



## Board of Trustees Packet

April 28, 2023 | 11:00 a.m.

Saranac Lake Campus (HH105) and Zoom Access By Request

- I. Call to Order
- II. Oath of Office
- III. Approval March 24<sup>th</sup>, 2023 Minutes
- IV. Liaison Reports
  - o College Senate
  - o NCCCAP
  - o CSEA
- V. College Reports
  - o Board Chair
  - o Interim Vice President for Academic Affairs
  - o Vice President for Marketing & Enrollment Management
  - o Interim Chief Financial Officer
  - o Interim Associate Vice President of Student Affairs
  - o President
    - Resolution | Policy Review(s): Vehicle Parking, Sexual Harassment, and Procuring & Contracting
    - Resolution | Policy Proposal(s): Workplace Violence Prevention, and Chosen Name & Gender Identity
    - Resolution | Policy Proposal: College Bridge Flat Rate Tuition
- VI. Representative Reports
  - o NCCC Association
  - o NCCC Foundation
- VII. Old Business
- VIII. New Business
- IX. Public Comment\*
- X. Executive Session
- XI. Adjourn

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

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



SARANAC LAKE | MALONE | TICONDEROGA

## Oath of Office

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

**Trustee Signature**

Todd LaPage \_\_\_\_\_

**Printed Name**

**Sworn and subscribed before me on this day:** \_\_\_\_\_

**Signature of Notarial Officer:**

Affix notary seal/stamp here



Board of Trustees Meeting Minutes  
Friday, March 24<sup>th</sup>, 2023 | 11:00am  
Hybrid Meeting: HH-105 & Zoom

Board Members Present: Steve Reed, Pete Suttmeier, Jerry Griffin, Dan Kelleher, Sam Weeks, Donna Wadsworth, Mary Irene Lee, Mark Moeller

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Brian Pelkey, Sarah Maroun, Kim Irland, Kyle Johnston, Chris Knight, Erin Walkow, Scott Harwood, Dave Merrick, Allison Warner. Other members of the campus community, and the public, joined as well.

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

#### Executive Session

Mark Moeller made the motion to enter Executive Session at 11:00 a.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. Jerry Griffin seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 11:01 a.m.

#### Adjourn Executive Session

Mark Moeller made a motion to adjourn the executive session and open the meeting to the public. Jerry Griffin seconded the motion. The motion was approved unanimously (8-0-0). Executive session adjourned; Board of Trustees meeting opened to the public at 11:55 p.m.

#### Minutes

Pete Suttmeier made the motion to accept the February 24<sup>th</sup>, 2023, meeting minutes. Jerry Griffin seconded the motion. The February 24<sup>th</sup>, 2023, meeting minutes were unanimously approved (8-0-0).

#### College Senate

No report

#### NCCCAP

No report

#### CSEA

No report

#### Board Chair Report

Steve Reed reported:

- Recently met with Erin Walkow, the NCCC Foundation Director, to discuss the options of staffing the Foundation's administrative office.

#### Interim Vice President for Academic Affairs

Sarah Maroun added to her written report:

- Recently two Advisory Boards met, which included colleagues from the community:
  - Graphic Arts | March 17, 2023
  - Business | March 24, 2023
- The newly added Software Engineer Bootcamp will kick off in May 2023.
- The Childcare Certificate is projected to be ready to launch later this spring.

#### Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- Strategic Enrollment Management (SEM) teams are beginning to meet to start tackling their assigned goals. This will be the primary focus throughout the summer months.
  - In late April, the campus community will be invited to a presentation which will highlight the progress, and updates, to the plan.
- The Campus Visit Days, held during President's week, data review shows the event went exceedingly well. Plans are in the works to run the event again soon.

- Instant Admit and Registration events will begin throughout the week of May 2<sup>nd</sup>. This series of events will include sessions to be held during nights and weekends.
- Current advertising is focused on highlighting the Software Engineer Bootcamp.
- Members of the Board discussed the upcoming SEM plan update and presentation.
  - There was voiced interest in hearing the tactics and projects now running.
  - Kyle will prepare a brief presentation to the board at their April meeting.
- Meredith Chapman shared with the Board the recent success of the area counselor luncheon.
- Members of the Board voiced their appreciation, and accolades, to the entire enrollment team, highlighting their hard work over the past several months.

#### Interim CFO:

Brian Pelkey reported in Erik Harvey's absence:

- The next financial report will be shared in April 2023.
- The 2021-2022 audit is now available to review.
- Current, and proposed 2023-2024, budgets are at the department level for review. They are due April 5<sup>th</sup>, 2023.
- Joe voiced the work from the Audit Committee, and getting the financials ready, was done well.
  - Members of the Board thanked the Audit Committee for their hard work and attention to detail.
  - The Audit Committee will meet this spring to prepare for the next audit cycle.

#### Associate Vice President of Student Affairs

Kim Irland let her report stand:

- Members of the Board discussed campus activities made available to the students.
- Kim shared plans for the Alternative Spring Break.
- Members of the board shared high marks to Kim for her hard work at the college.

#### President:

Joe Keegan added to his report:

- Thanked the Board for their ongoing support of the college, its employees, and our students.

- Looking forward to SUNY Chancellor King’s visit this afternoon.
- Extended thanks to the Board for being here to host the Chancellor.
- SUNY Chancellor Award for Student Excellence has been awarded to Sydney Van Nest. She is a second year AAS Rad Tech student. Sydney is a great example of the college and our core values. There will be a formal ceremony in Albany late next month. Joe plans to attend.
- Joe extended his thanks to the campus community for their recent advocacy work; sharing letters highlighting the priorities of the College with State Representatives has proved beneficial.
- In addition to recent advocacy efforts, Joe highlighted the roadmap to the 2023-2024 Annual Budget which was shared with the campus community yesterday afternoon in a campus-wide town hall.
  - Anticipate sharing the final proposed budget at the May 2023 Board meeting.
- The board recently received the *Flat Tuition Proposal*. After review, it was recommended to postpone moving it forward until additional data can be provided and reviewed. The proposal will be presented for review and consideration at the April Board meeting.

NCCC Association:

No report.

NCCC Foundation:

Erin Walkow reported:

- Recently received \$45K from the Town of North Elba and LEAF
  - These specific funds will be used to purchase two shelters, for athletes, on the Sparks Athletic Field. Erin is working closely with Chad LaDue to get this project completed by Fall 2023.
- There was a \$10K donation for the Opportunity Scholarship to be put towards next year; showing a total of \$35K raised. Erin is continuing to research other potential funders for this scholarship.
- A mailing to folks who previously donated to the Foundation but had yet to this year (“lapsed” donors) that went out has so far yielded a couple donations.
  - Erin included the helpful program sheet Kyle created which highlights scholarships and includes two student testimonials.

- As part of the alumni engagement strategy, Erin added about 500 emails from LiveAlumni to the communication about the LEAF grant. In addition, she will be reaching out to nursing alumni during Nurses Appreciation Week in May to reestablish a connection. This will provide updates to alums and keep them informed of activities at North County, including the upgrades to the nursing labs.

Old Business

None

New Business

None

Public Comment

None

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Jerry Griffin seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:00 p.m.

Respectfully Submitted,



Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

PENDING APPROVAL | 04/28/2023

Motion:

Second:

Action:



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Minutes



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Stacie G. Hurwitch

Assistant Secretary, NCCC Board of Trustees

PENDING APPROVAL | 04/28/2023

Motion:

Second:

Action:



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

**April 28, 2023**

Please find the following report from the Academic Area.

**Academic Planning, Programs and Policies:**

**Summer and Fall 2023 Planning:**

Summer and fall registrations are underway for all students, new and continuing.

**Program Advisory Boards:** Congratulations to departments who hosted program advisory boards this year, including Business, Art (Graphics), Nursing, Radiologic Technology, Massage, and Human Services.

**Program Approvals:** We will update the College community as we hear more information from SUNY and New York State Education Department. **No new updates.**

**Pending Approval**

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

**Non-Credit Offerings:**

- **Childhood Development Associate Certificate:** Course will begin on May 30<sup>th</sup>. We are offering two sections on Tuesday evenings from 6:00-8:00 pm: one is located in Malone, and one is live-online with periodic in-person sessions.
- **Software Engineering Bootcamp:** Twelve-week course in partnership with UpNCoding to be offered beginning May 23<sup>rd</sup>-August 10<sup>th</sup>. Instruction will be hyflex (in-person in Saranac Lake, live online, and recorded) and registration is open.
- **Pottery Classes:** Two sessions of a non-credit pottery class are scheduled to run this spring and summer. The first session is April 3-May 10<sup>th</sup> and the second session is June 21-Aug 2<sup>nd</sup>.
- **Swim Lessons:** Children's swim lessons began April 18<sup>th</sup>. Additional sessions will be offered.

