



Board of Trustees Packet

June 29th 2023 | 11:00 a.m.

Saranac Lake Campus (HH105) and Zoom Access By Request

- I. Call to Order
- II. Approval of May 25th, 2023 Minutes
- III. Liaison Reports
 - o College Senate
 - o NCCCAP
 - o CSEA
- IV. College Reports
 - o Board Chair
 - o Interim Vice President for Academic Affairs
 - Resolution | Appointment - Nursing Instructor
 - o Vice President for Marketing & Enrollment Management
 - o Interim Chief Financial Officer
 - o Interim Associate Vice President of Student Affairs
 - o President
- V. Representative Reports
 - o NCCC Association
 - o NCCC Foundation
- VI. Old Business
- VII. New Business
 - o Resolution | 2023-2024 Appointments - Continuing
 - o Resolution | 2023-2024 Appointments - Initial
 - o Resolution | 2023-2024 Appointments - Temporary
- 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.*



Board of Trustees Meeting Minutes

Thursday, May 25th, 2023 | 11:00am

Hybrid Meeting: HH-105, TI-210, & Zoom

Board Members Present: Steve Reed, Pete Suttmeier, Donna Wadsworth, Mary Irene Lee, Mark Moeller, Dan Kelleher, and Todd LaPage

Excused: Sam Weeks

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Sarah Maroun, Kim Irland, Kyle Johnston, Chris Knight, Erin Walkow, Scott Harwood, Dave Merrick, and Allison Warner. Essex County Supervisor Joe Pete Wilson, and members of the College community, joined as well.

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

Minutes

Mark Moeller made the motion to accept the April 28th, 2023, meeting minutes. Pete Suttmeier seconded the motion. The April 28th, 2023, meeting minutes were unanimously approved (7-0-0).

College Senate

No report

NCCCAP

No report

CSEA

No report

Board Chair Report

Steve Reed reported:

- Mark Moeller and Steve Reed's appointments will end in June 2023. Seth McGowan was selected by the Franklin County Legislature to serve out the remainder of Mark's term through June 30, 2028. Steve Reed has agreed to stay on for a few months while a new trustee is identified and appointed by Essex County.
- Members of the Board discussed assigning officers today instead of waiting for June 2023 when there are less attendees.

Terms to begin July 1, 2023

- Dan Kelleher nominated Pete Suttmeier as Board Chair for the year 2023-2024. Pete Suttmeier accepted the nomination. Mary Irene Lee seconded the nomination. The nomination was approved (6-0-1). Pete Suttmeier abstained.
- Mary Irene Lee nominated Dan Kelleher for Vice Chair for the year 2023-2024. Dan Kelleher accepted the nomination. Mark Moeller seconded the nomination. The nomination was approved (6-0-1). Dan Kelleher abstained.
- Mary Irene Lee nominated Todd LaPage as Secretary for the year 2023-2024. Todd LaPage accepted the nomination. Dan Kelleher seconded the nomination. The nomination was approved (6-0-1). Todd LaPage abstained.

Interim Vice President for Academic Affairs

Sarah Maroun updated her written report:

- NYS Dept. of Education approved the AAS Chemical Dependency Counseling degree to include online delivery.
- The Board discussed the current requirement for the Middle States Commission to review interim reports. Sarah explained the new process of the Annual Institutional Update (AIU), where colleges report each year rather than submit a

singular interim report. Sarah noted that the AIU is different from the onsite verification visit.

- The onsite verification visit is anticipated by October 2023. The Board agreed on the importance of having members of the Board onsite for the upcoming visit.
- Sarah also distinguished elements of the College Navigator program, specifically between the Advisor and Navigator roles:
 - The “Advisor” is an academic advisor who coordinates programs, courses, and schedules with the student.
 - The “Navigator” is someone who brings additional support, with direct outreach, to new students. This position is held by a college employee or student; they are paired with a student for consistency in communication. This program was created because the College identified the need through call-campaigns with students. These positions are interviewed and hired in collaboration with Student and Academic Affairs.
- The Cyber Security program proposal is currently under review by the NYS Dept. of Education. This review is taking longer because it is two colleges collaborating. If and when the program proposal is approved, it will likely be for January 2024 enrollment.

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- The Scholarships for Everyone campaign will be launched today. This campaign will run through late July. This scholarship umbrella is designed to bring all scholarships together. The scholarship is for every TYPE of student, henceforth the name.
 - Thanks are extended to the NCCC Foundation, SUNY Enrollment Grant, and SEM (Strategic Enrollment Management) Plan grants that were approved for funding this campaign.
 - Marketing for this campaign includes a press release in the coming week.
- The Board discussed additional scholarship opportunities and potential outreach

from the College and Foundation.

- The Deo B. Colburn Foundation, is a private scholarship available to applicants from our sponsoring counties. There was mention of the how the Enrollment department could identify those students and help them apply.
- Kyle noted that the NCCC Foundation website has links for applications for additional financial support.

Interim CFO:

Erik Harvey highlighted his written report:

- Shared with the Board the 5-year projection highlights and assumptions :
 - Assumes a 2% tuition increase year over year from 2024 through 2027.
 - County aid is assumed to stay flat.
 - New York State base aid will maintain the 100% floor rule for the years 2022-2026.
 - Salaries
 - Includes \$190K increase for contractual labor increases
 - Adjunct and overload are reduced due to process changes and program deactivations
 - Benefits are assumed to increase by 3%, mainly for health insurance
 - Non-personnel costs will assume a 1.5% increase in rent escalations and rising technology costs.
 - Foundation bonds will mature starting July 2025.
 - New initiatives are projected to yield \$2.6 million in revenue over the next 5 years.
 - Expense reductions have been identified to save \$690K per year, showing an estimated \$2.8 million over the course of the next 4 years.
- The Board discussed with Erik his 2023-2024 budget executive summary as it was written.
- The Board thanked Erik and his team for their hard work on the budget compilation and presentation. They voiced their appreciation and acknowledged

how the College, as a whole, has put in the time to find solutions to a long-term challenge.

- The Board discussed the fund balance and its history of growth and decrease. Erik explained how state support funds have helped the College through the pandemic.
- Joe thanked the board for their patience in allowing the College to work through the budget. He shared the struggles the College has faced with the budget both during the pandemic and its aftermath.

Board moved to approve the following resolutions:

- Pete Suttmeier made a motion to the floor that the North Country Community College Board of Trustees hereby approves the April 2023 financials are approved as they were shared and presented. Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0).
- Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the 2023-2024 Operating and Capital Budget as it was shared and presented. Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0)

Associate Vice President of Student Affairs

Kim Irland added to her written report:

- The Board discussed the athletic funds provided by LEAF grants. Both Erin Walkow and Chad Ladue are working together on a new fundraising campaign that would add a new scoreboard and scorers' tower to the team shelters funded by LEAF.
- The College is hosting two professional development sessions this summer on gender identity and mental health. These are made possible by HEERF (Higher Education Emergency Relief Fund) dollars.
- The College will have a presence at Pride Festival's in Malone and Saranac Lake this summer.
- The Student Affairs department is assisting with developing training for the Navigator Collaborative project; training is slated for late July.

- After interviews were conducted, the College hired 18 people (10 students, 8 employees) as peer and professional mentors to work with new students.
- The official launch date, with outreach to new students, will be on August 1st, 2023.

President:

Joe Keegan added to his written report:

- Thanked the Board for their continuous support of the College.
- Thanked Board members Mary Irene Lee and Pete Suttmeier for their work with the Commencement. It was a wonderful and successful event.
- Extended farewell to colleagues: Both Kate Wells and Donna Whitelaw are retiring this year. They will be greatly missed and wished well for their retirement and future endeavors. In addition, Summer Dorr will be moving for a teaching opportunity with SUNY Alfred.
- This year the College had 5 colleagues who were recipients of a SUNY Chancellor's Award: Kelli Rodriguez, Kim Duffey, Sarah Kilby, Margaret Campion and Sydney Van Nest received this prestigious award. The board commented on the wonderful video presented at commencement.
- Joe highlighted Chris Knight and his instrumental work in highlighted and showing off the college.
- Capital projects are underway – crews on campus for lab reconstruction. Work will continue for each campus throughout the summer. There will be a ribbon cutting ceremony at the end of the work.
- Recent reception for advocacy efforts was well attended. It provided a moment on closing the efforts and laying groundwork for the coming year. Heartfelt thanks were extended to all supporters.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the updated Sexual Harassment Policy. Mary Irene Lee

seconded the motion. The motion was unanimously approved (7-0-0).

NCCC Association:

Stacie Hurwitch reported in Robert Rathbun's absence:

- Full attendance is anticipated in the dorms for Fall 2023.
- Reservations for summer use of the dorms are being made.
- Kim shared with the Board information on numbers when compared to old business.

NCCC Foundation:

Erin Walkow reported:

- The scholarship application for the 23-24 year will be open until next Friday. Thanks to endowed scholarships and donations from individuals and businesses, we have just about \$50,000 to award this year.
- Erin recently submitted a proposal for \$55K to Franklin County as part of the Franklin County Opioid Settlement. \$50K would be for scholarships for students enrolled in Human Services programs, and \$5K for marketing. Thanks were extended to Kathleen, Joe and Sarah for their help with the proposal.
- There is \$30K in outstanding asks for the Opportunity Scholarship for next year, but as of right now we have \$75K that can be awarded.
- Last Friday, Chad and Erin sent a fundraising appeal to the Hall of Fame alumni to purchase a new scorers' tower for the athletic field. In addition, Erin created a crowdfunding page that can be easily shared on social media and through email.
- At the last Foundation Board meeting, the decision was made to lower the asking price for the property for sale at Colony Court by \$15K and explore subdividing the property.
- With summer rapidly approaching, Erin is beginning to reach out to donors to set up meetings. She also plans to attend several events in the region over the summer to engage with donors and prospects.
- The Board discussed potentially influential figures that could assist in the

fundraising efforts; possible contributing letters of support. Joe and Erin voiced that they would reach out to solidify a positive relationship.

Old Business

None

New Business

None

Public Comment

Joe welcomed Essex County Supervisor, Joe Pete Wilson, who attended and shared news from the Essex County Board of Supervisors.

- Joe Keegan thanked Supervisor Wilson for his continuous work and ongoing support of the College.
- Supervisor Wilson noted he frequently meets with both Joe and Sarah to discuss the budget, and other items of interest of the College. He is an acting liaison between the College and the College's supporting County Board of Supervisors.
- Supervisor Wilson endeavors to continue his support and advocacy for the college.
- The Board thanked Supervisor Wilson for his ongoing support and strong relationship he keeps with the College.

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:25 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Pete Suttmeier seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to attend the meeting at 12:26 p.m.

Adjourn

Mark Moeller made a motion to adjourn the meeting. Pete Suttmeier seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive style with a large initial "S".

Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

PENDING APPROVAL | 06/29/2023

Motion:

Second:

Action:



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

June 29, 2023

Please find the following report from the Academic Area.

Academic Planning, Programs and Policies:

Summer and Fall 2023 Planning:

Summer classes are underway and fall registrations will continue throughout the summer.

Program Approvals—the New York State Education Department approved the following:

- **AS Cybersecurity and Digital Forensics with Herkimer College.** [Includes online approval]
- **AAS Chemical Dependency Counseling** (Distance Learning format--95% online)

Pending Approval:

- **Expansion of AAS Nursing Program** (additional 32 students—January 2024 target start date). **SUNY has moved this proposal on to the New York State Education Dept.**

North Country Navigator Program: As part of the retention efforts under the Strategic Enrollment Management plan, we are piloting a peer/faculty/staff mentoring program for new students. The week of July 10th, we will train 20 navigators to assist students prior to and during the academic year.

Middle States: The Middle States Commission for Higher Education contacted North Country in early June to schedule site verification visits to the Malone and Ticonderoga Campus. We have one visit scheduled in Ticonderoga on July 11th. We are in the process of scheduling the Malone visit. There are no additional reports needed for this visit.

Licensure Pass Rates for 2021-2022 cohort. Congratulations to the following programs!

Radiologic Technology: 92%

PN Malone: 100%; Saranac Lake: 90.9%; Ticonderoga: 100%

ADN (RN) Malone: 90.9%; Saranac Lake: 100%; Ticonderoga: 87.5%

Non-Credit Courses Underway:

Child Development Associate certification; UpNCoding Software Engineering; Pottery

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs



BOARD OF TRUSTEES | RESOLUTION

WHEREAS the Nursing Program Director recommends the temporary appointment of Kelli Miller, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the 2023/24 academic year, at an annual salary of \$50,614,

WHEREAS the Interim VP of Academic Affairs hereby concurs in this recommendation,

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 Kelli Miller, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the 2023/24 academic year, at an annual salary of \$50,614.

This position is currently funded in the 2023/24 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2023/24 academic year and will not be renewed.

Date: June 29th, 2023

Resolution #: 2022-23 | **XX**

Motion:

Seconded:

Action: Pending (x-x-x)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees



SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

Ms. Kelli Miller
44 Amherst Ave
Ticonderoga, NY 12883

Dear Ms. Miller:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day), exempt appointment as Nursing Instructor for a one-year term during the 2023-2024 academic year. Faculty members are expected to report on August 21, 2023.

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 10 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$50,614. Your per-diem rate based on 164 days is \$308.62.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Ticonderoga. Your immediate supervisor is Tana Hare, Nursing Program Director, and your area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

Kelli Jo Miller RN, MSN, FNP-C

44 Amherst, Ave Ticonderoga, NY 12883 | 682-331-9534 | Kellijo82.miller@gmail.com

03-19-2023

North Country Community College

23 Santanoni Avenue

Saranac Lake , New York 12983

Dear North Country Community College

It is with great enthusiasm that I am writing this letter to state my interest in the position of adjunct/clinical instructor at North Country Community College. Having been blessed with years of high-quality education from personable, well-educated nurses it has always been my desire to do the same by giving back to our up-and-coming future nurses.

Following my studies at Southern Nazarene University where I complete my Bachelor of Science degree in Nursing (BSN) with a grade point average of 3.78, I practiced nursing for 8 years before pursuing my Master in Science in Nursing (MSN)with a concentration in family medicine. I have experience with teaching newly graduated Registered Nurse (RN) students in NCLEX preparation and in initial entry onto the nursing unit. I have incorporated teaching along with various platforms to promote students abilities to be successful in their nursing career. I am skilled with having learned many teaching styles with my involvement in educating new grads, as well as with teaching patients in medical practice.

As a recent implant to upstate New York I believe I can be of service to our future nurses and in our community by educated future nurses for the many years of service they will provide. I would consider it an honor to contribute to the field of education under your expertise and to give back for the exceptional education experience that cultivated me into a professional
Thank you for you consideration,

Kelli Miller RN, MSN, FNP-C

Kelli J. Miller, FNP-C, CME

44 Amherst, Ticonderoga, NY 12883

kellijo82.miller@gmail.com

(682) 331-9534

Professional Summary

Reliable and caring Family Nurse Practitioner and Registered Nurse with 15 + years of experience in the healthcare field. In-depth understanding of all aspects staff education and training, patient education, care and counseling. Friendly and compassionate with excellent interpersonal communication skills. Discreet and confidential in all dealings with patients and staff. Board-certified, independent healthcare provider licensed to treat patients of all ages in Vermont, Massachusetts, Maine, Texas and Colorado.

Education

University of Alabama *conferred January 2016*

- Master of Science, Nursing - Family Nurse Practitioner track
- GPA 3.9- Nursing Honor Society

Southern Nazarene University *conferred February 2008*

- Bachelor of Science - Nursing
- GPA 3.672 cum laude-Nursing Honor Society

Professional Experience

Family Nurse Practitioner
Quest Diagnostics- Burlington, VT

May 2019 to January 01, 2023

- Conducted thorough medical histories, wellness screenings and physical examinations in in the home or via telehealth for geriatric/Medicare patients. Performed additional services, as indicated by each patient's specific needs both in person and via telehealth
- Prescribed and implemented interventions, including routine medical procedures such as injections, immunizations and wound care in addition to providing education for preventive screenings and health maintenance topics such as diet, weight, smoking, with basic recommendations
- Initiated and interpreted appropriate labs and other special tests required for evaluation of patient's condition, as indicated by patient's specific needs in home.
- Ensured, visit history, refer outs, lab follow-up, phone calls, and consults were carefully and effectively communicated to the MD and outside agency
- Assessment and Treatment of patient as appropriate
- Provided in-depth education on health screenings, health coaching, life-style management and disease management

Primary Care Family Nurse Practitioner
Family Practice Associates-Cambridge, VT- Autonomous

May 2019-Dec 18, 2020

- Responsible for management of acute conditions, chronic conditions, and preventive care for patients of all ages in a primary care family practice via clinic and telehealth
- Developed curriculum and instructed new staff in role development, weekly disease process education, and POC testing
- Order diagnostic testing, including serologic and radiologic testing.
- Prescribe medications to treat both acute and chronic conditions.

- Perform minor surgical procedures, including suturing, biopsies, and incision & drainage of cysts.
- Make specialist referrals and coordinate care with local emergency departments when appropriate.

Family Nurse Practitioner

Urgent Care/Walk-in Clinic

April 2017 to April 2019

CVS Minute Clinic - Asheville, NC

- Provides autonomous advanced practice nursing services to all ages including evaluation of patient's health history, physical assessment, and diagnostic testing and interpretation.
- Common services include chronic disease management, acute care visits, preventative services such as health screenings, wellness exams (Including sports and pre-employment physicals as well as yearly wellness exams) • Provides immunizations and health promotion including topics such as dietary planning, weight control, smoking cessation
- Provides woman's health services including contraceptive care and counseling, STI testing and point of care testing as well as treatment and evaluation of common woman's health complaints
- Performs Department of transportation (DOT) physicals exams as a certified medical examiner.
- Ensures patient information, visit history, refer outs, lab follow-up, phone calls, and consults are carefully and effectively communicated to the MD and outside agency both oral and in written/EMR Documentation

Family Nurse Practitioner

Contract Family Nurse Practitioner

Your Home Advantage - Deerfield Beach, FL

February 2017 to April 2017

- Conducted thorough medical histories, wellness screenings and physical examinations in in the home of geriatric/Medicare patients. Performed additional services, as indicated by each patient's specific needs.
- Prescribed and implemented interventions, including routine medical procedures such as injections, immunizations and wound care in addition to providing education for preventive screenings and health maintenance topics such as diet, weight, smoking, with basic recommendations
- Initiated and interpreted appropriate labs and other special tests required for evaluation of patient's condition, as indicated by patient's specific needs in home.
- Ensured, visit history, refer outs, lab follow-up, phone calls, and consults were carefully and effectively communicated to the MD and outside agency

Registered Nurse

First Call Nursing Agency - Oklahoma City, OK

August 2015 to May 2016

- Variable Home Health/Hospital and clinical care for all ages as indicated by needs of critical access hospital
- Provides assessment, planning, intervention and re-evaluation of patient's treatment plan as well as education regarding chronic conditions, disease management and after care instructions. Rich history in wound care.

Registered Nurse

Pagosa Springs Medical Center - Pagosa Springs, CO PRN-Full-time and Breaks from NP school (09/2014-12/2015, 08/2016- 01/2017).

- Float position with experience in hospital primary care with rotations through /PACU/Med-Surg/ER,
- Pain management: epidurals/PCA pumps, blood product administration, wound care • Provides assessment, planning, intervention and re-evaluation of patient's treatment plan.
- Cerner charting system

Registered Nurse

Augusta University Medical Center - Augusta, GA

November 2012 to August 2014

- Specialty: Gynecology/Oncology/ Hematology and BMT, Medical- Surgical
- New grad coordinator and educator: utilized a strong foundation of clinical knowledge and skills along with fundamentals to instruct incoming nurses providing educational principles and fundamental in to provide for a smooth transition from graduation, NCLEX preparation and skills development in preparation to begin work on the unit.

Registered Nurse

Adex Medical Staffing at Atlanta Medical Center - Tampa, FL

October 2012 to November 2012

Critical Staffing Contract

- Assessment, planning, implementation of CVA, • cardiac illness/post cardiac catheter population.

- . Education and reassessment of teaching regarding complex care issues

Registered Nurse

*Select Specialty Hospital - Augusta, GA
2012*

February 2011 to September

- Assessment, planning, implementation for complex medical cases-, including rich history in telemetry monitoring, cardiac IV drip administration and monitoring as well as ventilator monitoring and wound care of the geriatric population.

