



Board of Trustees Meeting Agenda

11:00 a.m. | Friday, August 30th, 2024

- I. Call to Order
- II. Approval June 27th, 2024 Minutes
- III. Oath of Office | Student Trustee
- IV. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- V. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Resolution | Position of Nursing Instructor
 - Vice President for Marketing & Enrollment
 - Resolution | Position of Enrollment/Financial Aid Counselor
 - Interim Chief Financial Officer
 - June & July 2024 Financial Statements
 - President
 - Resolution | Position of Programmer/Analyst
- VI. Representative Reports
 - NCCC Association
 - NCCC Foundation
- VII. Old Business
- VIII. New Business
 - 2024-2025 Proposed Board Meeting Schedule
- 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

Shia Bright

Printed Name

Sworn and subscribed before me on this day: _____

Signature of Notarial Officer: _____

Affix notary seal/stamp here



Board of Trustees Meeting Minutes

Thursday, June 27th, 2024 | 11:00am

Board Members Present: Pete Suttmeier, Donna Wadsworth, Linda Beers, Dan Kelleher, Todd LaPage, Mary Irene Lee, and Abby Martelle

Excused: Seth McGowan

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Kyle Johnston, Chris Knight, Scott Harwood, Lee Susice, and Allison Warner. Members of the College community joined as well.

Board Chair, Pete Suttmeier called the meeting to order at 11:01 a.m. after quorum was met.

Minutes

Mary Irene Lee made the motion to accept the April 26th, 2024, meeting minutes. Linda Beers seconded the motion. The April 26th, 2024, meeting minutes were unanimously (7-0-0).

College Senate Chair | Allison Warner

No report

NCCCAP President | Lee Susice

No report

CSEA President | Dianna Trummer

No report

Board Chair Report | Pete Suttmeier

The June 4th Educational Summit event went well. Currently debriefing and planning for future discussion and implementations from what we've learned.

- Members of the board appreciated the overwhelming attendance and participation of County sponsors, legislators, area businesses, and liaisons throughout the North Country.
- Members from College for Every Student were in attendance. They are planning to hold their annual Fall event at the Saranac Lake campus.

Interim Vice President for Academic Affairs | Sarah Maroun

Joe Keegan presented on Sarah's behalf. She will let her report stand.

- Members of the board discussed the workforce needs of the region and how they will work with the future framework of the College. They highlighted on opportunities for Veterans through economic development.
 - The college was fortunate to be invited by Franklin Country to attend the Biotechnology meeting. The County sees biotech as a cluster of educational opportunities that could grow in the region – linking them with the college.

Board moved to approve the following resolutions:

Linda Beers made a motion to the floor that the North Country Community College Board of Trustees hereby approves NCCC to submit a request to approve a hybrid learning modality for the AS Environmental Science degree to SUNY and NYSED. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Mary Irene Lee made a motion to the floor that the North Country Community College Board of Trustees hereby approves NCCC to submit a request for distance learning approval for the AS Sports and Events Management degree to SUNY and NYSED. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Mathew Fleming, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the 2024/25 academic year, at an annual salary of \$55,184. This position is currently funded in the 2024/25 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2024/25 academic year and will not be renewed. Linda Beers seconded the motion. The motion was unanimously approved (7-0-0).

Vice President for Marketing and Enrollment Management | Kyle Johnston

Kyle added to his written report:

- Financial Aid has packaged more awards then when compared to this time last year.
- Awarding Financial Aid is a big overhaul; the process for students is better than the past. The more students processed; the more money awarded.
- With the use of Grant money, there are currently 5 advertising campaigns running concurrently. Kyle thanked Chris Knight and Don Paulson; both were instrumental in getting these campaigns rolling on the website.
- RSVPs continue to come in for MASH camp events slated to be held on all three campuses in July.
- Members of the Board discussed with Kyle the normalcy of last-minute enrollments to the fall semester
- Members of the Board discussed with Kyle the tiers used to determine how funds are used for marketing and outreach.

Interim CFO | Erik Harvey:

- Let the financials and forecast stand as they were shared in his written report.
- Shared the proposed 2024-2025 Budget for consideration and highlighted key points:
 - Anticipated enrollment uptick and how it relates to the budget.
 - Anticipated returns of investment.
 - Updates on the Pell program.
 - Functional/system level changes with the Enrollment and IT. These departments did a great job implementing, navigating, and maintaining changes needed to the Financial Aid platform.
 - Located scholarship and grant dollars; allowing the college to invest and shrink the deficit.
 - Confirmed the 2% tuition increase, noting it was the first since 2019, as the College kept tuition frozen for the past four years.
 - Operational support from our sponsoring counties of Essex and Franklin have been instrumental in keeping the percentage increase low. Erik voiced his appreciation for their continued support of the College.
 - Explained the proposed salary and benefits expenditures

- Members of the board discussed Erik's report as it was presented.
- Members of the board discussed the importance of the five-year plan and anticipated projections and opportunities to increase and manage future funds as opportunities arise.
- Board thanked Erik and his colleagues for their work on this budget proposal.

Board moved to approve the following resolutions:

Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the April 2024 financials as they were presented in the packet. Todd LaPage seconded the motion. The motion was unanimously approved (7-0-0).

Linda Beers made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the May 2024 financials as they were presented in the packet. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the proposed 2024-2025 Operating Budget as it was shared and presented. Linda Beers seconded the motion. The motion was unanimously approved (7-0-0).

President | Joe Keegan:

- Extends thanks to the members of the Board for their unwavering support of the College, its students, and staff.
- Thanked members of the Board who joined in the important discussion at the Educational Summit.
 - College was recognized by the community for their effort and continued work in continuing to support the needs of the community.
- Thanks to Abby Martelle for her year of service on the Board and well wishes for her future success.
 - Shared that Angela Brice and the Student Government have elected Shia Bright to start in August as the new NCCC Student Trustee for 2024-2025.
- Shared the excellent work by campus teams to make this a successful year thus far in preparing FAFSA packages for the Fall 2024 semester students.
- Scott Harwood updated the Board on current enrollment status. The College shows to be on budget and trending where we should be. Current snapshot today – 520 students enrolled this time last year. To date, there are 562 enrolled for Fall 2024. Majority of these students are for enrolled in new programs.
- The search for the role of Associate Vice President of Student Affairs is underway. Thanks were extended to the Search Committee for their hard work and time in finding the perfect fit for this important role.
- Thanks to advocacy on \$8 million in funding for operating support for the community college sector, NCCC was granted \$200K in funds. These funds are to be split between health care workforce funding and mental health support for students. The College aims to meet the needs in the most budget-friendly way.
- The Office of Civil rights review has been completed. The preliminary findings are modest. The full report will be shared as it becomes available.
- Sarah Kilby has done work on keeping the College on target with the Prison Education Program.
- Congratulations were extended to Dan Kelleher on his new position as the Executive Director with ROOST, wishing him great success in his new role.
- Joe shared the proposed Strategic Implementation Plan 2024-2027 and some of its goals including:

- Artificial Intelligence– create a comprehensive program to address the use of academic AI. Teaching appropriate and ethical use of AI by leveraging resources from SUNY and creating ways to keep the College on target as we move towards the continuing involvement of AI throughout the world.
- Student Experience – Diversity equity and inclusion, social justice (folding into academic program reviews and the necessity to maintain accessibility). Considering offering English as a Second Language (ESL) to accommodate non-English speaking residents in the region.
- Continuing Education Program – the College continues to explore grant funding opportunities. Second Chance Pell will continue, this program is vital to the college’s operation.
- Direct Support Professional (DSP) Microcredential – DSP numbers have been astounding and all in credit bearing courses, increasing headcounts and full-time equivalents (FTEs). Great job by Sarah Maroun and Kathleen Dowd-Maloney in using this segment of delivering education.
- Financial sustainability – Department level review process will create clear guidelines and self-assessment evaluations
- Non-revenue stream to help sustain the college – philanthropic and grant commitments. Great work by Erin for her continued dedication to this role.

Board moved to approve the following resolutions:

Todd LaPage made a motion to the floor that the North Country Community College Board of Trustees hereby approves the updated 2024-2027 Strategic Implementation Plan as it was shared and presented. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).

Linda Beers made a motion to the floor that the North Country Community College Board of Trustees hereby approves the following faculty/staff for continuing appointments effective with the 2024/25 academic year: Jennifer Barrett, Massage Therapy Program Director; Thomas McGrath, Associate Professor/LAC Coordinator; and Lisa Williams, LAC Coordinator. These positions are currently funded in the 2024/25 operating budget. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the following faculty/staff renewal of temporary appointments effective with the 2024/25 academic year: Brandi Taylor, Humanities Instructor; Erin Streiff, Nursing Instructor; Kelly O’Shields, Technology Support Specialist. These positions are currently funded in the 2024/25 operating budget. Linda Beers seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the following faculty/staff for temporary appointments effective with the 2024/25 academic year: Emma Atkinson, Nursing Clinical Coordinator; Laura Cunningham, Nursing Instructor; Lauren Heath, Nursing Instructor; Ernest Hough, Humanities/Social Science Instructor; Luke Hudak, Dual Enrollment Initiatives Coordinator; Anne Nelson, Nursing Instructor. These positions are currently funded in the 2024/25 operating budget. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of

Trustees hereby approves the promotion of Jimmy Cunningham from the rank of Assistant Professor to the rank of Associate Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Kimberly Duffey from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Chad LaDue from the rank of A3 to the rank of A2 effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Renee Poirer from the rank of Assistant Professor to the rank of Associate Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Kelly Rodriguez from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Sarah Shoemaker from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Jamie Strough from the rank of Instructor to the rank of Assistant Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Abby Martelle made a motion to the floor that the North Country Community College Board of Trustees hereby approves the promotion of Allison Warner from the rank of Associate Professor to the rank of Professor effective with the 2024/25 academic year. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

NCCC Association | Robert Rathbun
No report.

NCCC Foundation Director | Erin Walkow:

- Shared a written report on Erins behalf
- This year there were 109 scholarship applications. These were reviewed and approximately have of those applicants were collectively awarded over \$50K. Those applicants where were not awarded will be encouraged to work with Kyle and his team to explore other funding opportunities.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:28 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Linda Beers seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to attend the meeting at 12:28 p.m.

Adjourn Executive Session Open to Public

Mary Irene Lee made a motion to adjourn the executive meeting and go back into public meeting at 12:50 pm. Linda Beers seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Linda Beers seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary, NCCC Board of Trustees

Date: August 30th, 2024

Resolution #: 2023-24 | Pending

Motion:

Seconded:

Action: Pending (x-x-x)

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



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

August 30, 2024

Please find the following report from the Academic Area.

