CERTIFICATE: BUSINESS: OFFICE TECHNOLOGY
(HEGIS 5005)**



PROGRAM COURSES (13 credits)			CREDITS	SEMESTER	GRADE
I. First Semester (13 credits)					
A.	BUS101	Financial Accounting or BUS154 Small Business Accounting	3/4		
B.	CIS130	Productivity Computing	3		
C.	ENG101	English Composition I	3		
D.	OFT101	Beginning Keyboarding (* must achieve "C"/73% or higher to enter OFT102) OR BUS, CIS, OFT elective (based on placement testing) (<i>OFT101 Fall offering only.</i>)	3		
E.	PED	Physical Health Elective (HED or PED)	1		

			CREDITS	SEMESTER	GRADE
II. Second Semester (18 credits)					
A.	BUS110	Business Math (Spring only)	3		
B.	OFT102	Intermediate Keyboarding (Spring only)	3		
C.	OFT140	Office Procedures and Administration (Spring only)	3		
D.	BUS220	Business Communications	3		
E.	CIS	Elective 200 level CIS course	3		
F.	OFT118	Machine Transcription	3		

MINIMUM TOTAL CREDITS 31/32

Degree Program Actions/Revisions Tracking

Revised VPAA Reduction of credits (SUNY Seamless Transfer: 7/7/2014)

Revised VPAA- 4/16/2016 – Changed name and course credits for BUS 101

Curriculum Request Form

- New Program Proposal
- Program Change
- Program Deactivation
- Program Reactivation
- New Course Proposal
- Course Changes
- Course Deactivation
- Course Reactivation
- Course Outline
- Change in Delivery Mode
- Worksheet Change(s)

PROPOSED CHANGE(S): Department Number Title Prefix Prerequisite

Content Level Fee Yes – contact LRPB No

Date:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

Course Level:

(if any new assigned by registrar)

Credits:

Contact Hours:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course: Yes No

Course Fee: \$ LRPB Contacted: Yes No Business Office Notified: Yes No

CHANGE TO:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course: Yes No

Course Fee: \$ LRPB Contacted: Yes No Business Office Notified: Yes No

Programs affected by change: Certificate Office Technology

select applicable

Type of Offering: Regular Online

Course Outline: Current (labeled OLD) Revised (labeled NEW)

Degree Worksheet: Current (labeled OLD) Revised (labeled NEW)

COURSE/PROGRAM DESCRIPTION:

The Certificate: Business: Office Technology requires a total of 31/32 credits. This includes:
--Nine core courses (BUS, CIS, OFT) (27/28 credits)
--ENG 101 (3 credits)
--Physical health elective (1 credit)

RATIONALE:

Although this program once flourished, currently very few students are enrolled. In the past five years .8 students per year have graduated from this program.

In the 2015 external review of this program, many recommendations were made about modifying this program and the related core courses. To date, the department has not had the resources to determine the specific changes that need to be made and to implement them.

In the meantime the department has worked to offer this certificate as well as the related degree, to a small number of students. It is not always possible to offer two of the four courses within a one-year period. Therefore, often waivers are done for at least one core course.

Business Programs acknowledges that the skills taught in this certificate are most likely desirable and attractive to many people. Deactivating the certificate gives the department a three-year window in which to explore the possibilities for reaching the current market and redesigning the program to meet current needs.

Please see the accompanying deactivation proposal for further details.

DESCRIBE IMPACT ON OTHER COURSE(S) AND/OR PROGRAM(S):

There is no known impact on other programs.

Along with the deactivation of this program, the department also proposes to deactivate OFT 118 Machine Transcription and OFT 140 Office Procedures and Administration. We do propose to retain and offer OFT 101 Beginning Keyboarding and OFT 102 Intermediate Keyboarding. OFT 101 and 102 can be used as electives for the AAS Business degrees, and OFT 101 is an elective on the AAS Criminal Justice degree.