Registered Nurse

Memorial University Medical Center - Savannah, GA

March 2010 to January 2011

- Assessment, planning, implementation of specialized stroke care
- education and reassessment of teaching regarding complex care issue
- McKesson EMR Charting

Registered Nurse

Logan Medical Center - Guthrie, OK

October 2008 to March 2010

- Assessment, planning, and implementation rural population ranging from pediatric to geriatric patients
- Experience with rotations through: Emergency Room, Pre-Op surgical prep, outpatient Clinic, tele and 4 bed ICU some critical drips titration, and ventilator

Registered Nurse

Mercy Medical Center - Oklahoma City, OK

July 2008 to October 2008

- Ortho/Neuro: Certified Stroke Center. July 2008-October 2008
- Assessment planning and implementation of patient care in all population
- Interventional radiology experience post CVA patient population
- Medical surgical/telemetry overflow
- Education and reassessment of teaching regarding complex care issues

Current Licenses & Certifications

- AANP Board-Certified Family Nurse Practitioner – certification no. F1116443*
- Vermont Advanced Practice Registered Nurse license*
- Colorado Advanced Practice Registered Nurse License*
- Texas Advanced Practice Registered Nurse License*
- Massachusetts Advanced Practice Registered Nurse License*
- Maine Advanced Practice Provider*
- NPI number 1164968749*
- National Registry of Certified Medical Examiners 4436997500*
- DEA registration- renewal*
- BLS Certification*

Professional References

Professional References:

- Misty Grace- Augusta University Medical Center (405) 757- 4536*
- Blake McNight – Family Practice Associates (802) 735-3650*
- Laura Norris- Family Practice Associates (802) 644-5114*

Vice President of Marketing & Enrollment

Report to the Board of Trustees

Created June 26, 2023

Enrollment and Financial Aid Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** We recently attended and presented at the AACRAO/Lumina SEM Conference in Denver. We specifically shared the process that we've used to build and launch initiatives in our plan with special focus on the new "Scholarships-4-Everyone" campaign where we are helping to connect students to all of our scholarship opportunities. We are enhancing the "6 on Us" and "Opportunity" scholarship programs by coupling them with the new "North Country Navigator" mentoring program. This more holistic approach will help both access to and success within college for these new and returning students.
 - **SLATE CRM (Customer Relationship Management):** We have created our new scholarship applications in Slate to make them easier for students to submit and easier for us to process. A secondary part of this project has been to create the communications that flow once we have determined if a student can be awarded, could potentially be awarded, or does not meet criteria. We are using this scholarship processing technique to help convert students to enrollees much like the greater enrollment team does on a regular basis.
 - **North Country Navigator:** The SEM Plan Goal Areas 7-9 team continues to meet regularly to move this project forward. The first 19 "Navigators" have been hired and will be receiving their trainings on July 12th and 13th. Additionally, we have outlined all of the animated videos that will be created through this project and have contracted with a local vendor for their creation. The scripting for the first 5 videos will start this week!
- **The Enrollment Team:** Application volume for the Fall semester has been hovering right around +110 over prior year and we hope to build on this throughout the summer. The Admissions & Registrar's Offices have been utilizing our new advising/registration process to get all incoming students advised and registered in a more-timely manner. External visits have died down quite a bit as the school year comes to a close but we have been able to get out to a few pride festivals and other local events. We continue to have campus visitors regularly and we have been leading the effort to bring MASH Camps to two of our campuses in July.
- **The Financial Aid Team:** Our financial aid office has taken on the responsibility of processing our new "6 on Us" and "Opportunity" scholarship programs. The turnaround has been extremely quick as we are doing the awarding on a rolling basis until all of the funding runs out. So far, we have had over 50 applicants and I believe that the number could exceed 100 by the end of the campaign. Even at 100 applicants we should still have funding available to do another round for Spring semester. Additionally, FA also auto-awards the Essex, Franklin, and Hodson scholarships as students are accepted to the college and file their FAFSA's.

Marketing and Web Updates:

- Earlier this month we launched the largest campaign of the year called "Scholarships-4-Everyone" which consisted of digital, social, and streaming service advertising as well as traditional radio, regional newspapers, press release, and direct mail types of promotion. Initial results are strong as we have seen the /scholarships page spring up to #2 on our website and we received over 50 apps in the first couple of weeks.
- Our programmatic marketing campaign continued this month by featuring all of our Business area programs and we will switch over to our Healthcare-related programs for the month of July to give them an add'l run.

AT NORTH COUNTRY WE PROVIDE
SCHOLARSHIPS
-4-
EVERYONE



This year NCCC has more scholarship and grant funding for students than ever before! Every type of student is eligible, whether you're fresh out of high school or have been away from education for a while. Visit NCCC.EDU/SCHOLARSHIPS to see what you may qualify for!

FULL & PART-TIME STUDY SCHOLARSHIPS RANGE FROM \$500 UP TO THE FULL COST OF TUITION!

NCCC.EDU/SCHOLARSHIPS



NCCC FOUNDATION OPPORTUNITY SCHOLARSHIP

For full and part-time degree-seeking students that DO NOT qualify for the Essex/Franklin Scholars Award, Hodson, or 6 on Us scholarship programs. Students will receive added support through the new North Country Navigator mentorship program.

ESSEX AND FRANKLIN SCHOLARS AWARDS

For first-time-in-college students who graduated from high schools within Essex or Franklin counties and still reside within the counties. Students must graduate high school with an 85% cumulative average and have a New York State Regents Diploma with Advance Distinction. This award covers up to the full cost of tuition for four semesters of study. This scholarship is automatically awarded to accepted students who meet the criteria and have submitted their FAFSA and TAP financial aid applications.

6 ON US SCHOLARSHIP PROGRAM

This grant-supported scholarship program allows new students (or returning students that have stepped away from college at least 3 years) to take up to 6 credits for FREE! Students will receive added support through the new North Country Navigator mentorship program.

NCCC FOUNDATION SCHOLARSHIPS

Providing scholarships to students is the top priority for the NCCC Foundation. To explore the many scholarship programs available to students visit NCCC.EDU/FOUNDATION today!



IF YOU HAVE QUESTIONS, SIMPLY
EMAIL ADMISSIONS@NCCC.EDU
OR GIVE US A CALL AT 888-TRY-NCCC!
NCCC.EDU/SCHOLARSHIPS

AT NORTH COUNTRY WE PROVIDE

SCHOLARSHIPS

-4-

EVERYONE

This year NCCC has more scholarship and grant funding for students than ever before! Every type of student is eligible, whether you're fresh out of high school or have been away from education for a while. Visit [NCCC.EDU/SCHOLARSHIPS](https://nccc.edu/scholarships) to see what you may qualify for!

FULL & PART-TIME STUDY SCHOLARSHIPS RANGE FROM \$500 UP TO THE FULL COST OF TUITION!

NCCC FOUNDATION OPPORTUNITY SCHOLARSHIP

For full and part-time degree-seeking students that DO NOT qualify for the Essex/Franklin Scholars Award, Hodson, or 6 on Us scholarship programs. Students will receive added support through the new North Country Navigator mentorship program. Submit your application for this funding at [NCCC.EDU/SCHOLARSHIPS](https://nccc.edu/scholarships) today!

ESSEX AND FRANKLIN SCHOLARS AWARDS

For first-time-in-college students who graduated from high schools within Essex or Franklin counties and still reside within the counties. Students must have scored an 85 or higher on their Advanced Regents Diploma to be eligible. This award covers up to the full cost of tuition for four semesters of study. This scholarship is automatically awarded to accepted students who meet the criteria and have submitted their FAFSA and TAP financial aid applications.

6 ON US SCHOLARSHIP PROGRAM

This grant-supported scholarship program allows new students (or returning students that have stepped away from college at least 3 years) to take up to 6 credits for FREE! Students will receive added support through the new North Country Navigator mentorship program. Submit your application for this funding at [NCCC.EDU/SCHOLARSHIPS](https://nccc.edu/scholarships) today!

NCCC FOUNDATION SCHOLARSHIPS

Providing scholarships to students is the top priority for the NCCC Foundation. To explore the many scholarship programs available to students visit [NCCC.EDU/FOUNDATION](https://nccc.edu/foundation) today!



NC North Country Community College
Sponsored · 🌐

The healthcare-related degree and certificate programs at North Country offer students amazing career and transfer opportunities. Apply, get accepted, and register TODAY!

nccc.edu
The Front Line of Care
Reach Higher at NCCC

[Learn more](#)

NC North Country Community College
Sponsored · 🌐

Considering a new career in a healthcare-related field? North Country is still taking applications for this upcoming Fall semester's Massage Therapy, Health Sciences, Healthcare Administration, and Advanced Emergency Medical Technician programs. And, there are even a few spots still open in the Saranac Lake campus Practical Nursing certificate program so apply today!

nccc.edu
Career-Ready Programs
Reach Higher at NCCC

[Learn more](#)



Fall semester 2023 is coming soon at North Country Community College! The good news is that it's not too late.

Apply **NOW** and **GET REGISTERED**.
First day of classes is **August 28th**!

- Submit your application, get accepted & ready to register at [NCCC.EDU/APPLY](https://nccc.edu/apply)
- Check out our unique selection of programs at [NCCC.EDU/PROGRAMS](https://nccc.edu/programs)
- Explore all of your financial aid and scholarship opportunities at [NCCC.EDU/PAYING-FOR-COLLEGE](https://nccc.edu/paying-for-college)
- Preview all of our flexible course offerings at [NCCC.EDU/FALL](https://nccc.edu/fall)

If you have questions please email ADMISSIONS@NCCC.EDU, or call **888-TRY-NCCC** today!

NEW SEASONAL REGIONAL COUNSELOR NEWSLETTER

Hello [Contact Name]

We hope you're finishing off the school year strong and also hope that you have some much-deserved time off scheduled in! We have a few new (and we think important) things going on here at the college that we'd like to make you and your students aware of. Time is precious, so here's a quick overview with links to additional information if you'd be willing to share:

- [Scholarships-4-Everyone](http://www.nccc.edu/scholarships) – We've recently launched a new campaign that articulates all scholarship and grant funding sources that are available to students and we think they'll be surprised to see what they qualify for. Students can explore all automatically-awarded scholarships as well as the others requiring scholarship applications at: www.nccc.edu/scholarships
- [MASH Camps](http://www.nccc.edu/mash-camp) – This summer, the college will be hosting healthcare-related summer camps at our Ticonderoga campus on July 11th and our Malone campus on July 25th. This will be a great way for students to experience the wide variety of careers that they can enjoy in the healthcare fields. Deadlines are approaching soon so students are encouraged to sign-up right away at: www.nccc.edu/mash-camp
- [Cybersecurity Program Partnership](http://www.nccc.edu/criminal-justice) – Recently, our college announced a jointly-registered program with Herkimer College to offer a Cyber Security & Digital Forensics Associates of Science Degree where students can take all of their general ed courses with us as well as three additional courses that are part of our Criminal Justice program. The partnership with Herkimer College gives the students the remaining online courses needed to complete this degree. For more information visit www.nccc.edu/criminal-justice
- [Surgical Tech Program Partnership](http://www.nccc.edu/surgical-technology) – We have also recently created a partnership with Mohawk Valley Community College to offer students in our area the ability to become a Surgical Technologist while staying close to home. This program allows students to start with us at North Country in our Health Sciences AS Degree where they will supplement their class schedule by taking Surg-Tech specific courses with MVCC online. During the second year students will be placed throughout our region to complete the degree along with their clinicals. For more information on this unique pathway to becoming a Surgical Technologist visit www.nccc.edu/surgical-technology
- [Chemical Dependency Counseling Program](http://www.nccc.edu/human-services) – This past week, our college received the greenlight to offer our Chemical Dependency Counseling program online which is the 3rd online program approval within the Human Services degree programs this year. For more information on this degree or any of the others available within the Human Services area please visit www.nccc.edu/human-services
- [Child Development Associate Offering](http://www.nccc.edu/child-development-associate) – Starting next week, we will be offering a short-term Child Development Associate program designed to fast-track students toward the attainment of the CDA credential. This credential is widely used by daycare providers and those looking to work in the childcare field. Students will receive the 120 hours needed to sit for their exam and will also work to build their portfolio. To learn more about this new offering please visit www.nccc.edu/child-development-associate
- [Criminal Justice Ticonderoga Offerings](http://www.nccc.edu/fall) - Beginning this Fall semester, students will be able to take a few of their first introductory courses for our Criminal Justice program at our Ticonderoga campus. This will allow students from the TI region to give Criminal Justice a try without having to travel to either of our more northern campuses until they get closer to degree completion. If you'd like to checkout the courses available for Fall please visit www.nccc.edu/fall

If you have any questions, or need anything from us, please reach out or submit your request [HERE!](#)

Thank you,

Kyle J.