Respectfully submitted,

Sarah Maroun  
Interim Vice President for Academic Affairs

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## Vice President of Marketing & Enrollment

### Report to the Board of Trustees

Created April 24, 2023

#### Enrollment and Financial Aid Updates:

- **Major project updates:**
  - **SEM PLAN PROJECT:** The teams for all 10 goal areas in the SEM Plan are now meeting regularly to execute the initiatives that are already in the works as well as to plan out the projects that are coming in 2023/2024. Additionally, the leaders of all of those areas will be joining me to present our “SEM Plan Update” presentation on May 5<sup>th</sup> from 3:00-4:30 on Zoom.
  - **SLATE CRM (Customer Relationship Management):** Slate has now been implemented to take inquiries/questions and also registrations for our short-term offerings. Most of these offerings are in the non-credit realm so it became a necessity to have a better way of communicating with students and taking their class/training registrations.
  - **North Country Navigator:** This has become a priority for the SEM Plan Goal Areas 7-9 team that has recently begun mapping out the project. North Country Navigator will be the vessel to deliver all onboarding and orientation for the college well into the future.
- **The Enrollment Team:** Application volume for the Fall semester is currently 124 applications above prior year and our numbers of accepted and confirmed incoming students are also up. 3-4 members of the team have been out consistently for the SUNY Spring College Fair circuits as well as additional rounds of visits to regional high schools. The Admissions Office has been working diligently to develop a new process to get our incoming students advised and registered in a more timely manner. All confirmed students received a Pre-Registration Questionnaire this past week where they can choose their path towards registration: email, phone, or in-person during our upcoming Instant Admission & Registration Events.
- **The Financial Aid Team:** Financial Aid started awarding current and incoming students this past week. The awards have been going out at a feverish pace as there is always a bit of a backlog. Awarding now through the start of Fall semester will be a flow/ongoing process with one business day processing time.

#### Marketing and Web Updates:

- Instant Admission & Registration Event promos have now been running for two weeks and we have students signed up to attend at all campus locations and Akwesasne. We will debrief with the departments involved after this first run to determine if and when the next series will occur.
- Our programmatic marketing campaign continued this month by featuring our Digital Art, Advertising & Design programs and will quickly pivot to our Environmental Science, Environmental Studies, and Wilderness Recreation Leadership programs for the month of May.
- We’ve recently deployed marketing for two of our brand new short-term and non-credit offerings which are a software development bootcamp training and a child development associate course. Both start at the end of May.
- We are currently working on a brand new campaign that will run throughout the summer that brings all of our scholarship opportunities together. “Scholarships-4-Everyone” will run from May to mid-July which is when we flip over to our final campaign for Fall. This is an extensive campaign build and it serves as an overhaul for our scholarship opportunities.





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Take your learning to the next level. North Country is ready to help you reach your career goals.

nccc.edu  
**Expand Your Knowledge**  
Enroll Now for Summer

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**NC** North Country Community College  
Sponsored · 🌐

Summer registration is now open! From the arts to the sciences, North Country offers a wide range of summer courses to elevate your learning.


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**Discover a New Passion**  
Enroll Now for Summer

[Learn more](#)




**NC** North Country Community College  
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Calling all digital art and design fans! North Country's Digital Arts, Advertising & Design programs are gateways to exciting careers in fields such as animation, publication creation and character/game design!



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Reach Higher at NCCC

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Get hands-on graphic design experience in the Digital Arts, Advertising & Design programs at North Country while pursuing your degree or preparation for transfer to a four-year college.



**DIGITAL ARTS, ADVERTISING & DESIGN**




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**Fuel Your Creative Passion**  
Reach Higher at NCCC

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**NC** North Country Community College  
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Are you passionate about the environment? Are you concerned about resource management issues and climate change? Explore North Country's Environmental Science, Environmental Studies, and Wilderness Recreation Leadership programs today!



**ENVIRONMENTALLY MINDED**

ENVIRONMENTAL SCIENCE & WILDERNESS LEADERSHIP

**NC** NORTH COUNTRY COMMUNITY COLLEGE



nccc.edu  
**Environmental Programs**  
Reach Higher at NCCC

[Learn more](#)

**NC** North Country Community College  
Sponsored · 🌐

North Country's Environmental Science, Environmental Studies, and Wilderness Recreation Leadership programs tackle global issues through the unique lens of the Adirondack Park.



**ENVIRONMENTALLY MINDED**

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nccc.edu  
**Wilderness Leadership**  
Own Your Future at NCCC

[Learn more](#)



**TIME 2 REGISTER**

REGISTRATION for the upcoming semester will open for our incoming students **APRIL 17TH!** Check out [NCCC.EDU/FALL](https://nccc.edu/fall) to view the courses that will be offered. To begin the advising & registration process call **888-TRY-NCCC** or email [ADMISSIONS@NCCC.EDU!](mailto:ADMISSIONS@NCCC.EDU)

**NC** NORTH COUNTRY  
COMMUNITY COLLEGE  
THE STATE UNIVERSITY OF NEW YORK

**NC** North Country Community College  
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Ready to explore your future? Our enrollment team is ready to help you start an outstanding academic experience at NCCC!

nccc.edu  
**Carve Your Path**  
Join Us May 9-13

[Learn more](#)

**NC** North Country Community College  
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Your future starts now! 🙌 Join us at North Country Community College for Instant Admission & Registration Events May 9-13.

nccc.edu  
**Join us at NCCC**  
Same-Day Registration ✓

[Learn more](#)





**JOIN US FOR OUR UPCOMING INSTANT ADMISSION & REGISTRATION EVENT ON MAY 4TH FROM 3-6. RSVP AT [WWW.NCCC.EDU/FALL](http://WWW.NCCC.EDU/FALL) OR CALL 888-TRY-NCCC TO GET SIGNED UP TODAY!**

**COME  
NC**  
THE DIFFERENCE

**In partnership with the Saint Regis Mohawk Tribe's Education Division, North Country continues to offer courses at Akwesasne!**

Now, earning a degree from North Country Community College has never been more accessible. With select courses offered at the Ionkwakiohkwaroron Tribal Administration Building, as well as on-campus courses in Malone and online, completing your degree is more achievable than ever before!



Fall 2023 classes begin the week of August 28th at all three campus locations, online and at Akwesasne! Now is the best time to get prepared for the upcoming semester. Sign up for an in-person or virtual visit with your dedicated Enrollment & Financial Aid Counselor, Samantha Phillips, by calling 518-354-5194 or emailing [SPHILLIPS@NCCC.EDU](mailto:SPHILLIPS@NCCC.EDU) today! You can also sign up to visit any one of our campus locations at [WWW.NCCC.EDU/VISIT](http://WWW.NCCC.EDU/VISIT).



**Ready to get started?**

North Country is offering four on-site courses for Fall 2023 along with a full complement of additional classes online.

- BUS 154 - Small Business Accounting**
- CIS 130 - Productivity Computing**
- ENG 101 - English Composition I**
- PSY 130 - Psychology of Personal Growth**

For more information please contact Samantha at [SPHILLIPS@NCCC.EDU](mailto:SPHILLIPS@NCCC.EDU) or call 518-354-5194.

To apply for tribal funding, contact College & Career Services by emailing [EDUCATION@SRMT-NSN.GOV](mailto:EDUCATION@SRMT-NSN.GOV) and an Intake Coordinator will assist you throughout the process.

## Fall 2023 Application Volume

Generated on 04/24/2023 at 10:03:42 AM ET

### Application Categories

Metric	Fall 2023 Applications	Fall 2022 Applications
Applications (total)	1097	973
Incomplete Applications	301	
Decided	624	492
Applications Under Review (Competitive Admission ...	98	
Withdrawn Applications	74	

### Admissions Decisions

Metric	Fall 2023 Applications	Fall 2022 Applications
Decided Applications (total)	624	
Accepted Students	609	
Standby Queue (PN, RAD, ADN)	14	
Denial	1	

### Yield (Intent to Enroll)

Metric	Fall 2023 Applications	Fall 2022 Applications
Admitted: Confirmed Intent to Enroll	260	245
Admitted: Declined Enrollment	26	21

# Student Affairs

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

## April 2023 BoT Report

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

### Athletic Department News:

- The Saints Women's Lacrosse season officially started and competitions began mid April.



### Career & Transfer Services News: [nccc.edu/student-support/career-services](https://nccc.edu/student-support/career-services)

- Bruce is partnering with the Malone Chamber of Commerce to host a Job Fair on May 3 at One Worksource Center – Save the Date!

### Counseling Partnership News: [nccc.edu/counseling/](https://nccc.edu/counseling/)

- The Citizen Advocates MOU has expanded to include on campus counseling services for Malone Campus every other Monday! Office hours began on Monday, March 20 and will continue through May 15, 2023 in Ballard Mills.
- MOUs with STOP Domestic Violence and Planned Parenthood have been in place and office hours/table sets from both agencies are being re-established this month to support Sexual Assault Awareness Month.



### Diversity, Equity, Inclusion and Social Justice (DEISJ) & Title IX News

- The Diveristy Task Force launched its student DEISJ Climate Assessment Survey from March 15-April 14. An employee version of the survey is launching soon. Responses will be reviewed in May and be shared with stakeholders to develop future strategies.
- SUNY launched its biannual Sexual Violence Prevalence Climate Assessment Survey on April 10 and this survey will be open until May 1. A link to participate is sent directly to students and employees by SUNY System Institutional Research.
- The March-April Diversity Newsletter focused on the topics of Understanding & Preventing Interpersonal Violence, Sex & Gender Discrimination.
  - DIRECT LINK: [https://nccc.edu/about/diversity/NCCC%20Diversity%20Newsletter\\_April%202023.pdf](https://nccc.edu/about/diversity/NCCC%20Diversity%20Newsletter_April%202023.pdf)
  - Revisit all our Diversity Newsletters online at <https://nccc.edu/about/diversity/>

### Student Life News

The **Student Government Association** is hosting Spring elections for Fall terms.