APPROVALS:

Lynne F Kemp

Digitally signed by Lynne F Kemp
DN: cn=Lynne F Kemp, o=NCCC, ou=Business Programs,
email=lkemp@nccc.edu, c=US
Date: 2018.02.15 13:32:47 -05'00'

Date: 12/01/2017

* Department Coordinator/Director

Allison Warner

Digitally signed by Allison Warner
Date: 2018.03.09 16:33:18 -05'00'

Date: 03/09/2018

* Curriculum Committee Chair

Sarah Kilby

Digitally signed by Sarah Kilby
DN: cn=Sarah Kilby, o=North Country Community College,
ou=Mathematics Department, email=skilby@nccc.edu, c=US
Date: 2018.03.23 14:22:51 -04'00'

Date: 03/23/2018

* Senate Chair

Joe Keegan

Digitally signed by Joe Keegan
Date: 2018.05.03 09:38:07 -04'00'

Date: 05/03/2018

* Vice President for Academic Affairs



Date: 5/7/18 

* President

Date: _____

* Board of Trustees

Date: _____

* Records

As needed the VPAA Office will coordinate submitting the necessary materials to the Board of Trustees, SUNY, NYSED, and/or Middle States for additional notification and/or approvals.

Entity:

Notification: _____ Approval: _____ Response: _____

Entity:

Notification: _____ Approval: _____ Response: _____

Entity:

Notification: _____ Approval: _____ Response: _____

Business Office Notified

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the appointment of Becky LaDue, to the full-time, exempt appointment as Radiologic Technology Program Director effective May 14, 2018,

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 appointment of Becky LaDue, to the full-time, exempt appointment as Radiologic Technology Program Director effective May 14, 2018 at pro-rated annual salary of \$63,813 for the remainder of the 17/18 academic year.

This position is currently funded in the 2017/18 operating budget.

2017-18 | 34
May 11, 2018

Motion:

Seconded:

Passed/Not Passed/Postponed: (0-0-0)



May 7, 2018

Ms. Becky LaDue
29 Saranac Lane
Saranac Lake, NY 12983

Dear Ms. LaDue:

Pending approval by the North Country Community College Board of Trustees at their May 2018 meeting, I am pleased to offer you an initial term, full-time, twelve-month (164 day) exempt appointment as Radiologic Technology Program Director effective May 14, 2018. Your area supervisor will be Joe Keegan, VP 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 Step 28 on Schedule C of the 2015-2019 CBA, which is \$63,813. This amount will be prorated for the remainder of the 17/18 academic year.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake.

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 May 11, 2018.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel / Payroll File


Employee Signature


Date

Thursday, February 22, 2018

Becky A. LaDue
29 Saranac Lane
Saranac Lake, NY 12983
518.524.4934

North Country Community College
23 Santanoni Ave.
PO Box 89
Saranac Lake, NY 12983

To whom it may concern:

I am requesting your consideration for the position of Radiologic Technology Program Director listed on the North Country Community College website.

As indicated by my resume, I am currently the Interim Radiologic Technology Director at North Country Community College in Saranac Lake, NY. Throughout the past fourteen years, it has been a pleasure and passion of mine to work at North Country Community College, motivating individuals to be competent, caring, and compassionate radiologic technologists within the field of Radiology. I have had positive working relationships with all of the students, staff, faculty, and clinical sites throughout the years. Given my background, as both an instructor and Clinical Coordinator within the department, I feel as though I have a wealth of knowledge and understanding of the dedication and commitment one must have to be the leader of such a unique program.

My previous clinical experience includes, Chief Radiologic Technologist at Ray Brook Federal Correctional Facility, Greater Rochester Orthopedics, working alongside twelve orthopedic surgeons, in Rochester, NY, and working as the Radiologic Technologist at Seaway Orthopedics in Massena, NY.

I am a hardworking, compassionate individual who understands what it takes to succeed. Your consideration of my qualifications for this position are greatly appreciated. I may be reached at the above address and phone number.

Thank you for your time and consideration.

Sincerely,



Becky A. LaDue M.S. RT (R) (ARRT)

Becky LaDue
29 Saranac Lane
Saranac Lake, NY 12983
518.524.4934
E-mail: cbladue@yahoo.com

Education

Buffalo State College, Buffalo, New York

Master of Science in Adult Education /Concentration in Health Management

GPA: 4.0- 2011

Empire State College, Latham, New York

Bachelor of Science in Community and Human Services/Concentration in Allied Health Services - 2008