Fall 2023 Application Volume

Generated on 06/26/2023 at 09:51:20 AM ET

Application Categories

Metric	Fall 2023 Applications	Fall 2022 Applications
Applications (total)	1354	1244
Incomplete Applications	246	
Decided	909	806
Applications Under Review (Competitive Admission ...	5	
Withdrawn Applications	194	267

Admissions Decisions

Metric	Fall 2023 Applications	Fall 2022 Applications
Decided Applications (total)	909	806
Accepted Students	885	792
Standby Queue (PN, RAD, ADN)	22	
Denial	2	3

Yield (Intent to Enroll)

Metric	Fall 2023 Applications	Fall 2022 Applications
Admitted: Confirmed Intent to Enroll	486	500
Admitted: Declined Enrollment	81	91

Fall 2023 Registration/Scheduling Stats

Metric	All FA23	First Time	Transfer	Re-Admit	Continuing
Totals	368	182	47	61	78
Saranac Lake	175	109	18	17	31
Malone	107	37	14	27	29
Ticonderoga	53	14	10	11	18
Online	32	22	4	6	

North Country Community College
Interim CFO's Report to the Board of Trustees
June 29, 2023

Greetings,

As always, I hope this report finds you well. This month's report will be short. **I am asking the board for approval of the financial statements for the month ending May 31, 2023.** The forecast for 22-23 has no material changes since last month.

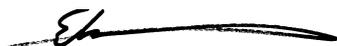
Financial Statements May 2023 *(for review and approval)*

- The \$628K increase in cash is primarily related to the college's HEERF revenue loss claims being recognized before year end in the current year while past practice was to claim the funds after the annual financial audit. The program ends June 30, 2023. There are also monies from DASNY reimbursements for distance learning technology related spends made earlier in the pandemic.
- The \$196K due from other funds relates to the timing of entries between the restricted grant funds and the college's operating fund. All the cash is received, owned, and disbursed by the operating fund while grant revenues and expenses are accounted for in a restricted fund, thus creating entries between the funds to recognize grant related cash receipts and disbursements.
- The \$127K increase in Prepaid Expenses is related to purchasing seats for the Nursing exam in advance of their intended use.

Departmental Updates

- 2023-24 Budget
 - The budget was presented to the Franklin County Board of Legislatures on June 15, 2023, and the Essex County Board of Supervisors on June 20, 2023.
 - The budget was well received by both counties who expressed support for North Country and voted to proceed with public hearings in July as part of the formal approval process.
 - The budget is due to SUNY by August 16, 2023, for NY State Division of Budget approval.
- Among other tasks, the Comptroller is heavily involved with tracking and reporting the several grant opportunities related to the construction project, enrollment initiatives, and standard annual grants the college enjoys.
- The Bursar is deep into a process review of that area and working with IT on creating process efficiencies as well as better ways to serve our students such as electronic invoicing, refunds, etc.
- The Business Office is planning for the end of year retirement of a valuable long-time employee.
- The Money Market fund the college began using for operational funds (think your checking account) has yielded just under \$28K mid-February through May!
- The college was recently awarded \$1.065 million in non-recurring direct operating support from NYS which will have spending parameters and reporting requirements defined soon.

Kind regards,



Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of May 31, 2023

SUBMITTED TO THE BOARD OF TRUSTEES

June 29, 2023

Presented by
ERIK HARVEY
Interim CFO

**North Country Community College
Balance Sheet
MAY 31, 2023**

	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 5,537,570	\$ 4,909,778	\$ 627,792
Accounts Receivable-Students	757,072	836,867	(79,795)
Due From NCCC Association	25,343	27,832	(2,488)
Due From NCCC Foundation (Contributions)	1,021,186	952,016	69,170
Due From Other Funds	325,750	522,200	(196,450)
Due From Governments (State & Fed Fin Aid)	21,401	24,609	(3,208)
Prepaid Expenses	135,863	8,670	127,194
Total Assets	\$ 7,824,185	\$ 7,281,971	\$ 542,214
Liabilities			
Accounts Payable	\$ (5,811)	\$ (6,097)	\$ 286
Payroll & Benefits Liabilities	(190,164)	(150,489)	(39,674)
Due to NCCC Association (Room, Meals, Books)	2,354	(59)	2,413
Due to NCCC Foundation (Rent)	283,687	270,186	13,501
Due to Other Funds	80	-	80
Due to Retirement	266,771	205,630	61,141
Compensated Absences	276,895	269,208	7,687
Other Liabilities	315,803	336,282	(20,479)
Total Liabilities	\$ 949,615	\$ 924,661	\$ 24,954
Month End Equity	\$ 6,874,570	\$ 6,357,310	
Total Liabilities & Equity	\$ 7,824,185	\$ 7,281,971	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/22	\$ 6,170,216		
Estimated 22-23 Surplus (Deficit)	\$ (438,126)		
Projected Fund Balance as of 09/01/23 ¹	\$ 5,732,090		
Projected Fund Balance as a % of NOC	37%		
¹ GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$14,876,190.			

**North Country Community College
Revenues & Expenditures
MAY 31, 2023**

	Annual <u>Budget</u>	YTD <u>Actual</u>	22-23 Actual <u>M (L)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 5,364,492	\$ 4,917,562	\$ (446,930)	92%
Sponsors' Contribution	2,380,000	1,776,667	(603,333)	75%
Chargebacks	725,000	864,238	139,238	119%
Out-of-State Tuition	356,400	328,153	(28,247)	92%
State Aid	4,090,485	3,026,986	(1,063,499)	74%
HEERF Revenue Loss Claims	-	338,120	338,120	NA
Contributions	1,200,428	931,553	(268,875)	78%
Total Revenues	\$ 14,116,804	\$ 12,183,278	\$ (1,933,527)	86%
Expenditures				
Salaries	\$ 7,242,413	\$ 5,438,302	\$ 1,804,111	75%
Payroll Taxes	554,045	387,655	166,389	70%
Medical	2,124,575	1,536,166	588,409	72%
Retirement	716,545	480,973	235,572	67%
Other	114,564	138,978	(24,414)	121%
Equipment	24,450	25,918	(1,468)	106%
Facility Leases	1,629,403	1,214,962	414,441	75%
Utilities	464,000	371,443	92,557	80%
Maintenance	161,025	161,592	(567)	100%
Office & General Supplies	56,085	28,370	27,715	51%
Advertising	184,200	96,936	87,264	53%
Professional Services	103,600	118,550	(14,950)	114%
Information Technology	475,000	475,039	(39)	100%
Library & Instructional Supplies	313,140	99,645	213,495	32%
Scholarships	743,192	657,227	85,966	88%
Travel	64,716	37,308	27,408	58%
Property & Liability Ins.	149,000	119,821	29,179	80%
Miscellaneous	184,580	221,511	(36,931)	120%
Total Expenditures	\$ 15,304,533	\$ 11,610,398	\$ 3,694,135	76%
Operating Surplus (Deficit)	\$ (1,187,729)	\$ 572,880	\$ 1,760,609	-148%
Non-Operating Activity	-	131,474	131,474	NA
Total Fund Surplus (Deficit)	\$ (1,187,729)	\$ 704,354	\$ 1,892,083	-159%

**North Country Community College
President's Report to the Board of Trustees
June 29, 2023**

Greetings to you all,

...on this last Thursday in June. Summer break is moving quickly, with much activity on campus as the construction work to update the nursing and science labs takes place. The contractors have been making good progress and, with the exception of delays on a few pieces of equipment, the project is unfolding as anticipated.

Today's meeting involves the bidding of farewells to a couple of our board members. We extend our deepest gratitude and best wishes to:

- Mark Moeller, appointed by Franklin County, who has been a member of the Board since 2014, and
- Samantha Weeks, who served her fellow students for the 22-23 academic year.

That's all for now! I look forward to seeing you at the meeting.

Joe

★ **Board Matters**

Business before the Board today includes:

□ *Board Appointments:*

- *County:* As noted above, Mark Moeller is retiring from the Board after nine years of service. He hands the reins over to Seth McGowan starting on July 1st, 2023. Seth is formerly the Superintendent of the Tupper Lake Central School District, and currently the President of the [Adirondack Sky Center and Observatory](#) in Tupper Lake, NY. We thank Mark for his many years of service to the College and welcome Seth to the Board.
- *Student:* As noted above, Sam Weeks wraps up her term as Student Trustee today and we thank her for her service. We expect a student to be elected to fill the position vacated by Sam when the new academic year begins.
- *Governor's:* no updates.

Other updates include:

- *Board Policies:* no updates.

★ **Budgeting and Planning**

□ **2023-2024 Budget:**

- **Budget Presentation – Counties:** Erik Harvey, our Interim CFO, and I presented the 23-24 budget to our county sponsors earlier this month and received the support of the Finance Committee in Essex County and the Economic Development Committee in Franklin County for the budget as proposed, along with a \$100,000 increase in operating aid from each

county. We were and are grateful for the generosity and support of our county sponsors and appreciate their support. The budget will now go to a public hearing followed by a vote of each county's full governing board.

- **Budget Advocacy:** Planning and preparation for budget advocacy for the 24-25 year is already underway. As the Board will recall, last year's strategy where the NY Community College Association of Presidents and the NY Community College Trustees worked jointly, partnering with the Faculty Council of Community Colleges, the Community College Business Officers Association, the Student Assembly, and others to advocate on our behalf worked well. We hope to build upon those efforts in the upcoming year.
- **24-25:** As we look to the 24-25 year, ensuring that there is an equitable, fair, and sustainable funding model for community colleges will continue to be the guiding approach.