Academic Planning, Programs and Policies:

Fall 2024:

Classes began on August 26th for all three campuses. Second Chance Pell classes begin on September 3rd. We are starting to see more interest in students attending classes on our campuses and added on-campus sections over the summer. Programs demonstrating higher enrollments compared to last year include Health Science, Cybersecurity, and Direct Support Professional microcredentials. The new hybrid Associate Degree in Nursing program has a 100% persistence rate between spring and fall with all 29 students returning to complete the degree program this fall.

Program Approvals:

- AS Business: Sports and Events Management—Approved for Distance Learning
- Basic Operator Course—Approved for Hybrid Delivery by Department of Environmental Conservation

Programs Pending Approval:

- AS Environmental Science—Proposal for Hybrid Delivery
- Certificate: Proposal for name change from Community Residence Aide to Direct Support Professional and Distance Learning Delivery

Middle States: The Middle States Commission for Higher Education revised the status of the Second Chance Pell Experiment to the Revised Second Chance Pell Experiment to allow NCCC to continue with Pell funding until we are registered as a Prison Education Program under the new federal funding model. We are working with Middle States, the U.S. Department of Education, and the four correctional facilities to complete the program registration under the new designation.

Non-Credit Course Offerings for Fall:

Wastewater Basic Operator Training Course
EMT Original/Refresher Training (both credit and non-credit)
Pottery Classes

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

NORTH COUNTRY COMMUNITY COLLEGE RESOLUTION

WHEREAS the Nursing Program Director recommends the temporary appointment of Chelsea Drake to the full-time, 221-day, exempt appointment as Nursing Instructor for the 2024/2025 academic year, at an annual rate of \$48,146.

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

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Chelsea Drake to the full-time, 221-day, exempt appointment as Nursing Instructor for the 2024/2025 academic year, at an annual rate of \$48,146.

This position is currently funded in the 2024/25 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2024/25 academic year and will not be renewed.

2023/24

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE, MALONE, TICONDEROGA

August 1, 2024

Ms. Chelsea Drake
84 Wall Street
Mineville, NY 12956

Dear Ms. Drake:

Pending approval by the North Country Community College Board of Trustees at their August 30, 2024, meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the 2024-2025 academic year. Faculty are expected to report to campus on August 19, 2024.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 8 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$48,146. Your per-diem rate based on 164 days is \$293.57.

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than August 15, 2024.

Sincerely,

A handwritten signature in cursive script that reads "Joe Keegan".

Joe Keegan
President

cc: Personnel File / Payroll File

A handwritten signature in cursive script that reads "Chelsea Drake, RN". Below the signature, the date "8/6/24" is handwritten.

Employee Signature

Date



Chelsea Drake, RN

Position: NCCC LPN INSTRUCTOR

CHELSEA DRAKE, RN.

License number: 819273

CONTACT INFO

PHONE:
518-524-0727

ADDRESS: 84 Wall St. Mineville, NY 12956

EMAIL:
ollie7922@gmail.com

EDUCATION

[North Country Community College]

Graduation date: May 2018

Degree: LPN

GPA 3.8, recipient of the Barbara Rexellius award, and class-appointed speaker.

[North Country Community College]

Graduation date: May

Degree: RN-ADN

GPA 3.6,

[Western Governors University]

Degree in pursuit: BSN

Awarded: Excellence award in Interpersonal leadership and Professional Growth (Sept 2023)

[Capella University]

Degree in pursuit: BSN

Projected completion date: End of winter term (January 2025)

In the process of transferring from WGU-Classes beginning in September

WORK EXPERIENCE

[Elizabethtown Community Hospital]

3/2019– 8/2021

Elizabethtown Health Center [LPN]:

General information collection from patients, vitals, collecting and processing specimens per clia guidelines, drawing blood, completing prior authorizations for testing and medications, administering medication and immunizations, preparing and completing items for DOT physicals, conducting breathalyzer testing, completing 12-panel drug testing, telephone communication with patients, prepping RX refills, checking PMP for controlled medications...etc.

Elizabethtown Hospital (patient care unit) [RN]:

Medication administration, patient assessments, wound care as ordered by physician, managing IV pumps, inserting IVs, IDT meetings, patient education, care plan development, application of safety devices, admission and discharge...etc.

[Mountain Lake Services] [RN]

8/2021–current

Case management, supervision of UAPs and LPNs, education of UAPs and patients, medication management, OPWDD regulatory assessments, dining observations, IDT meetings, advocacy, committee participation, conducting investigations, training staff on various skills, communicating with families, seeking consent via appropriate consenting bodies...etc.

Specific to my resource role at MLS: Filling in for the nurse educator-delivering trainings to DSP's and nurses. Assisting with assignment coverage as needed based on vacancies or skill needs.

[Essex County-Home Health Nursing] [RN]
5/2022-10/2023

Patient/family/caregiver education, medication management, wound care (wound vacs, dressing changes), catheter care, liaison with provider offices, admission/discharge assessments, ordering and counting supplies, coordinating insurance coverage of materials...etc.

CERTIFICATES

[University of Rochester]
2021

Primary care and transgender identity

[University of Rochester]
2021

Transgender identity and case management

REFERENCES:

Dr. Mary K Halloran
Elizabethtown Community Hospital &
Elizabethtown Community Health Center
Ph: 518-915-5444
Work: 518-873-6896

Mary Buehler-Brandt, RPAC
Elizabethtown Community Health Center
Ph: 518-925-4253
Work: 518-873-6896

Marissa Laing- Lead LPN
Westport Health Center
Ph: 518--572-7748
Work: 518-962-2313
Email: mlaing@ech.org

Jackie Hagan-Nurse educator
Mountain Lake Services
Ph: 518-390-1926
Work: 518-546-3386 ext 185
Email: jackieshaine@gmail.com

Vice President of Marketing & Enrollment

Report to the Board of Trustees

Created August 26, 2024

Enrollment and Financial Aid Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** This summer we received \$20,000 for “Phase 2 SEM Plan Implementations” from SUNY for two of our project submissions: Short-Term Offerings and Scholarships-4-Everyone. We created \$7,500 campaigns for both which ran in July and August to promote these two opportunities at the college. We will have \$5,000 to do another scaled back round in November/December to promote the spring start. Lastly, we are in year 3 of our 2022-2025 SEM Plan so we will begin drafting a brand new plan this winter to supplement the strategic plan.
 - **SLATE CRM (Customer Relationship Management):** Our current college application will shut off on Wednesday the 28th and the new application for 2024-2025 semesters will open up on Sunday, September 1st.
 - **North Country Navigator:** This initiative will be back for this fall semester with a few improvements and a few new navigators (mentors) at the helm. We will utilize our new Academic and Career Advisors to conduct the lion’s share of this work as we felt that having professional staff reaching out and tracking the students would provide more support and consistency. We will take all of what was completed last year and supplement with more strategic objectives. I’ll be sending out the program intro email to students this week then will be handing it off to the ACAs next week.
- **The Enrollment Team:** Application volume for the Fall semester came in considerably higher than past years. We believe that this year was a bit of an outlier as students didn’t have financial aid available to submit as early as previous years with great changes happening at the federal level. SUNY, in particular, was pushing students to visit and apply to more colleges while we all waited for the new FAFSA to become available. We will need to do some unpacking on all of this to see if there are conversion improvements to be made on our end and I am anxious to hear if other SUNY community colleges experienced this same up-tick. Lastly, we welcomed a new member to our team this week. Marco Carbone is our new Enrollment and Financial Aid Counselor based on the Saranac Lake campus. He’ll be trained quickly and will be ready for travel season.
- **The Financial Aid Team:** Financial Aid awarding this year has been much better than we anticipated. We feel that we weathered the new federal changes quite well and we were able to process more financial awards than previous year (as of this report we had processed 1122 ISIRs this year compared to 1034 last year). There were more regulatory changes rolled out over the summer so we will be starting our work towards compliance as soon as students are settled for fall semester. Many of the new reporting requirements have deadlines already in September/October so this will be a quick turnaround for us.

Marketing and Web Updates:

- Final campaigns for this enrollment cycle included: Healthcare & Nursing Programs, Human Services Programs, Scholarships-4-Everyone, Short-Term Offerings, and the final Fall Registration campaign.
- Our animation and video projects wrapped up for the year and they were shared through social media as well as across our website this past month. Shorter versions of three of the new program videos will become streaming ads which will be launched on Disney+, HULU, and YouTube this fall.


North Country Community College
Sponsored ·

Help people in need through the on-campus and online Chemical Dependency Counseling, Child and Family Services, and Human Services programs or, be the first on the scene by enrolling in our Advanced Emergency Medical Technician program available at all campus locations! New scholarship opportunities are available for all of these programs with funding starting at \$1,000 up to full tuition paid!



**HUMAN AND EMERGENCY
SERVICES PROGRAMS**
AT NORTH COUNTRY

[nccc.edu](#)
Make A Difference | Scholarships Available!
[Learn more](#)


North Country Community College
Sponsored ·

Learn how to positively impact the lives of children, adults, families, and those battling addiction through our on-campus and online Chemical Dependency Counseling, Child and Family Services, and Human Services programs. Or, be the first on the scene by enrolling in our Advanced Emergency Medical Technician program available at all campus locations. New scholarship opportunities are available for all of these programs with funding starting at \$1,000 up to full tuition paid!

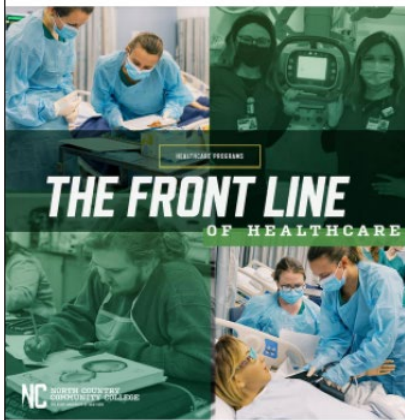


**HUMAN AND EMERGENCY
SERVICES PROGRAMS**
AT NORTH COUNTRY

[nccc.edu](#)
Help Those in Need | Significant Scholarships!
[Learn more](#)


North Country Community College
Sponsored ·

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



**THE FRONT LINE
OF HEALTHCARE**

[nccc.edu](#)
The Front Line of Care | Reach Higher at NCCC
[Learn more](#)


North Country Community College
Sponsored ·

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



**THE FRONT LINE
OF HEALTHCARE**

[nccc.edu](#)
Career-Ready Programs | Reach Higher at NCCC
[Learn more](#)



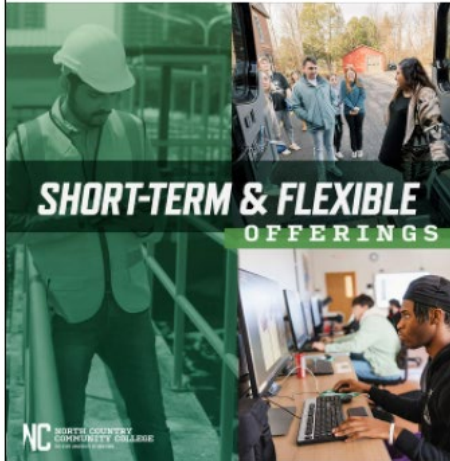
**SHORT-TERM
& FLEXIBLE**

OFFERINGS

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

NC North Country Community College
Sponsored · 🌐

At North Country we know that academic and career programming comes in all shapes and sizes. That's why we offer short-term programs, trainings, classes, workforce development, and enrichment opportunities every year. Take a look at all of our very flexible options TODAY to find the type of learning that fits your needs!