Champlain Valley Technology, Plattsburgh, New York

Certified Phlebotomist - 2001

North Country Community College, Saranac Lake, New York

A.A.S., Radiologic Technology GPA: 3.7 - 2000

Work Experience

August 2015-
Present

North Country Community College, Saranac Lake, New York

Interim Program Director, Radiologic Technology

- Maintain program requirements for Middle States
- Communicate with the ARRT and NYSDOH regarding program, student, and radiology equipment requirement
- Weekly meetings with staff within the department, including staff at fourteen clinical sites
- Review and request book requirements for the program
- Manage the department budget
- Oversee twenty-one clinical instructors within Northern New York, including scheduling all students at fourteen clinical sites and evaluating the students at those sites
- Prepare and maintain course outlines and objectives
- Instruct the Radiographic Procedures I and II lecture and lab, Pharmacology, and Current Technology I
- Maintain radiation protection monitoring for all students/faculty
- Perform Quality Assurance on lab equipment
- Advisement and registration for Radiologic Technology students
- Conduct interviews and an informational session each year for applicants
- Coordinate and conduct yearly Radiologic Technology Advisory Board meetings
- Work closely with the Vice President of Academic Affairs

January 2008-
August 2015

North Country Community College, Saranac Lake, New York

Clinical Coordinator, Assistant Professor, Radiologic Technology

- Oversee twenty-one clinical instructors within Northern New York, including scheduling all students at fourteen clinical sites and evaluating the students at those sites
- Prepare and maintain course outlines and objectives

- Instruct the Radiographic Positioning I and II lecture and lab
- Maintain all radiation protection monitoring for all students/faculty
- Perform Quality Assurance on lab equipment
- Oversee full-time and part-time employment within the department, including work study
- Advisement and registration for all students
- Work closely with the Program Director

2004-
2008 **North Country Community College, Saranac Lake, New York**
Instructor, Radiologic Technology

- Instruct Introduction to Radiologic Technology and Medical Terminology courses
- Instruct the labs associated with Radiographic Positioning
- Oversee open labs/ tutor students
- Order all supplies used within the lab setting

2003-
2004 **Seaway Orthopedics, Massena, New York**
Radiologic Technologist

- Perform routine and special orthopedic x-ray views
- Observe within the MRI department
- Assist physician throughout office procedures
- Perform Quality Assurance on equipment
- Perform PET scans
- Order and maintain all supplies for the department

2001-
2003 **Greater Rochester Orthopedics, Rochester, NY**
Radiologic Technologist

- Perform routine and special orthopedic x-rays
- Assist 12 physicians throughout office procedures
- Perform Quality Assurance on equipment
- Order and maintain all supplies for the department

2000-
2001 **Federal Correctional Institute, Ray Brook, New York**
Chief Radiologic Technologist

- Perform routine orthopedic, abdomen, and chest x-rays on inmates
- Perform preventive maintenance procedures on equipment
- Document necessary procedures and documentation of Quality Assurance
- Maintain all filing of reports, Quality Control information, and any other clerical duties as they apply

Professional Development

- CPR and AED Certified
- First Aid Certified
- AERT Conference 2005 - 2017
- Lambda Nu, National Honor Society for Radiologic Technology students, Chapter Officer
2008-present

- Complete 24 continuing education credits biannually to maintain ARRT certification

College Committee Service

- Radiologic Technology Advisory Board 2004-present
- Senate Committee 2015-present
- Promotions Committee-NCCCAP 2013-2016
- Allied Health Committee 2004-2016
- Allied Health Admission Review Committee 2011-present
- Curriculum Committee 2011-2015, 2017-present
- Online Learning Committee 2010-2014
- Enrollment Committee, NCCC Governance 2009-2013, 2017-present
- NCCCAP Scholarship Committee 2011
- NCCCAP Social Committee 2010, 2012, 2014

Community Activities

- Petrova Parent's Club-Afterschool Coordinator
- Volunteer each year with Holiday Giving at Petrova
- Present Children's Liturgy at St. Bernard's Church
- Coordinate/Treasurer of the Saranac Lake Youth Basketball Program
- Parent Liaison, Petrova Elementary School Volunteer
- Plan/schedule various events for student involvement at Uihlein Living Center and Historic Saranac Lake
- Community involvement for the Saranac Lake Grace Pantry

Achievements

- Promotion to Assistant Professor 2014
- JRCERT of Excellence 2000
- Recipient of the Leonard Smith Memorial Scholarship 1999
- Phi Theta Kappa 1998-2000

Professional References

William Cain RT (R) (CV) (ARRT)
Samaritan Medical Center
North Country Community College Clinical Instructor
315.785.4000 ext. 4671

Joe Keegan
North Country Community College
Vice-President of Academic Affairs
518.891.2915 ext.1202

Charles Van Anden
North Country Community College
Previous Director of the Nursing Department
410.299.8612

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the appointment of Michelle St. Louis, to the full-time, exempt appointment as Registrar effective May 14, 2018,

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 appointment of Michelle St. Louis, to the full-time, exempt appointment as Registrar effective May 14, 2018 at pro-rated annual salary of \$78,257 for the remainder of the 17/18 academic year.