★ **Enrollment**

□ **Fall 23 Enrollment:** is underway. As of Monday, June 26th, 2023:

Report Date: 06/26/23

Enrollment Yield Report	Final at verification	Final at verification	Final at verification	YTD	YTD	YTD		
	FA-20	FA-21	FA-22	FA-23	FA-20	FA-21	FA-22	
First Time	212	185	194	180	141	158	179	
Re-Admit	83	116	91	52	49	64	86	-14% from prior year
Transfer	88	86	108	44	32	78	57	
Continuing	355	349	285	248	308	287	235	6% from prior year
Total Core:	767	763	669	524	530	587	557	-6% from prior year

Core Enrollment Projections by campus	Fall 23 Registered Currently	Fall 22 YTD
Saranac Lake	266	284
Malone	148	188
Ticonderoga	50	54
Distance Learning	60	31
Total	524	557

★ **Other Items of Interest**

□ **Strategic Plan Update**

- **2023-2026:** following recommendations from our community, we opted for a smaller strategic planning committee to work on framing up the 2023-2026 plan. That committee has come together and is undertaking that work.
- **2020-2023:** The Joint BoT/Foundation Task Force continues to explore ways to improve resources for the College. They are planning a gathering in the autumn and have recommended a resumption of a "legislator's breakfast", which is being worked on. An assessment of the current strategic plan has been undertaken which may inform the updated plan.

□ **Grants and Opportunities**

- **Nursing and Science Labs Project:** the construction crews are deeply engaged in the renovation projects in Malone and Saranac Lake. The TI campus, which is much newer and required only a light touch, will see work later this summer.

- *Congressionally Directed Spending*: Senator Gillibrand moved our application forward. It goes to the Senate Appropriations Committee, possibly in late summer and voted on, likely in late autumn. We are grateful to the Senator for moving it forward!
- *Perkins*: our 2023-2024 Perkins Grant application was submitted earlier this month. Some highlights of the application funding include proposals to update our quiet testing center in Saranac Lake, provide test anxiety training to nursing faculty and students, support the CTE Coordinator, support for professional and peer mentoring, and supports for nursing to complement the updates and new equipment purchases in the program.
- **Community Leaders Day**: Chris Knight and Stacie Hurwitch are leading the planning for a Community Leaders Day to be held in SL and combined with a ribbon-cutting ceremony celebrating the updated nursing and science labs. The working date is Wednesday, September 27th, 2023.
- **Campus Advisory Boards**: the planning is underway for a larger “educational summit” We are planning to host a larger gathering in SL this fall, working with the Board of Trustees and the Foundation Board.
- **Information Technology (IT)**: In what is often a quieter period, IT has been busy. In addition to the daily support provided, IT has been focusing on the switch in learning management systems from Bb to D2L, planning for the capital upgrades, including ensuring that the science and nursing labs are properly equipped with instructional technologies and the cabling to support it.
- **Facilities**: The Facilities staff, in addition to their usual summer work, have been consulting with the contractors, as needed.
- **NCCCAP** – No updates.
- **CSEA** – No updates.
- **Middle States**: Sarah Maroun, who serves as our Accreditation Liaison Officer (ALO) with Middle States, has been working with regional representatives of MSCHE to visit our Ticonderoga and Malone campuses next month, wrapping up the 2021 self-study.
- **SUNY**: SUNY released both the funding formulas and the parameter to access the funding related to the \$75M Transformational Initiatives, which was part of the Governor’s budget. This one-time funding, of which the college received \$1,065,000, requires a plan using evidence-based practices that “*support innovation, help meet the workforce needs of the future, enhance student support services, improve academic programs, increase enrollment, and modernize campus operations*”. The turnaround time is quite short and we’ll be turning our attention to that forthwith.
- **NYSED** – I will defer these to Sarah as she has some academic updates.
- **Other Items of Interest**:
 - Franklin County Public Hearing on 23-24 Budget – July 6th, 2023
 - Essex County Public Hearing on 23-24 Budget – TBD
 - Presentation at the Ausable Club – July 12th, 2023
 - Hosting Governor Hochul’s Environmental Bond Act Listening Tour – July 14th, 2023

That’s all for now. Gratefully yours,

Joe

Joe Keegan
 President
 North Country Community



BOARD OF TRUSTEES | RESOLUTION

WHEREAS the Interim VP of Academic Affairs, VP of Marketing & Enrollment, and Interim AVP of Student Affairs recommend the following faculty/staff for continuing appointments effective with the 2023/24 academic year:

Judy Small, Assistant Professor, Science
Meredith Chapman, Associate Director of Admissions
Rachel Zurschmidt, Assistant Director of Admissions
Kent Egglefield, Head Women's Soccer & Lacrosse Coach /
Athletics Program Assistant

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 following faculty/staff for continuing appointments effective with the 2023/24 academic year:

Judy Small, Assistant Professor, Science
Meredith Chapman, Associate Director of Admissions
Rachel Zurschmidt, Assistant Director of Admissions
Kent Egglefield, Head Women's Soccer & Lacrosse Coach /
Athletics Program Assistant

These positions are currently funded in the 2023/24 operating budget.

Date: June 29th, 2023

Resolution #: 2022-23 | **XX**

Motion:

Seconded:

Action: Pending (x-x-x)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees



Board of Trustees | Resolution

WHEREAS the Interim VP of Academic Affairs, VP Marketing & Enrollment, and Interim CFO recommend the following faculty/staff for initial term appointments effective with the 2023/24 academic year:

Thomas Callahan, Business Instructor
Tana Hare, Nursing Program Director
Jessica Martin, Assistant Registrar
Robin McGrath, Business Instructor
Renee Poirier, LAC Coordinator (will remain on continuing appt)
Samantha Phillips, Enrollment/Financial Aid Counselor
Brenda Garver, Bursar

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 following faculty/staff for renewal of temporary appointments effective with the 2023/24 academic year:

Thomas Callahan, Business Instructor
Tana Hare, Nursing Program Director
Jessica Martin, Assistant Registrar
Robin McGrath, Business Instructor
Renee Poirier, LAC Coordinator (will remain on continuing appt)
Samantha Phillips, Enrollment/Financial Aid Counselor
Brenda Garver, Bursar

These positions are currently funded in the 2023/24 operating budget.

Date: June 29th, 2023

Resolution #: 2022-23 | **XX**

Motion:

Seconded:

Action: Pending (x-x-x)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees



SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

Mr. Thomas Callahan
90 Lake St
Saranac Lake, NY 12983

Dear Mr. Callahan:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you an initial term, full-time, nine-month (164-day), exempt appointment as Business Instructor for the 2023-2024 academic year. Faculty members are expected to report on August 21, 2023.

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 9 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$49,219. Your per-diem rate based on 164 days is \$300.12.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor/department chair is Kim Duffey, Associate Professor, and your area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

THOMAS M. CALLAHAN
90 LAKE STREET
SARANAC LAKE, NY 12983
(518) 524-5332
tcallahan@nccc.edu

EMPLOYMENT:

NORTH COUNTRY COMMUNITY COLLEGE, Malone, NY

8/2017 to Present

Fulltime Temporary Business Instructor, Second Chance PELL

- Instruct: Introduction to Business Organization Management, Human Resource Management, Microeconomics, Macroeconomics, Marketing, Advertising, Business Communications, Business Management courses within the State and Federal prisons and the Saranac Lake campus.
- Hold Scheduled Study Sessions and advise students on a regular basis.
- Voting member of the College Senate.
- Active member of the Diversity Task Force and the Long-Range and Strategic Planning Committee.
- Take part in regular Business Department meetings and hold regular office hours.
- Conduct course level assessments when requested.

Other Professional Teaching Experience:

MERCY COLLEGE, Dobbs Ferry, NY

9/2000 to 5/2002

Adjunct Professor

Courses Instructed: Introduction to Leadership, Organizational Behavior, Organizational Development. and Industrial/Organizational Psychology.

MONROE COLLEGE, Bronx, NY

3/1996 to 9/2000

Career Counselor/Associate Professor

Courses Instructed: Human Resources Management, Introduction to Business Management, Microeconomics, Macroeconomics, Organizational Behavior, Business Organization.

MOUNTAIN LAKE ACADEMY, Lake Placid, NY

9/2013 to 3/2017

Human Resources Manager

- One person department for 104 exempt/non-exempt employees.
- Planned, directed, and managed all HR-department activities including staff recruiting, screening, and hiring in compliance with NYS Justice Center and NYS OCFS standards for organization's who work with vulnerable youth.
- Supported senior management in maintaining policy development and compliance with governmental regulations.
- Served as analyst for benchmarking activities, market studies, and salary structure analysis.
- Developed and delivered agency-wide orientation, training, development programs, and performance evaluations.
- Managed Workers Compensation Claim/Unemployment Claims and developed/maintained resume database.
- Maintained management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintained historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Played a vital role in rebuilding the Human Resources Department by updating Human Resource systems, position descriptions and employee policies and procedures.
- Wrote, developed, and implemented new policies and procedures as applicable.
- Experienced and effective in working with people of diverse cultures and backgrounds.

ADIRONDACK ARC, Tupper Lake, NY

5/2011 to 9/2013

Human Resources Supervisor

- Planned and conduct new employee orientation identified and managed training and development needs for employees and implemented human resources policies and procedures, and administered HR policies and procedures
- Supported annual salary review and implemented and monitored performance management system
- Handled employee complaints, grievances and disputes and administered employee discipline processes and conduct exit interviews
- Reviewed and updated employee rules and regulations, and maintained the human resource information system and employee database
- Maintained knowledge of legal requirements and government reporting regulations affecting HR functions
- Provided monthly Human Resources reports for CEO and Board of Directors

AGIS COMMUNICATION, New York, NY

10/2004 to 11/2010

Human Resources Director

- Directed the implementation of Human Resources programs through a seven-person Human Resources staff servicing an employee count of 800 employees and up to 1200 employees during the holiday season. Identified opportunities for improvement and resolved problems.

- Oversaw and directed the work of reporting Human Resources staff. Encouraged the ongoing development of the Human Resources staff.
- Developed and monitored an annual budget that included Human Resources services, employee recognition, sports teams and community events support, company philanthropic giving, and benefits administration.
- Selected and supervised Human Resources consultants, attorneys, and training specialists, and coordinated company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Conducted a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Directed and Lead the development of department goals, objectives, and systems. Provided leadership for Human Resources strategic planning.
- Established HR departmental measurements that support the accomplishment of the company's strategic goals.
- Managed the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepared periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Developed and administered programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participated in executive, management, and company staff meetings and attended other meetings and seminars.