**Alternative Spring Break 2023** was a great success with 5 students who traveled with Angela to Fort Myers, Florida to provide volunteer services for hurricane relief and food insecurity from March 24 - April 1. Cohort included: Tiffany Woods, Prince Owusu, Charlotte Young, Alison Van Schaik, Kamryn Koffer, and Ang Brice (advisor)



**Summer 2023 Orientation Dates** have been set! <https://nccc.edu/orientation/>

- Tuesday, August 22, 2023 at 8:00 p.m. on Zoom (pre-registration required - form coming soon)
- Wednesday August 23, 2023 at noon on Zoom (pre-registration required - form coming soon)
- Thursday, August 24, 2023 from 4:00-6:00 p.m. on the Malone Campus
- Friday, August 25, 2023 from 9:00 a.m. to 1:00 p.m. on the Saranac Lake Campus

**North Country Community College**  
**President's Report to the Board of Trustees**  
**April 28, 2023**

Greetings to you all,

...on this last Friday of April. I hope this finds you well.

We bid farewell and many thanks to Jerry Griffin for his many years of service on the Board of Trustees. Jerry has moved out-of-county, which prompted his resignation from the Board. We also welcome Todd LaPage, who joins the Board to fill the vacancy and unexpired term which Jerry's departure left. Welcome Todd!

Many thanks to the Board for hosting Chancellor King at your March 24<sup>th</sup>, 2023 meeting. While the planned schedule was not to be, the opportunity for the Chancellor to meet simultaneously with students and faculty, the Board of Trustees and administration, and employers and workforce partners had its own charm. What emerged was an organic discussion on what makes North Country CC a special place to learn, work, and collaborate with.

Incredibly, commencement is just a few short weeks away. Between now and then, students and faculty will be wrapping up the semester, nursing pinnings will be taking place, and our annual student awards ceremony will recognize students for their achievements. We look forward to having you join us at the end-of-the-year celebrations.

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

Joe

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★ **Board Matters**

There is plenty of business before the Board today:

□ *Board Appointments:*

- *County:* on Thursday, April 20, 20 the Franklin County Legislature appointed Todd LaPage, to fill the vacancy and unexpired term that resulted with Jerry Griffin's resignation from the Board late last month. Our deepest gratitude to Jerry for his many years of service and a hearty welcome to Todd! Todd is the Superintendent of the Brushton-Moira Central School District, and thus the College is known to him.
- *Governor's:* following the Chancellor's visit, SUNY reached out to request details on the status of our Governor's appointments and information on the nominees we have moved forward over these last few years. That is a welcome and hopeful sign.

Other updates include:

- *College Bridge Tuition Proposal:* see below under Budget.
- *Board Policies:* there are five (5) policies before you today, four updates and one new policy. The updated policies follow the policy review process we established following our Fall 21 self-study. All were reviewed by the College Wide Policy Committee and approved by the College Senate. They are:
  - *Chosen Name and Gender Identity Policy (update)*
  - *Procuring and Contracting Policy (update)*



- *Sexual Harassment Prevention Policy (update)*
- *Vehicle Parking Policy (update)*
- *Workplace Violence Prevention Policy (new)*

## \* Budgeting and Planning

### □ **2023-2024 Budget:**

- **Budget Development:** Work on the 23-24 budget continues. Erik Harvey has been putting the touches to a draft version which we'll present to you today.
- **Budget Advocacy:** The NYS budget has been extended once again and is now expected by week's end. Many thanks to Allison Warner, College Senate Chair, for her joint advocacy efforts as well as to all those who wrote on our behalf. The FCCC has been a great partner in this process, working with the NY Community College Association of Presidents and the NY Community College Trustees' advocacy committees. While no reminders are likely needed, the NYS budget request is for a) retaining 100% floor funding at the 22-23 levels, b) removing the proposed 20% holdback of aid contingent on a plan from community colleges to address enrollment decline, c) a 4% base aid increase, and d) \$75 Transformational Initiatives funding.
- **College Bridge Tuition Proposal:** was approved by the College Senate at their April 14<sup>th</sup>, 2023 meeting. The CB Tuition rate of \$60/course has been unchanged since 2014. We propose a modest \$15/course increase in tuition to \$75/course. If 23-24 enrollment is at 21-22 levels, we expect it to generate an additional \$37,500 in revenue.
- **Flat Tuition Proposal:** Following up from last month, we have decided to hold and will not be presenting a proposal to you for the 23-24 year. The sticking point is the projected loss of \$132K in revenue, which, given our current budget deficit, is of concern. We may revisit for the 24-25 year.

## \* Enrollment

### □ **Fall 23 Enrollment:** is underway. Some key components include:

- *Priority Registration for Continuing Students:* wrapped up Friday, April 14<sup>th</sup>. As of the end of the session, there were 154 students registered, slightly ahead of last year when we registered 145 over the entire two-week period. If our past tells us anything, continuing students will trickle in with their enrollment over the next several months.
- *New Student Registration:* began on Monday, April 17<sup>th</sup>. There were 218 individuals who had confirmed their intent to attend in the fall which is also ahead of Spring 22 when 197 had.

## \* Other Items of Interest

### □ **Strategic Plan Update**

- *2023-2026:* we have been assessing the current plan and mapping out a process for updating it. Our goal is to limit the universe of strategic actions to high value targets, allowing us to maximize efforts. The current plan, while an improvement, had too many items given the size of the staff to move them forward.
- *2020-2023:* No update.

### □ **Grants and Opportunities**

- *Nursing and Science Labs Project:* the College along with JMZ Architects received and reviewed bids on March 31, 2023. We received at least one

proposal for each of four (4) projects (i.e., general construction, plumbing, HVAC, and have sent out Notice of Intents to the contractors. Over the next few weeks, planning for the construction period, which is slated to begin after commencement in May, will ramp up.

- *Congressionally Directed Spending*: we learned that Rep Stefanik was unable to advance our request but will continue to explore opportunities for us. We also submitted the \$162,950 request to Sen Gillibrand and Sen Schumer, for lab and IT instructional technology equipment to support the building improvements in the SL and ML science labs.
- *Perkins*: Our 2023-2024 Perkins Grant would be \$275,145, an increase of \$100K from last year. Over the next several weeks, we'll be aligning our CTE planning with the funding. Unrelatedly, I was asked to participate in a Perkins-sponsored roundtable discussion regarding building partnerships to advance CTE education earlier this month.
- **Campus Advisory Boards**: after a four-year hiatus, the Campus Advisory Boards for the Malone and Ticonderoga campuses returned. The Malone CAB met on April 6<sup>th</sup>, 2023 while the Ti CAB met on Friday, April 21<sup>st</sup>, 2023. Both were helpful sessions. Many thanks to members of the board, Mary Irene Lee, Donna Wadsworth, and Pete Suttmeier, for joining us.
- **Information Technology (IT)**: 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, a recent CAMS update, and cybersecurity planning.
- **NCCCAP** – No updates.
- **CSEA** – No updates.
- **Middle States**: has updated and approved their Standards for Accreditation and Requirements for Affiliation. You can view and/or download them [here](#).
- **SUNY**: On Tuesday, April 11<sup>th</sup>, SUNY announced that it was no longer requiring COVID-19 vaccinations for students. This begins with the start of the Summer 23 semester. Earlier this week, Sydney Van Nest, a second year AAS Radiologic Technology student, was recognized by Dr. King with the Chancellor's Award for Student Excellence!
- **NYSED** – No updates.

That's all for now. Gratefully yours,

*Joe*

Joe Keegan  
President  
North Country Community

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the College has an obligation to regularly review Board policies, and

WHEREAS the College Board of Trustees is required to regularly review and approve these policy updates, and

WHEREAS the *Vehicle Parking Policy* has been reviewed and updated by the NCCC Policy Review Committee, and

WHEREAS the updated policy has been vetted through shared governance, including the College Senate, and

WHEREAS the updated *Vehicle Parking Policy* has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the updated *Vehicle Parking Policy*.

2022/23

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



**NCCC Board of Trustees Approved Policy**

**POLICY:** Vehicle Parking  
**DRAFTED:**  
**ADOPTED:** October 19, 1994  
**REVIEWED:** February 9, 2023

**I. POLICY STATEMENT**

North County Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of policies is the responsibility of the North Country Community College Board of Trustees, while assisting in the application and compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

**II. SCOPE**

The following policy applies to students, employees, and visitors on all North Country Community College campuses.

Maintenance vehicles loading/unloading and/or conducting college business are exempt from this policy.

**III. POLICY**

Parking Registration

Student and employees are required to register vehicles they will be parking on campus. Up to three (3) vehicles may be registered per individual.

Vehicle Parking

The College has designated parking zones for students, employees, and visitors to the campus. For students and employees, parking is permitted only in areas marked as parking spaces and zoned appropriately for the vehicle registered. Parking in these designated areas applies to weekdays during the academic calendar year from 7:30am - 4:00pm.