This position is currently funded in the 2017/18 operating budget.

2017/18 \ 35
May 11, 2018

Motion:

Seconded:

Passed/Not Passed/Postponed: (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

May 8, 2018

Ms. Michelle St. Louis
11 Saranac Lane
Saranac Lake, NY 12983

Dear Ms. St. Louis:

Pending approval by the North Country Community College Board of Trustees at their May 2018 meeting, I am pleased to offer you an initial term, full-time, twelve-month (261 day) exempt appointment as Registrar effective May 14, 2018. Your area supervisor will be Joe Keegan, VP Academic Affairs.

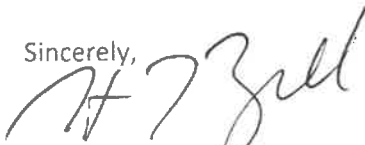
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 39 on Schedule C of the 2015-2019 CBA, which is \$78,257. This amount will be prorated for the remainder of the 17/18 academic year.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake.

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 May 11, 2018.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel / Payroll File



Employee Signature

5/8/18
Date

Michelle St. Louis
11 Saranac Lane
Saranac Lake, NY 12983
518-524-7523
mstlouis@nccc.edu

March 6, 2018

North Country Community College
Ms. Tara Smith
Director of Human Resources
23 Santanoni Ave.
Saranac Lake, NY 12983

Dear Ms. Smith:

I'm writing in response to your recently advertised position for the College Registrar. I am interested in this opportunity and believe that my professional experience would make me a strong candidate for the position.

I started working at North Country Community College in 2001 as a Micro-Computer Operator and have worked my way through the office levels and have been serving as the Interim Registrar for the last 5 years. With the knowledge of not only my current position but this office as a whole, I believe, I would be a huge asset to the College to serve as the Registrar. Over the last 5 years, I have received glowing evaluations from my supervisor as meeting above expectations and outstanding performance. I am a team player who is well respected among my colleagues and would like the opportunity to keep leading this office in a positive direction while serving the College Community.

Enclosed is my resume that details my background and work experience.

Thank you in advance for your consideration.

Sincerely,



Michelle St. Louis

Michelle St. Louis

11 Saranac Lane
Saranac Lake, NY 12983
518-524-7523

PROFESSIONAL EXPERIENCE

North Country Community College - Saranac Lake, NY

Interim Registrar, 2011 - present

- Enforces policies and procedures related to registration, class schedules and graduation requirements
- Submits the National Student Clearinghouse monthly reports
- Oversees our College Bridge/Dual enrollment registration process
- Creates the College Academic Calendar
- Serves on multiple committees
- Creates the Records Office annual budget
- Oversees the process and approval of 10 year evaluations and academic forgiveness
- Maintains Degree Audits with Curricular waivers and changes
- Evaluates transfer credit for all incoming students
- Processes the NYS paperwork for Nursing and Massage students to sit for their boards
- Final review of graduates and oversee diploma mailings
- Produces and determines academic standing lists at the end of each Fall and Spring term
- Supervises a staff of 3 and a work study student
- Sets the CLL schedule for swim lessons and the 5 hour pre-licensing class
- Organizes all new student registration and instant admit days
- Tracks and assist faculty submitting final, midterm and E grades

North Country Community College - Saranac Lake, NY

Assistant Registrar, 2008 - 2011

- Acted as the office manager responsible for overall office functions
- Covered the outer office phones/window when necessary
- Tracked and reviewed all health and immunization records for students
- Processed and facilitated paperwork for our allied health students to be able to attend their clinical rotations at local hospitals
- Assisted the Registrar with TAP certifications
- Tracked grades and offered assistance to faculty
- Served as Help Desk Supervisor under the leadership of the Assistant Dean for Institutional Research and Support
- Kept track and was the first review of graduation applications and printed diplomas
- Processed cancellation of classes and notifications to students

North Country Community College - Saranac Lake, NY

Micro-Computer Operator, 2001-2008

- Processed transcripts and enrollment verifications
- Main point of contact for phone and window coverage
- Data entry and clean up within CAMS
- Assisted with CLL registrations and rosters
- Filing
- Processed add/drop and registration forms