ADDITIONAL HUMAN RESOURCES EXPERIENCE

INTERBORO MUTUAL INSURANCE, Mineola, NY 8/2002 to 10/2004
Human Resources Director

DHL WORLDWIDE EXPRESS, Queens, NY 9/2000 to 8/2002
Senior Human Resources Generalist

UNITED PARCEL SERVICE, Mount Vernon, NY 3/1994 to 3/1996
OSHA Safety and Compliance Trainer

CAROLINA FREIGHT CORPORATION, Brooklyn, NY 8/1989 to 3/1994
Employee Relations Manager

EDUCATION:

MERCY COLLEGE, Dobbs Ferry, NY
Master of Science in Human Resources Management, With Distinction, March 1996
Graduate Thesis: "Utilizing Performance Appraisal Systems as a Total Quality Management Tool"
 GPA 3.83

MERCY COLLEGE, Dobbs Ferry, NY
Bachelor of Science in Behavioral Science, Suma Cum Laude, May 1994
 GPA 4.0

CERTIFICATIONS:

CORNELL UNIVERSITY-TCI
Certified Trainer in Therapeutic Crisis Intervention

ACHIEVE GLOBAL

Certified Trainer in The Dimensions of Leadership

REFERENCES: Furnished

REFERENCES:

Kim Duffey

Business Faculty
North Country Community College
75 William Street, Room 305 Ballard Mill
Malone, NY 12953
(518) 354-5235 Direct line
NCCC extension #: 3223

Paul Fobre
Education Supervisor
FCI Ray Brook
128 Ray Brook Road
Ray Brook, NY 12977
(518) 897-4000

Sarah Kilby
Associate Professor of Mathematics
Second Chance PELL Director
College Senate Chair
[23 Santanoni Avenue](#)
[PO Box 89](#)
[Saranac Lake, NY 12983](#)
518 – 891 – 2915 ext 1262
518 – 354 – 5223 (Direct Line to Office)
skilby@nccc.edu

Summer Dorr
Humanities Instructor, NCCC
[23 Santanoni Avenue](#)
[PO Box 89](#)
[Saranac Lake, NY 12983](#)



SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

Ms. Tana Hare
752 ST. Regis Ave
Bloomingdale, NY 12913

Dear Ms. Hare:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you an initial term, full-time, nine-month (164-day), exempt appointment as Nursing Program Director for the 2023-2024 academic year. Faculty members are expected to report on August 21, 2023.

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 22 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$67,337. Your per-diem rate based on 164 days is \$410.59.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate/area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

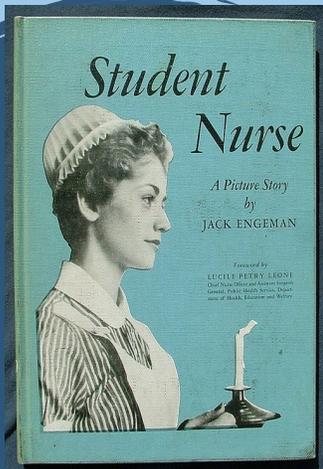
Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



Tana Hare

MSN/Ed., RN

Experience

Dec 2020 - Present

Interim Nursing Program Director • Assistant Professor of Nursing • North Country Community College • Saranac Lake, New York

2017–2020

Assistant Professor of Nursing • North Country Community College • Saranac Lake, NY

2015– 2017

Adjunct Instructor • North Country Community College • Saranac Lake, NY

2011–2015

Intensive Care Nurse • Adirondack Health • Saranac Lake, NY

2007–2011

Employee Health Nurse • Adirondack Health • Saranac Lake, NY

2001–2007

Emergency Ctr. Nurse & Director • Adirondack Health • Saranac Lake, NY

1999–2001

Geriatric Psychiatry Nurse • Colby Center • Adirondack Health • Saranac Lake, NY

1997–1999

Telephone Triage & Staff Development Nurse • Primary CareNet of Texas • San Antonio, Tx

1994–1997

Outpatient Dialysis Nurse & Clinic Director • Fresenius Medical Care • San Antonio, Tx

1993–1994

Surgical Floor Nurse • Northeast Baptist Hospital • San Antonio, Tx

Credentials

College of Nurses of Ontario Licensure, 1992

Licensure by reciprocity, State of Texas, 1992

Licensure by re-examination, State of New York, 1999



752 St Regis Ave
Bloomington, NY,
12913



518.891.5695
518.637.7436



thare@nccc.edu



Education

University of Phoenix, Phoenix Arizona (Online Division) • Masters of Science in Nursing Education

- Graduated with Honors in February 2019

University of Phoenix, Phoenix Arizona (Online Division) • Bachelors of Science in Nursing

- Graduated with Honors in December 2016

Loyalist College, Belleville, Ontario, Canada • Diploma, Nursing

- Graduated in June 1992

Professional Summary – Registered Nurse

- Dedicated nurse with 28 years of practical experience in hospital, outpatient, and educational environments.
- Responsible for all aspects of Program oversight and instruction of both Associates Degree in Nursing and Certificate of Practical Nursing Students over the course of the school year. Participates in student advisement activities and nursing department assessment efforts.
- Comfortable providing care for patients and families of all ages, with attention to meeting needs beyond basic health. Work in varied settings has helped develop flexibility in applying nursing theory regardless of the nature of the challenge. Frequently called upon to be a facility resource for difficulty IVs and advanced procedures.
- Proficient in computer reporting, documentation, record maintenance, and learning management systems to ensure accuracy and patient/student confidentiality.

Related Achievements

Election to Practical Nursing Council NY State as Capital Region Representative in February 2023 for 3 year term

NCSBN Item Writing Workshop Volunteer in July 2021 & 2022

Published Author – Sigma’s Reflections on Nursing Leadership 2020, LPN 2009, LPN 2008, Nursing 2007, Poz, and others

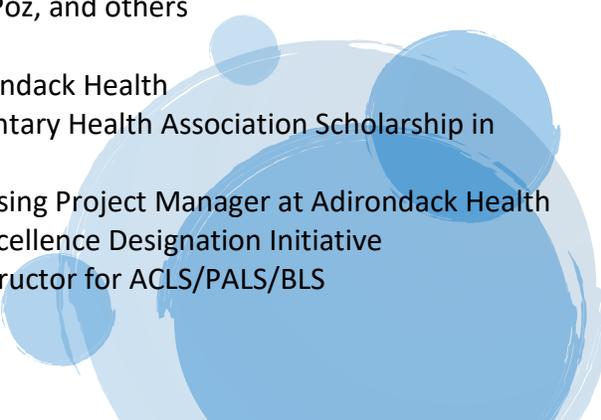
Sigma Theta Tau member

Clinical Ladder III status at Adirondack Health

Awarded the Saranac Lake Voluntary Health Association Scholarship in 2016

Provided editing services to Nursing Project Manager at Adirondack Health during successful Pathway to Excellence Designation Initiative

American Heart Association Instructor for ACLS/PALS/BLS





SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

Ms. Jessica Martin
109 Station St
Lake Placid, NY 12946

Dear Ms. Martin:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you an initial term, full-time, twelve-month (221-day), exempt appointment as Assistant Registrar for the 2023-2024 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 appointment, your pay grade for this appointment is Step 9 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$49,219. Your per-diem rate based on 221 days is \$222.71.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor is Shelly St. Louis, Registrar, and your area supervisor is Sarah Maroun, Interim VP Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

518-637-3086

Jeska329@Yahoo.com

Jmartin@nccc.edu

109 Station Street

Lake Placid, NY 12946

JESSICA LP MARTIN

INTERIM ASSISTANT REGISTRAR

NORTH COUNTRY COMMUNITY COLLEGE

DEAR TARA EVANS,

03/31/2023

I am writing to apply for the Assistant Registrar position at North Country Community College that was announced March 31st, 2023.

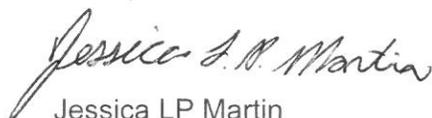
My current position as Interim Assistant Registrar makes me a well-qualified candidate. I was hired as the interim position in February 2022. I have thoroughly enjoyed, thrived and am thankful to have been given this opportunity to serve in this capacity. I have been employed by NCCC for a little over eight years and am very enthusiastic about what NCCC has to offer students, faculty and staff and the surrounding area.

I believe with my experience; I am the ideal candidate for the position. While serving as interim, I have helped with the transitioning of the Registrar's Office to a more "digital world," meaning making files and records computerized, allowing for fewer paper records. All the forms that must be completed, are now processed electronically, which means it can be completed remotely and faster.

I believe if you give me the opportunity to hire me as the full time Assistant Registrar, my skills and experience will continue to be a great asset to the Registrar's Office and to North Country Community College.

Thank you for giving me the opportunity to apply for the permanent position of Assistant Registrar. Please find my resume and references attached.

Thank you,


Jessica LP Martin

Jessica L. P. Martin
109 Station Street • Lake Placid, NY 12946
Cell: 518-637-3086
jmartin@nccc.edu / Jeska329@yahoo.com

Education

North Country Community College — Saranac Lake, NY

- Associate of Applied Science Degree in Business Office Technology, May 2009

Lake Placid High School – Lake Placid, NY

- Regents Diploma, June 2007
-

Experience

North Country Community College– Saranac Lake, NY

Interim Assistant Registrar, 2022 to current

Oversee office staff, college bridge/dual enrollment registration process, CLL registrations. Assists registrar with E grades, mid-term, and final grades. Edits and updates our pages on website. Process cancellations of classes and notifies students. First review of graduates then prints diplomas/transcripts to ready for mailing.

North Country Community College– Saranac Lake, NY

Microcomputer Operator, 2015 to 2022

Data entry and clean up within CAM's database, input/authorization of grades, answering phones and email, assisting with students/faculty/staff, process transcripts and enrollment verifications, process transfer evaluations for students.

Whiteface Lodge – Lake Placid, NY

Hostess/Back wait, 2020 to current

Work part time evenings- making reservations, verifying reservations, seating guests, delivering food, assist with clearing/cleaning tables.

Olympic Regional Development Authority– Lake Placid, NY

Security/Ticket Sales, 2005 to current

Work part time doing ticket sales for events and entry into public skating, security around arena during event; big or small. Scans tickets for guests entering events.

Champlain National Bank– Lake Placid, NY

Vault Teller/Customer Service Rep, 2010 to 2015

Aid in customer service- deposits/withdrawals, opened accounts (checking, savings, business, cd's), controlled the money in the main vault.

ORDA Store– Lake Placid, NY

Customer Service Rep, 2008 to 2010

Sales, stocked-placed orders for merchandise, billing for other venues and companies; worked events and sold tickets for other venues/events.

Additional Skills

Cams, Crystal Reports, Microsoft Office, OU Campus

Committee's

Search Committees- Financial Aid Director/Registrar/Academic Technology Coordinator
CSEA Chancellors Award Committee- 2016
Enrollment Committee- 2017 to current
Commencement Committee- 2019 to current
Middles State Review Committee- 2020 to 2021
NCCAP Senate Representative- 2022 to current
Curriculum Committee- 2022 to current
Student Retention & Completion Committee- 2021 to current

Awards

Chancellor's Award for Excellence in the Classified Service- 2020

Community Involvement

Volunteer Firefighter- Lake Placid Fire Department- 2020 to current
Auxiliary Chairperson- Lake Placid Fire Department- 2015 to current
Board member of Lake Placid After School Program

Administrative Liaison for a NYS EMS Course Sponsorship- 2022-Current

Professional References

Scott Harwood
North Country Community College
518-891-2915 ext. 1246

Lisa Symonds
North Country Community College
518-891-2915 ext. 1500

Jerrad Dumont
North Country Community College
518-891-2915 ext. 1236

Tana Hare
North Country Community College
518-637-7436



SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

Ms. Robin McGrath
154 Lake Rd
Putnam Station, NY 12861

Dear Ms. McGrath:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you an initial term, full-time, nine-month (164-day), exempt appointment as Business Instructor for the 2023-2024 academic year. Faculty members are expected to report on August 21, 2023.