Parking is not permitted in areas assigned as loading and unloading zones, handicapped parking zones (unless one has the appropriate permits), regular roadways, or other traffic service areas.

Residential students are required to park their vehicles at the Residence Halls or in designated "Open Parking" on weekdays between the hours of 7:30am and 4:00pm. Violators will be ticketed.

Parking for People with Disabilities

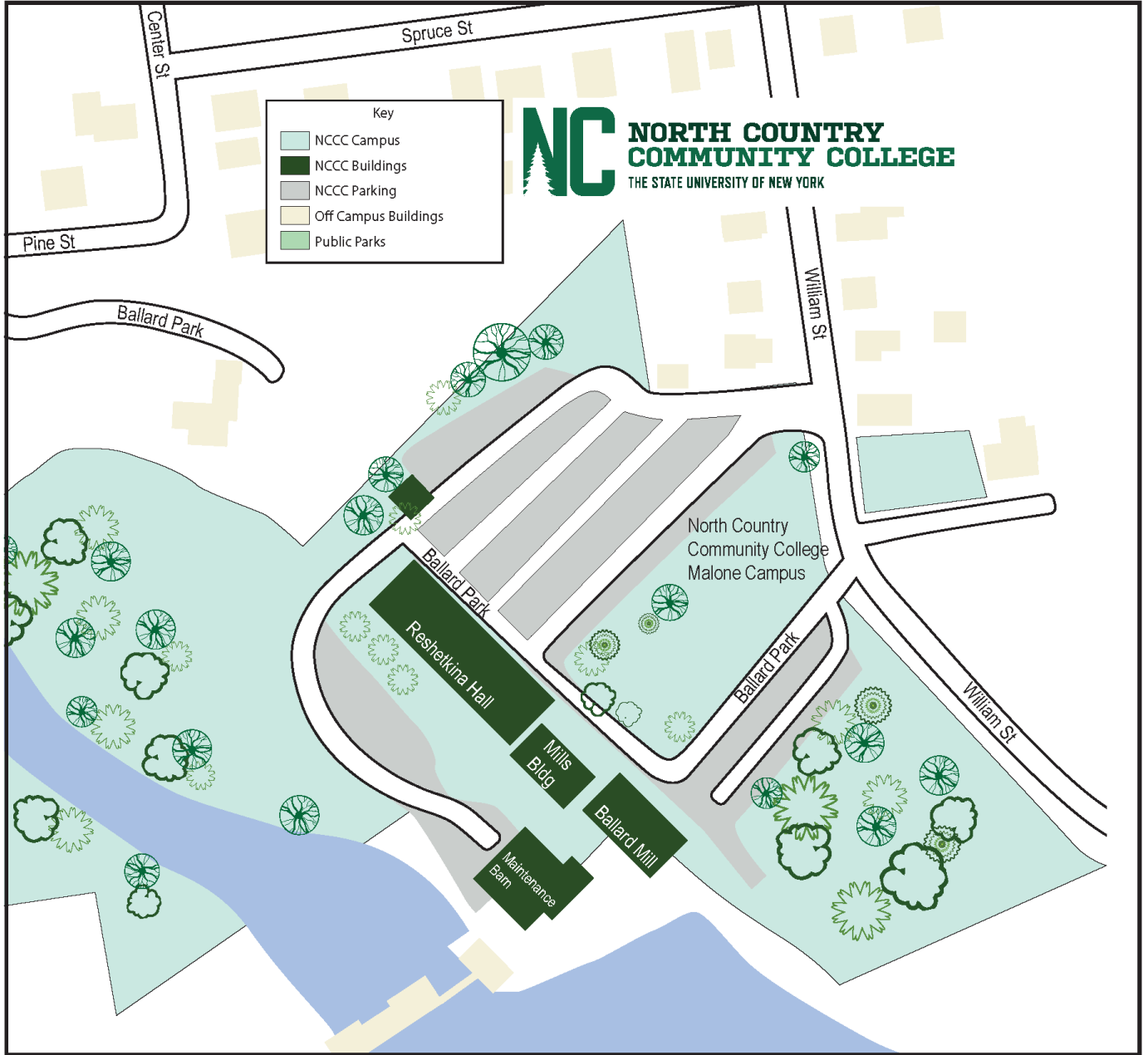
Students, employees, and visitors accessing parking designated for those with disabilities must have the required permit or license plate. For additional information, contact the Office of the ADA/504 Coordinator. In some cases, an individual's disability is temporary, and a special parking permit may be issued for a specified period of time. A physician's certification is necessary to verify eligibility for this parking. The physician's certification

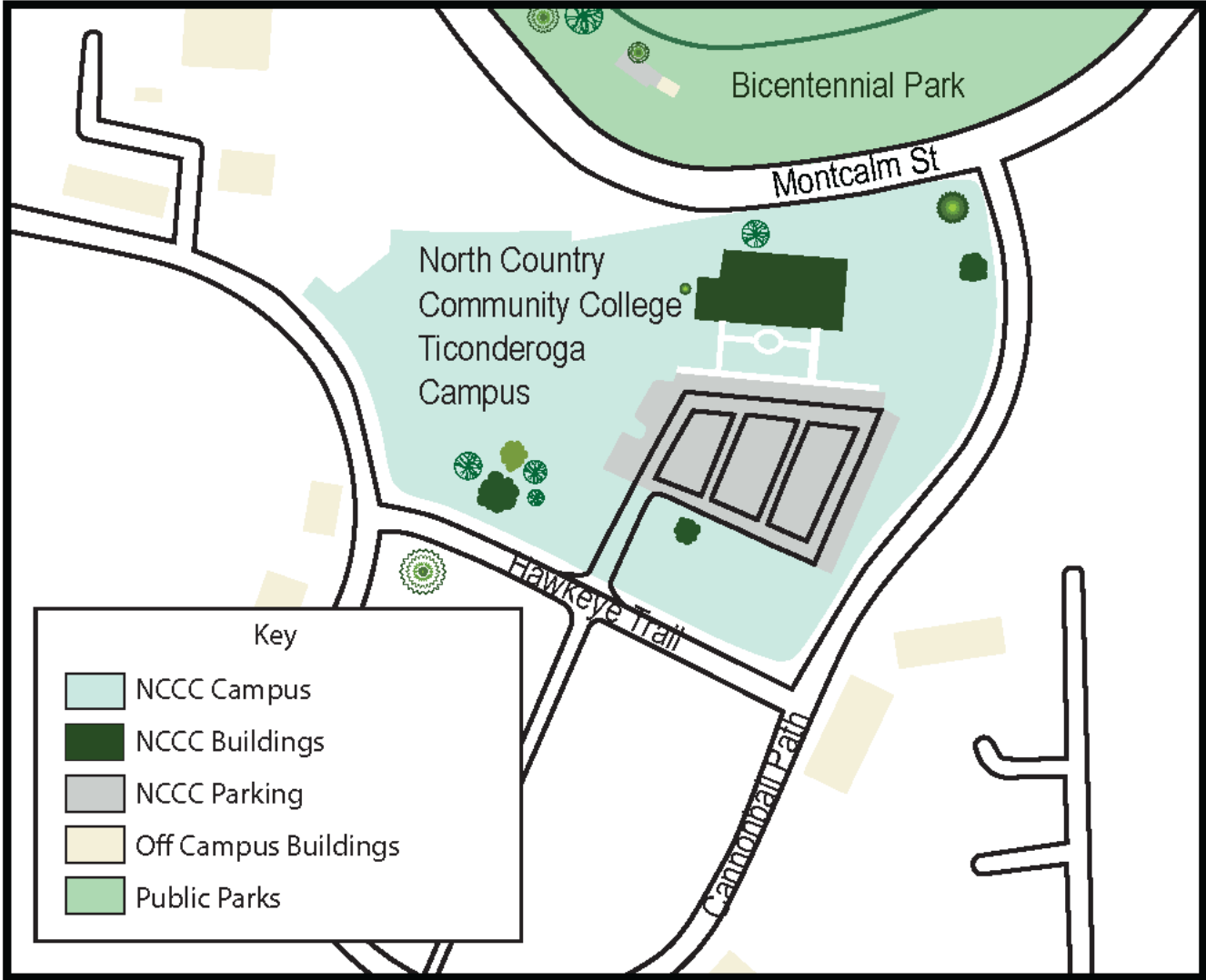
should clearly state the nature of the disability and need specify the anticipated length of accommodation.

#### **IV. SANCTIONS**

Individuals with 3 or more violations of the policy risk a) being prohibited from parking on college property, and/or, b) having their vehicles towed from College Property at the owner's expense.







**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the College has an obligation to regularly review Board policies, including some on an annual basis, and

WHEREAS the College Board of Trustees is required to regularly review and approve these policy updates, including some on an annual basis, and

WHEREAS the *Sexual Harassment Policy* requires annual review and updates, where necessary, and

WHEREAS the policy has been reviewed and updated by the NCCC Policy Review Committee, and

WHEREAS the updated policy has been vetted through shared governance, including the College Senate, and

WHEREAS the updated *Sexual Harassment Policy* has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the updated *Sexual Harassment Policy*.