EDUCATION

North Country Community College — Saranac Lake, NY

Associate of Applied Science Degree in Business Office Technology, May 2001

Saranac Lake Central High School – Saranac Lake, NY

Academic Diploma, June 1999

ADDITIONAL SKILLS

- CAMS
- CAMS Faculty/Student Portal
- Crystal Reports
- MoodleRooms
- Microsoft Office

COMMITTEE WORK

- Advisement Committee
- Academic Policy and Standards Committee
- Calendar Committee; Chair
- Billing Dispute Committee
- Commencement Committee
- Felony Review Committee
- Web Committee
- Curriculum Committee
- SAP Appeal Committee
- Academic Technology Committee

REFERENCES

Joseph Keegan

North Country Community College

518-891-2915 ext. 1202

Scott Harwood

North Country Community College

518-891-2915 ext. 1246

Lisa Symonds

North Country Community College

518-891-2915 ext. 1207

Chad LaDue

North Country Community College

518-891-2915 ext. 1323

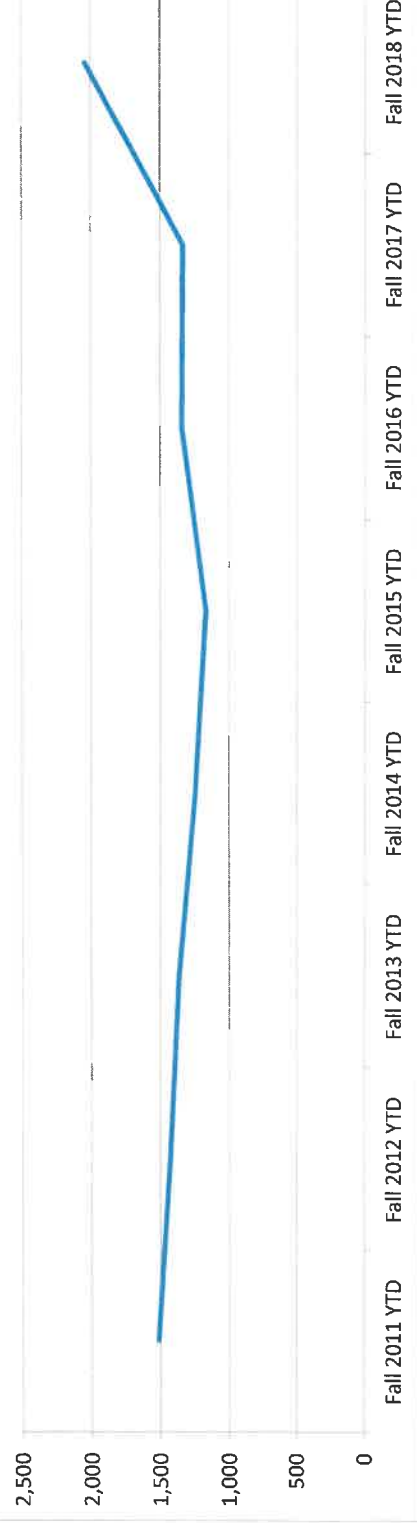
BOT Report
Office of Admissions
May 2, 2018



Data Date: 5/2/2018 *Rough estimate based on available data in CAMS

	Fall 2011 YTD	Fall 2012 YTD	Fall 2013 YTD	Fall 2014 YTD	Fall 2015 YTD	Fall 2016 YTD	Fall 2017 YTD	Fall 2018 YTD	Fall 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2015 Final	Fall 2016 Final	Fall 2017 Final	Fall 2018 Final
Fall Applications (YTD)	1,514	1,430	1,368	1,246	1,166	1,342	1,335	2,042	1,843	1,740	1,673	1,921	1,882	1,927	1,898
Deposits	400	435	323	255	243	201	215	180	449	479	351	481	472	533	451
Admits	585	595	600	608	508	516	491	1,093	696	653	771	797	694	762	724
Wait List (Nursing, RAD)	27	4	24	71	96	64	52	77	27	4	24	38	63	39	59
Other Application Status	16	258	30	36	0	0	0	0	16	253	32	3	1	3	0
Received Applications Pending Review	1	4	6	24	17	43	17	37	2	4	9	1	24	7	4
Incomplete Applications	69	115	296	357	458	408	415	627	170	217	390	14	233	342	322
Application Withdrawn	112	100	67	22	16	16	25	24	131	109	76	581	181	68	74
Inactive Application	0	0	0	0	0	90	117	1	0	0	0	0	0	167	260
Application Rejected	328	17	22	3	4	4	3	3	352	21	20	6	214	6	4
Potsdam	0	0	0	0	0	0	0	738	0	0	0	0	0	0	0
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	0	628	640	510	575	469	443	456