SHORT-TERM & FLEXIBLE

OFFERINGS

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

nccc.edu
Reach Higher & Own Your Future

Learn more



Fall semester 2024 is coming soon at North Country Community College! The good news is that it's not too late.

Apply **NOW** and **GET REGISTERED**.
First day of classes is August 26, 2024!

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

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



NC North Country Community College Sponsored · 🌐 Are you ready to reach higher? North Country is still taking applications and enrolling students for the upcoming Fall semester!  nccc.edu Apply Now for Fall Reach Higher at NCCC Learn more	NC North Country Community College Sponsored · 🌐 North Country is still taking applications and enrolling students for Fall in-person, online and hybrid classes. Check out the programs offered and apply today!  nccc.edu Own Your Future Reach Higher at NCCC Learn more
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EVERYONE

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COLLEGE
THE STATE UNIVERSITY OF NEW YORK




SAINTS



NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

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

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



NCCC FOUNDATION OPPORTUNITY SCHOLARSHIP

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

ESSEX AND FRANKLIN SCHOLARS AWARDS

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

6 ON US SCHOLARSHIP PROGRAM

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

HUMAN AND EMERGENCY SERVICES SCHOLARSHIPS

For new students entering the fall semester who are going into the Chemical Dependency Counseling, Child & Family Services, Human Services, or Advanced Emergency Medical Technician programs. Scholarships will be awarded on a first-come, first-served basis until funding runs out. Apply, get accepted, and register for full- or part-time courses by August 15th, 2024 to be eligible for \$1,000 up to FULL TUITION PAID!



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

NCCC.EDU/SCHOLARSHIPS

COME
NC
THE DIFFERENCE

**Where there is passion,
there is pursuit.**

Answer the call to reach higher! The degree and certificate programs at North Country open doors to new careers you never thought possible. From helping someone to heal their body to helping someone lead a healthier life. From spending your days helping to protect the wilderness to putting in the time to start or build a business. Explore how North Country can help you open the door to your future today!

OFFERING DEGREES/CERTIFICATES IN:

- Business & Entrepreneurship Programs
- Criminal Justice & Cybersecurity Programs
- Digital Art, Advertising, & Design Programs
- Environmental Science & Wilderness Leadership Programs
- Healthcare & Nursing Programs
- Human Services Programs
- Transfer Tracks in Education, English, & Psychology
- And, Many Short-Term Offerings

Visit NCCC.EDU/PROGRAMS for more information!



NORTH COUNTRY LIVE

Join us this fall for a new and exciting series of programs!
All sessions are in-person and start at 7 pm. Free and open to the public.



Stories of Bootlegging in the Adirondacks

Presenter: Tom McGrath, NCCC

Location: S-19, Mullholland Hall, NCCC-Saranac Lake



John Brown, Richard Henry Dana & an Adk Meeting

Presenter: Pete Nelson, NCCC

Location: S-19, Mullholland Hall, NCCC-Saranac Lake



Echoes from the Underground Railroad

Presenter: Tom McGrath, NCCC

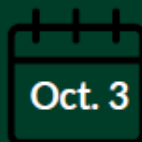
Location: SL Free Library (Third Thursday Art Walk)



Media and Digital Literacy

Presenter: Mary Miller, NY News Publishers Association

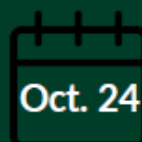
Location: S-19, Mulholland Hall, NCCC-Saranac Lake



Can Political Reform Defeat Political Dread?

Presenter: Dr. Pete Suttmeier, NCCC Board of Trustees

Location: S-19, Mulholland Hall, NCCC-Saranac Lake



Impact of New Technologies (AI) on the Workplace

Presenter: Dr. Bill Daggett, Int'l Center for Leadership in Education

Location: S-19, Mulholland Hall, NCCC-Saranac Lake

For more info on each program visit www.nccc.edu/live

North Country Live is generously sponsored by
the Cloudsplitter Foundation

Page path and screen class ▾		↓ Views	Users	Views per user	Average engagement time
		14,759 100% of total	3,604 100% of total	4.10 Avg 0%	1m 23s Avg 0%
1	/	5,780	2,021	2.86	37s
2	/fall/	1,021	742	1.38	14s
3	/programs/	507	346	1.47	34s
4	/bookstore/	387	258	1.50	15s
5	/search/	378	238	1.59	21s
6	/nursing/	286	169	1.69	1m 10s
7	/admissions/index.html	282	188	1.50	22s
8	/registration/index.html	230	155	1.48	28s
9	/academic-calendar/index-1.html	208	151	1.38	1m 15s
10	/office-of-academic-affairs/index.html	195	129	1.51	25s
11	/catalog/index.html	170	109	1.56	12s
12	/financial-aid/	165	114	1.45	26s
13	/fall/index.html	137	93	1.47	1m 55s
14	/radtech/	128	88	1.45	1m 09s
15	/business-office/	116	88	1.32	55s
16	/about/directory/	104	70	1.49	1m 00s
17	/residency-requirements/	104	65	1.60	25s
18	/online-learning/index.html	101	67	1.51	3m 23s
19	/student-support/	100	68	1.47	19s
20	/human-services/	96	60	1.60	1m 06s
21	/athletics/	94	70	1.34	24s

NORTH COUNTRY COMMUNITY COLLEGE RESOLUTION

WHEREAS the VP Marketing and Enrollment recommends the temporary appointment of Marco Carbone to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor for the remainder of the 2023/2024 academic year at an annual rate of \$47,826, effective August 26, 2024, and for 2024/2025 academic year, at an annual rate of \$49,554.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marco Carbone to the full-time, 221-day, exempt appointment as Enrollment/Financial Aid Counselor for the remainder of the 2023/2024 academic year at an annual rate of \$47,826, effective August 26, 2024, and for 2024/2025 academic year, at an annual rate of \$49,554.

This position is currently funded in the 2024/25 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2024/25 academic year and will not be renewed.

2023/24
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 13, 2024

Mr. Marco Carbone
74 Shepard Ave
Saranac Lake, NY 12983

Dear Mr. Carbone:

Pending approval at the Board of Trustees meeting on Friday, August 30, 2024, I am pleased to offer you a temporary, full-time, twelve-month (221-day) exempt appointment as Enrollment / Financial Aid Counselor, for the remainder of the 2023-2024 academic year, and then for a one-year period during the 2024-2025 academic year, effective August 26, 2024.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment for the remainder of the 2023-2024 academic year is Step 8 on Schedule C of the 2022-2025 CBA, which is an annualized salary of \$47,826. Your per-diem based on 221 days is \$216.41. Your salary will increase to Step 9 for the 2024-2025 academic year, which is an annualized salary of \$49,554. Your per-diem rate based on 221 days will be \$224.23.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate and Area Supervisor is Kyle Johnston, VP Marketing and Enrollment. Please report to Kyle at 8:30 am on Monday, August 26, 2024, for your first day.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than August 23, 2024.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

Marco Carbone

Please contact my phone or email at any time and I look forward to hearing back from you!

marcopaul2ii@gmail.com

+1 315 921 1507

Hello! My name is Marco Carbone, I'm a graduate of SUNY Potsdam with a bachelor's degree in business administration. I encourage you to contact my email or phone number at any time so I can better introduce myself than any resume or cover letter ever could. Thank you for your time and I look forward to hearing back from you!

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Hybrid Sales Representative

Doyle Security-Watertown, NY

May 2023 to Present

- Visit customer homes or businesses and provide security consultation
- Draft detailed proposals for customers
- Handle all administrative duties required in sale closing/close
- Prospect new clients
- Special projects

Whiteface Region Regional Marketing Manager/ Content Developer

ROOST-Lake Placid, NY

May 2022 to May 2023

- Managing Instagram, Twitter, and Facebook accounts for all official Whiteface Region accounts.
- Content Development: writing copy for website and various other special projects.
- Blogging: Researching topics as created by content team, outlining best and freshest possible angle to write about topic, writing entire blog post.
- Community Representative: Introducing myself (often cold intros) to business owners and government officials in the Whiteface Region to establish a connection and act as a point of contact for any questions or concerns.
- Media Coordinating: Creating schedules for media shoots to add images and video needed for our content database. Assessing what's needed for the upcoming season by cross referencing available media.
- Events: Lead contact for events in the Whiteface Region. Seeking out events by word of mouth or community newsletters and adding the event data to the region website to attract tourists and locals in a sustainable manner.

- Facilitating special projects and the Whiteface Region website rebuild. Facilitation is done by scheduling meeting for different departments within the organization, leading meeting when necessary, and keeping departments on timeline.
- Other tasks as assigned: fixing broken links, maintaining content on official roost websites, etc.
- Covered and marketed Lake Placid 2023 FISU World University Games.

Account Executive/Account Manager

ABC/Nexstar

March 2021 to September 2021

- Covered all of St. Lawrence county with own vehicle
- Prospected and built a client list of 200+ clients so far
- Wrote scripts and facilitated several local tv commercials including Ashley Homestore, NAPA Auto Parts, Treasure's Cove Thrift, and more.
- Learned how to use Wide Orbit, Matrix programs and entered data daily in each
- Made sales pitches to business owners that were also canvassed by me. Closed on 42k in ad sales in first 4 months on the road without lead generation.
- Facilitated all client needs and managed accounts of existing clients.
- Closed accounts with local business including a locally owned Ashley Homestore and Napa Auto Parts

Remote Outside Sales

CJ Logging Equipment-Conshohocken, PA

October 2020 to February 2021

Using personal vehicle (with mile reimbursement) to make contact with every available logger and anyone who may need heavy logging equipment in a 4 hour radius from my new home in Conshohocken, PA. Driving 500-1000 miles weekly.

Researching prospective customers then seeking out and finding these clients by cold calling or cold driving to their shops/landings. Calling existing customers they've done business with in the past to introduce myself in hopes of creating a relationship with them.

Meeting with customers who are actively looking to buy. Meeting up with them to assess and photograph their trade ins and discussing their needs for machinery and relaying that information back to my regional supervisor.

Laborer/ Office Assistant/ Assistant Manager

Carbone Resource Management

June 2008 to August 2017

Father's company. Worked seasonally in high school and college. Out of college I had two seperate stints working for his company.

Marked timber for privately owned land and taking that data and creating a 480 A Forest management plan. Used Excel and Microsoft Word to create 15 to 20 page reports explaining what timber needs to be cut and when. For following these plans the land owners get a tax break while at the same time aren't disturbing the ecosystem.

Also assisted in building fences in the spring and summer during my years in college.

Reason for leaving: my father downsized business and took a job as a teacher for Boces.

Education

Bachelor's degree in Business Administration

SUNY Potsdam

Skills

- Teaching
- Organizational Skills
- Marketing
- Retail Sales
- Microsoft Office
- Yardi
- Management Experience
- Cold Calling
- Property Leasing
- Customer Service (5 years)
- Account Management (2 years)
- Report Preparation
- Supervising Experience (2 years)
- Project management
- Sales
- Account management
- Marketing
- Property Management
- Administrative Experience
- Negotiation
- Territory management (1 year)
- Creative writing (1 year)
- Public relations (2 years)
- Canva
- Sales
- Marketing
- Cold calling
- Negotiation
- Project management
- Account management
- Outside sales

- Territory management
- Yardi
- Customer service
- Supervising experience
- Blogging
- Creative writing
- Retail sales
- Copywriting
- Content development
- Public relations
- Social media management
- Website maintenance
- Content creation
- Content marketing
- B2B sales
- Research
- Property management
- Editing
- WordPress
- Web design
- Social media marketing
- Trello
- Project management software
- Slack

Certifications and Licenses

Driver's License

**North Country Community College
Interim CFO's Report to the Board of Trustees
August 30, 2024**

Greetings,

As always, I hope this report finds you well. In this month's report **I am seeking your approval of 1) the financial statements for the month ending June 30, 2024, 2) the financial statements for the month ending July 31, 2024.** I am also sharing an updated 5-year financial projection including the latest 23-24 forecast and 24-25 budget. The forecast remains unchanged from June. The budget has been updated to reflect the counties approved 3% annual increase, which amounts to an additional \$77K in operating aid in 2024-25.

Financial Statements June 2024 *(for review and approval)*

- The \$2.2 million decrease in Cash is primarily related to North Country's cash outlay for the construction projects for which North Country is still navigating through the reimbursement process.
- The \$404K increase in Accounts Receivable Students relates to summer session billings that were able to be processed in May this year vs. July last year.
- The \$1.6 million increase in Due From Other Funds relates to the timing of entries between the restricted grant funds and the college's operating fund. In this case, the amount relates to the construction projects, and the offset is the cash decrease as monies the college seeks reimbursement for are held in this receivable until reimbursement occurs.
- The \$510K increase in Due from Governments is related to outstanding reimbursements from DASNY related to the construction closeouts.

Financial Statements July 2024 *(for review and approval)*

- The \$2.1 million decrease in Cash is primarily related to North Country's cash outlay for the construction projects for which North Country is still navigating through the reimbursement process.
- The \$1.3 million increase in Due From Other Funds relates to the timing of entries between the restricted grant funds and the college's operating fund. In this case, the amount relates to the construction projects, and the offset is the cash decrease as monies the college seeks reimbursement for are held in this receivable until reimbursement occurs.
- The \$497K increase in Due from Governments is related to outstanding reimbursements from DASNY related to the construction closeouts.
- The Payroll and Benefit Liabilities variance is just related to payment timing. The July medical insurance premium was paid in June this year vs. July last year.

2024-25 Budget

- Changes Since June 2024 Board Approval:
 - County operating appropriations increased by 3% or \$77K.
 - Budgeted transfer from the Fund Balance was reduced from \$484K to \$407K.
 - Board re-approval is not required as budgeted expenditures did not change and will remain at \$15,970,453 in operating and \$300,000 in capital expenditures.
- Next Steps:
 - SUNY Submits to NYS DOB for Approval – October 22, 2024

2024-29 5-Year Projections

- **Baseline Assumptions**
 - In State enrollment for 2024-25 assumes a 5% increase based on FA24 key indicators and considers SUNY enrollment projection trends for 2025-29.
 - Out of State enrollment assumes 10 AAFTE less than the average pre-pandemic level in 2023-29.
 - Concurrent enrollment (bridge students) considers historic trends and SUNY enrollment projection trends 2025-29.
 - The Second Chance Pell prison program is assumed to climb back to 10 AAFTE less than the average pre-pandemic level in 2027-29.
 - The college froze the tuition rate in 2020-24. Assumes 2% Increase year over year 2024-29. (Every 1% increase = \$30K revenue).
 - County operating aid increased by \$200K in 2023-24. Starting in 2024-25, the counties agreed to an annual 3% increase.
 - NYS Base aid assumes the 100% floor rule 2022-29. NYS base aid 100% floor is based on 2021-22 fiscal year which was 98% of 2020-21 fiscal year base aid. This analysis assumes the 100% Floor with no future increases.
 - Salaries include a \$190K increase per year for contractual labor increases.
 - Benefits assume a 3% increase per year primarily for Health Insurance.
 - Non-personnel costs assume a 1.5% increase per year to cover rent escalations and rising technology costs.
 - Starting in July 2025, the NCCC Foundation bonds will mature, and the Foundation could potentially contribute an additional \$41.5K per month or \$500K per year to the college. This is reflected in the projections.
 - Restricted funds from grants, additional state aid, and NCCC Foundation fundraising monies are available to invest in generating additional enrollment. They include 1) SUNY High Needs, Nursing Emergency, and Transformational Fund grants, 2) a Dept. of Labor grant, 3) a Perkins grant, and 4) additional scholarship monies for the "6 on us" promotion, Direct Support Professionals Micro credential, the "opportunity" scholarship fund, and opioid settlement monies from NYS OASIS, Franklin and Essex Counties to assist students in certain programs like chemical dependency.
- **New Initiatives**
 - Initiatives are assumed to be In-State students and replace declined In State enrollment.
 - New initiatives are projected to yield \$3.1 million in revenue over the next five years 2024-29.

- **Expense Reductions**
 - Currently the college has identified \$423K in savings per year or \$2.1 million over the next five years 2024-29. This is mostly attributed to staff attrition, and not backfilling vacated positions.
- **Fund Balance**
 - On August 31, 2029, the fund balance is projected to be \$3.3 million or 19% of 28-29 Net Operating Costs.

Kind regards,

A handwritten signature in black ink, appearing to read 'Eh', followed by a long horizontal line.

Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of June 30, 2024

SUBMITTED TO THE BOARD OF TRUSTEES

August 30, 2024

Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet JUNE 30, 2024			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 3,374,105	\$ 5,545,428	\$ (2,171,323)
Accounts Receivable-Students	1,129,919	725,459	404,460
Due From NCCC Association	27,274	38,507	(11,233)
Due From NCCC Foundation (Contributions)	871,056	835,651	35,405
Due From Other Funds	1,981,795	421,419	1,560,376
Due From Governments (State & Fed Fin Aid)	529,074	19,294	509,780
Prepaid Expenses	53,123	117,784	(64,660)
Total Assets	\$ 7,966,347	\$ 7,703,543	\$ 262,805
Liabilities			
Accounts Payable	\$ (3,103)	\$ (12,218)	\$ 9,115
Payroll & Benefits Liabilities	(153,678)	(185,975)	32,297
Due to NCCC Association (Room, Meals, Books)	3,418	4,217	(799)
Due to NCCC Foundation (Rent)	100,182	96,230	3,952
Due to Other Funds	60	80	(20)
Due to Retirement	307,740	316,724	(8,984)
Compensated Absences	288,738	276,895	11,843
Other Liabilities	331,605	266,403	65,202
Total Liabilities	\$ 874,962	\$ 762,356	\$ 112,607
Month End Equity	\$ 7,091,385	\$ 6,941,187	
Total Liabilities & Equity	\$ 7,966,347	\$ 7,703,543	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/23	\$ 5,582,811		
Estimated 23-24 Surplus (Deficit)	\$ (221,552)		
Projected Fund Balance as of 09/01/24 ¹	\$ 5,361,259		
Projected Fund Balance as a % of NOC	36%		
¹ GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$13,839,021.			

North Country Community College Revenues & Expenditures JUNE 30, 2024				
	Annual <u>Budget</u>	YTD <u>Actual</u>	22-23 Actual <u>M (L)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 5,436,230	\$ 5,815,800	\$ 379,570	107%
Sponsors' Contribution	2,580,000	2,137,500	(442,500)	83%
Chargebacks	822,700	727,980	(94,720)	88%
Out-of-State Tuition	396,000	283,800	(112,200)	72%
State Aid	3,939,811	3,939,962	151	100%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,290,809	1,274,532	(16,277)	99%
Total Revenues	\$ 14,465,550	\$ 14,179,574	\$ (285,976)	98%
Expenditures				
Salaries	\$ 7,048,865	\$ 6,132,832	\$ (916,034)	87%
Payroll Taxes	539,238	441,203	(98,036)	82%
Medical	2,151,103	1,771,633	(379,470)	82%
Retirement	660,770	569,035	(91,735)	86%
Other	105,518	157,390	51,872	149%
Equipment	22,000	56,915	34,915	259%
Facility Leases	1,651,476	1,371,996	(279,480)	83%
Utilities	465,750	307,115	(158,635)	66%
Maintenance	189,175	213,677	24,502	113%
Office & General Supplies	44,700	37,795	(6,905)	85%
Advertising	179,000	109,252	(69,748)	61%
Professional Services	126,150	120,138	(6,012)	95%
Information Technology	503,900	533,080	29,180	106%
Library & Instructional Supplies	299,100	99,038	(200,062)	33%
Scholarships	581,644	594,473	12,829	102%
Travel	55,000	62,424	7,424	113%
Property & Liability Ins.	164,007	173,120	9,113	106%
Miscellaneous	169,075	297,230	128,155	176%
Total Expenditures	\$ 14,956,472	\$ 13,048,345	\$ (1,908,127)	87%
Operating Surplus (Deficit)	\$ (490,922)	\$ 1,131,229	\$ 1,622,151	-330%
Non-Operating Activity	-	377,346	377,346	NA
Total Fund Surplus (Deficit)	\$ (490,922)	\$ 1,508,574	\$ 1,999,496	-407%



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of July 31, 2024

SUBMITTED TO THE BOARD OF TRUSTEES

August 30, 2024

Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet JULY 31, 2024			
	Current Year Actual	Prior Year Actual	Current Year Inc (Dec)
Assets			
Cash	\$ 3,548,189	\$ 5,612,262	\$ (2,064,073)
Accounts Receivable-Students	911,085	791,924	119,161
Due From NCCC Association	15,117	52,015	(36,899)
Due From NCCC Foundation (Contributions)	971,697	933,641	38,056
Due From Other Funds	2,072,620	737,892	1,334,728
Due From Governments (State & Fed Fin Aid)	422,594	(74,625)	497,219
Prepaid Expenses	87,917	172,518	(84,601)
Total Assets	\$ 8,029,220	\$ 8,225,628	\$ (196,408)
Liabilities			
Accounts Payable	\$ 44,619	\$ 1,365	\$ 43,254
Payroll & Benefits Liabilities	(165,252)	9,882	(175,134)
Due to NCCC Association (Room, Meals, Books)	5,806	3,896	1,910
Due to NCCC Foundation (Rent)	200,363	192,198	8,166
Due to Other Funds	60	80	(20)
Due to Retirement	349,499	349,581	(82)
Compensated Absences	288,738	276,895	11,843
Other Liabilities	337,380	273,388	63,992
Total Liabilities	\$ 1,061,213	\$ 1,107,284	\$ (46,071)
Month End Equity	\$ 6,968,007	\$ 7,118,344	
Total Liabilities & Equity	\$ 8,029,220	\$ 8,225,628	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/23	\$ 5,582,811		
Estimated 23-24 Surplus (Deficit)	\$ (221,552)		
Projected Fund Balance as of 09/01/24 ¹	\$ 5,361,259		
Projected Fund Balance as a % of NOC	36%		
¹ GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$13,839,021.			

North Country Community College Revenues & Expenditures JULY 31, 2024				
	Annual Budget	YTD Actual	22-23 Actual M (L)	% of Budget
Revenues				
Tuition & Fees	\$ 5,436,230	\$ 6,190,630	\$ 754,401	114%
Sponsors' Contribution	2,580,000	2,352,500	(227,500)	91%
Chargebacks	822,700	826,054	3,354	100%
Out-of-State Tuition	396,000	285,780	(110,220)	72%
State Aid	3,939,811	3,939,962	151	100%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,290,809	1,570,303	279,494	122%
Total Revenues	\$ 14,465,550	\$ 15,165,230	\$ 699,680	105%
Expenditures				
Salaries	\$ 7,048,865	\$ 6,656,393	\$ (392,472)	94%
Payroll Taxes	539,238	476,554	(62,684)	88%
Medical	2,151,103	1,956,965	(194,138)	91%
Retirement	660,770	618,428	(42,342)	94%
Other	105,518	171,692	66,174	163%
Equipment	22,000	93,054	71,054	423%
Facility Leases	1,651,476	1,511,567	(139,909)	92%
Utilities	465,750	323,772	(141,978)	70%
Maintenance	189,175	229,354	40,179	121%
Office & General Supplies	44,700	38,833	(5,867)	87%
Advertising	179,000	126,360	(52,640)	71%
Professional Services	126,150	129,685	3,535	103%
Information Technology	503,900	573,613	69,713	114%
Library & Instructional Supplies	299,100	107,364	(191,736)	36%
Scholarships	581,644	594,694	13,050	102%
Travel	55,000	66,073	11,073	120%
Property & Liability Ins.	164,007	173,120	9,113	106%
Miscellaneous	169,075	318,191	149,116	188%
Total Expenditures	\$ 14,956,472	\$ 14,165,713	\$ (790,759)	95%
Operating Surplus (Deficit)	\$ (490,922)	\$ 999,517	\$ 1,490,439	-304%
Non-Operating Activity	-	385,679	385,679	NA
Total Fund Surplus (Deficit)	\$ (490,922)	\$ 1,385,196	\$ 1,876,118	-382%



North Country Community College

Sponsored by Franklin and Essex Counties

24-25 BUDGET EXECUTIVE SUMMARY

24-25 OPERATING BUDGET

24-25 CAPITAL BUDGET

NOTATIONS

SUBMITTED TO THE BOARD OF TRUSTEES

August 30, 2024

Presented by
ERIK HARVEY
Interim CFO

2024-25 BUDGET EXECUTIVE SUMMARY

North Country Community College presents a \$15,970,453 budget to support operations and a \$300,000 capital budget for the 24-25 academic year.

Total enrollment is assumed to be 1,020 AAFTE, which is 43 or 4% more than 23-24. Core enrollment makes up 885 AAFTE with the Second Chance Pell prison program adding another 135 AAFTE.

NCCC is anticipating In and Out of state enrollment of 640 AAFTE to be 39 or 7% more than 23-24. The first assumption is that out of state enrollment will be flat compared to the previous year. The second assumption is an increase of in state enrollment before new/recent initiatives by 5% Fall 24 vs. Fall 23. Lastly, conservative assumptions around continued expansion are layered on top. The expansion is related to several new or recently launched initiatives with the following leading the way, 1) the Nursing program expansion that started in January 2024, 2) the AA Liberal Arts – Early Childhood Education pathway, 3) the workforce development grant funded investments coming online, 4) the Practical Nursing (LPN)/Associates Degree in Nursing (RDN) program back to pre-pandemic levels, and 5) the Direct Support Professionals micro-credential. Lastly, the College Bridge and Second Chance Pell prison programs are assumed to be just slightly better than the previous year.

Applicants who have confirmed their intent to enroll for Fall 24 are up by 2% vs. Fall 23. At this same point in time last year Fall 23 applications were flat compared to Fall 22 and Fall 23 ended with a 4% increase in in-state enrollment before new initiatives. The delay in financial aid processing due to changes to the FASFA process has been mitigated by the Financial Aid and Information Technology teams' ability to quickly pivot and adopt the required functional and system level changes. At this point, North Country has pulled ahead of prior year financial aid awarding and believe this will have a positive impact on students making their final decisions to attend. By design, the college is registering students more efficiently which is making comparisons to gauge where registrations are relative to prior year difficult. The Fall 24 semester is still 8+ weeks away and the College will have a much better indication of fall performance at the end of July.

There are several pockets of restricted funds from grants, additional state aid, and NCCC Foundation fundraising that the College has received to invest in generating additional enrollment. These funds should help in attaining the projected 7% increase in 24-25 in and out of state enrollment, particularly around workforce development. The funds include 1) SUNY High Needs, Nursing Emergency, and Transformational Fund grants, 2) a US Department of Labor grant, 3) a NYS Perkins grant, and 4) a host of additional scholarship monies for the "6 on Us" promotion, Direct Support Professionals micro-credential, the "opportunity" scholarship fund, and opioid settlement monies from NYS OASAS, as well as Franklin and Essex Counties to help support students in certain programs like chemical dependency.

The 24-25 budget reflects a \$415K or 3% revenue increase and a \$600K or 4% increase in spending over the 23-24 forecast thus generating a neutral budget after transferring \$407K from the unrestricted fund balance.

The increase in revenue vs. 23-24 is primarily related to Tuition and Fees due to a projected 7% increase in in-and-out-of-state enrollment, slight increases in Bridge and Second Chance Pell enrollments, and a 2% tuition rate increase. For the first time in 4 years, the college Board of Trustees approved a tuition rate increase.

The College is still operating with caution. Although most of the pandemic related uncertainty has dissipated, sentiment towards higher education remains historically low creating a barrier to enrollment rebound. The budget continues to assume very little discretionary spending. It does include contractual raises and reinstates raises for management confidential staff who elected to not take them in 23-24 as part of a measure to control costs. Staff departures due to attrition are not being backfilled; where backfills are occurring, the administrative team is analyzing the need carefully and related cost reduction actions are being explored. The College budget continues to run at a deficit but has avoided an institution wide reduction in force or cutting of NCCC's biggest asset, its people. Provisions have been made in the budget for 1) rising health insurance premiums, 2) technology costs as North Country continues to invest in technology to increase processing efficiencies and better serve its students and employees, and 3) energy costs which decreased in 23-24 due to a mild winter and were restored in the 24-25 budget.

The unrestricted fund balance is projected to end August 31, 2025, at \$5 million, or 31% of total unrestricted net operating costs (NOC). For perspective, SUNY recommends a fund balance NOC of 15%, which the college stakeholders all feel is too low of a threshold. North Country, like many other community colleges, used its fund balance to preserve and/or enhance its intellectual property and people during the pandemic, and continues to do so, while it transforms and adapts in delivering on its mission for the counties and its citizens.

2024-25 BUDGET
24-25 OPERATING BUDGET

	2024-25 Budget	2023-24 Forecast	2023-24 Budget	24-25 More (Less) vs. 23-24 Forecast	
REVENUES					
Tuition - In-State	\$ 4,662,223	\$ 4,423,746	\$ 3,876,870	\$ 238,477	5%
Tuition - Out-of-State	323,520	284,665	396,000	38,855	14%
Tuition - Concurrent Enrollment	575,750	569,875	555,000	5,875	1%
College and Course Fees	1,148,506	1,057,369	1,004,360	91,137	9%
Sponsors' Contribution	2,657,400	2,580,000	2,580,000	77,400	3%
Chargebacks	788,000	840,000	822,700	(52,000)	-6%
State Aid	3,946,250	3,939,811	3,939,811	6,439	0%
HEERF Revenue Loss Claims	-	-	-	-	0%
Contributions & Other Income	1,462,101	1,453,309	1,290,809	8,792	1%
Total Revenues	15,563,750	15,148,774	14,465,550	414,976	3%
EXPENDITURES					
Salaries	7,602,614	7,269,524	7,048,865	333,090	5%
Benefits					
Payroll Taxes	581,600	556,119	539,238	25,481	5%
Medical	2,245,580	2,148,418	2,151,103	97,162	5%
Retirement	677,100	671,195	660,770	5,905	1%
Other	92,557	90,450	105,518	2,107	2%
Total Benefits	3,596,837	3,466,182	3,456,629	130,655	4%
Equipment	45,000	63,495	22,000	(18,495)	-29%
Contractual					
Rental	1,684,726	1,651,476	1,651,476	33,250	2%
Utilities	417,850	356,500	465,750	61,350	17%
Maintenance	185,900	256,325	189,175	(70,425)	-27%
Office & General Supplies	54,325	53,075	44,700	1,250	2%
Advertising	180,000	177,500	179,000	2,500	1%
Professional Services	127,800	132,060	126,150	(4,260)	-3%
Information Technology	703,000	643,000	503,900	60,000	9%
Library and Instructional Supplies	290,550	262,590	299,100	27,960	11%
Scholarships	221,000	220,810	268,000	190	0%
Scholarships - Concurrent Enrollment	383,475	380,129	313,644	3,346	1%
Travel	94,375	84,005	55,000	10,370	12%
Property & Liability Insurance	195,376	174,792	164,007	20,584	12%
Miscellaneous	187,625	179,430	169,075	8,195	5%
Total Contractual	4,726,002	4,571,692	4,428,978	154,310	3%
Total Expenditures	15,970,453	15,370,893	14,956,472	599,560	4%
Transfer from Fund Balance	406,703	222,119	490,922	184,584	-
Surplus / (Deficit)	\$ -	\$ -	\$ -	\$ -	0%

2024-25 BUDGET 24-25 CAPITAL BUDGET

	2024-25 Budget
REVENUES	
DASNY State Approved Match	\$ 150,000
County Appropriations	100,000
County Chargeback Revenues	50,000
Total Revenues	\$ 300,000
PROJECTS	
Critical Infrastructure and Maintenance Upgrades	\$ 300,000
Total Project Expenditures	\$ 300,000
Net Surplus/(Deficit)	\$ -

This is the standard annual critical maintenance capital budget funded 50% by the counties of Essex and Franklin and 50% by the Dormitory Authority of the State Of New York (DASNY) using the state approved capital matching program. The specific projects the funding will be allocated to will be identified and prioritized through the College's capital planning process. Of course, should these funds be needed for unanticipated emergencies, they would be appropriated to those projects immediately.

Last summer and fall North Country completed three capital projects related to Nursing lab upgrades (at all campuses), Science lab upgrades (Malone and Saranac Lake campuses), and HVAC upgrades. Included in those projects were lavatory and vestibule entrance upgrades on the Saranac Lake campus. These were the first significant investments in the College's facilities in a generation or more, and the College was excited to move its laboratories into a more modern setting to enhance learning and student success. It is expected that these modern facilities will be attractive to potential students choosing their place of study and be a driving force in getting the Nursing program back to full capacity.

This summer, the College is planning further infrastructure upgrades to the Nursing buildings in all three locations. Malone and Ticonderoga will see final HVAC upgrades by converting fuel oil burners to propane furnaces in Malone and addressing cooling issues in Ticonderoga. Planning for the Saranac Lake nursing building includes new windows, a new boiler and a new roof. This project also includes additional equipment to supplement the phase I laboratory buildouts, and if monies are available, reconstructing the student pathway from the library to the nursing building. These building and ground improvements are being funded by a DASNY match of the original HRSA \$1 million grant used to fund phase 1.

In addition to the nursing building phase II upgrades, the college is planning to upgrade the Sparks Athletic Facility and field. Improvements will include a new scorer's tower, a Daktronics scoreboard w/sound, all-purpose backstop systems, replacement of all exterior doors and entrance vestibules, refurbished lavatories and locker rooms, a modernized pool mechanical room, and improvements to the drains and sewage lines (including adding a grinder). Not only will these upgrades help with recruiting and retaining student athletes, but this facility is very important to the community. There are several programs run out of the Athletics Department that the community relies on such as youth and adult swim programs, CPR and lifeguarding classes, NYS Trooper and Fire training, Kids Night Out, local youth sports team clinics and practices, and other recreational uses of the gym. This project will be funded by the college, NCCC Foundation fundraising, and matching funds provided by DASNY.

2024-25 BUDGET NOTATIONS

COUNTY SPONSORSHIPS

The College is grateful for the ongoing support and sponsorship by Essex and Franklin Counties. County sponsorship provides additional resources to ensure that county residents have access to an affordable and quality higher education experience through on-campus, on-line, and College Bridge offerings. Total county appropriations are \$2,757,400. Each county contributes \$1,328,700 towards operations and \$50,000 towards critical maintenance capital projects. In addition to these disbursements, the counties combine to allow the College to use approximately \$785K in operating chargeback receipts to fund operations and \$55k in capital chargeback receipts to fund capital projects.

Funding Student Education by Source

42%	\$6.7 million	Student
26%	\$4.1 million	New York State
23%	\$3.6 million	Essex and Franklin County (11.5% per county)
9%	\$1.5 million	NCCC Foundation and other income
100%	\$15.9 million	Total Revenue (including capital contributions)

BUDGET OPPORTUNITIES

NYS Budget items passed to support community colleges and their students.

- Base aid floor funding at the 21-22 amount.
- Continuing expansion of the Tuition Assistance Program (TAP) for part-time students as well as increases in the minimum and maximum awards/year for full-time students.
- Continuing the ability for incarcerated individuals to receive TAP.
- North Country's request for a \$1.2 million DASNY match for further Nursing and Athletic Facility improvements on the heels of a generational construction and technical infrastructure upgrade.
- Additional community college recurring restricted funding. North Country was awarded \$200K of an \$8 million fund to be invested in Healthcare Workforce and Mental Health initiatives.

Additional new initiatives on the horizon, not considered in the budget.

- Surgical Tech with Mohawk Valley Community College.

BUDGET RISKS

Revenue

- The NYS Base Aid floor funding model is at risk of being reverted to the FTE method and provides the college with \$265K in additional NYS aid.
- The 2nd Chance Pell prison program enrollment carries risk due to 1) Governor Hochul's approval to close up to 5 prisons, which are unknown at the time of this report, 2) access to incarcerated students is increasingly difficult at FCI Ray Brook due to lockdowns, and 3) a new policy that incarcerated individuals can transfer to facilities closer to home.

Expense

- Health Insurance premiums have risen 20% since 2021-22 with no end in sight.
- Information Technology demands continue to increase across the college as well as hardware and software support costs. An ageing Student Information System will have to be replaced in the next 3-5 years at a significant up-front and on-going cost.
- Property, Liability, Auto, and Cyber insurance premiums continue to rise as carriers revalue properties, the general cyber risk continues to increase, and the college's claims and experience rate in recent years is catching up.



North Country Community College

5-Year Financial Projection

For the five years ending August 31, 2029

	Actual	Forecast	Projected				
	22-23	23-24	24-25	25-26	26-27	27-28	28-29
AAFTE Students							
In-State	443	480	480	492	493	488	488
Initiatives	38	82	120	114	108	108	108
Out-of-State	46	39	40	40	40	40	40
Subtotal In/Out-of-State	527	601	640	646	641	636	636
Concurrent Enrollment (bridge)	239	243	245	259	241	235	246
Subtotal Core Operating	766	844	885	906	882	871	882
Pell Program	138	134	135	135	135	135	135
Total AAFTE	904	977	1,020	1,041	1,017	1,006	1,017

in thousands

Unrestricted Fund

Revenue

Operating Revenue	\$ 14,699	14,715	14,916	15,629	15,745	15,889	16,087
New Initiatives Tuition	\$ 199	434	648	628	607	619	631
Total Revenue	\$ 14,898	\$ 15,149	\$ 15,564	\$ 16,256	\$ 16,351	\$ 16,507	\$ 16,718

Expense

Operating Expense	\$ 15,289	15,874	16,393	16,741	17,110	17,482	17,859
Expense Reductions	\$ -	(504)	(423)	(423)	(423)	(423)	(423)
Total Expense	\$ 15,289	15,370	15,970	16,319	16,687	17,060	17,437

Operating Surplus (Deficit)

Non-Operating	\$ (196)	-	-	-	-	-	-
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Unrestricted Fund Surplus (Deficit)	\$ (587)	\$ (222)	\$ (407)	\$ (62)	\$ (336)	\$ (552)	\$ (718)
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Fund Balance Beginning 9/1

Changes to Net Position	\$ (587)	\$ (222)	\$ (407)	(62)	(336)	(552)	(718)
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Fund Balance Ending 8/31

Fund Balance NOC %	36.5%	34.9%	31.0%	30.0%	27.3%	23.5%	18.8%
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	AAFTE Projections						
Initiatives	22-23	23-24	24-25	25-26	26-27	27-28	28-29
ADN Program Expansion	-	23	24	24	24	24	24
AA Lib Arts – Early Childhood Ed pathway	21	25	20	20	20	20	20
Workforce Development Office	-	-	11	14	14	14	14
PN/ADN program back to pre-pandemic levels	3	(7)	10	10	10	10	10
AS Cybersecurity and Digital Forensics (SL)	-	3	8	8	8	8	8
Akwesasne student population increase	-	-	7	7	7	7	7
AS Business: Healthcare Administration track	4	11	7	7	7	7	7
AAS Surgical Tech with MVCC	-	-	6	-	-	-	-
Direct Support Professionals Microcredential	-	10	6	6	-	-	-
Teaching Assistant Certificate	0	10	5	5	5	5	5
Entrepreneurship Certificate	5	2	4	5	5	5	5
AEMT EMT certification programs	0	3	3	3	3	3	3
Digital Design and Advertising Certificate	-	0	3	3	3	3	3
Rad-Tech program back to pre-pandemic levels	3	2	2	2	2	2	2
Total Projected Initiative AAFTE	38	82	116	114	108	108	108

In-State Tuition (Per AAFTE)	\$ 5,280	\$ 5,280	\$ 5,400	\$ 5,508	\$ 5,618	\$ 5,731	\$ 5,845
College and Course Fees (Per AAFTE)	\$ 1,910	\$ 1,822	\$ 1,794	\$ 1,792	\$ 1,793	\$ 1,795	\$ 1,795
Operating Chargeback Rate (Per AAFTE)	\$ 5,010	\$ 4,330	\$ 4,330	\$ 4,330	\$ 4,330	\$ 4,330	\$ 4,330
Tuition Increase	0%	0%	2%	2%	2%	2%	2%
Second Chance Pell Chargebacks	\$ 120,240	\$ 175,000	\$ 150,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
Non-Credit Revenue (no AAFTE Associated)	\$ 43,575	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000