2022/23

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

**NCCC Board of Trustees Approved Policy**

**POLICY:** Sexual Harassment Prevention Policy  
**DRAFTED:** October 9, 2018  
**BOT APPROVED:** October 9, 2018  
**ADOPTED:** October 9, 2018  
**REVIEWED:** February 9, 2023

**I. POLICY STATEMENT**

North Country Community College is committed to maintaining a workplace free from sexual harassment. Sexual harassment, which includes harassment based on sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, is a form of workplace discrimination. Sexual harassment is considered a serious form of employee misconduct. All employees, interns, volunteers, and non-employees are required to work in a manner that prevents sexual harassment in the workplace. Any employee, intern, volunteer, or non-employee in the workplace who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This Policy is one component of North Country Community College's commitment to a discrimination-free work environment.<sup>1</sup>

Sexual harassment is against the law. All persons have a legal right to a workplace free from sexual harassment. This right can be enforced by filing a complaint internally with North Country Community College, and/or with a government agency or in court under federal, state or local antidiscrimination laws.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject North Country Community College to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Those covered by this Policy who engage in sexual harassment, and managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be subject to remedial action or discipline in accordance with law or an applicable Collective Bargaining Agreement.

This Policy also prohibits retaliation against individuals who report or complain of sexual harassment or participate in the investigation of a sexual harassment complaint, as further described herein.

Complaints of sexual harassment must be submitted to the Compliance Officer: Tara

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<sup>1</sup> Note that other forms of discrimination, as well as harassment based on protected classes or characteristics other than those covered under this policy are covered separately under North Country Community College's Discrimination and Discriminatory Harassment Policy.

Evans, Human Resources Director. If the Compliance Officer is the subject of the complaint, complaints must be made to Joe Keegan, CEO/President. North Country Community College will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever North Country Community College or its supervisory or managerial personnel receives a complaint about sexual harassment or retaliation, or otherwise knows of possible sexual harassment occurring. North Country Community College will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment or retaliation is found to have occurred. All persons covered by this Policy, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees, interns, volunteers, and non-employees are to report any harassment or behaviors that violate this Policy. North Country Community College will provide a complaint form for the reporting of harassment and to file complaints. Managers and supervisors are **required** to report **any** complaint that they receive, or any harassment that they observe or become aware of in the workplace. Such reporting must be in written form to the Compliance Officer. Confronting the harasser is not required but is encouraged if the complainant feels it is possible and safe to do so. Anyone covered by this Policy has the right to file a good faith complaint without first communicating with the offender.

## II. SCOPE

- A. Who is covered by this Policy?** This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteers, non-employees and persons conducting business with North Country Community College<sup>2</sup>.
- B. Who can be a target of sexual harassment?** Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees who provide services in the workplace. This Policy also protects volunteers of the North Country Community College.
- C. Who can be a sexual harasser:** A harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor, or anyone with whom the person interacts while conducting their job duties.
- D. Where can sexual harassment occur?** Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees, interns and/or volunteers are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage can constitute or contribute to unlawful workplace harassment, even if occurring away from the workplace premises or not during work hours.

## III. DEFINITIONS OF PROHIBITED CONDUCT

### A. What is sexual harassment?

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<sup>2</sup> Non-employees, as defined by law, includes contractors, vendors, and consultants or those who are employees of the contractor, vendor or consultant.



Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment based on sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment.
- Such conduct is made either explicitly or implicitly a term or condition of employment; *or*
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and/or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to offer job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Anyone subject to and/or covered by this Policy who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

## **B. Examples of sexual harassment**

Sexual harassment under the law and prohibited by this Policy may include, but is not limited to, the following prohibited conduct:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another person's body, or poking another person's body; rape, sexual battery, molestation or attempts to commit these assaults (which should be reported to local authorities as promptly as is possible).
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other employment benefits or detriments, subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate or treated negatively simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should look or act.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace or in a work-related gathering or setting.
- Hostile actions taken against an individual because of that individual's sex, self-identified or perceived sex or gender, sexual orientation, gender identity, gender expression or transgender status, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job.
  - Sabotaging an individual's work.
  - Bullying, yelling, name-calling.

### **C. Retaliation**

In addition to sexual harassment, retaliation for opposing or complaining of sexual harassment or participating in investigations of sexual harassment is prohibited by law and prohibited under this Policy. No person covered by this Policy shall be subjected to such unlawful retaliation. Unlawful retaliation can be any adverse employment action, including being discharged, disciplined, discriminated against, or any action that would keep or discourage anyone covered by this Policy from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

The New York State Human Rights Law and this Policy protect any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under this Policy, the State Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to North Country Community College (including a supervisor or manager) or by simply informing a supervisor or manager of harassment;
- reported that another employee, intern, volunteer, or non-employee covered by this Policy has been sexually harassed; or
- encouraged a fellow employee, intern, volunteer and/or non-employee covered by this Policy to report harassment.

Employees, interns, volunteers, and non-employees who believe they have been subjected to retaliation should report this conduct in accordance with the same reporting procedures as are outlined below. These complaints of retaliation will be investigated in accordance with the same procedures utilized to investigate a complaint of sexual harassment. Individuals also may file complaints of retaliation

with the federal or state enforcement agencies (EEOC or New York State Division of Human Rights.) Any individual found to have engaged in retaliation as defined in this Policy may be subject to disciplinary action up to and including termination, and/or other corrective or remedial action as necessary.

#### IV. REPORTING PROCEDURES AND RESPONSIBILITIES

##### A. Reporting Procedures

**Preventing sexual harassment is everyone's responsibility.** North Country Community College cannot prevent or remedy sexual harassment unless it knows about it. Any employee, intern, volunteer or non-employee who has been subjected to behavior that may constitute sexual harassment is strongly encouraged to report such behavior to the Compliance Officer set forth below. Anyone who witnesses or becomes aware of potential or perceived instances of sexual harassment should also report such behavior to the Compliance Officer.

- Compliance Officer: Tara Evans, Human Resources Director
- If the Compliance Officer is the subject of the complaint, complaints are to be made to Joe Keegan, CEO/President

Although encouraged, note that neither this Policy nor state or federal law requires that an individual tell an alleged harasser to stop his/her actions. Failure to do so does not preclude the individual from filing a complaint of sexual harassment. Individuals should feel free to keep written records of any actions which may constitute sexual harassment, including time, date, location, names of others involved, witnesses (if any), and who said or did what to whom.

Reports of sexual harassment may be made verbally or in writing. If made verbally, the Complaint must be reduced to writing by the individual who it was reported to. The written report must be given to the Compliance Officer. A form for submission of a written complaint is attached to this Policy, and all employees, interns, volunteers, and non-employees conducting business in the workplace are encouraged to use this complaint form. Individuals who are reporting sexual harassment on behalf of other employees, interns, volunteers or non-employees should use the complaint form and note that it is on another person's behalf.

Employees, interns, volunteers or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

##### B. Supervisory Responsibilities

All managerial and supervisory personnel of North Country Community College shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from sexual harassment and retaliation. In addition to being subject to discipline or other remedial action if they engaged in sexually harassing conduct themselves, **all supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual**

**harassment is occurring, are required to report same in writing, to the Compliance Officer.** Supervisors and managers will be subject to discipline (or other remedial and appropriate action) for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline or other appropriate remedial action for engaging in retaliation.

### **C. North Country Community College's Responsibilities**

North Country Community College will be responsible for ensuring that this Policy is provided to employees, interns, and volunteers, and that training on this Sexual Harassment Prevention Policy is conducted annually.

## **V. INVESTIGATION AND RESPONSE PROCEDURES**

**All** complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commencing immediately and completed as soon as possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded appropriate due process to protect their rights to a fair and impartial investigation.

Any employee, volunteer, intern, or non-employee may be required to cooperate as needed in an investigation of suspected sexual harassment. As further set forth herein, North Country Community College will not tolerate retaliation against those who file complaints, support another's complaint, or participate in the investigation of a complaint.

All investigations will be conducted by the Compliance Officer or their designee. The nature of an investigation may vary on a case-by-case basis dependent upon the circumstances and extent of the allegations. Generally, investigations should be conducted by the Compliance Officer or their designee in accordance with the following steps:

- Upon receipt of complaint, the Compliance Officer or their designee will conduct an immediate review of the allegations, and take interim actions, as appropriate. If the complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form or other write up of the complaint based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create (at a minimum) written documentation of the investigation (such as a

letter, memo, or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - Recommendation(s) for the final resolution of the complaint, together with any recommendations for corrective or remedial actions to be taken.
- Keep the written documentation and associated documents in the employer's records.

Once the investigation is completed, the Compliance Officer or the CEO/President, or their designee, will make a final determination as to whether the policy has been violated.

The Compliance Officer or the CEO/President, or their designee, shall promptly notify the complainant of the final determination, and inform the complainant of their right to file a complaint or charge externally as outlined below.<sup>3</sup>

If a complaint of sexual harassment or retaliation is determined to be founded, North Country Community College may take disciplinary and/or corrective action. The Compliance Officer will be responsible for overseeing implementation of any corrective or remedial actions deemed necessary.

## **VI. REIMBURSEMENT**

Any employee who has been subject to a judgement of personal liability for intentional wrongdoing in connection with a claim for sexual harassment shall reimburse North Country Community College for any monies it paid to a complainant for what was found to be the employee's proportionate share of said judgement. These reimbursements must be made within ninety (90) days from payment by North Country Community College to the Complainant. A failure to reimburse will result in the sum being withheld directly from the employee's compensation or through enforcement of a money judgement.

## **VII. FURTHER CONFIDENTIALITY AND DISCLOSURE**

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, North Country Community College shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees and the workplace setting. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this Policy implicate criminal conduct, North Country

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<sup>3</sup> Where a complaint was filed regarding sexual harassment against an individual other than the person making the written complaint, the person against whom the harassment was directed will be treated as the complainant for purposes of this Policy.

Community College may be required by law to contact and cooperate with the appropriate law enforcement authorities.

The terms of any settlement or other resolution are subject to disclosure UNLESS the Complainant seeks confidentiality. This request for confidentiality may be revoked within a certain time period in accordance with State law.

### **VIII. FALSE REPORTS**

Reporting of a false complaint is a serious act. In the event it is found that an individual bringing the complaint has knowingly made false allegations, North Country Community College may take appropriate remedial action and/or disciplinary action in accordance with the provisions of applicable collective bargaining agreement and/or state law.

### **IX. LEGAL PROTECTIONS AND EXTERNAL REMEDIES**

Sexual harassment is not only prohibited North Country Community College but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at North Country Community College, individuals may also choose to pursue legal remedies with the following governmental entities **at any time**.

#### **A. New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, interns and non-employees. A complaint alleging violation of the Human Rights Law may be filed either with Division of Human Rights or in New York State Supreme Court. Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to North Country Community College does not extend the time for filing a complaint with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

An individual does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to act to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees, and civil fines.

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be

downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## **B. United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within **300 days** of the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an individual believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **C. Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists.

## **D. Contact the Local Police Department**

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



SARANAC LAKE | MALONE | TICONDEROGA

**NORTH COUNTRY COMMUNITY COLLEGE  
HARASSMENT COMPLAINT FORM  
(Submit to Director of Human Resources)**

This form may be used to file a complaint of harassment which is a form of discrimination prohibited by federal law, the New York State Human Rights Law, and North Country Community College Policy.

Filing this complaint form with North Country Community College in no way deprives you of the right to file a complaint with the US Equal Employment Opportunity Commission, New York State Division of Human Rights, and/or the Federal/State courts.

(PLEASE PRINT OR TYPE)

1. Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Residence \_\_\_\_\_  
Mailing Address (if different from residence) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Department \_\_\_\_\_

3. Have you filed this charge with a Federal, State or local government agency?  
YES/NO: \_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_  
(Month/Day/Year)

4. Have you instituted a suit or court action on this charge?  
YES/NO: \_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_  
(Month/Day/Year)

(AN AFFIRMATIVE REPLY TO THIS QUESTION WILL IN NO WAY STOP A REVIEW OF YOUR COMPLAINT)

5. Alleged Discrimination Occurred on or about:  
Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Time: \_\_\_\_\_  
Is this alleged discrimination continuing: YES \_\_\_\_\_ NO \_\_\_\_\_?





9. I swear or affirm that I have read the above related facts and that the statements are true and correct to the best of my knowledge, information and belief.

Date: \_\_\_\_\_

\_\_\_\_\_

(Signature)

-INFORMATION PROVIDED HEREIN WILL BE CONFIDENTIALLY MAINTAINED-

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the College has an obligation to regularly review Board policies, including some on an annual basis, and

WHEREAS the College Board of Trustees is required to regularly review and approve these policy updates, including some on an annual basis, and

WHEREAS the *Procuring and Contracting Policy* requires annual review and updates, where necessary, and

WHEREAS the policy has been reviewed and updated by the NCCC Policy Review Committee, and

WHEREAS the updated policy has been vetted through shared governance, including the College Senate, and

WHEREAS the updated *Procuring and Contracting Policy* has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the updated *Procuring and Contracting Policy*.

2022/23

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

## **NCCC Board of Trustees Approved Policy**

**POLICY:** Procuring and Contracting

**ADOPTED:** August 2014

**UPDATED:** January 3, 2023

### **I. POLICY STATEMENT**

North Country Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of policies is the responsibility of the North Country Community College Board of Trustees, while assisting in the application and compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

### **II. SCOPE**

The following policy applies to the procurement and contracting for the operational needs of the College.

### **III. POLICY**

This policy conforms with New York State General Municipal Law, [Sections 103](#) and [104-b](#); the New York State Office of General Services regulations; and New York State Education Law, Part 602.4. As such, it provides guidance on contracting and purchasing of materials, supplies, equipment, services and construction.

The basic procurement objective is to secure the most appropriate materials, supplies, equipment, services and construction at the lowest available price, consistent with quality requirements and delivery needs as will best promote the interests of the College, while assuring the prudent and economical use of public monies. Competitive bidding, whether formal (sealed bids or proposals) or informal (quotations) shall be used to the extent practical. All bids may be rejected at the discretion of the College.

The NYS Office of General Services (OGS) establishes contracts for commodities, services, technology and telecommunications for use by all state and political subdivisions. OGS leverages the state's buying power by combining state and local government agency requirements to establish contracts for considerable quantities. NCCC is entitled to purchase from these contracts. The use of NYS contracts allows the College to purchase items listed at a price already obtained by following the requirements of NYS General Municipal Law. Where a Preferred Source (NYS contract approved) is to be used for the provision of commodities or services, no competitive selection process is required. While not required to use these contracts, the College must follow applicable purchasing requirements if not using them. Please refer to Appendix A from the NYS Comptroller's publication *Seeking Competition in Procurement* attached.

Regarding this NCCC Policy, the following provisions apply:

- A. *Purchase contracts involving an expenditure of more than \$20,000.*  
 Items such as furniture, paper, printing, computers and computer accessories, and office supplies are applicable under this category. Each consists of commodities of a similar nature that could be purchased from one vendor.

In this instance:

1. The service or commodity must be purchased from a Preferred Source or State Contract Vendor (when a preferred source or state contract vendor is used, only the vendor's price list or quote is needed to support the purchase requisition), or
2. The service or commodity must be purchased via the sealed bid process in conformance with General Municipal Law Section 103. The bid will be awarded to the lowest responsible and responsive vendor. Justification must accompany awards to bidders other than the lowest.

- B. *Purchases of either individual items or like goods and/or services that total less than \$20,000 annually college-wide.*

The service or commodity may be purchased from a Preferred Source or State contract vendor (if a preferred source or state contract vendor is used, only the vendor's price list or quote is needed to support the purchase requisition). If a Preferred Source or State Contract Vendor is not used, the following criteria must be met:

<i>For single or multiple items</i>	
<b>Costing between...</b>	<b>Required Actions...</b>
\$2,500.00 to \$20,000.00	Formal, verifiable, written quotes from at least three (3) vendors, or one (1) vendor provided that the vendor is the only source for the good or service and a sole source document is supplied. The order must be signed by the Department Head or Vice President in charge of the requisitioning department, reviewed and approved by Purchasing.
\$1,000.00 to \$2,499.99	Documented telephone quotes from at least three (3) vendors (contact name and telephone number must be included) or from one (1) vendor provided that vendor is the only source for the good or service and a sole source document is supplied. The order must be signed by the Department Head or Vice President in charge of the requisitioning department, reviewed and approved by Purchasing.
\$00.00 to \$999.99	Vendor and price may be selected by the Department Head. A verbal (contact name and telephone number must be included), written, or internet quote is acceptable and must be included. The order must be signed by the Department Head or Vice President in charge of the requisitioning department, reviewed and approved by Purchasing.

- C. *Contracts for public works\* involving an expenditure of more than \$35,000.*

The service or commodity must be purchased via the sealed bid process in conformance with General Municipal Law Section 103. The bid will be awarded to the lowest responsible and responsive vendor. Justification must accompany awards

to bidders other than the lowest.

- D. *Contracts for public works\* involving an expenditure of less than \$35,000.*  
 The service or commodity may be purchased from a Preferred Source or State contract vendor (if a preferred source or state contract vendor is used, only the vendor’s price list or quote is needed to support the purchase requisition). If a Preferred Source or State Contract Vendor is not used, the following criteria must be met:

<i>For public works contracts...</i>	
<b>Costing between...</b>	<b>Required Actions...</b>
\$2,500.00 to \$35,000.00	Formal verifiable written quotes from at least three (3) vendors or one (1) vendor provided that vendor is the only source for the good or service and a sole source document is supplied. The order must be signed by the Department Head or Vice President in charge of the requisitioning department, reviewed and approved by Purchasing.
\$00.00 to \$2,499.99	Vendor documented description/scope of services and written price quote. The order must be signed by the Department Head or Vice President in charge of the requisitioning department, reviewed and approved by Purchasing.

- E. *EXCEPTIONS to competitive bidding and competitive offering (“best value”) requirements:*

- NYS Office of General Services
- Certain county and/or Federal contracts
- Certain other state or political subdivisions
- Emergency purchases
- Sole Source Contract
- Single Source Contract
- Some procurements may be required from preferred sources

**IV. DEFINITIONS:**

\* Public works are defined in [Article 8, Section 220 of the NYS Labor Law](#) as follows:

*A three-prong test is applied to determine whether a particular project is public work and subject to the prevailing wage requirements of Labor Law § 220 and article I, § 17 of the State Constitution. First, a public agency must be a party to a contract involving the employment of laborers, workmen, or mechanics. Second, the contract must concern a project that primarily involves construction-like labor and is paid for by public funds. Third, the primary objective or function of the work product must be the use or other benefit of the general public.*

*Generally, projects for construction, reconstruction, or maintenance done on behalf of a public agency (entity) are public work.*

**V. RESOURCES**

New York State General Municipal Law, [Sections 103](#) and [104-b](#)  
The New York State Office of General Services regulations  
[New York State Education Law, Part 602.4](#)  
Office of the NYS Comptroller Local Government Management Guide, [Seeking  
Competition in Procurement](#) – Appendix A

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## **North Country Community College Procurement and Contracting Policy Exceptions and Examples**

### **1. NYS Office of General Services (OGS)**

OGS negotiates centralized statewide contracts. An example would be a local energy company contracting with the State to provide regular diesel fuel.

### **2. Certain County and or Federal contracts**

Certain commodities and services may be purchased through the County or any County in NYS per Subdivision 2 of Section 408a of the County Law. For example, Essex County or Franklin County might provide for inclusion of the College under a contract the County has entered into for road salt.

Local governments may purchase from certain Federal General Services administrative contracts. An example would be telecommunications hardware.

### **3. Certain other State or political subdivisions**

"Piggybacking" on another entity's contract may be permitted. An example would be ordering copy paper on a school district contract.

### **4. Emergency purchases**

An urgent and unexpected situation occurs where health or public safety or conservation of public resources is at risk. A reasonable effort should be made to obtain at least three oral quotes. Failure to properly plan, which then results in a situation, does not constitute an emergency.

### **5. Sole source**

One and only one vendor can supply the commodities or services required by the agency. There must be documentation of the circumstances.

### **6. Single source**

Although there are two or more potential offerors, the agency has determined that it is in its best interest to purchase from a particular vendor, for example, in order to maintain a warranty.

### **7. Preferred sources**

In order to advance special social and economic goals, the NYS Office of General Services promotes preferred sources, examples of which are the NYS Department of Correctional Services industries and approved non-profit agencies for the blind, severely disabled, etc.

**NYS Comptroller’s Local Government Management Guide, [Seeking Competition in Procurement](#) – Appendix A**

**Appendix A–Categories of Procurement**

Most proposed procurements generally fit into one of the 16 categories in the following table. This table identifies whether these categories are within the requirements of General Municipal Law (GML) Section 103, or within local procurement policies and procedures required by GML Section 104-b.

	Subject to Competitive Bidding (section 103)	Local Policies and Procedures (section 104-b)
<b>Purchase Contracts and Contracts for Public Work if No Other Exception Applies<sup>57</sup></b>		
1. Purchase Contracts – In excess of the \$20,000 Threshold	X <sup>(a)</sup>	
2. Purchase Contracts – Below the \$20,000 Threshold		X
3. Contracts for Public Work – In excess of the \$35,000 Threshold	X <sup>(b)</sup>	
4. Contracts for Public Work – Below the \$35,000 Threshold		X
<b>Procurements Exempt from the Requirements of section 103 and the Quotations/Proposals Requirement of section 104-b</b>		
5. Preferred Sources (State Finance Law, section 162; Correction Law, sections 184, 186)		X <sup>(c)</sup>
6. State Contracts; certain Federal contracts (GML, section 104)		X <sup>(c)</sup>
7. County Contracts (GML, section 103[3])		X <sup>(c)</sup>
8. Additional exemptions provided for in local policies and procedures (e.g., “piggybacking” on certain other government contracts in accordance with the prerequisites in GML, section 103 [16]); other local exemptions). <sup>58</sup>		X <sup>(c)</sup>
<b>Procurements Exempt from section 103</b>		
9. Emergency (GML, section 103 [4])		X
10. Sole Source		X
11. Professional Service		X
12. True Leases	X <sup>(d)</sup>	X
13. Insurance		X
14. Surplus/Second-hand Materials, Supplies, Equipment from Certain Other Governments (GML, section 103 [6])		X
15. Certain Food and Milk Purchases (GML, section 103 [9], [10])		X <sup>(e)</sup>
16. Certain Municipal Hospital or Nutrition Program Purchases (GML, section 103 [8])		X



**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the College identified a need to create a *Workplace Violence Prevention Policy*, and

WHEREAS the policy has been reviewed by the NCCC Policy Review Committee, and

WHEREAS the policy has been vetted through shared governance, including the College Senate, and

WHEREAS the *Workplace Violence Prevention Policy* has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the *Workplace Violence Prevention Policy*.

2022/23

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

**NCCC Board of Trustees Approved Policy**

**POLICY:** Workplace Violence Prevention Policy  
**DRAFTED:** October 7, 2022  
**ADOPTED:**

**I. POLICY STATEMENT**

North Country Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of policies is the responsibility of the North Country Community College Board of Trustees, while assisting in the application and compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

**II. SCOPE**

The policy applies to students, employees, College-affiliated individuals, and visitors to/guests of the College.

**III. POLICY**

North Country Community College is committed to the safety and security of our students, employees, and visitors. Workplace violence presents an occupational safety hazard. Conduct that threatens, intimidates, or coerces another employee, student, College affiliated individual, or member of the public at any time, including off-duty periods, will not be tolerated. The prohibition includes all acts of harassment, including harassment that is based on an individual's sex, chosen gender, race, age, or any other characteristic protected by federal, state, and/or local law.

Incidents of violence or threatening behavior will be responded to immediately upon awareness or notification. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals will be thoroughly investigated and appropriate action taken, including summoning police authorities when warranted. If appropriate, North Country Community College will also provide counseling services or referrals for employees and students.

The goal of this policy is to promote the safety and well-being of all people in the workplace. All employees and students are responsible for helping to create an environment of mutual respect for each other. To that end, employees must follow all policies, procedures and program requirements to assist in maintaining a safe and secure work environment.

Employees, students, and visitors are to be treated with courtesy and respect at all times and are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or

substances are prohibited from all College buildings and grounds without proper authorization and state licensing compliance.

This policy is designed to meet the requirements of [NYS Labor Law 27b](#), which is intended to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers and that such employers design and implement workplace violence protection programs to prevent and minimize the hazards of workplace violence to public employees. Reports of workplace violence incidents will be used to review the effectiveness of the mitigating actions taken. Information and training on the risk of workplace violence will be provided to all employees upon hire and annually thereafter.

#### **IV. DEFINITIONS:**

- A. Workplace violence is defined as any physical or verbal assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment, including but not limited to:
  - 1. An attempt or threat, whether physical or verbal, to inflict physical injury upon an employee or student;
  - 2. Any intentional display of force that would give an employee or student reason to fear or expect bodily harm;
  - 3. Intentional and wrongful physical contact with an employee or student without his or her consent that entails some injury;
  - 4. Stalking an employee or student in a manner that may cause the employee or student to fear for their safety and health when such stalking has arisen through and in the course of employment; or
  - 5. Harassment and/or intimidation that disrupts the College environment or results in fear for personal safety. Such behavior can include oral or written statements, gestures, and expressions that communicate a direct or indirect threat of physical harm.
- B. Violent Acts – Physical force exerted for the purpose of violating, damaging, or abusing an individual or property.
- C. Coerce – To force to act or think in a certain way by use of pressure, threats, or intimidation.
- D. Harassment – Subjecting a person to overt or covert threats, taunts, vilification, ridicule, degradation, or ethnical or sexual slurs.
- E. Intimidation – Coercion or attempts at coercion of an individual through the use of fear-inducing conduct by another.
- F. Horseplay – Rough or rude practical jokes or pranks.
- G. Firearm – A weapon capable of firing a projectile and using an explosive charge as a propellant (i.e., pistol or rifle).
- H. An instrument of attack or defense.
- I. Threat – An oral or written expression (or inference) of an intent to inflict pain, injury, or punishment on an individual or to damage property.

**V. REPORTING PROCEDURES AND RESPONSIBILITIES:**

All North Country Community College employees and students are responsible for notifying the Human Resources Office and/or Office of Student Life of any violent incidents or threatening behavior, or that an imminent danger of workplace violence exists.

The College will neither retaliate against those who report potential incidents of violence nor discriminate against victim of such violence.

An employee, student, or member of the College community who applies for or obtains a protective or restraining order from a court or law having jurisdiction as determined by the College, that lists College locations should provide a copy of the petition and declarations used to seek the order, and should provide a copy of any temporary or permanent protective or restraining order that is granted to the Human Resources Office and/or Office of Student Life as applicable. The College has confidentiality procedures that recognize and respect the privacy of reporting employees and students.

The College will provide annual violence prevention training for all employees.

**VI. INVESTIGATION AND RESPONSE PROCEDURES:**

Incidents of violence, threats, harassment, and intimidation, the possession of unauthorized firearms and other weapons, or other disruptive behavior will not be tolerated. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including dismissal or expulsion, and/or criminal penalties as set forth in Section VII of this policy.