Fall Applications (YTD)



Application Breakouts YTD:	<u>Fall 2018</u>	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>17-18#/% Difference</u>	<u>16-18#/% Difference</u>
Applications:	2042	1335	1342	707/53.0%	700/52.2%
Deposits:	180	215	201	-35/-16.3%	-21/-10.4%
Admits:	1093	491	516	602/122.6%	577/111.8%
Incompletes:	627	415	408	212/51.1%	219/53.7%

Admissions Activities:

1. PTP NYC Accepted Student Reception at SUNY/Manhattan will be May 3rd with anticipated attendance of 100+
2. 700 applications for PTP to date
3. Search for Assistant Director Position will kick off in May
4. Joe Akey last day on campus was 5/1, a request to PC will be sent to replace
5. Switchboard update for April: 56% of calls for admissions, other 44% for faculty/records, FA, and business office

Financial Aid Report:

1. Fall 18 award packaging has started and will continue through the spring/summer
2. 43 PTP Fall 18 award packages have been mailed to date and will continue through the spring/summer
3. The Feds announced year round PELL for 17-18 award year and years moving forward (great news for all students!)
4. 228 students packaged to date for Fall 18

PSA:

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

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the 2010 Capital Master Plan for the Saranac Lake campus was revisited by the College community in fall 2015, and again during this current academic year, and

WHEREAS the Vice President of Administration led a working group in 2017-2018 to update the Saranac Lake Master Plan and those updates were shared with College Senate in April 2018, and

WHEREAS JMZ Architects and Planners developed the planning documents for the 2010 Capital Master Plan for the Saranac Lake campus, and the College has recently re-engaged JMZ for the purpose of developing new costs estimates, prioritization and staging of projects, and in a format to support private fundraising efforts to support advancing the capital needs of the Saranac Lake campus.

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves a contract (attached) between the College and JMZ Architects and Planners to update the Saranac Lake Master Plan per the terms noted in the attached contract and for the amount of \$57,500.

2017/18- 33

MOTION:

SECONDED:

ACTION:

DATE: May 11, 2018



o Master plan updates

Tenée R. Casaccio, AIA
President

10 April 2018 – via email

Dr. Steve Tyrell, President
North Country Community College
23 Santanoni Avenue
Saranac Lake, New York 12983

Proposal for Planning Services

Dear Steve:

Over the past several years the College has made significant efforts to advance capital projects identified in the 2010 Facilities Master Plan, but funding has been scarce. Now, through a \$1.1 million grant from Senator Betty Little, NCCC is finally in a position to consider much-needed renovations.

At the same time, some priorities have changed at the Saranac Lake campus. While off-campus enrollment continues to evolve through strategic partnerships and extension center success, on-campus enrollment has been steadily declining. In response, the College's 2017-2020 Strategic Plans calls for several new programs/tracks focused on boosting enrollment in Saranac Lake. The College is also interested in consolidating current off-campus functions and programs into on-campus facilities.

Lastly, we learned at our recent meeting that the College is exploring a new campus entrance and loop road, and may partner with the local YMCA on an expanded athletic and recreation facilities.

With so much in play, now is the ideal time to make appropriate adjustments to the previous master plan to address the current and future space needs on the Saranac Lake campus. Since we know your facilities and your space needs very well from our previous work, we will be able to make recommendations in short order. The outcome will be a logical, implementable phasing strategy that can be used to attract more students and more funding to the College.

While some of our tasks will be concurrent, we expect the process to evolve as follows:

Step 1: Preparation

Our work will build on the results of Bob Farmer's meetings with the ad hoc Master Plan Steering Committee. We will spend time understanding their wishes, the strategic direction of the institution, the historical enrollment by program (to be provided by NCCC), and the outlook for future enrollment. We will also connect with our friends at the LA Group to understand the ideas and technical challenges of the new entry road. All of this will inform our approach to revising the master plan.