NC

NORTH COUNTRY
COMMUNITY COLLEGE

THE STATE UNIVERSITY OF NEW YORK

North Country Community College

5-Year Financial Projection

	Actual								Forecast	Projected				
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29
AAFTE Students														
In-State	773	694	711	655	575	577	493	443	480	480	492	493	488	488
Initiatives	-	-	-	-	-	-	-	38	82	120	114	108	108	108
Out-of-State	57	52	46	44	73	31	39	46	39	40	40	40	40	40
Subtotal In/Out-of-State	830	746	757	699	649	609	533	527	601	640	646	641	636	636
Bridge	214	248	257	255	250	234	240	239	243	245	259	241	235	246
Subtotal Core Operating	1,044	994	1,014	954	898	843	772	766	844	885	906	882	871	882
Pell Program	-	96	173	151	146	133	104	138	134	135	135	135	135	135
Total	1,044	1,090	1,187	1,105	1,044	976	876	904	977	1,020	1,041	1,017	1,006	1,017
in thousands														
Unrestricted Fund														
Revenue														
Student Tuition and Fees	\$ 5,436	\$ 5,947	\$ 6,601	\$ 6,085	\$ 6,537	\$ 6,380	\$ 5,375	\$ 5,726	\$ 6,336	\$ 6,710	\$ 6,844	\$ 6,847	\$ 6,884	\$ 6,997
State Aids	3,877	3,728	3,897	4,245	4,138	3,846	4,076	4,005	3,940	3,946	3,946	3,946	3,946	3,946
County Aids	3,071	3,301	2,962	3,017	3,019	3,159	3,045	3,385	3,420	3,445	3,550	3,632	3,717	3,804
HEERF Revenue Loss Claims	-	-	-	-	-	552	1,556	509	-	-	-	-	-	-
Contributions Other Income	983	1,067	1,076	1,153	1,090	1,229	1,085	1,273	1,453	1,462	1,916	1,926	1,961	1,971
Total Revenues	13,367	14,043	14,536	14,500	14,784	15,165	15,137	14,898	15,149	15,564	16,256	16,351	16,507	16,718
Expense														
Salaries	6,003	6,221	6,748	7,159	7,532	6,652	6,975	7,393	7,270	7,603	7,793	7,983	8,173	8,363
Benefits	2,787	2,807	3,086	3,256	3,365	3,152	3,210	3,371	3,466	3,597	3,701	3,809	3,921	4,036
Contractual	3,632	4,012	4,446	4,454	4,019	3,943	4,332	4,525	4,635	4,771	4,824	4,894	4,966	5,038
Total Expenses	12,422	13,040	14,279	14,870	14,916	13,747	14,516	15,289	15,370	15,970	16,319	16,687	17,060	17,437
Operating Surplus (Deficit)	945	1,003	257	(370)	(133)	1,419	621	(391)	(222)	(407)	(62)	(336)	(552)	(718)
Non-Operating	(84)	(44)	(336)	6	(204)	(101)	(51)	(196)	-	-	-	-	-	-
Unrestricted Fund Surplus (Deficit)	\$ 861	\$ 959	\$ (79)	\$ (363)	\$ (336)	\$ 1,318	\$ 569	\$ (587)	\$ (222)	\$ (407)	\$ (62)	\$ (336)	\$ (552)	\$ (718)
Fund Balance Beginning 9/1	\$ 3,242	\$ 4,104	\$ 5,063	\$ 4,983	\$ 4,620	\$ 4,284	\$ 5,601	\$ 6,170	\$ 5,583	\$ 5,361	\$ 4,955	\$ 4,892	\$ 4,557	\$ 4,005
Changes to Net Position	861	959	(79)	(363)	(336)	1,318	569	(587)	(222)	(407)	(62)	(336)	(552)	(718)
Fund Balance Ending 8/31	\$ 4,104	\$ 5,063	\$ 4,983	\$ 4,620	\$ 4,284	\$ 5,601	\$ 6,170	\$ 5,583	\$ 5,361	\$ 4,955	\$ 4,892	\$ 4,557	\$ 4,005	\$ 3,286
Fund Balance NOC %	33.0%	38.8%	34.9%	31.1%	28.7%	40.7%	42.5%	36.5%	34.9%	31.0%	30.0%	27.3%	23.5%	18.8%

Assumptions:		
FTE's	In State 2024-25 assumes a 5% increase based on FA24 key indicators and considers SUNY enrollment projection trends for 2025-29.	
	Initiatives are assumed to be In State students and replace declined In State enrollment.	
	Out-of-State gets back up to 10 AAFTE less than average pre-pandemic levels in 2023-29.	
	Concurrent enrollment (bridge students) considers historic trends and SUNY enrollment projection trends 2025-29.	
	The Second Chance Pell prison program is assumed to climb back to 10 AAFTE less than average pre-pandemic levels 2027-29.	
Tuition	Maintained same tuition rate level 2020-24. Assumes 2% Increase year over year 2024-29. (Every 1% increase = \$30K revenue).	
Fees	Assumes same rates as 2020-21, proportionate to AAFTEs.	
County Aid	County operating aid increased by \$200K in 2023-24. Starting in 2024-25, the counties agreed to an annual 3% increase.	
State Aid	Base aid assumes the 100% floor rule 2022-29. NYS base aid 100% floor is based on 2021-22 fiscal year which was 98% of 2020-21 fiscal year base aid. North Country assumes the 100% Floor with no future increases.	
	Rental aid increases 2% each year to correspond with 2% rent increase to NCCC Foundation.	
Salaries	\$190K increase per year for contractual labor increases.	
Benefits	3% increase per year, primarily for Health Insurance.	
Non-Personnel	1.5% increase per year to cover rent rate escalations and rising technology costs.	
Prison Program	The experiment is now moving to the formal Prison Education Program. NYS Governor also approved TAP for incarcerated students.	
Donations	Included above and starting in July 2025, the NCCC Foundation bonds will mature and the Foundation could potentially contribute an additional \$41.5K per month or \$500K per year to the college.	
New Enrollment	Restricted funds through grants, additional state aid, and NCCC Foundation fundraising are available to invest in generating additional enrollment. They include 1) SUNY High Needs, Nursing Emergency, and Transformational Fund grants, 2) a Dept. of Labor grant, 3) a Perkins grant, and 4) additional scholarship monies for the "6 on us" promotion, Direct Support Professionals Micro credential, the "opportunity" scholarship fund, and opioid settlement monies from NYS OASIS, Franklin, and Essex Counties to assist students in certain programs like chemical dependency.	

**North Country Community College
President's Report to the Board of Trustees
August 30, 2024**

Greetings to you all,

...on this last Friday in August. I hope this finds you well. Labor Day is this Monday and with it comes the unofficial end of summer. I hope it has been a summer filled with much enjoyment for you and yours.

The faculty and members of our professional staff returned on August 19th, preparing themselves and the College to welcome students, which we did over the last several days. Onboarding activities, including tech onboarding and New Student Orientation, occurred throughout August, and this year we added support for students in the form of three new Academic and Career Advisors, one at each campus.

Our 2024-2025 budget was supported by our county sponsors and included a 3% increase in operational support. We are grateful for their ongoing support and commitment to the College and our students.

The Fall 2024 semester formally began on Monday, August 26th with the start of classes. In addition, the fall sports season is underway, and a *North Country Live* community education series is slated to launch next Thursday, September 5th. These are exciting and busy times for all!

At today's meeting, we will be joined by our newest trustee, Shia Bright, who was elected by her peers to serve as the College's Student Trustee for the 2024-2025 year. Shia is in our *AS Environmental Science* program hailing from St. Lawrence County, who established a strong record of service last year with the Student Government Association.

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

Joe

★ **Board Matters**

Updates for you include:

□ ***Board Appointments:***

- *County:* No updates. Our county appointments are filled.
- *Student:* Shia Bright, an *AS Environmental Sciences* student and Student Government Association officer, was elected by students to serve as their trustee for the 2024-2025 year. Shia joins us today.
- *Governor's:* No update in terms of appointment, though we have heard that one may be occurring soon.

Other updates include:

- [New York Community College Trustees \(NYCCT\)](#): have been developing their advocacy plan for the upcoming year and will be holding their annual conference October 3-5th, 2024 in Saratoga Springs. If you are interested in attending and have not already indicated that, please let us know.

★ Budgeting and Planning

□ **24-25 Budget:**

- Since the June 2024 meeting, we presented the budget to Essex and Franklin County. They approved it and included a requested 3% increase in operational support. Erik will have more for you in his report.
- The NYS FY 2025 Budget, which passed in mid-April 2024, included \$8M for operating services and expenses for community colleges pursuant to a plan approved by the Director of the Budget. The College received \$200,000, to be equally split in investments in Health Care Workforce, and Mental Health. Those funds are anticipated to be recurrent, thus these investments are financed by them. More about the College's plan for them can be found below.
- **25-26 Budget Advocacy:** Advocacy for additional operational funding for SUNY Community Colleges in the 2025-2026 NYS Budget is underway.

★ Enrollment

- **Fall 2024 Enrollment:** Core Enrollment (the three campuses, Akwesasne site and online) has largely been completed as of this meeting and we will have some preliminary figures for you at the meeting. Early indicators are that we are up in enrollment, both in headcount and in AAFTE.

★ Other Items of Interest

□ **Campus Safety:**

- **New guidance for Title IX of the Education Amendments of 1972** came into effect in August 2024 (the Final Rule). Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. New requirements include...
 - **An expansion in scope:** *Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.*
 - **Required response:** *A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity must respond promptly and effectively;*
 - **Notification:** *Any employee who is not a confidential employee and who either has authority to institute corrective measures on behalf of the recipient or has responsibility for administrative leadership, teaching, or advising in the recipient's education program or activity to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or this part;*
 - **Training:** *Training is required, and SUNY has developed a comprehensive training which all NCCC employees will need to complete this September.*
- **Title VI Training and Guidance:** in the wake of a rise in Antisemitism, Islamophobia, and other hate crimes and harassment the US Department of Education issued updated guidance on how to interpret and enforce Title VI of the Civil Rights Act of 1964, reminding institutions *that there is a legal*

responsibility under Title VI of the Civil Rights Act of 1964 and its implementing regulations to provide all students a school environment free from discrimination based on race, color, or national origin, including shared ancestry or ethnic characteristics.

- **SUNY has** developed required training for campuses and has developed several model policies and templated protocols so institutions can provide students with clear guidance about what are appropriate means and methods to protest on campuses that comport with Title VI requirements and 1st Amendment rights. The College is reviewing those policies and expects to work on them over the next several weeks.
- **Ongoing Planning:**
 - **Tabletops:** Stacie Hurwitch has been leading efforts with the NYS Police to secure additional campus safety training. This included a tabletop exercise at the Brasher Falls School District earlier this summer. We are planning on additional training to take place this fall.
 - **Security Cameras:** Scott Harwood and his team restored security cameras in all the academic areas that were disrupted by last year's construction, and at the Sparks Athletic Complex.
 - **Key Project:** Rick Heath and his team have largely completed a rekeying of all three campuses.
- **Office of Civil Rights Review:** Earlier this summer, we received the Letter of Findings from the Spring 2024 review. We are in the process of responding with an initial corrective plan which we anticipate receiving approval for some time this semester. Once the plan has been approved, we will share both the findings and plan with you.
- **Student Affairs:**
 - **Assoc Vice President for Student Affairs position:** the search for this position ended earlier this summer. Regretfully, while an offer was made, the individual decided that they were not able to join us. We will spend the next couple of weeks looking at options for how best to staff the area.
 - **Student Affairs:** the Student Affairs team (Athletics and Student Life) is off to a good start.
 - *New Student Orientations* have been held on all campuses as well as virtual sessions, students have moved into the residence halls and programming underway.
 - *Basic Needs support* including a Food Pantry and information on accessing SNAP benefits were shared.
 - This year, the *Whitewater Rafting trip*, usually scheduled for spring, will be offered on September 14th with the hopes of engaging more students.
 - Athletics is busy with the start of the *Fall 2024 soccer* schedule for both the women and men's teams and Title IX training of student-athletes.
- **Strategic Plan Update**
 - *2024-2027:* Action related to the four (4) strategic priorities is underway. Some highlights include:
 - Pathways: *Provide a meaningful and engaging education that prepares students for transfer or career opportunities.*