**VII. SANCTIONS**

In the event of a violation, the sanctions within the Code of Conduct may be imposed and include, but may not be limited to:

- A. **STUDENT:** The following types of sanctions may be imposed upon a student found in violation:
- i. A range of disciplinary statuses as outlined in the Student Code of Conduct, including Warning, Probations, Suspension or Expulsion.
  - ii. Restrictions on activities or privileges.
  - iii. Restitution may be imposed, which may include direct payment for damages caused by the offender or indirect payment of the same through service to the College.
  - iv. Administrative Withdrawal from a course or Program Dismissal. No monetary refund of any College fees shall be allowed.
  - v. Suspension from College may be imposed and shall mean that the student is not allowed to participate in any College activity in any form, including classes, for a specified length of time. No monetary refund of any College fees shall be allowed.
  - vi. Dismissal from the College may be imposed and shall mean that the student is

prohibited from taking part in any College activity. No monetary refund of any College fees shall be allowed. In such cases, the final decision is subject to review and final determination by the College President.

- vii. In the event of criminal acts, further legal action by local law enforcement officials may be enforced.
- B. EMPLOYEE:** In the event a violation, disciplinary actions may include, but are not limited to:
- i. Corrective action, as applicable to collective bargaining agreements and applicable Civil Service Law Section 75.
  - ii. Suspension and or/termination, as applicable to collective bargaining agreements and Civil Service Law Section 75, if deemed appropriate.
  - iii. Restitution may be imposed, which may include direct payment for damages caused by the offender or indirect payment of the same through service to the College.
  - iv. In the event of criminal acts, further legal action by local law enforcement officials may be enforced.

**Note and Resources:**

1. [NYS Labor Law 27b](#)
2. [NYS Workplace Violence Prevention Plan Regulations](#)
3. [NYS DOL Workplace Violence Prevention Information](#)
4. <https://www.nysenate.gov/legislation/laws/PEN/265.01-A>
5. <https://dol.ny.gov/workplace-violence-prevention-information>

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the College identified a need to create a *Chosen Name and Gender Identity Policy*, and

WHEREAS the policy has been reviewed by the NCCC Policy Review Committee, and

WHEREAS the policy has been vetted through shared governance, including the College Senate, and

WHEREAS the *Chosen Name and Gender Identity Policy* has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the *Chosen Name and Gender Identity Policy*.

2022/23

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

**NCCC Board of Trustees Approved Policy**

**POLICY:** Chosen Name and Gender Identity Policy  
**DRAFTED:** February 9, 2023  
**BOT APPROVAL:**  
**ADOPTED:**

**I. POLICY STATEMENT**

North Country Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of policies is the responsibility of the North Country Community College Board of Trustees, while assisting in the application and compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

**II. SCOPE**

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

**III. POLICY**

North Country Community College and the State University of New York recognize the need or preference for students and employees to refer to themselves by a chosen name or a chosen gender identity. This is consistent with Title IX federal law and NYS GENDA Law, which protects against discrimination based on gender identity and expression, and is currently recognized as a best practice for supporting transgender and gender non-conforming members of college communities. This service is not limited to use by transgender and gender non-conforming individuals, however, and is available to anyone who uses a chosen first name or gender identity.

Where a student or employee seeks to use a chosen name or gender identity, and such use is not intended for the purposes of avoiding legal obligations, in jest, or for misrepresentation, the College acknowledges that, where required, a chosen name or gender identity can be used in the course of College business and education. The College reserves the right to remove a chosen name if deemed inappropriate or if the legal name may need to be used for federal and state requirements.

A chosen name and gender identity in College systems is an ongoing process and requires resources that may not be readily available. Not all College information systems,

databases, and processes may be able to display a chosen name or gender identity and many uses of an individual's name require display of the legal name or of the individual's sex as assigned at birth for federal and state requirements; therefore, individuals who utilize a chosen name or gender identity should always be prepared to reference their legal name and sex and provide corresponding identification when necessary.

The chosen name will be utilized in the student information system and classroom management systems where deemed appropriate by NCCC. The legal name will appear in all other records and documents, including but not limited to diplomas, certificates, and transcripts.

The use of personal gender pronouns to self-designate one's gender identity will be permitted in all college functions. All members of the College are expected to use another person's chosen gender pronouns if they are known.

#### **IV. IMPLEMENTATION**

- The chosen name may be used in some College communications and informational materials, except where the use of the legal name is required by College business or legal need. This may include but is not limited to financial, medical, and law enforcement documents; transcripts; W-4 forms; I-9 forms; 1098-T forms; payroll documents; Visa/immigration documents; employment applications and related documents; background check documents; insurance documents; and student conduct records;
- Chosen names are limited to alphabetical characters (a-z);
- Chosen name changes may be requested once per academic year;
- Employee or Student IDs will be reissued upon request once a name change is approved and processed by the College;
- No costs will be incurred by the student or employee for initiating a chosen name process;
- The College's admissions applications and employment applications will be maintained with the following data elements in order to ensure compliance with state and federal laws and regulations as well as adherence to gender non-conforming best practices:
  - Sex Assigned at Birth – This will be a binary field allowing only male and female as choices; the College will use this response to fulfill its reporting obligations to state and federal agencies requiring binary sex;
  - Gender Identity – This will allow various options, including X, as choices. The selection of X as the person's gender identity will be recognized as the chosen gender identity of the individual in all applicable College processes.

#### **X. REFERENCES**

Name Change Policy as adopted February 26, 2021.



**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the tuition for courses in the College Bridge program have remained unchanged since 2014, and

WHEREAS the costs associated with operating the program have increased since that time and are expected to continue to, and

WHEREAS the proposal has been reviewed and supported by the College's shared governance system, including the College Senate and its Long Range and Strategic Planning Committee, and

WHEREAS the proposal has received the support of the College administration, and

WHEREAS the proposal to *increase College Bridge tuition by \$15/course* has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the *increase in College Bridge tuition by \$15/course* effective with the start of the 23-24 academic year.

2022/23

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

## College Bridge Tuition Proposal April 25, 2023

### Overview

College Bridge, NCCC's dual-enrollment program in area high schools, is widely popular across many segments of the communities we serve. Through it, participating high schools can offer their students college-level courses within the high school. Those students and their families realize both the academic preparation of the students and the cost savings related to attending college. Our county sponsors value the impact that the program brings to their constituents, and in some cases, directly to their children and households.

Over a four-year period (2018-2022) the program has annually served roughly 650 students in Essex and Franklin County alone as seen in the table below.

2018-2019		2019-2020		2020-2021		2021-2022	
Headcount	Credits	Headcount	Credits	Headcount	Credits	Headcount	Credits
277	2,270	218	2,030	221	1,911	243	2,126
420	3,028	430	3,150	384	2,916	353	2,876
<b>697</b>	<b>5,298</b>	<b>648</b>	<b>5,180</b>	<b>605</b>	<b>4,827</b>	<b>596</b>	<b>5,002</b>

### Proposal

The cost for students and families taking courses through the College Bridge program is \$60 per course and has been at that level since 2014. We are proposing to raise the tuition rates by \$15 per course to a new rate of \$75 per course effective for the 23-24 year. Given the current enrollment in the program, we expect this would generate an additional \$37,500 in revenue annually. Even with an increase, this cost is still quite low, as the tuition for a single credit is \$225.

### PC and LRSPC Input

- The proposal was approved by *President's Council* on March 7, 2023, by the College Senate's *Long Range and Strategic Planning Committee* on March 8, 2023, and the College Senate on April 14<sup>th</sup>, 2023.
- Discussion included:
  - *Whether an increase would impact subscription to the program and thus actually drive down revenue by students not participating or school districts working with other institutions?* With the exception of community colleges that fully scholarship the program, NCCC is on the lower end of tuition rates. Most SUNY CCs are at about \$130 per course, so we would be on the lower end. Thus, we don't envision pricing ourselves out of the market. SUNY regulations prohibit other SUNY institutions from delivering courses in our sponsoring counties without our permission.

- *Are there mailings/marketing to Bridge students to inform them about the program and/or recruit them to the College?* When our Enrollment counselors are recruiting at high schools, they may field questions or find an opening to recommend students our Bridge program. Enrollment has recruitment outreach to those students in Bridge who are graduating, encouraging them to consider completing their degree with us.
- *Can NCCC have a targeted Bridge course offering for schools to add some diversity to their curriculum?* Possibly, but we'd have to explore further.
- *How do schools decide upon what Bridge courses are offered?* Courses have to align with curricula required by NYSED. High school faculty have to meet NYSED requirements to be able to teach the course(s). If those conditions are met, and there is sufficient interest, the schools can request to include those in their offerings.
- *Can high school students take NCCC courses that are offered online or on-campus?* Yes, provided that the tuition is not discounted. They are not able to take online or campus-based courses at the College Bridge tuition rate.
- *Is there an opportunity for us to provide tuition scholarships?* Possibly. The Foundation has, on occasion, supported a student's tuition. The Foundation does not have a dedicated fundraising stream to do so. Some schools also scholarship students and it was mentioned that it would be informative to know which schools are willing to scholarship Bridge courses and those that would not.