Step 2: Campus Meeting/Tour

We will spend a full day on campus with our building systems engineers from Huston Engineering. We will start with a meeting with you, Bob, and NCCC representatives to discuss and prioritize the items on the "Needs List," and to review the space needs of future programs and strategic initiatives. We will then tour identified portions of your existing facilities, noting major changes in building conditions and any maintenance projects completed since 2010. We will pay special attention to the science labs and fitness facilities. This will lead to a comprehensive picture of programmatic and facilities needs. The results of this step will be concise, revised master plan report chapters on Campus Community Input, Campus Observations, and Space Needs.

JMZ Architects and Planners, P.C.

190 Glen Street tel 518-793-0786
P.O. Box 725 fax 518-793-1735
Glens Falls, NY 12801 JMZarchitects.com





Step 3: DASNY-funded Projects

We understand the pressing need to commit the available grant funding (timeframe TBD by DASNY). We will expedite our recommendations for near-term capital projects by helping the College refine the conceptual scope of work and budget for the science lab and fitness center projects. Once a general approach is determined, we will submit a separate proposal for design services. We anticipate this work running in parallel with our master plan update efforts.

Step 4: Master Plan Recommendations

Based on our understanding of the current and future needs of the Saranac Lake campus, we will prepare preliminary revised master plan concepts. We will present the concepts to the College for review and will make changes based on your input. When a final plan is solidified, we will prepare master plan level cost estimates for the prioritized list of projects and a recommended phasing plan to accomplish them. We will then revise the Master Plan Concept chapter in the report.

The outcome of Steps 1 through 4 will be a brief document that will serve as an amendment to the Facilities Master Plan, or a Master Plan Update. This is a document your Board should formally accept and approve.

Step 5: Fundraising Plan

Facilities master planning must be followed by solid fundraising plans. With the Master Plan Update in hand, the College will need the collateral materials to excite potential funders. Just as we have done in the past for NCCC, we will prepare renderings to further illustrate specific projects of interest. When the revised master plan has taken shape and the scope of proposed capital projects is known, we will be in a better position to estimate our efforts. Therefore, like the DASNY-funded projects, we will prepare a fee proposal for our work at that time.

Leadership

I will continue to lead JMZ's efforts. Principals Jean Stark and George Green, both of whom worked on the previous master plan, will also be involved. We will work quickly and efficiently, recognizing your desire to have a plan in place before the end of the summer.

Fee

We propose a lump sum fee of \$57,500 including normal reimbursable expenses and the work of Huston Engineering. Our work products will be transmitted electronically for NCCC to print and distribute. We will invoice you on a monthly basis and would appreciate payment within 30 days.

Steve, if you feel this proposal meets your needs, please sign, date and return one copy as our authorization to proceed. If you have questions or suggestions about how I can improve this proposal, please give me a call at your convenience.

We are excited about continuing our relationship with NCCC!

Sincerely yours,

A handwritten signature in black ink that reads "Tenée R. Casaccio".

Tenée R. Casaccio, AIA
President

Accepted by:

Dr. Steve Tyrell, President
North Country Community College

Date:

President's Report to the Board of Trustees

May 3rd, 2018

Dr. Steve Tyrell

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

Date:	With:	Location:
April 27 th	SUNY Potsdam/NCCC/SUNY Admin Discussion – Path to Potsdam	Conference Call
May 3 rd	SUNY Potsdam Leadership – Path to Potsdam	Conference Call
May 4 th	Ticonderoga Campus Advisory Board – Take 2!	Ticonderoga, NY
May 7 th	Meeting with SUNY Canton on possibly new collaborations.....	Canton, NY
May 9 th	Nursing Pinning Ceremony	Malone, NY
May 10 th	Nursing Pinning Ceremony	Saranac Lake, NY
May 11 th	Annual Student Awards Ceremony	Saranac Lake, NY
May 15 th	CFES Annual Conference – Panel Member on the Future of Higher Education	Westport, NY
May 22 nd	SUNY Presidents Meeting	Albany, NY

- 2) **Annual Update of the Five Year Financial Plan** – The annually updated five year financial plan for the College will be presented to the Senate at the May 14th meeting. The five year financial plan forecasts projections for enrollment, revenue and expenditures. This activity is also an action item in our strategic plan and one for Middle States.
- 3) **Summer 2018 Activities** – there are a number of important institutional activities that faculty and staff will be engaged in over the summer. Here is a short list:
- Preparation of draft MSCHE monitoring report – distribution of draft to College community by early August
 - President's Council and other will participate in table-top drill connected to our crisis management preparation efforts
 - Facilities will be working on a number of projects on three campuses.
 - 2nd Chance Pell will be fully enrolled this summer
 - Our annual recruitment activities and multiple registrations of the incoming Fall class
 - Preparation of the materials for the Board's academic planning retreat with faculty (July BOT meeting)
 - DASNY will be meeting with staff and faculty on planning the capital projects associated with the 1.1 million dollar capital grant.
 - Staff will be preparing the new Chancellor's Award displays for the three current campuses....for the 50th employee recognition event in September.
 - President's Council and others will meet to discuss measurable outcomes collected for various action items in the Strategic Plan.