- A professional development opportunity on AI will be offered to the faculty and staff on Friday, October 25th. A community presentation will take place the night before as part of NC Live's Fall 2024 series.
- Student Experience: *Create and nurture a supportive environment that welcomes diversity and difference and focuses on student success and growth.*
 - The action plan related to the OCR review is under development
- Partnerships: *Act as a strong and valued partner in the communities we serve.*
 - North Country Live Summer Series (Ti) and Fall Series (SL) – supported by the Cloudsplitter Foundation launches September 5th, 2024
 - Direct Support Professional Microcredential
- Sustainability: *Ensure the financial sustainability of the institution through strengthening enrollment and maximizing use of resources.*
 - June 4th, 2024 Strategic Dialogue
 - Summer 2024 Foundation activities
- **Grants and Opportunities**
 - *Perkins*: Our Perkins allocation for 2024-2025 of \$173,057 and our grant proposal includes adding pediatric manikins in nursing labs, a digital cassette imaging system in Rad Tech, and ongoing support for students with disabilities in the form of ReadSpeaker (a text-to-speech software system) and the Logistics Coaches (supporting those students diagnosed with autism and/or attention-deficit/hyperactivity disorder).
 - *Congressionally Directed Spending*: Our application for \$115,000 for new equipment to support science instruction was *not* advanced by the Senate's Appropriations Committee.
 - *Next Move NY*: The College has been invited to present our proposal to the Regional Economic Development Council (REDC) related to *Next Move NY* which is focused on transitioning soldiers and spouses at Ft. Drum and retaining them in the North Country. We propose to establish pathways to the College and eventually a pathway to employment that a) aligns with the career interests of transitioning soldiers and spouses, b) leverages prior learning and experience gained while in military service, c) wraps support as these individuals decide to and eventually set up roots at one of our three campus locations and d) establishes and supports paid apprenticeships/ internships in their career field with local partners, with a goal of linking them with employment opportunities post-graduation.
- **Information Technology (IT)**: A few highlights from the summer:
 - Supported new DSP and ADN students, among others in their Summer 2024 courses,
 - Restored college computers impacted by the CrowdStrike issue,
 - Developed and helped support hundreds of new student accounts,
 - Added new laptops to the Library classroom,
 - Readied classroom tech for the start of the new academic year,
 - Worked with administrative units to address concerns, and
 - Began developing the framework for an IT Advisory Board, with a goal of a Fall 2024 meeting.

- ❑ **Facilities:** The Facilities staff had a busy summer, keeping the campuses in good shape. Some updates include:
 - Painting and general maintenance on the campuses,
 - Refurbishing the SL quiet testing room (i.e, lights, carpets, dividers),
 - Refurbishing two nursing classrooms (CL-06 and CL-07) on the SL campus (i.e., lights, carpets, sound reduction panels),
 - Striping of the parking lots, and
 - Removal of several dead trees on the SL campus.

Planning is underway for capital upgrades to the *Sparks Athletic Complex* and *Clermont Hall*, leveraging capital funding from the Foundation, private donors, and a DASNY match from the HRSA funding received for the nursing lab upgrades. The DASNY match approved in the FY 2025 budget. We would like to move forward with JMZ Architects to draw up the plans for the Sparks Project, manage the bidding process and provide construction administration. NYS Procurement guidelines do not require us to seek out bids for professional services such as architectural services.

- ❑ **NCCCAP:** No updates at this point. We look forward to another productive year working with NCCCAP.
- ❑ **CSEA:** We are working with CSEA in drafting a Phased Retirement process and expect to complete it shortly. We look forward to another productive year working with CSEA as well.
- ❑ **Middle States:** There are no updates. The MSCHE Conference is taking place in mid-December, and we anticipate having some of our colleagues attend.
- ❑ **SUNY:**
 - Updates on the *Transformational Initiatives*:
 - ❑ *Grant Manager:* we contracted with Betsy Penrose, a 30+ year veteran of SUNY (27 at Jefferson Community College where she served as VP for Students from 2009-2018, and 5 at Alfred State where she was VP for Enrollment Mgmt) to serve as a Grant Writer. Betsy is already hard at work meeting with members of our community to identify priorities.
 - ❑ *Academic and Career Advisors:* Three (3) folks have joined us in this capacity, Emma Lane (ML), Nate Eury (SL) and Portia Burke (Ti), starting this semester.
 - ❑ *Workforce Development Coordinator (tech focus):* We've yet to hire this position, though a search has been underway.
 - Updates on the \$8M: The College received \$200,000 (\$100,000 for Health Care Workforce and \$100,000 for Mental Health). Our proposal, which was recently approved by SUNY is as follows:
 - ❑ *Health Care Workforce:* investments in nursing to support the expanded ADN program including needs for clinical and simulation coordination, as well as adjunct instructors
 - ❑ *Mental Health:* plans to hire a campus-based full-time counselor/social worker who can provide for the mental health and associated socio-emotional needs of students more directly.

- **NYSED:** Other than the Office of Civil Rights (OCR), there are no updates.
- **Second Chance Pell to Prison Education Program:** Sarah Kilby continues to work on the PEP application, which met its first milestones earlier this summer. At the same time, Fall 2024 courses are slated to start.

That's all for now. Gratefully yours,



Joe Keegan
President
North Country Community

NORTH COUNTRY COMMUNITY COLLEGE RESOLUTION

WHEREAS the Assistant Dean for Institutional Research and Support recommends the temporary appointment of Kevin Symonds to the full-time, 221-day, exempt appointment as Programmer/Analyst effective July 15, 2024, at an annual rate of \$46,431.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Kevin Symonds to the full-time, 221-day, exempt appointment as Programmer/Analyst effective July 15, 2024, at an annual rate of \$46,431.

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

2023/24

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 3, 2024

Mr. Kevin Symonds, Jr.
38 Cantwell Way, Apt 1
Saranac Lake, NY 12983

Dear Mr. Symonds:

Pending approval at the Board of Trustees meeting on Friday, August 30, 2024, I am pleased to offer you a temporary, full-time, twelve-month (221-day) exempt appointment as Programmer/Analyst, effective July 15, 2024, for the remainder of the 2023-2024 fiscal year.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 7 on Schedule C of the 2022-2025 CBA, which is an annualized salary of \$46,431. Your per-diem based on 221 days is \$210.10.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor is Scott Harwood, Assistant Dean for Institutional Research and Support, and your area supervisor is Joe Keegan, College President.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than July 12, 2024.

Sincerely,

A handwritten signature in blue ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

A handwritten signature in black ink, appearing to be 'K. Symonds', written over a horizontal line.
Employee Signature

7/8/24
Date

NORTH COUNTRY COMMUNITY COLLEGE RESOLUTION

WHEREAS the Assistant Dean for Institutional Research and Support recommends the temporary appointment of Kevin Symonds to the full-time, 221-day, exempt appointment as Programmer/Analyst for the 2024/2025 academic year, at an annual rate of \$48,146.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Kevin Symonds to the full-time, 221-day, exempt appointment as Programmer/Analyst 2024/2025 academic year, at an annual rate of \$48,146.

This position is currently funded in the 2024/25 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2024/25 academic year and will not be renewed.

2023/24

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 19, 2024

Mr. Kevin Symonds, Jr.
38 Cantwell Way, Apt 1
Saranac Lake, NY 12983

Dear Mr. Symonds:

Pending approval at the Board of Trustees meeting on Friday, August 30, 2024, I am pleased to offer you a temporary, full-time, twelve-month (221-day) exempt appointment as Programmer/Analyst, for the 2024-2025 fiscal year.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 8 on Schedule C of the 2022-2025 CBA, which is an annualized salary of \$48,146. Your per-diem based on 221 days is \$217.86.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor is Scott Harwood, Assistant Dean for Institutional Research and Support, and your area supervisor is Joe Keegan, College President.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than August 23, 2024.

Sincerely,

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

Kevin L. Symonds Jr.

38 Cantwell Way apt 1 Saranac Lake, NY 12983 518-524-6644

greywolfkls@gmail.com

Experience

North Country Community College - Help Desk Technician

September 2021-present

Assisting with computer related issues in person, over the phone and remote via Zoom or Teams, I'm also responsible for upgrading and installing the computers in the offices and computer labs (hardware and software) I work with Office 365, and Windows 10,11 and Windows server, I have some experience with Active Directory mapping network printers, and building Servers (File, Print and Domain)

North Country Community College – Administrative Aide

August 2019-September 2021

I was responsible for answering the phone and filing for the Maintenance Dept. I also used the work order program to give work assignments, I oversaw sorting out and getting blueprints digitized, I also kept the computers and printers running in the maintenance dept, I was also in charge of the mail machine and sorting of incoming and outgoing mail.

North Country Community College – Cleaner/Messenger/Laborer

June 2012-August 2019

I did everything from cleaning the dorms to lawncare, plowing, shoveling, office moves and cleaning and fueling our trucks, delivering mail.

SKILLS

- | | |
|-------------------------------------|---|
| • SharePoint Administrator | PC Hardware Diagnostics |
| • Office 365 Admin | Remote Assistance |
| • Google Analytics Admin | Networking |
| • Operating Systems (Windows 10/11 | Adobe Admin |
| • Server 2019) | Programming Languages- Python, VBA |
| • Programming Language (Python VBA) | Web Development - HTML 5 CSS JavaScript |

Software

- | | |
|--------------|----------|
| • Office 365 | CAMS |
| • AutoCAD | MIP |
| • Deepfreeze | Adobe CC |

Education

SUNY Canton - Construction Engineering 2000-2002

I did not complete this degree and I earned about 70 credits.

Saranac Lake High School – Diploma 1996

Amateur Radio operator – General Class license KC2OXL



Board of Trustees

2024-2025 Meeting Schedule

Friday, October 25th, 2024 | 11:00 am

Friday, November 22nd, 2024 | 11:00 am

Friday, January 31st, 2025 | 11:00 am

Friday, February 28th, 2025 | 11:00 am

Friday, April 25th, 2025 | 11:00 am

Thursday, May 29th, 2025 | 11:00 am

Thursday, June 26th, 2025 | 11:00 am

Friday, August 29th, 2025 | 11:00 am

Please note: All Board of Trustee meetings are scheduled to begin at 11:00am in HH105, or through Zoom where applicable. To obtain a link to the meeting please send an email request to Stacie Hurwitch, Asst. Secretary to the Board, at shurwitch@nccc.edu. Thank you.