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 9 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$49,219. Your per-diem rate based on 164 days is \$300.12.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Ticonderoga. Your immediate supervisor/department chair is Kim Duffey, Associate Professor, and your area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

ROBIN MCGRATH

✉ mcgrobin@gmail.com

☎ 518-569-5233

📍 Putnam Station, New York
12861

PROFESSIONAL SUMMARY

Passionate and energetic communicator, skilled in preparing and delivering lessons and lectures for in-person and on-line courses while utilizing creativity, interpersonal skills, excellent time management, and problem-solving skills.

SKILLS

- Entrepreneurship expertise
- Academic advising
- Course preparation and innovative delivery
- Analytical and Critical Thinking
- Quickbooks, Square, and Point of Sale Software

EDUCATION

College of St. Joseph's
West Rutland, Vermont • 05/1998

Master of Arts: General Education

State University of New York
Oswego, NY • 12/1991

Bachelor of Science: Business
Distributive Education

State University of New York
Cobleskill, New York • 01/1992

Associate of Applied Science:
Business Administration

CERTIFICATIONS

Permanent Certification,
Pre-Kindergarten, Kindergarten and
Grades 1-6, State of New York
Permanent Certification, Business
Distributive Education, State of New
York

ACCOMPLISHMENTS

2018- Developed and delivered "21st Century Skills: Exploring the Expectations for Today's Job Market" workshop at North Country Community College

2012- My business, Sugar & Spice Country Shoppe, was voted Ticonderoga Area Chamber of Commerce Business of the Year

2004- Developed a High School Business Day - students participated in interviews with local businesses to help prepare them for employment

1998- Developed a Pre-Kindergarten/Kindergarten Readiness Screening Day - a school-wide event to assess student readiness for entering elementary school

WORK HISTORY

North Country Community College - Business Instructor and Adjunct Instructor

Ticonderoga, NY • 01/2017 - Current

- Develop and maintain academic lessons and assessments for on-line courses utilizing various tools, platforms, and programs including Moodle, Blackboard, Cengage/MindTap, and Cengage/WebAssign
- Academic Advisor - maintain regularly scheduled office hours to assist and advise students on course selection, degree programs, and strategies and tools for academic success.
- Member of Campus-Student Life Committee -highlight campus offerings, participate in events, engage students, and increase profile on campus.
- Active participant in Business Department, Campus Advisory Board, and Business Advisory Board

Sugar & Spice Country Shoppe - Owner

Ticonderoga, NY • 11/2007 - Current

- Oversee business budget planning and administration, computerized inventory control, accounting functions, purchasing, bi-weekly

payroll and financial reports

- Train and motivate employees to perform daily business functions
- Developed and maintain a social media account for marketing and selling purposes
- Attend trade shows and network with other business owners
- Interact with customers to build connections, nurture relationships, and encourage repeat business

Viscardi, Howe, & Rudgers LLP - Legal Secretary (Seasonal)

Ticonderoga, NY • 01/2015 - 04/2018

- Transcribed information from typed or handwritten notes or dictation, confirmed accuracy, and created legal documents
- Communicated with clients in writing, by phone, and in person
- Paid bills, prepared attorney invoices, processed financial documents, and completed bank deposits and reconciliations

Ticonderoga Central School District - Business Teacher

09/2004 - 09/2007

- Taught all business courses including Accounting II, a North Country Community College class to students
- Member of Teachers Helping Students (THS) - Tutored multiple at-risk students each school year to help improve their academic & social experiences
- School Store Board Member
- Participated and competed in Adirondack Community College Business Day in the areas of Marketing & Accounting

Putnam Central School - Kindergarten and First Grade Teacher

02/1996 - 08/2003

- Exercised good classroom management, fostered a positive classroom atmosphere, created supportive and inclusive learning, and inspired student growth and learning
- Created and delivered lessons, implemented school curriculum and used data to create, monitor, and establish personalized learning plan for each student.
- Member of Parent Teacher Organization, Curriculum, Technology, Playground, and Shared Decision-Making Committees
- Secretary of Teacher's Union



SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

Ms. Renee Poirier
12 Lawrence Ave
Malone, NY 12953

Dear Ms. Poirier:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you a full-time, nine-month (164-day), exempt appointment as LAC Coordinator for the 2023-2024 academic year. Faculty members are expected to report on August 21, 2023. You will retain your continuing appointment status.

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 21 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$65,943. Your per-diem rate based on 164 days is \$402.09.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate/area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

Renee Poirier

12 Lawrence Ave, Malone, NY 12953

reneepoirier65@gmail.com, (518)651-0391

Professional Experience

North Country Community College, Malone, and Saranac Lake Campuses
Assistant Professor, 9/01-present

Provide instruction to community college students.

- Develop syllabus, grading scale, and exams for the following courses: Introduction to Social Welfare, Introduction to Human Services, Basic Counseling Skills, Introductory Psychology, Abnormal Psychology, Psychology of Personal Growth, and the Human Service Program Internship among other courses.
- Created learning experiences for a variety of modes of instruction: on campus, synchronous, online and remote (with prison).
- Internships duties:
 - Aid interns in determining appropriate placement.
 - Initiate and maintain contact with agencies to ensure a good experience for all involved.
 - Oversee all academic expectations of students through their internship.
 - Navigate conflictual situations that arise on occasion.
 - Maintain continued contact with agencies to maintain a harmonious relationship.
- Advisor for Human Service students:
 - Maintain contact with students through their time at NCCC.
 - Advise students about current and future courses that best fit their academic and career needs.
 - Aid in helping students navigate other college departments to address a variety of needs (i.e., Financial Aid Office, Registrar, Business Office).
- MFEC (Malone Fundraising Efforts Committee) Leader: 2003-present.
 - Scheduled and oversaw Malone Campus volunteers in early years.
 - Manage paperwork, conduct meetings, oversee purchases.
 - Oversee and participate in events/activities that this fund allows on the Malone Campus (for example, the Christmas Event (12/22) and Earth Day events (4/23) on the Malone Campus.

Renee Poirier

12 Lawrence Ave, Malone, NY 12953

reneepoirier65@gmail.com, (518)651-0391

- Participates in a variety of committees and activities for the college:
 - Serviced on a variety of committees both for the Senate as well as the Union: Retention and Completion (current member), Senate (member, secretary: 21/22 academic year), Curriculum (chair for 19/20 academic year, secretary for 21/22 academic year), Assessment (chair 11/12 academic year), Health and Wellness Trustee (2018- present).
 - Participant of Search committees currently and in the past.
 - Assistant Marshall for Human Service Program at graduation from SP10- present.
 - Implemented the High Needs Grant for Human Service Program (FA14-SP17 academic years)
 - Advisor for Human Service Club (SP16-FA17)
 - Advisor for Phi theta Kappa (2003-2010).

Spectrum Youth and Family Center, Domestic Abuse Education Project, VT
Burlington Site Coordinator, 3/00-5/01

Provide the delivery of an educational program to male probationers on issues of domestic violence in Chittenden County.

- Coordinated and supervised nine DAEP groups conducted in Burlington VT.
- Supervised group facilitators as well as student intern.
- Co-facilitated orientation and at least 1 group per week.
- Worked in coordination with probation and women's advocacy agencies.
- Conducted intakes with group participants.
- Participated as a member of the Burlington Local Task Force on Domestic Violence.

Renee Poirier

12 Lawrence Ave, Malone, NY 12953

reneepoirier65@gmail.com, (518)651-0391

The Salvation Army, Family Services, Syracuse, NY
PPS Worker (Purchase Preventive Services) 2/97-3/00
MSW Intern, 8/96-5/97

Provided clinical/case management services to at risk families to prevent placement of children into foster care.

- Provided individual, couple, and family therapy in multicultural environment.
- Co-facilitated a Women's Domestic Violence Support group.
- Arranged and supervised exchange and visitation for children with non-custodial parents aimed at minimizing exposure to continuing domestic violence issues.
- Complete assessment and outcomes development with high-risk families.
- Coordinated with Protective Services concerning permanency planning for high-risk families.
- Conducted case coordination with the legal system (reports and testimony).
- Developed policies and procedures for supervised visitation program.

Comprehensive Technology Center, Auburn, NY, 9/92-8/95
North Star Industries, Malone, NY, 9/89-5/92

Vocational Counselor

Provided vocational counseling and training for individuals with cognitive and other difficulties in a work center.

- Developed and facilitated Job Exploration, Personal Hygiene, and Decision-Making skills groups.
- Developed computer training program for consumers.
- Obtained and supervised agency data entry work for consumers.
- Initiated process of quality evaluations of individual work.

Renee Poirier

12 Lawrence Ave, Malone, NY 12953

reneepoirier65@gmail.com, (518)651-0391

Outside Professional Experiences

- Impaired Driving Program: Coordinator (2014-2015) and Instructor (2018- 2020)
- GED Tester for Franklin County from 2006 through 2014.
- Comlinks Domestic Violence Program: Consultant for advocates/counselors from 2005- 2010.

Education

- MSW, School of Social Work, Syracuse University, NY. Graduation 2017
- BA, Psychology, SUNY Potsdam, NY. Graduation: 1988



SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

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

Dear Ms. Phillips:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you an initial term, full-time, twelve-month (221-day), exempt appointment as Enrollment/Financial Aid Counselor for the 2023-2024 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 appointment, your pay grade for this appointment is Step 10 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$50,614. Your per-diem rate based on 221 days is \$229.02.

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

SAMANTHA PHILLIPS

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

EDUCATION | **STATE UNIVERSITY OF NEW YORK AT POTSDAM**, POTSDAM, NY
BACHELOR OF ARTS, ENGLISH LITERATURE AND WRITING
Minor, Native American Studies

Some graduate work though SUNY Potsdam and St. Lawrence University, non-matriculated

EXPERIENCE | Enrollment and Financial Aid Counselor, *North Country Community College*
(November 2021-Present)

- Highlights of position include recruitment of students for the college using traditional and non-traditional methods
- Federal, state, and private financial aid counseling and support
- Special interest in recruitment and retention of Native American students, specifically those from Akwesasne

HR Assistant Manager, *Tarbell Management Group* (May 2021-November 2021)

- Highlights of position included coordination of company benefits
- Associate engagement creation and training
- Associate retention programming.