- j. A cross-section of staff and faculty will continue to roll out preparations for our Path to Potsdam program in fall 2018.
- k. The working group on the prospects of a YMCA in Saranac Lake will meet later in May to discuss next steps....
- l. The College management team and the NCCCAP executive committee have agreed to begin contract negotiations this May. The current contract expires August 31, 2019.
- m. Academic Affairs will work on draft documentation for Master Plan Amendments on Human Services offerings on the Ticonderoga campus.

This is not a comprehensive list.....

- 4) **SUNY Potsdam Initiative** – Colleges that are part of a service area agreement are tentatively scheduled to meet with SUNY officials to finalize plans on the agreement. A time in late May is being explored.
- 5) **Shared Governance Working Group** – The results of the early April shared governance survey was distributed the last week of April. The working group decided last week to host a 30 minute discussion with interested members of the College community at 11:30am on May 14th (following the College Senate meeting). We hope Board members are able to attend.
- 6) **Proposal for a School of Applied Technology - Ti-Alliance Presentations** – Donna Wotton, from the Ti- Alliance, alongside myself and Steve Reed, presented to the college community for a second time on May 2rd. Pete Suttmeier (sitting in for Steve Reed), Donna Wotton and I presented the proposal to the Essex County Board of Supervisors on April 30th. We look forward to the May Senate meeting for additional conversation with the College community.
- 7) **Railroad – Trail Discussion Update** – We recently received word that the DEC would like to proceed with their interest to acquire a portion of the railroad corridor that runs past Sparks Facility. Jim Brooks will continue to serve as the College representative on this property discussion. We know that our sponsoring counties will need to approve the DEC land purchase from them as the property owners and when that occurs, the Board of Trustees will then need to act on this proposed land purchase.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends Jimmy Cunningham for promotion from Instructor to Assistant Professor effective September 1, 2018,

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 promotion of Jimmy Cunningham for promotion from Instructor to Assistant Professor effective September 1, 2018 at Step 22 at \$55,895 for 2018-2019. This position is currently funded in the 2018-2019 operating budget.

2017-18 | 28
May 11, 2018

Motion:

Seconded:

Motion approved/not approved/postponed: (0-0-0)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends Kathleen Dowd-Maloney for promotion from Instructor to Assistant Professor effective September 1, 2018,

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 promotion of Kathleen Dowd-Maloney for promotion from Instructor to Assistant Professor effective September 1, 2018 at Step 18 at \$50,617 for 2018-2019. This position is currently funded in the 2018-2019 operating budget.

2017-18 | 29
May 11, 2018

Motion:

Seconded:

Motion approved/not approved/postponed: (0-0-0)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends Kimberly Duffey for promotion from Assistant Professor to Associate Professor effective September 1, 2018,

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 promotion of Kimberly Duffey for promotion from Assistant Professor to Associate Professor effective September 1, 2018 at Step 20 at \$53,256 for 2018-2019. This position is currently funded in the 2018-2019 operating budget.

2017-18 | 30
May 11, 2018

Motion:

Seconded:

Motion approved/not approved/postponed: (0-0-0)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends Lawrence McFaddin for promotion from Assistant Professor to Associate Professor effective September 1, 2018,

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 promotion of Lawrence McFaddin for promotion from Assistant Professor to Associate Professor effective September 1, 2018 at Step 35 at \$73,050 for 2018-2019. This position is currently funded in the 2018-2019 operating budget.

2017-18 | 31
May 11, 2018

Motion:

Seconded:

Motion approved/not approved/postponed: (0-0-0)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends Lee Susice for promotion from Associate Professor to Professor effective September 1, 2018,

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 promotion of Lee Susice for promotion from Associate Professor to Professor effective September 1, 2018 at Step 32 at \$69,091 for 2018-2019. This position is currently funded in the 2018-2019 operating budget.

2017-18 | 32
May 11, 2018

Motion:

Seconded:

Motion approved/not approved/postponed: (0-0-0)