Talent Acquisition and Training Coordinator, *Tarbell Management Group* (October 2018-May 2021)

- Highlights of position included creating training criteria for current company positions
- Creating and implementing new SOPs for applicant tracking, interviewing, and retention of associates
- Recruit and onboard associates of all levels

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

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

Higher Education Administrative Assistant, *Saint Regis Mohawk Tribe*

- Highlights of position include financial aid and academic counseling for students and their families
- Created and implemented higher education preparation courses for high school students and their families
- FAFSA, New York State Indian Aid, SRMT Higher Education and Trust Fund, Ahkwesahsne Mohawk Board of Education, NYS TAP, and other scholarship preparation and disbursement information and advocacy
- Supported students who were eligible non-citizens by helping navigate Federal and State funding opportunities

- Prepared reports and minor budgeting experience
- Community event planning and implementation such as Financial Aid Night, Senior Workshops, and the NAIEA/NY Conference

**PROFESSIONAL
AFFILIATIONS**

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

REFERENCES

ALYSSA WITKOP, TARBELL MANAGEMENT GROUP
FORMER HUMAN RESOURCES MANAGER
315-250-7366

STEPHANIE COOK, SRMT EDUCATION DIVISION
EDUCATION DIRECTOR
518-358-2272

RODERICK COOK, SRMT EDUCATION DIVISION
FORMER HIGHER EDUCATION PROGRAM MANAGER (RETIRED)
315-323-0369

BRUCE KELLY, NORTH COUNTRY COMMUNITY COLLEGE
ST. REGIS MOHAWK TRUST FUND COMMITTEE
518-651-0790



SARANAC LAKE . MALONE . TICONDEROGA

June 19, 2023

Ms. Brenda Garver
819 State Route 3
Saranac Lake, NY 12983

Dear Ms. Garver:

Pending approval by the North Country Community College Board of Trustees at their June 29, 2023, meeting, I am pleased to offer you an initial term, full-time, twelve-month (221-day), exempt appointment as Bursar for the 2023-2024 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 appointment, your pay grade for this appointment is Step 16 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$58,975. Your per-diem rate based on 221 days is \$266.86.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor is Brian Pelkey, Comptroller, and your area supervisor is Erik Harvey, Interim CFO.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 31, 2023.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

BRENDA GARVER

819 State Route 3 • Saranac Lake, NY 12983 • (518) 354-3441 • brr12388@gmail.com • [LinkedIn](#)

<i>Special Skills:</i> <i>Leadership</i> <i>Employee Relations</i> <i>Software Management</i> <i>Organizational and Planning</i>	<i>Problem-Solving</i> <i>Training & Development</i> <i>Management/Retention</i> <i>Budget Planning</i>	<i>Exceptional Customer Service</i> <i>Accounts Payable/Receivable</i> <i>Collections</i> <i>Time Management</i>
---	--	---

PROFESSIONAL EXPERIENCE

BURSAR, *North Country Community College, October 2022 – Present*

- **Manage areas of Bursar and Student Accounts** and supervise personnel assigned to the Business Office
- Administer policies and procedures to ensure positive, effective, and open relationships with all clients including students, parents, faculty, and administrators
- Solve student and staff issues related to the Business Office with regards to student tuition and fees
- Provide timely and accurate billing to students and general users of the college services
- Ensure that payments and credits are received and properly applied to each student's account in a timely manner
- Advise, instruct, and train Business Office staff in the performance of student and miscellaneous billing and accounting duties
- Reconcile all funds received through the registrations system (CAMS), the general ledger system (MIP), and third-party accounts
- Coordinate fiscal activities related to invoicing and processing student tuition and fees, third party billing and short-term loans

HUMAN RESOURCES MANAGER, *Paul Smith's College, June 2021 – October 2022*

- **Assist and administer human resources functions.** Areas of responsibility cover approximately 195 full and part-time employees, 160 seasonal employees, and 300 student employees.
- Assist in HR-related reporting, auditing, and financial recordkeeping
- Assist in managing the HR department budget
- Assist in developing, implementing, and administering policies and programs related to the management
- Manage labor relations, grievances, mediations, and arbitrations
- Interpret policies for employees and counsel as needed
- Administer programs, procedures, and guidelines
- Utilize HRIS to the company's recordkeeping, recruitment, and management advantage
- Prepare and administer leasing agreements for staff housing
- Continue duties associated with the HR Generalist role

HUMAN RESOURCES GENERALIST, *Paul Smith's College, Jan. 2014 – June 2021 (Interim HR Director, July 2018 – Jan. 2019)*

- **Manage human resources related duties at the professional level**
- Manage the college's recruitment program
- Implement and manage the college Applicant Tracking and On-boarding System and all other records associated with the hiring process
- Implement and organize the college Student Employment Program. Counsel students and parents on the federal work-study process
- Ensure EEO and Affirmative Action policies are followed during recruitment
- Manage the College's benefit program
- Organize the annual employee recognition program
- Backup Payroll Administrator. Fully trained in automated payroll systems ADP and Paylocity
- Track all FMLA, STD, PFL and LTD leave

BRENDA GARVER

• Saranac Lake, NY 12983 • (518) 354-3441 • brr12388@gmail.com

ASSOCIATE REGISTRAR, *Paul Smith's College, June 2010 – January 2014*

- **Assisted in reviewing, designing, implementing, and enforcing academic policies** relating to academic progress, retention, registration, academic records, and graduation requirements of students
- Served as liaison to Financial Aid and Student Accounts Office; developed and maintained contacts with other campus offices to obtain student data and transfer information
- Maintained and updated the College's web based academic catalog, the Registrar's website, and other office publications
- Conducted training sessions for faculty, students, and staff pertaining to Federal Policies of Educational Rights and Privacy (FERPA)
- Coordinated pre-registration of new students before and during new student orientation
- Trained and assisted students and faculty with online registration and degree audit questions
- Participated in the development of annual operating budgets and provided fiscal direction to the unit
- Oversaw all facets of the daily operations of the organizational unit, ensuring compliance with the college, state, and federal laws, policies, and regulations
- Maintained the college's student records system. Ellucian Colleague Systems/ Power Campus
- Reviewed and processed student transcript requests

HUMAN RESOURCES MANAGER, *Garrett Hotel Group, Lake Placid, June 2008 - January 2010*

- **Managed the day-to-day operations of the Human Resources department** for 6 Garrett Hotel Group entities located in 4 states (NY, VT, SC, & NM) with over 300 employees
- Maintained and processed files on law and department policies
- Processed workers' compensation, immigrations, unemployment, OSHA, alcoholic beverage service, payroll (ADP)
- Maintained employee records, vacation and holiday accrual and transaction
- Managed accounts receivable and billing for special corporate accounts
- Organized and implemented employee recognition service award celebration
- Managed candidate screening and interviewing, made hiring decisions based on the company's needs and the candidate's skills, education, and experience
- Maintained the employee handbook
- Benefit administration
- Investigated employee complaints, established discipline procedures, counseling/mentoring employees
- Prepared and administered leasing agreements for staff housing, conducted monthly housing inspections, monitored repairs and damages. Processed payments and followed steps for collections when necessary

PROJECT MANAGER, *Garrett Hotel Group, Augusta GA, April 2004 - April 2008 (3-week special assignment each year)*

- **Directed and supervised a concierge team for the Master's Golf Tournament** in Augusta Georgia consisting of 10 employees. Patterned 12 Southern Victorian Country Estates using Relais and Châteaux style and amenities. One week training special selected team, two weeks executing and delivering 5-star customer service to Exxon Mobil top Executives

FRONT OFFICE MANAGER, *The Point Resort, owned and operated by the Garrett Hotel Group, Aug 2007 - June 2008*

- **Managed the operations of The Point Resort front office**; processed payroll, distributed weekly/monthly/annual forecasts, maintained office and group files, monitored financial transactions, staff performance management, monitored revenues and expenses, reviewed daily business levels, data entry, scheduled events, tracked room availability, resolved guest complaints, and delivered 5-Star customer service
- Implemented and maintained all room rates, packages, promotions and reservations, knowledge of guest room layouts, bed types, décor, and location, and accommodated guests' special requests, organized specific arrangements between hotel and travel agencies, anticipated guests' needs

BRENDA GARVER

819 State Route 3 • Saranac Lake, NY 12983 • (518) 354-3441 • brr12388@gmail.com

GENERAL MANAGER, *Great Camp Laundry, owned and operated by the Garrett Hotel Group, Oct 1998- Aug 2007*

- **Managed the facility operations and employees of the specialty boutique laundry**, equipment safety, staff training and development, budgeting, labor management
- Marketed outside accounts, developed, and maintained relations with 30 external accounts
- Assured high staff morale, presented service awards, maintained a low staff turnover rate
- Prepared profit and loss statements and processed invoices and customer account payments

ACCOUNTS MANAGER *Moore's Lumber Company, Saranac Lake, January 1994-October 1998*

- **Responsible for the collection of payments** from clients on behalf of the company
- Processed and mailed invoices to customers
- Handled overdue payments according to the company's policies
- Office administration
- Audited special orders report

EDUCATION AND CERTIFICATIONS

ASSOCIATE OF SOCIAL SCIENCE, *North County Community College, Saranac Lake, NY*

- Minor: Business

ROCKHURST UNIVERSITY CONTINUING EDUCATION, *Certifications*

- Advanced Microsoft Excel
- Mastering the Essentials of Human Resources
- The Basics of Human Resources Law
- FMLA Compliance
- How to Handle Difficult People

FREEMAN GROUP, *Certifications*

- Putting People First
- Train the Trainer
- Selective Interviewing

HUMAN RESOURCES MEMBERSHIPS

- SHRM
- North Country Human Resources Consortium
- North County Business Council

NEW YORK STATE EXAMS

- Office Clerk I (score 100)
- Bookkeeping I (score 90)



BOARD OF TRUSTEES | RESOLUTION

WHEREAS the Interim VP of Academic Affairs and President recommend the following faculty/staff for renewal of temporary appointments effective with the 2023/24 academic year:

Richard Davenport, Nursing Instructor
Lauren Heath, Nursing Instructor
Luke Hudak, Coordinator of Dual Enrollment Initiatives
Erin Streiff, Nursing Instructor
Brandi Taylor, Humanities Instructor
Kelly O'Shields, Technology Support Specialist

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 following faculty/staff for renewal of temporary appointments effective with the 2023/24 academic year:

Richard Davenport, Nursing Instructor
Lauren Heath, Nursing Instructor
Luke Hudak, Coordinator of Dual Enrollment Initiatives
Erin Streiff, Nursing Instructor
Brandi Taylor, Humanities Instructor
Kelly O'Shields, Technology Support Specialist

These positions are currently funded in the 2023/24 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, these appointments will expire at the conclusion of the 2023/24 academic year and will not be renewed.

Date: June 29th, 2023

Resolution #: 2022-23 | **XX**

Motion:

Seconded:

Action: Pending (x-x-x)

Witness: Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees