



Board of Trustees

January 31, 2025 | 11:00 a.m.

Saranac Lake Campus (HH-105) & Zoom access by request

- I. Call to Order
- II. Approval of November 22nd, 2024 Meeting Minutes
- III. Liaison Reports
 - a. College Senate
 - b. NCCC Association of Professionals (NCCCAP)
 - c. Civil Service Employee Association (CSEA)
- IV. College Reports
 - a. Board Chair
 - b. Interim Vice President for Academic Affairs
 - i. Resolution | Appointment - Nursing Instructor
 - ii. Resolution | Policy - NCCC's Academic Credit by Evaluation
 - iii. Resolution | Discontinue Program on the Elizabethtown Campus
 - iv. Resolution | Program Title Change
 - c. Vice President for Marketing and Enrollment
 - d. Interim Chief Financial Officer
 - i. Financials | November 2024 and December 2024
 - e. Interim Associate Vice President for Student Affairs
 - f. College President
- V. Representative Reports
 - a. NCCC Association
 - b. NCCC Foundation
- VI. Old Business
- VII. New Business
- VIII. Public Comment
- IX. Executive Session
- X. Adjourn

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

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



Board of Trustees Meeting Minutes

Friday, November 22, 2024 | 11:00am

Board Members Present: Pete Suttmeier, Donna Wadsworth, Linda Beers, Dan Kelleher, Todd LaPage, Seth McGowen, Mary Irene Lee, and Shia Bright

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Tara Evans, Erik Harvey, Kyle Johnston, Jackie VanBrunt, Chris Knight, Scott Harwood, Tina LaMour and Lee Susice. Members of the College community joined as well.

Board Chair, Pete Suttmeier called the meeting to order at 11:02 a.m. after quorum was met.

Minutes

Mary Irene Lee made the motion to accept the August 30th, 2024, meeting minutes. Dan Kelleher seconded the motion. The August 30th, 2024, meeting minutes were unanimously (7-0-0).

College Senate Chair | Chad LaDue

- Three meetings have occurred this semester.
- An Ad hoc Committee has been created to identify potential remedial classes to be held over the summer.

NCCCAP President | Lee Susice

- Noted members of NCCCAP have voted in favor of supporting the Remote Work Policy.

CSEA President | Dianna Trummer

No report

Board Chair Report | Pete Suttmeier

- Pete, Linda and Joe attended the annual NYCCT meeting in Saratoga, NY.
- Pete shared that he attended the recent IT Advisory Board meeting. He said it was overall a good presentation and was surprised at the expense of software and support. The College is currently looking for potential resources to satisfy these needs.
- Commented on the recent development from Chancellor's office regarding their involvement in the future hiring of Community College Presidents. Community College boards are not in favor of this decision. NYCCT is working with a lawyer to contest this administrative decision.
 - Members of the board spoke of the Chancellor's attempt to overstep the roles of the boards and counties who support them.

Interim Vice President for Academic Affairs | Sarah Maroun

- The Humanities Department hosted play-readings this semester.
- Dr. Bill Daggett presented on AI and its future in education. His presentation sparked a lot of

interesting conversation. A meeting is planned today to continue the conversation on how AI will dramatically change education and will discuss how the College can benefit from it.

- There were four 2nd Chance Pell graduations between the prisons this fall. (can we get a total number of students graduating?)
- Updates from SUNY: 2 learning outcomes have been added in GenEd (AI and Civic Dialog).
- Grant proposal for a partnership with Saranac Lake Central School District. – partnerships – The goal will be to connect with High School students and offer developmental English, Math, and college success for seniors. It will be geared towards students who may not see themselves in the college environment.
 - Members of the board spoke of the opportunities this partnership could create.
- The AAS Nursing Hybrid Pinning Ceremony will be held on December 14th at the Harrietstown Town Hall in Saranac Lake. These 29 students are from the first hybrid cohort.

The Board moved to approve the following resolution:

Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Amy Sloan, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the remainder of the 2024/25 academic year, at an annual salary of \$49,554 (pro-rated to reflect 9/16/2024 start date). 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. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Interim Associate Vice President of Student Affairs | Jackie VanBrunt:

- Jackie introduced herself to the Board. She began this position in October 2024.
 - Members of the Board welcomed her to NCCC.
- Jackie shared there will be a Thanksgiving Feast in the Connector this Wednesday.
- Jackie shared each campus has a food pantry. These pantries have been in high need on the campuses.

Vice President for Marketing and Enrollment Management | Kyle Johnston

- The Free Application for Federal Student Aid (FAFSA) is now available for the 25-26 year. Various communications are out to the college community and to students in the pipeline and prospects. The process is more fluid and takes a lot less time to complete when compared to years past.
 - Chad LaDue highlighted the importance of having this early as it allows coaches to sign on students faster. If we can be the first to give out the award letter that's a huge advantage for future enrollment.
- Spring campaigns are mostly complete; 6 campaigns will roll over into the spring semester.
- New video assets for the college that were not available in previous years.
- Applications are up for fall and confirmations for spring are coming in.
- There was a brief discussion on scholarships, and how they're funded and awarded.

Interim CFO | Erik Harvey:

- Let the financials and forecast stand as they were shared in his written report.
- Erik shared the financial audit by Boulrice & Wood CPAs has begun, their team were onsite late October. Final reports are anticipated for spring 2025.

- Shared the current health of the Fund Balance and highlighted the projections over the next four years.
- Highlighted the outcomes of the recent IT Advisory Board meeting. Scott laid a great framework and foundation of that IT looks like at NCCC. Looking forward to schedule another within the next year.
- Members of the board spoke of the future of Second Chance Pell and the potential students.
- Members of the board spoke of the current College Bridge program. There was discussion on the positive impact of this program on both the student and the College.
- Erik highlighted the updated 5-year financial projection, which included the 2023-2024 closeout.

The Board moved to approve the following resolution:

Seth McGowan made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the financials of August 31st, September 30th, October 31st, 2024, as they were presented in the packet. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

- Erik highlighted the proposed Tuition and Fee schedules for 2024-2025.
 - The proposed 2% increase would roughly yield an additional \$74,000 in operating revenue for the college.
 - He reminded the board and members in attendance that the College has kept the tuition frozen for the previous 4 years.
 - Aid provided by the government has not kept up with the inflation of operating costs. Annually, the college has run on a deficit of approximately \$300-500K.
 - When compared to tuition rates of NYS community colleges, NCCC is in line with the average per year for the past 15 years.
 - He noted that while other colleges increase their technology fee, NCCC has kept it frozen since its inception so the gap between the community college average of overall tuition is waning.
 - Joe shared the background to his recommendation to increase the tuition for the first time in over 4 years.
 - Joe shared the College Senate supported his recommendation to the proposed increase. They appreciated the inclusion.

Board moved to approve the following resolution:

Dan Kelleher made a motion from the floor that the North Country Community College Board of Trustees hereby approves the attached Tuition and Fee Schedule for the academic year beginning September 1, 2025, and ending August 31, 2026. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

President | Joe Keegan:

- Extends thanks to the members of the Board for their continued support of the College, its students, and staff.
- Joe shared SUNY, Middle States, and others, are keeping their eye for potential changes that may impact the US Department of Education under the newly elected President and their Administration.
- Joe shared both the Ticonderoga and Malone Chambers of Commerce gave special

- recognition to their respective NCCC Campus and its participation in their communities.
- Another successful series of North Country Live is complete.
- Joe shared there will be an Institutional Advancement Forum on the future impact of AI on the College. This virtual listening session will be today at 1:30 p.m.
- Scott shared an update on enrollment numbers for spring 2025.

Board moved to approve the following resolution:

Mary Irene Lee made a motion to the floor that the North Country Community College Board of Trustees hereby approves the temporary appointment of Jacquelyn VanBrunt, to the full-time, exempt appointment as Associate VP of Student Affairs for the remainder of the 2024/25 academic year, at an annual salary of \$87,500 (pro-rated to reflect 10/21/2024 start date). This position is currently funded in the 2024/25 operating budget. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

Seth McGowan made a motion from the floor that the North Country Community College Board of Trustees hereby approves of the Remote Work Program as it was presented in the packet. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).

Comment: Members of the board verified this document was reviewed by the college's personnel lawyer, Bill Wallens. Meeting attendees shared how students might perceive this change. This program will be reviewed at the end of the semester to see if it was successful or if revisions are needed.

Mary Irene Lee made a motion from the floor that the North Country Community College Board of Trustees hereby approves the Phased Retirement Program for CSEA Members as it was presented. Seth McGowan seconded the motion. The motion was unanimously approved (7-0-0).

At 12:19 Linda Beers was able to join the meeting.

NCCC Association | Robert Rathbun

The Association's audit is almost complete. A report will be shared when it becomes available. Rob highlighted the success of the Summer 2024 dorm rentals: profiting \$60K. Rob shared all the dorms have been filled for Fall 2024 semester. Provided updates on staff and their good work with the students at the dorms.

NCCC Foundation Director | Erin Walkow:

- Erin has sent requests for renewed support to the Birdsong Family Foundation and Casella Waste Management. Both asks are for the Opportunity Scholarship. We have set a goal of \$50,000 for the 2025-2026 academic year.
- Erin has sent solicitations for the Opportunity Scholarship to three new foundations who support other local organizations: Judith Chiara Foundation, Douglas C. McGraw Foundation, and Starich Foundation. Erin encouraged members of the board to advocate on our behalf with these foundations.
- Erin has been working closely with Betsy Penrose to identify new funding opportunities for the College and the Foundation.
- The annual meeting for the Foundation Board will be held on Tuesday, December 10.

- Year-end appeal letters will be sent to the donors over the last two years and will reach out to potential prospects.
- Erin respectfully requested the Board’s consideration to extend their continued support of the College by making a financial gift to the Foundation by year end.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:35 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 not invited to attend the meeting at 12:36 p.m.

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Linda Beers seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:25 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary, NCCC Board of Trustees

Date: January 31st, 2024

Resolution #: 2024-25 | Pending

Motion:

Seconded:

Action: Pending (x-x-x)

Witness: Pending -> *Stacie G. Hurwitch, Asst. Secretary to the NCCC Board of Trustees*



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

January 31, 2025

Please find the following report from the Academic Area.

Academic Planning, Programs and Policies:

Spring 2025:

The Spring semester is underway as the first day of classes was January 27, 2025. There are two exceptions to the January 27th start: the Advanced EMT classes began on January 9th in ML and January 13th in SL. The hybrid Associate Degree in Nursing program started on January 14th.

Professional Development:

We will continue the exploration of AI use in the classroom with more professional development presentations this spring. Additionally, some faculty have expressed interest in bringing in a speaker to discuss the cognitive neuroscience of memory and how it relates to teaching and learning.

Credit by Evaluation Policy (Prior Learning Assessment)

The Academic Policy and Standards Committee recommended the Senate adopt an Academic Credit by Evaluation Policy to provide a pathway for students to receive academic credit for demonstration of knowledge acquired prior to their enrollment at North Country. This aligns with SUNY's requirement that every SUNY school adopt a local policy. The Senate passed the policy at the December meeting.

College Readiness Ad-Hoc Group:

The College Senate created an ad-hoc committee to discuss steps we can take to help prepare incoming students for college-level learning. The current goals include offering developmental courses in Math, English, and College Success at no cost to students over the summer.

Workforce Development

SUNY Workforce Development Funds:

SUNY has reinstated workforce development funds to help regional businesses offer training for their employees. Funding will be available beginning in April. Some area businesses have inquired about trainings already, and the College will help facilitate those trainings when possible.

Apprenticeship--Industry Roundtables:

- An apprenticeship roundtable will take place in Malone on February 28th, similar to the events in Saranac Lake and Ticonderoga. Planning with external organizations include the Malone Chamber of Commerce, SUNY, and the NYS Department of Labor.

Non-Credit Course Offerings for Spring:

AEMT Original/Refresher Training (both credit and non-credit): Full Semester Schedule

Pottery Classes: Jan 6th – Feb. 12th; Feb 24th -April 2nd

Child Development Associate Certificate Training Course: January 2nd--March 31st

UpNCoding: Software Engineering and Cybersecurity bootcamps: May 20th-Aug 7th

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 Courtney Roy, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the remainder of the 2024/25 academic year, at an annual salary of \$49,554 (prorated to reflect 1/21/2024 start date),

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 Courtney Roy, to the full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the remainder of the 2024/25 academic year, at an annual salary of \$49,554 (prorated to reflect 1/21/2024 start date).

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.

2024/25
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

November 21, 2024

Ms. Courtney Roy
1838 State Route 3
Cadyville, NY 12918

Dear Ms. Roy:

Pending approval by the North Country Community College Board of Trustees at their January 31, 2025, meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day), exempt appointment as Nursing Instructor for the Spring 2025 semester. Faculty members are expected to report on January 21, 2025.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 9 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$49,554. Your per-diem rate based on 164 days is \$302.16. As your temporary appointment commences with the spring semester, your salary will be pro-rated to \$24,777, which is based on 82 days within the spring semester.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate supervisor is Tana Hare, Nursing Program Director. 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 December 13, 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, followed by a horizontal line. Below the line, the text 'Employee Signature' is printed.

12/5/24
Date

COURTNEY ROY

PROFESSIONAL SUMMARY

Proficient and caring professional nursing team member offering over 11 years of patient-facing experience within the University of Vermont Health Network Hospitals. Adept at addressing patient needs with compassionate care and attention to detail. Diligent about maximizing satisfaction, safety and wellness while serving patients of all backgrounds. Effective at tracking vitals and responses to treatment, administering medications and transcribing orders. Forward-thinking leader; mindful, aware, and attentive to those around them. Resourceful and knowledgeable about day to day work flow, policies, and procedures. Excellent relationship building and problem solving abilities. Acclimates quickly to new charting systems. Licensed in New York and certified in ACLS, BLS, and CPR.

SKILLS

Leadership	Troubleshooting
Preceptor	Patient Assessments
Clinical Instructor	Patient Care
EPIC Superuser	HIPAA Compliance
Communication	Geriatric Knowledge
Collaboration	Treatment Planning
Infection Control and Aseptic Procedures	Telemetry

EXPERIENCE

REGISTERED NURSE, CHAMPLAIN VALLEY PHYSICIANS HOSPITAL; PLATTSBURGH, NY – JUNE 2021-PRESENT

- Assigned as team leader after 3 months and tasked to supervise 5-6 nurses and 3-5 ancillary staff as well as oversee 30 patients
- Organizing, prioritizing, and delegating nursing work flow throughout the unit
- Assesses patients and alerts doctors to patient deterioration and requests for treatment, re-evaluation or emergency intervention
- Implements, reviews, and revises nursing plans of care
- Preceptor to numerous travel nurses as well as for several new graduate nurses
- Supported facility through EMR transition as a Superuser

REGISTERED NURSE, NORTH COUNTRY COMMUNITY COLLEGE; SARANAC LAKE/MALONE, NY – JANUARY 2024-PRESENT

- Nurse educator for PN students on Malone Campus, instructing Nursing 101-Fundamentals.
- Clinical Nursing instructor for PN and ADN students on Medical Surgical units, Cardiovascular Care unit, and the Emergency Department.

- Understanding of each students individual education needs and expectations
- Clinical competency
- Teaching prospective nursing professionals in class room setting including lectures, discussions, and assessments on nursing fundamentals
- Constructive organization skills in clinical setting of daily work flow including assignments to students and expectations for the day
- Role model of professionalism, nursing skills, and personal work flow

LICENSED PRACTICAL NURSE, ELIZABETHTOWN COMMUNITY HOSPITAL HEALTH CENTERS; AU SABLE FORKS, NY – NOVEMBER 2018-AUGUST 2020

- Received honorable mention from patients for interpersonal skills used in comforting patients, family, and caregivers.
- Collaborated with multiple health care providers to assess patient needs, plan and modify care and implement interventions
- Provided diagnosis information, treatment possibilities, disease management tips and wound care advice to patients, family members, and caregivers
- Supported physicians during examinations and scans to assist with diagnostic procedures

LICENSED PRACTICAL NURSE, ELIZABETHTOWN COMMUNITY HOSPITAL; ELIZABETHTOWN, NY – MAY 2017-NOVEMBER 2018

- Managed patient care through closely monitoring respiration, blood pressure and blood glucose levels
- Cared for wounds, provided treatments and assisted with procedures
- Evaluated patients to identify and address wounds, behavioral concerns and medically relevant symptoms
- Documented accurate and complete patient information to address patient problems and expected outcomes

NURSE ASSISTANT, ELIZABETHTOWN COMMUNITY HOSPITAL; ELIZABETHTOWN, NY – JUNE 2013-MAY 2017

- Gathered dietary information, assisted with feeding and monitored intake to help patients achieve nutritional objectives and support wellness goals
- Supported ambulation and physical therapy needs by conducting planned exercise routines
- Helped patients effectively manage routine bathing, grooming and other personal hygiene needs

EDUCATION

WESTERN GOVERNORS UNIVERSITY, SALT LAKE CITY, UT – BACHELOR OF
SCIENCE, NURSING: FEBRUARY 2023

- Submission in Communications applications granted Excellence award for
"Exceptional nature" of work submitted

UNIVERSITY OF VERMONT HEALTH NETWORK AT CHAMPLAIN VALLEY PHYSICIANS
HOSPITAL, PLATTSBURGH, NY – NURSE RESIDENCY PROGRAM (PTAP): JUNE 2022

NORTH COUNTRY COMMUNITY COLLEGE, SARANAC LAKE, NY – ASSOCIATE
DEGREE IN NURSING: MAY 2021

- Granted Student Excellence Award in Nursing
- Member of Associate Degree Nursing Club
- Elected Vice President for Associate Degree Nursing Club in 2020

NORTH COUNTRY COMMUNITY COLLEGE, SARANAC LAKE, NY – CERTIFICATE IN
PRACTICAL NURSING: MAY 2017

NORTH COUNTRY COMMUNITY COLLEGE, SARANAC LAKE, NY – ASSOCIATE
DEGREE IN SCIENCE: MAY 2017

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS SUNY has passed an Award of Credit by Evaluation Policy and required all SUNY schools to develop local policies that align with the SUNY policy, and

WHEREAS the Academic Policy and Standards Committee and College Senate approved NCCC's Academic Credit by Evaluation Policy, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves NCCC's Academic Credit by Evaluation Policy.

####

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

APS approved: 11.20.2024

Senate approved: 12.13.2024

BOT approved:

Revised

VPAA: lm:

Effective

Date:



NCCC ACADEMIC CREDIT BY EVALUATION POLICY (Also known as Prior Learning Assessment)

OVERVIEW

Higher education institutions acknowledge that learning often extends outside of a college's walls. Recognizing and awarding credit for experiential and other types of learning, after careful review and analysis, supports the overall goal of student success. SUNY's Credit by Evaluation Policy shall serve as the foundational guidance for North Country Community College's policy and procedures. While NCCC has traditionally recognized a number of courses for transfer including Advanced Placement (AP), Military-Affiliated Credit, College-Level Examination Program (CLEP), and International Baccalaureate (IB), this revised policy seeks to expand these awards after thorough evaluation in alignment with SUNY's revised guidelines.

RATIONALE

As prior learning experience can contribute to overall student success and completion of a degree program, NCCC will establish a policy that formalizes the opportunity for students to apply their prior experience and knowledge toward college credit if the evaluation of that knowledge and experience supports the awarding of credit. NCCC's move toward a Credit by Evaluation Policy aligns with the College's mission to *provide open access to high quality academic programs that prepare students for transfer and career success*. The creation and promotion of the policy aligns with SUNY's mission and focus on enabling students to complete their program of study without duplicating their efforts. As stated by the State University of New York (SUNY): *The goal of the SUNY policy (#2012-089) on Seamless Transfer Requirements, as described in Memorandum to Presidents Vol. 13, No. 3, is to enable students to complete their intended program of study on time, without unnecessary cost and/or duplication of effort. The principles of this policy serve as the framework for the transfer of credits earned through credit by evaluation.* Formalizing a credit by evaluation policy clarifies these opportunities for students and aligns with the goals and mission of both NCCC and SUNY.

I. GUIDELINES

- A. Academic department faculty have purview of the awarding of credit in their respective disciplines.
- B. Awarding of credit must be aligned with accreditation standards as they apply. Rationales for acceptance or denial of credit by evaluation shall be clearly articulated and supported.
- C. The policy and procedures shall be clearly communicated to the student, and the information disseminated effectively to respective faculty and college offices.
- D. Appeals/considerations of award shall be in consultation with the President, Vice President for Academic Affairs, or their designee.

II. DETERMINATION PROCESS

- A. Students shall complete an application for the award of academic credit by evaluation and submit it to the Records Office for Registrar review with the exception of previous completed standardized exams.
- B. In the case of a standardized exam or certified program, the Registrar will approve the award of academic credit. For those applications that require more in-depth evaluation, department chairs will be notified and asked to review the application and may make recommendations about challenge exam administration. Department chairs may recommend a designee to complete the application review.
- C. The reviewer will complete a rubric approved by the respective departments for evaluation and submit it to the VPAA Office. The rubric will include demonstrated course grade equivalency. After review by the VPAA, a recommendation will be made to the Registrar for the awarding of credit. In cases where credit is awarded for course equivalency of C- or lower, transfer is not guaranteed and must be clearly communicated to the student and on the transcript.
- D. Transcripts shall clearly communicate the program or course equivalency, and that credit was awarded by the evaluation process.
- E. NCCC may award credit for programs outside of current offerings after review by an appropriate academic department, committee, or designee if the College has a related discipline area. Receiving campuses cannot deny credit solely because it was earned through credit by evaluation, but may establish restrictions consistent with programmatic requirements that treat native and transfer students the same.
- F. The applicable fee for Credit by Evaluation shall be determined by the Administration in accordance with SUNY guidelines and published on the Tuition and Fees Annual Schedule.
- G. The President, Vice President for Academic Affairs, or designee shall oversee the process for Credit by Evaluation as per SUNY guidelines.

III. TRANSFER CREDIT AND STANDARDIZED EXAMS

A. Transfer Credit

- 1. Students transferring from another accredited college or university may submit official transcripts from all the schools they attended prior to NCCC for review.
- 2. Those transfer students wishing to receive credit for courses from other colleges must have earned a “C” or better; courses where the student earned either a “P” or “F” will *not* be accepted as transfer credits.
- 3. For students transferring in credits, *grades and quality points for courses transferred into NCCC will not appear on the transcript and will not be used in calculating the grade point average at NCCC.* A grade of “CR” will appear on a transcript.
- 4. For programs outside of Allied Health, no more than 31 credit hours can be transferred to NCCC toward an associate degree and no more than 15 credit hours towards an academic certificate.
- 5. For Allied Health programs, a maximum of 17 credits can be transferred into the Certificate: Practical Nursing; a maximum of 33 credits may be transferred into the AAS: Nursing (ADN, RN); and a maximum of 34 credits may be transferred into the AAS: Radiologic Technology.

6. To qualify for transfer, credits must be less than ten years old unless approved by the respective department chair/director. Credits taken at NCCC, where matriculation has been broken, will also be subject to the ten-year rule. To qualify for transfer into Allied Health, credits must be less than five years old.

B. Standardized Exams

1. **Advanced Placement (AP) Exam:** NCCC recognizes the College Board's Advanced Placement (AP) exams and awards credit for successful completion of AP exams in the same manner that transfer credits are awarded with a grade of 3, 4, or 5.
2. **Military-Affiliated Exams:** Students may receive transfer credit for certifications completed while in the Armed Forces. Students should submit the Joint Services Transcript for evaluation.
3. **College Level Examination Program (CLEP):** NCCC recognizes credit earned through testing by the College Level Examination Program (CLEP). Credit is awarded for successful completion of CLEP tests in the same manner that transfer credits are awarded with a grade of 50 or higher.
4. **International Baccalaureate (IB):** NCCC will award credit for IB Diploma courses on either the Standard Level (SL) or High Level (HL), with a grade of 4 or higher.

IV. CREDIT BY EVALUATION OPPORTUNITIES

- A. **Industry Credentials:** Certifications recognized by various industries may be approved for credit. Evidence of completion and evaluation must be provided.
- B. **Military-Affiliated Educational Training:** In addition to the credit by examination as specified above, other military training and experience may be considered for credit.
- C. **American Council on Education (ACE):** Recommendations on prior learning assessments from the American Council on Education may be considered. ACE makes recommendations related to industry/military training and certifications.
- D. **Apprenticeship or Externship Training:** Apprenticeship or externship training with documented hours and learning outcomes may be evaluated and considered for credit.
- E. **Portfolio Evaluation:** Students may come to NCCC with extensive work experience and knowledge that demonstrates college-level competencies in certain fields. Demonstration of that experience and knowledge through an extensive portfolio may be evaluated and considered for credit based on a rubric and evaluation that may include an interview.
- F. **Institutional Challenge Exams:** Institutional exams may be available and would equate to a comprehensive final exam for a designated course. Exams may be written or demonstrated and evaluated by academic program faculty.

V. REQUIREMENTS

- A. Students must be matriculated into a degree program and enrolled in at least six credits at NCCC before credits can be added to a transcript. Informal advisement regarding prior learning can be discussed during the admission process; however, credit cannot be guaranteed until a thorough evaluation is complete.

- B. Credits earned through evaluation will be identified with a grade of “CR” and treated as transfer credit. These grades do not impact a student’s grade point average (GPA) at NCCC.
- C. Whenever possible, prior learning must match existing courses using the course description and learning outcomes for guidance. In some cases, prior learning credit may be used as an elective credit in a relevant discipline. If the prior learning is entirely outside of the scope of course offerings at NCCC, credit may not be awarded.
- D. Students will be charged for the cost of evaluation and assessment of prior learning credit. The costs vary by the type of evaluation and assessment and are non-refundable. Fees will be listed on the NCCC Tuition and Fees schedule each year. NCCC is not responsible for the costs of standardized testing or industry credentials.
- E. NCCC cannot guarantee the transferability of credits earned by evaluation. Students are responsible to contact the institution to which they may transfer following NCCC to determine how that credit by evaluation may transfer.
- F. Where credit is awarded originally by the sending campus in content areas not offered by the receiving campus, the articulation must be reviewed and approved by an appropriate academic committee or designee assigned by the receiving campus, consistent with campus governance processes.

Relevant Excerpts from SUNY Draft Policy

From SUNYs Policy: *Award of Academic Credit by Evaluation:* *We know that today, increasingly, verifiable college-level learning takes place in K-12 settings; through work experience; military service; completing professional certifications and licenses; micro-credentials; non-credit and continuing education study; experiential learning, including community service and volunteer activities; and independent study through open educational resources and online offerings. Research demonstrates that the academic credit awarded for these experiences can give students’ increased confidence about their ability to succeed, decrease time to completion, and result in cost savings.¹*

I. Core Tenets

- A. *The awarding of credit by evaluation is based on the same criteria used to evaluate credit awarded in courses in registered degree and certificate programs:*

1. Shared Governance: *Campus-level policies and procedures developed to implement this policy must meet all applicable campus administrative and shared governance procedures for consultation and must undergo a campus governance process equivalent to that for any local academic policy.*

2. Faculty Oversight: *The evaluation of student learning for the award of academic credit must be conducted by faculty or approved by faculty in the case of evaluation by a subject matter expert or established third-party validation.*

3. Accreditation and Regulation: *This policy reflects any related standards by the Middle States Commission on Higher Education (MSCHE) and the New York State Department of Education (NYSED) as of its writing. Campus policies must reflect*

the same, as well as related standards of programmatic-level accrediting bodies, and be updated accordingly should standards be revised.

4. Award Level: *The evaluation of student learning for the award of academic credit can be applied to both undergraduate and graduate programs.*

5. Transparency and Communication: *Campus policies and procedures for the award of academic credit by evaluation must be clearly delineated and disseminated.*

6. Accountability: *Campus policies and procedures related to the award of academic credit fall under the purview of the President, Chief Academic Officer, or their designee.*

1 2018-2020 studies and reports funded by the Lumina Foundation and the Strada Network and prepared by The Western Interstate Commission for Higher Education (WICHE) and the Council for Adult and Experiential Learning (CAEL). Retrieved online at: <https://www.wiche.edu/key-initiatives/recognition-of-learning/>

SUNY Transfer Guidelines: Considerations for Approval

III. Transfer

The goal of the SUNY policy (#2012-089) on Seamless Transfer Requirements, as described in Memorandum to Presidents Vol. 13, No. 3, is to enable students to complete their intended program of study on time, without unnecessary cost and/or duplication of effort. The principles of this policy serve as the framework for the transfer of credits earned through credit by evaluation.

A. Save for programmatic restrictions, as referenced herein in III.E. and IV., credit earned through credit by evaluation shall be guaranteed to transfer between SUNY campuses, if the campus that awarded the credit determined the demonstrated learning was equivalent to a course grade of C or above.

B. To maximize the transferability of credit earned through credit by evaluation, campuses are encouraged to establish the course grade equivalency for all credit awarded through credit by evaluation. Transfer of awarded credit shall be guaranteed only if it has been determined the demonstrated learning was equivalent to a course grade of C or above.

C. Campuses may award credit through credit by evaluation without establishing a course grade equivalency or in instances for which demonstrated learning is determined to be equivalent to a course grade of C- or below; however, in these cases, credit earned through credit by evaluation is not guaranteed to transfer, students must be informed such credit is not guaranteed to transfer, and the transcript must clearly indicate such credit was awarded without the transfer guarantee.

D. Credit earned through credit by evaluation can be assigned a grade of Pass/Fail (Satisfactory/Unsatisfactory), but such credit is not guaranteed to transfer and instead the receiving campus may exercise discretion in determining transferability in these instances.

E. Receiving campuses cannot deny credit solely because it was earned through credit by evaluation, but may establish restrictions consistent with programmatic requirements that treat native and transfer students the same.

F. Transcript entries for credit awarded shall clearly indicate the course and/or

program requirement equivalency and identify that credit was awarded via evaluation of a prior learning.

G. Campuses shall document their standards for course equivalency determinations in accord with the Seamless Transfer requirements and include a list of acceptable forms of verification (e.g., transcripts, official score reports).

H. Where credit is awarded originally by the sending campus in content areas not offered by the receiving campus, the articulation must be reviewed and approved by an appropriate academic committee or designee assigned by the receiving campus, consistent with campus governance processes.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS The Elizabethtown Campus has been in operation since 1990,
and

WHEREAS the program designated at that campus are no longer being offered
there, and

WHEREAS the Humanities and Social Science Department faculty as well as the
College Senate recommend discontinuing those programs, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of
Trustees approves NCCC to submit a request to SUNY and
NYSED to discontinue the *AA Liberal Arts: Humanities and
Social Science* at the Elizabethtown Campus.

####

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

CC approved: 12.5.2024

Senate approved: 12.13.2024

BOT approved:

Revised

VPAA: lm:

Effective

Date:

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the use of the title of *Chemical Dependency Counseling* has shifted, and

WHEREAS the industry more commonly uses the title of *Addictions Counseling*, and

WHEREAS the Human Services faculty as well as the College Senate recommend changing the title, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves NCCC to submit a request to SUNY and NYSED to change title of the *AAS Chemical Dependency Counseling* degree to *AAS Addictions Counseling*.

####

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

CC approved: 10.3.2024

Senate approved: 10.11.2024

BOT approved:

Revised

VPAA: lm:

Effective

Date:

Vice President of Marketing & Enrollment
Report to the Board of Trustees
Created January 27, 2025

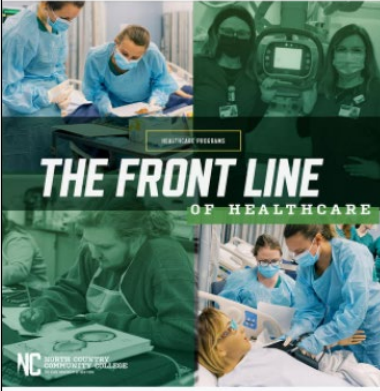
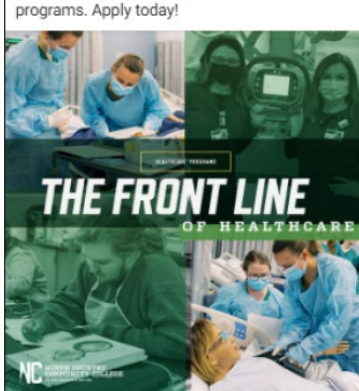
Project, Enrollment, Financial Aid, and Marketing Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** We have recently begun work to develop our new 2025-2028 SEM Plan as most of the initiatives from our 2022-2025 SEM Plan are wrapping up. The new plan is largely being created from wish list items that I've been jotting down over the last couple years in college meetings, conferences, etc. SUNY has extended the contracts for our SEM Coaches so we will be re-engaging with them to provide a few trainings as we start building the new plan. We have not heard if there will be any funding (mini-grants) available for this round of work but we will keep searching for ways to fund the initiatives that are forthcoming. We will have a draft ready for the college to review in April.
 - **SLATE CRM (Customer Relationship Management):** No new updates.
 - **North Country Navigator:** The new Academic and Career Advisors have taken a lead roll helping our new incoming Spring students to be better-prepared for their classes and acclimated/oriented to the college. This is the first semester where we've had all of them in place, so we are eager to see the fruits from their labors.
- **The Enrollment Team:** Application volume for the Spring 2025 semester has paced slightly ahead of Spring 2024 semester and Fall 2025 has been in lock-step with Fall 2024. The second year of the new Spring-Start ADN Program looks very strong as the program was able to fill all 32 seats available. This past month the team began planning for continuing and brand-new enrollment events for Spring and Summer. So far, the team carried out an "Explore NCCC Day" on January 8th at the TI Campus and there are similar events planned for Malone on February 13th and the Saranac Lake Campus on May 1st. Additionally, we are planning MASH Camps for TI in May then Saranac Lake and Malone in July.
- **The Financial Aid Team:** Financial Aid has spent the last few months working through the new Financial Value Transparency and Gainful Employment Disclosure requirements. Our Institutional Research Department worked over the holiday season to submit the first level of reporting that was required for many of our programs. We are awaiting additional guidance from the Department of Education regarding our next steps and additional requirements that we know are coming.



Marketing and Web Updates:

- Recently, we launched the new www.nccc.edu/go page which is a hub for all of the new videos that were created in the last 18 months. This page serves two purposes as it is also the main landing page for all of our streaming video campaigns.
- Additionally, we recently launched the new www.nccc.edu/stories page which serves as the home for our "Student Stories Project" work. This landing page features 6 student feature videos that were taken from footage captured during our program video shoots. The page also has a slider highlighting some of our newer written testimonials and we created a new form where students and alumni can submit their own stories along with their own pictures and videos.

Program Specific Mockups - Healthcare & Nursing

<p>NC North Country Community College Sponsored · 🌐</p> <p>The healthcare and nursing degree and certificate programs at North Country offer students amazing career and transfer opportunities. Apply and get yourself accepted TODAY!</p>  <p>nccc.edu The Front Line of Care Reach Higher at NCCC</p> <p>Learn more</p>	<p>NC North Country Community College Sponsored · 🌐</p> <p>North Country is taking applications for this upcoming year's Nursing, Massage Therapy, Radiologic Technology, Healthcare Administration, Health Science, and Advanced Emergency Medical Technician programs. There are plenty of scholarships available for these programs. Apply today!</p>  <p>nccc.edu Career-Ready Programs Reach Higher at NCCC</p> <p>Learn more</p>
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Fall Scholarships 4 Everyone Ad Mockups

<p>NC North Country Community College Sponsored · 🌐</p> <p>College can be much more affordable than you think! At North Country Community College we have more scholarship funding available than ever before. Check out and apply for our Chemical Dependency Counseling, Human Services, Essex & Franklin County, 6 on Us, Opportunity, and Foundation scholarships TODAY!</p>  <p>NC NORTH COUNTRY COMMUNITY COLLEGE THE STATE UNIVERSITY OF NEW YORK</p> <p>nccc.edu Scholarships 4 Everyone Apply for Funding Today</p> <p>Learn more</p>	<p>NC North Country Community College Sponsored · 🌐</p> <p>At North Country, we're dedicated to offering a quality education for less and our team is poised to help you navigate all of the funding and scholarship sources available to students. Check out all of our scholarship programs TODAY!</p>  <p>NC NORTH COUNTRY COMMUNITY COLLEGE THE STATE UNIVERSITY OF NEW YORK</p> <p>nccc.edu Opportunities Await Scholarships 4 Everyone</p> <p>Learn more</p>
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Winter Short Term Offerings Ad Mockups

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, microcredentials, customized trainings, workforce development, and enrichment opportunities every year. Take a look at all of our very flexible options TODAY to find the programming that fits your needs!

SHORT-TERM & FLEXIBLE OFFERINGS

nccc.edu
Short-Term Offerings Fast & Flexible [Learn more](#)

Spring Registration 2025 Ad Mockups

<p>NC North Country Community College Sponsored · 🌐</p> <p>Let us help you become the best version of yourself with a bright and shiny degree or short-term program offering in the new year. There's a scholarship available to every new student so check-out what we have to offer TODAY!</p> <p>nccc.edu NCCC Spring Registration Invest in Your Future Learn more</p>	<p>NC North Country Community College Sponsored · 🌐</p> <p>Stop putting your bright & amazing future on hold. Instead, spring into 2025 by starting the degree or short-term program offering that'll get you there!</p> <p>nccc.edu NCCC Spring Registration Invest in Your Future Learn more</p>
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NEW YEAR, NEW GOALS

APPLY NOW FOR SPRING 2025

North Country offers a top-notch educational experience at an affordable price!




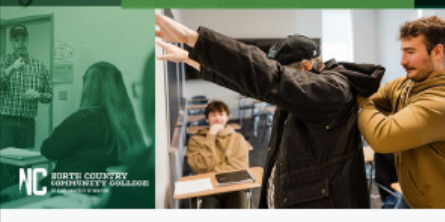
- Create your account and apply to North Country at [NCCC.EDU/APPLY](https://nccc.edu/apply)
- Check out our wide assortment of programs at [NCCC.EDU/PROGRAMS](https://nccc.edu/programs)
- Explore financial aid availability and instructions at [NCCC.EDU/FINANCIAL-AID](https://nccc.edu/financial-aid)
- Review all of our flexible course offerings and apply at [NCCC.EDU/SPRING](https://nccc.edu/spring)
- Set up your on-campus or virtual visit at [NCCC.EDU/VISIT](https://nccc.edu/visit)
- Research the 6 on Us, Opportunity, NCCC Foundation, and Human & Emergency Services scholarships at [NCCC.EDU/SCHOLARSHIPS](https://nccc.edu/scholarships)

Program Specific Mockups - Transfer Degrees

<p>NC North Country Community College Sponsored · 🌐</p> <p>Thinking of getting started or continuing your pursuit of a 4 year college degree? Need a flexible schedule? North Country's affordable, transfer-ready Associate degrees in Business, Early Childhood Education, English, Healthcare, Math, Science and Psychology may be right for you!! Many scholarships are still available!</p>  <p>TRANSFER ↔ READY DEGREES</p> <p>nccc.edu Start Here Go Anywhere!</p> <p>Learn more</p>	<p>NC North Country Community College Sponsored · 🌐</p> <p>Earn a transfer-ready degree with emphasis in Early Childhood Education, English, Math & Science, Psychology and many more areas at North Country!</p>  <p>TRANSFER ↔ READY DEGREES</p> <p>nccc.edu Reach Higher Own Your Future</p> <p>Learn more</p>
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North Country Community College

Program Specific Mockups - Criminal Justice & Cybersecurity

<p>NC North Country Community College Sponsored · 🌐</p> <p>Help to protect others in need and impact people's lives in a meaningful way. North Country's degrees in Criminal Justice and Cybersecurity & Digital Forensics are designed to prepare you for in-demand career opportunities in our communities, across the region, and throughout the country!</p>  <p>CRIMINAL JUSTICE AND CYBERSECURITY AT NORTH COUNTRY</p>  <p>nccc.edu Law Enforcement Programs</p> <p>Learn more</p>	<p>NC North Country Community College Sponsored · 🌐</p> <p>Learn about criminal law, law enforcement procedures, and investigative techniques in the Criminal Justice and Cybersecurity & Digital Forensics degrees at North Country!</p>  <p>CRIMINAL JUSTICE AND CYBERSECURITY AT NORTH COUNTRY</p>  <p>nccc.edu Protect Others</p> <p>Learn more</p>
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Winter Carnival 2025 Mockups

<p>NC North Country Community College Sponsored · 📍</p> <p>Each February, we honor the indomitable spirit of the Saranac Lake Winter Carnival as a proud event sponsor. Get out there and join us at the festivities!</p>  <p>nccc.edu Come NC Winter Carnival Proud Carnival Sponsor Learn more</p>	<p>NC North Country Community College Sponsored · 📍</p> <p>Each February, we honor the indomitable spirit of the Saranac Lake Winter Carnival as a proud event sponsor. Get out there and join us at the festivities!</p>  <p>nccc.edu Come NC Winter Carnival Proud Carnival Sponsor Learn more</p>
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Spring 2025 Application Volume

Generated on 01/27/2025 at 10:03:05 AM ET

Application Categories

Metric	Spring 2025 Applications	Spring 2024 Applications	Spring 2023 Applications	Spring 2022 Applications
Spring Applications (total)	459	434	309	272
SUNY Applications (Spring)	11	21	6	
Incomplete Applications	57	38	36	61
Decided	301	303	210	166
Withdrawn Applications	99	92	63	39

Admissions Decisions

Metric	Spring 2025 Applications	Spring 2024 Applications	Spring 2023 Applications	Spring 2022 Applications
Decided Applications (total)	301	303	210	166
Decided SUNY Applications	4	5	1	
Accepted Applicants	300	302	207	165
Denial	1	1	3	1

Yield (Intent to Enroll)

Metric	Spring 2025 Applications	Spring 2024 Applications	Spring 2023 Applications	Spring 2022 Applications
Admitted: Confirmed Intent to Enroll	205	185	152	105
Admitted: Confirmed SUNY Apps	1		1	
Admitted: Declined Enrollment	16	18	15	14
Admitted: Declined Enrollment SUNY Apps				
MELT- Withdrawn AFTER Confirm (Year End ...	28	39	18	23

Spring 2025 New Student Registration/Scheduling Stats (Full Drops/Withdrawn Removed)

Metric	All SP25	First Time	Transfer	Re-Admit/Continuing
Totals	173	40	51	82
Saranac Lake	48	12	17	19
Malone	58	12	16	30
Ticonderoga	21	2	7	12
Online/DL	46	14	11	21

Spring 2025 New Student Registration Queue

Metric	All SP25	First Time	Transfer	Re-Admit/Continuing
Totals	3		3	
Saranac Lake	1		1	
Malone	1		1	
Ticonderoga				
Online/DL	1		1	

Fall 2025 Application Volume

Generated on 01/27/2025 at 10:03:21 AM ET

Application Categories

Metric	Fall 2025	Fall 2024 Applications	Fall 2023 Applications	Fall 2022 Applications
Fall Applications (YTD totals)	871	871	662	618
Fall SUNY Applications (YTD totals)	137	53		
Incomplete Applications	361			
Decided	334	354	290	250
Withdrawn Applications	27			

Admissions Decisions

Metric	Fall 2025	Fall 2024 Applications	Fall 2023 Applications	Fall 2022 Applications
Decided Applications (YTD total)	334	354	290	250
Decided SUNY Applications	113	80	59	
Accepted Applicants	333	351	290	250
Denial	1	2		

Yield (Intent to Enroll)

Metric	Fall 2025	Fall 2024 Applications	Fall 2023 Applications	Fall 2022 Applications
Admitted: Confirmed Intent to Enroll	31	63	64	61
Admitted: Confirmed SUNY Apps	3	2	2	
Admitted: Declined Enrollment		4	1	1
Admitted: Declined Enrollment SUNY Apps		1		
MELT- Withdrawn AFTER Confirm	1	17	23	25

**North Country Community College
Interim CFO's Report to the Board of Trustees
January 31, 2025**

Greetings,

As always, I hope this report finds you well.

In this month's report **I am seeking your approval of the following:**

- 1) the financial statements for the month ending November 30, 2024,**
- 2) the financial statements for the month ending December 31, 2024.**

Next month I will share an updated 5-year financial projection which will include the latest 2024-25 forecast considering Spring 2025 enrollment, and a 2025-26 budget first pass.

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

- The \$408K 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 outlays are partially offset by unspent grant funding.
- The \$140K increase in Accounts Receivable-Students is due to an increase in overall enrollment vs. the prior year.
- The \$946K decrease 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 going on in the prior year that the college was seeking reimbursement for through grants.
- The \$937K increase in Due from Governments is primarily related to outstanding reimbursements from DASNY related to the construction closeouts.
- The Payroll and Benefit Liabilities variance of \$217K is related to the prepayment of the December medical insurance premium in the prior year. The payment was not prepaid in the current year.
- The \$111K increase in Due to NCCC Association is related to the timing of the college transferring student government related proceeds later than the prior year.
- The \$294K variance in Due to Retirement is related to paying the ERS retirement bill in November in the current year and it wasn't due and paid until December last year.

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

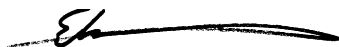
- The \$309K decrease in Cash is primarily related to North Country's cash outlay for the construction projects for which North Country is still navigating through the reimbursement process.
- The \$937K decrease in Due From Other Funds relates to the timing of entries between the restricted grant funds and the college's operating fund. In this case, the amount relates to the construction projects going on in the prior year that the college was seeking reimbursement for through grants.

- The \$1.18 million increase in Due from Governments is primarily related to outstanding reimbursements from DASNY related to the construction closeouts.
- The \$111K increase in Due to NCCC Association is related to the timing of the college transferring student government related proceeds later than the prior year.

Departmental Updates

- 2025-26 Budget
 - Tuition and Fees for 2025-26 – approved 2% increase by Board of Trustees – 11/22/24
 - The annual Open Budget Forum - held 12/8/24.
 - Financial models and templates were developed and/or set up in December-January.
 - Budget planning sessions are scheduled with college leadership for February.
 - Projected enrollment
 - Labor and Benefits
 - Non-personnel costs
 - Individual departments are working on their specific resource needs so they can inform the budget and tie the needs back to the strategic plan in February.
 - First draft of consolidated budget ready for shared governance review in March.
 - Budget presented to the Board of Trustees for feedback in April.
 - Budget presented to the Board of Trustees for approval in May.
 - Budget presented to the Counties in June, to be ready for July public hearing and voting.
 - The final budget is submitted to SUNY in August for NYS DOB approval in the fall.
- 2023-24 Financial Audit
 - The college audit is complete.
 - To be distributed to the NYS comptroller, SUNY, and the counties in January.
 - Single Audit will be filed in early February – due by 5/31/25
 - The NCCC Foundation audit is complete.
 - The NCCC Association audit is complete.
 - Great job by all for another clean audit and completed on time!
- Subledger Calendar Year End Processing – Deadlines 1/31/25
 - The Bursar, Brenda Garver, is taking on the 1098T process for her third year. North Country's IT team is also engaged with her seeking out processing efficiencies. 1098Ts are sent to students and provide information about educational expenses that may qualify the student--or the student's parents or guardian if the student is a dependent--for education-related tax credits. On time and will be completed by 1/31.
 - Darlene Livernois in Accounts Payable is processing 1099s to vendors. 1099s are statements sent to vendors/suppliers-paid more than \$600, but there are exceptions—so they can report the income on their tax return. On time and will be completed by 1/31.
 - Payroll is processing W-2s and employee year end statements. They needed to wait for the financial system to be updated before properly processing. On time and will be completed by 1/31.

Kind regards,



Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of November 30, 2024

SUBMITTED TO THE BOARD OF TRUSTEES

January 31, 2025

Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet NOVEMBER 30, 2024			
	Current Year Actual	Prior Year Actual	Current Year Inc (Dec)
Assets			
Cash	\$ 3,434,397	\$ 3,842,548	\$ (408,151)
Accounts Receivable-Students	1,151,866	1,011,068	140,798
Due From NCCC Association	29,983	108,015	(78,032)
Due From NCCC Foundation (Contributions)	1,122,850	1,083,784	39,067
Due From Other Funds	597,078	1,543,786	(946,708)
Due From Governments (State & Fed Fin Aid)	1,361,638	424,421	937,217
Prepaid Expenses	-	-	-
Total Assets	\$ 7,697,812	\$ 8,013,622	\$ (315,810)
Liabilities			
Accounts Payable	\$ 30,773	\$ 38,404	\$ (7,631)
Payroll & Benefits Liabilities	71,032	(146,319)	217,351
Due to NCCC Association (Room, Meals, Books)	109,088	(2,126)	111,214
Due to NCCC Foundation (Rent)	303,372	303,133	238
Due to Other Funds	520	-	520
Due to Retirement	(30,213)	263,511	(293,724)
Compensated Absences	296,556	288,738	7,818
Other Liabilities	323,570	296,568	27,002
Total Liabilities	\$ 1,104,698	\$ 1,041,909	\$ 62,788
Month End Equity	\$ 6,593,114	\$ 6,971,712	
Total Liabilities & Equity	\$ 7,697,812	\$ 8,013,622	
Fund Balance Summary			
Fund Balance as of 09/01/24	\$ 5,582,811		
Estimated 24-25 Surplus (Deficit)	\$ (476,375)		
Projected Fund Balance as of 09/01/25 ¹	\$ 5,106,436		
Projected Fund Balance as a % of NOC	32%		
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 NOVEMBER 30, 2024				
	Annual Budget	YTD Actual	22-23 Actual M (L)	% of Budget
Revenues				
Tuition & Fees	\$ 6,386,479	\$ 3,152,211	\$ (3,234,268)	49%
Sponsors' Contribution	2,657,400	620,000	(2,037,400)	23%
Chargebacks	788,000	421,974	(366,026)	54%
Out-of-State Tuition	323,520	200,515	(123,005)	62%
State Aid	3,946,250	1,045,314	(2,900,936)	26%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,462,101	342,651	(1,119,450)	23%
Total Revenues	\$ 15,563,750	\$ 5,782,665	\$ (9,781,085)	37%
Expenditures				
Salaries	\$ 7,602,614	\$ 1,967,172	\$ (5,635,441)	26%
Payroll Taxes	581,600	153,165	(428,435)	26%
Medical	2,245,580	558,551	(1,687,029)	25%
Retirement	677,100	192,835	(484,265)	28%
Other	92,558	45,851	(46,707)	50%
Equipment	45,000	12,595	(32,405)	28%
Facility Leases	1,684,726	425,497	(1,259,230)	25%
Utilities	417,850	40,217	(377,633)	10%
Maintenance	185,900	96,730	(89,170)	52%
Office & General Supplies	54,325	14,356	(39,969)	26%
Advertising	180,000	33,749	(146,251)	19%
Professional Services	127,800	20,764	(107,036)	16%
Information Technology	703,000	268,241	(434,759)	38%
Library & Instructional Supplies	290,550	38,997	(251,554)	13%
Scholarships	604,475	381,633	(222,843)	63%
Travel	94,375	26,430	(67,945)	28%
Property & Liability Ins.	195,376	101,224	(94,151)	52%
Miscellaneous	187,625	97,523	(90,102)	52%
Total Expenditures	\$ 15,970,453	\$ 4,475,528	\$ (11,494,925)	28%
Operating Surplus (Deficit)	\$ (406,703)	\$ 1,307,137	\$ 1,713,840	-421%
Non-Operating Activity	-	25,000	25,000	NA
Total Fund Surplus (Deficit)	\$ (406,703)	\$ 1,332,137	\$ 1,738,840	-428%



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of December 31, 2024

SUBMITTED TO THE BOARD OF TRUSTEES

January 31, 2025

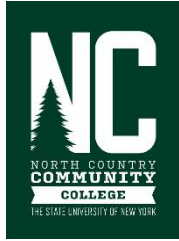
Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet DECEMBER 31, 2024			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 2,651,141	\$ 2,960,238	\$ (309,097)
Accounts Receivable-Students	978,202	892,306	85,895
Due From NCCC Association	42,827	28,009	14,818
Due From NCCC Foundation (Contributions)	880,560	880,610	(50)
Due From Other Funds	608,395	1,545,151	(936,757)
Due From Governments (State & Fed Fin Aid)	1,327,584	144,461	1,183,123
Prepaid Expenses	-	-	-
Total Assets	\$ 6,488,708	\$ 6,450,776	\$ 37,933
Liabilities			
Accounts Payable	\$ (5,396)	\$ (3,189)	\$ (2,207)
Payroll & Benefits Liabilities	(159,203)	(176,110)	16,906
Due to NCCC Association (Room, Meals, Books)	109,548	(2,089)	111,636
Due to NCCC Foundation (Rent)	98,678	101,024	(2,345)
Due to Other Funds	520	-	520
Due to Retirement	9,483	16,811	(7,328)
Compensated Absences	296,556	288,738	7,818
Other Liabilities	324,010	296,948	27,062
Total Liabilities	\$ 674,196	\$ 522,134	\$ 152,063
Month End Equity	\$ 5,814,512	\$ 5,928,642	
Total Liabilities & Equity	\$ 6,488,708	\$ 6,450,776	
Fund Balance Summary			
Fund Balance as of 09/01/24	\$ 5,582,811		
Estimated 24-25 Surplus (Deficit)	\$ (476,375)		
Projected Fund Balance as of 09/01/25 ¹	\$ 5,106,436		
Projected Fund Balance as a % of NOC	32%		
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 DECEMBER 31, 2024				
	Annual <u>Budget</u>	YTD <u>Actual</u>	22-23 Actual <u>M (L)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 6,386,479	\$ 3,152,407	\$ (3,234,072)	49%
Sponsors' Contribution	2,657,400	810,000	(1,847,400)	30%
Chargebacks	788,000	432,087	(355,913)	55%
Out-of-State Tuition	323,520	200,515	(123,005)	62%
State Aid	3,946,250	1,045,314	(2,900,936)	26%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,462,101	463,227	(998,875)	32%
Total Revenues	\$ 15,563,750	\$ 6,103,550	\$ (9,460,201)	39%
Expenditures				
Salaries	\$ 7,602,614	\$ 2,511,738	\$ (5,090,876)	33%
Payroll Taxes	581,600	192,784	(388,816)	33%
Medical	2,245,580	748,669	(1,496,911)	33%
Retirement	677,100	244,310	(432,790)	36%
Other	92,558	55,663	(36,895)	60%
Equipment	45,000	12,595	(32,405)	28%
Facility Leases	1,684,726	567,099	(1,117,627)	34%
Utilities	417,850	89,753	(328,097)	21%
Maintenance	185,900	111,411	(74,489)	60%
Office & General Supplies	54,325	15,141	(39,184)	28%
Advertising	180,000	47,903	(132,097)	27%
Professional Services	127,800	26,708	(101,092)	21%
Information Technology	703,000	273,931	(429,069)	39%
Library & Instructional Supplies	290,550	48,564	(241,986)	17%
Scholarships	604,475	390,169	(214,307)	65%
Travel	94,375	37,917	(56,458)	40%
Property & Liability Ins.	195,376	101,224	(94,151)	52%
Miscellaneous	187,625	113,463	(74,162)	60%
Total Expenditures	\$ 15,970,453	\$ 5,589,041	\$ (10,381,412)	35%
Operating Surplus (Deficit)	\$ (406,703)	\$ 514,509	\$ 921,212	-227%
Non-Operating Activity	-	39,026	39,026	NA
Total Fund Surplus (Deficit)	\$ (406,703)	\$ 553,534	\$ 960,238	-236%



Student Affairs

January 2025 BOT Report

Athletics:

- Men's and women's basketball teams have been back on campus since January 8th. With a current record of 10-6, our men's team is competing for a home game in the regional playoffs. Next home games are scheduled for Sunday, February 2nd when our Saints women square off against SUNY Broome at 1pm followed by the men at 3pm.
- Two women soccer players were granted the highest collegiate level honor, the NJCAA All-American award. Ella Rejiba received 1st team and Hannah Gaddor 2nd Team. NCCC has not had a student receive this honor in women's soccer since 1993. <https://nccc.prestosports.com/sports/wsoc/2024-25/releases/20241216okgk40>
- Athletic recruiting for Fall 2025 has been going quite well, especially with the success of our women's soccer team this past fall. In December athletics reported having close to 130 student athlete applications.
- The Athletic Hall of Fame Committee has been busy planning a jam-packed weekend in September 2025. Our first class was inducted in 2017, and we plan to induct a new class every five years. Below is the schedule for the induction weekend:
 - Friday, 9/12: Induction Ceremony Saranac Lake Town Hall
 - Saturday, 9/13: Men's and Women's Games/Barbecue
 - Saturday Night, 9/13: Receptions at Mtn. Pisgah
 - Sunday, 9/14: Alumni Soccer and Basketball Games
- As of January 24th, Athletics Facility Manager, Jerrad Dumont registered over 100 youngsters for spring swim lessons.
- The Craft Fair held in Sparks back in November was a huge success with over 800 people in attendance and more than half of the vendors already reserved tables for next year's event.

Student Life:

In collaboration with Academic Affairs, Student Affairs has hosted four virtual New Student Orientation sessions (two evening and two midday) with close to 40 students attending.

Kathy Goodrow, Office Assistant, reports processing 284 students' health and immunization records in the Fall 2024 semester. For Spring 2025, 26 new students have been processed with just under 20 students left to submit their health records required by NYS Department of Health for any student enrolled in six or more on-campus credits.

In Collaboration with Residential Life, Student Affairs is developing a comprehensive communication plan for both current and incoming residential students. In addition, we provided training for four new residential life staff members beginning work this spring. The training topics included our Code of Conduct, Title IX, and Title VI policies; conflict resolution, fire and campus safety, mental health/wellness resources; incident report writing, as well as utilizing diversity, equity and inclusive concepts to help build an engaged community of students who feel like they belong.

In collaboration with Human Resources, Student Affairs has been working on updating and/or developing the following college policies: Stop Campus Hazing Act, Tobacco Use on Campus, Tabling/Utilizing campus space and College ID process/policy.

In collaboration with Enrollment Management, Student Affairs has been involved in planning high school visit days on the Malone and Saranac Lake campuses, participating in the Student Preparedness Ad-Hoc Committee (SPAC), and collecting First Generation student data.

Respectfully submitted,

Jackie VanBrunt, Interim Associate Vice President of Student Affairs, Title IX Coordinator & Chief Diversity Officer

**North Country Community College
President's Report to the Board of Trustees
January 31st, 2025**

Greetings to you all,

...and a belated Happy New Year! I hope the holidays were enjoyable and the new year has been kind to you and yours thus far. The Spring 2025 semester began this past Monday, and it is exciting to have students and faculty back on campus. We are looking forward to a good start to the semester and to carrying forward the positive energy from last semester.

Since the Board's last meeting, there has been much to share including the opportunity that unfolded over the last several weeks to upgrade our student information system, CAMS, to a new version (Thesis Elements). The funding, which will come from our SUNY Transformation Funds, will be, without being redundant, *transformational* for NCCC and position us well for the next several years.

There is also exciting news coming out of the Governor's Office and SUNY related to community colleges. At the 2025 State of the State, Governor Hochul unveiled a free community college program as part of her "affordability agenda". The free community college program parameters are being worked out, but we expect it to limit eligibility to those between the ages of 25-55, who do not hold a college degree and are pursuing associates degrees in high needs fields as defined in the program.

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

Joe

* **Board Matters**

Updates for you include:

- **Board Appointments:**
 - **Governor's Appointments:** There are no updates to report though we expect that we will have an update for you soon.
- **New York Community College Trustees (NYCCT):**
 - NYCCT has continued their advocacy efforts on behalf of community colleges. Throughout the year, they have had twin objectives: 1) to gain additional operating aid from NYS, and 2) to retain powers of appointment, evaluation, and establishing contracts with community college presidents. They held a reception for elected officials and supporters last week at The Egg in Albany and are planning to meet with federal officials at the ACCT 2025 National Legislative Summit in early February.

* **Budgeting and Planning**

- **25-26 Budget Planning:** In early December 2024, Erik Harvey began his annual budgeting process with an open forum for the campus community. Prior to that meeting, he shared a similar presentation with the President's Council. Over the next several months, the budget will take formation with the goal of having it for the Board's review in May 2025.

* **Enrollment**

- **Spring 2025 Enrollment:** We are finalizing the preliminary report on Spring 2025 enrollment as of the first day of classes and will have more to share at your meeting. We are trending up 4% with students enrolled in a degree/certificate program (matriculated). We will have more details following the three-week verification period. On the whole, it is a very positive start due to the good work of many, including Kyle and his team.

* **Other Items of Interest**

- **North Country Live:** Exploration for a shorter Spring 2025 series is underway.
- **Campus Safety:**
 - **Presentations and Planning**
 - **Spring 2025 Welcome Back Week:** During Spring 2025 Welcome Back Week, Officer James D'Ambro of the New York State Police (NYSP) delivered a safety presentation to our faculty and staff. This was part of the ongoing efforts with the NYSP and NYS Homeland Security and Emergency Management to strengthen our campus safety profile. Stacie Hurwitch has been leading our efforts. This presentation was designed to help set the stage for further training in a tabletop exercise in March.
 - **Tabletop Exercise:** As noted above, we are planning a tabletop exercise in early March 2025 led by a small team from the New York State Police (NYSP) and NYS Homeland Security and Emergency Management.
 - **The Emergency Guide** has been updated and is available at [this link](#).
 - **Title VI Policies**

□ **SUNY** developed model policies and templated protocols about appropriate means and methods to protest on campuses that comport with Title VI requirements and 1st Amendment rights. The College continues to work on the particulars of an *Identification Card Policy*. In the meantime, members of the College’s administrative team and management confidential employees have been (or soon will be) provided with an identification card/badge that they are wearing. This was a recommendation from the Campus Safety planning with the NYSP.

□ **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)

Goal	Progress/Update Highlights
<i>Develop a Liberal Arts Advisory Board to advise departments on how to align liberal arts curriculum to strengthen students’ transfer and career success.</i>	<p>Liberal arts departments chairs met in Fall 24 to clarify the purpose as it doesn’t the initiative does not follow how other program advisory boards function.</p> <p>Next meeting of internal group scheduled for early Spring 2025.</p>
<i>Establish a comprehensive program to address academic use of Artificial Intelligence (AI).</i>	<p>Start made on understanding tech advances of AI. Professional development for faculty and staff on October 25, 2025. Shared the SUNY FACT2 guidance on AI. Held AI Institutional Advancement Forum on December 6th, 2024 and a second round planned for Spring 2025. Yet to identify singular AI liaison and have questions how to do so.</p>

□ **Student Experience:** *Create and nurture a supportive environment that welcomes diversity and difference and focuses on student success and growth.*

Goal	Progress/Update Highlights
<i>Incorporate DEISJ learning outcomes into academic program reviews by May 2025 so the SUNY wide DEISJ student learning outcomes, which launched in Fall 2023, are embedded into the self-assessments conducted by degree programs</i>	<p>Recommend removing this goal from the Strategic Plan as the learning outcomes are already being assessed at an institutional and course level via program requirements. Thus, this goal is redundant and no longer strategic but operational.</p>
<i>Ensure that the College is fully accessible in our facilities, technology, instruction, and programming.</i>	<ol style="list-style-type: none"> 1. OCR Review completed in late Sp24. 2. Review of Findings completed Su24. 3. Action plan developed and approved by NYSED in Fa24. 4. Operational group formed to respond to findings and track progress in Fa24.

- **Partnerships:** *Act as a strong and valued partner in the communities we serve.*

Goal	Progress/Update Highlights
<i>Develop a comprehensive Continuing Education Department that can respond to evolving community needs with non-credit programming and accessible facilities.</i>	<ol style="list-style-type: none"> 1. NC Live launched and delivered four (4) programs in Summer 2024 in Ti, supported by Cloudsplitter Foundation. 2. NC Live developed and delivered six (6) programs in Fall 2024 in SL, including AI, supported by the Cloudsplitter Foundation. Marketing campaign and post-event surveys were completed. 3. Assessment of regional workforce needs in the health and human services pathways and mapping them to specific offerings/pathways is underway.
<i>Expand and, where needed, establish our relationships with DOCCS, BOP and County Jails by August 2027.</i>	<ol style="list-style-type: none"> 1. Prison Education Program application and planning for expanded reentry services to incarcerated individuals. Application added Entrepreneurship Certificate to offerings for incarcerated individuals.
<i>Explore and implement microcredential opportunities to better serve students and employers.</i>	<ol style="list-style-type: none"> 1. Apprenticeship roundtables in Fa24 at SL and Ti campuses. Sp25 planned for ML. 2. Microcredential opportunities in health and human services identified and explored. 3. Direct Support Professional microcredential launched Sp24.

- **Sustainability:** *Ensure the financial sustainability of the institution through strengthening enrollment and maximizing use of resources.*

Goal	Progress/Update Highlights
<i>Implement a new department level review process using clearly defined guidelines and self-assessment evaluations so employees and department heads can more competently evaluate institutional effectiveness and alignment with strategic plan.</i>	<ol style="list-style-type: none"> 1. Three areas (President's Office, Foundation, and Records Office) are piloting the process currently.
<i>Increase non-student revenue streams by 5% annually by August 2026 to support the College mission.</i>	<ol style="list-style-type: none"> 1. Strategic Dialogue – June 4, 2024 2. Su24 Foundation Fundraising incl \$100K unrestricted gift. 3. 2024-25 Annual Appeal 4. Two (2) new endowed scholarships. 5. Part-time grant writer. 6. 2025-2026 NYS Budget Advocacy.

- **Grants and Opportunities**

- *Perkins:* Our Perkins grant allocation of \$173,057 allowed for the following investments this year:

- adding pediatric manikins in nursing labs (one at each campus),
- a digital cassette imaging system in Rad Tech lab, 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).
- *Next Move NY*: The College is working with regional higher ed partners to explore possibility of a joint proposal to the Regional Economic Development Council (REDC) upon their recommendation.

□ **Information Technology (IT):**

- *Thesis Elements*: The College’s student information system (CAMS) is antiquated, hosted locally, and rapidly coming to the end of its life. It doesn’t articulate well with either D2L/Brightspace or Slate. While affordable, its limitations are increasingly costly for us. Last year, Thesis notified us that they would no longer support CAMS after 2027 and would be replacing it with a new version, *Thesis Elements*. This new version would triple the annual cost we now pay for CAMS (\$160K compared to \$53K). Given these factors and more, it was clear that the College needed to upgrade to the more robust Thesis Elements product or change student information systems entirely. The latter choice would cost significantly more time and money to both implement and maintain. For this reason, we opted to commit our resources to upgrade to the Thesis Elements product.

The College is able to re-leverage SUNY Transformation Funding for this upgrade, using just under \$500K that was originally earmarked for workforce development with a focus on technology. While we have not abandoned that initiative, the search for a workforce coordinator was ultimately unsuccessful, leaving us with nearly \$500K unused and unspent. Our plan to use those unspent funds to pay for the adoption of *Thesis Elements* was approved by SUNY. In addition to helping pay for the adoption of the system, we will use funds to ensure that Slate and D2L/Brightspace will plug into it. The new Thesis Elements platform will no longer be locally hosted, but will be in the cloud, reducing maintenance and updating responsibilities. In addition, there are many other benefits we see from this move.

- **Facilities:** The Facilities staff have been contending with winter in all its presentations, from removing snow to ensuring that our buildings are operating effectively. In addition to the daily activities, other efforts include:
 - Preparing for planned upgrades of the boiler in Clermont,
 - Cleaning and repairing boilers, where needed,
 - Repairing the pool motor,
 - Preparing for exterior door replacements at the Sparks facility and the Connector,
 - Deep cleaning of the instructional areas during the break, and
 - Addressing a persistent and vexing odor in the Pottery Building.

Planning continues 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 was approved in the FY 2025 budget. JMZ Architects is completing plans for the Sparks vestibule replacement, while Rick Heath has been working to schedule door replacements for the rest of the building. JMZ will manage the bidding process and provide construction administration.

- ❑ **NCCCAP:**
 - *2025-2028 Contract negotiations:* Negotiations for a successor contract began last semester and will continue into the Spring 2025 semester.
- ❑ **CSEA:** No updates to report.
- ❑ **Middle States:** No updates to report.
- ❑ **SUNY:**
 - Updates on the *Transformational Initiatives:*
 - ❑ *Grant Manager:* Betsy Penrose has been working on grant applications, including planning for a Title III Grant in the event we are eligible.
 - ❑ *Workforce Development Coordinator (tech focus):* As noted earlier, this funding was repurposed towards an update of our student information system, from CAMS to Thesis Elements. We expect the process will last several months as we make the change.
 - Updates on *\$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:
 - ❑ *Mental Health:* we are advertising for a *Student Health and Wellness Coordinator* to provide for the mental health and associated socio-emotional needs of students more directly.
 - ❑ *Health Care Workforce:* investments in nursing to support the expanded ADN program including needs for clinical and simulation coordination, as well as adjunct instructors
- ❑ **NYSED:** Other than the Office of Civil Rights (OCR), there are no updates.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community

North Country Community College			
Office of Civil Rights (OCR) Review Findings - Fall 2024			
Type of Correction Action Required	Location	Campus	Corrective Action Required
Accessible Door Closure Pressure	Ballard Mill Entry Doors	Malone	
Accessible Door Closure Pressure	Ballard Mill Interior Doors	Malone	
Accessible Door Closure Pressure	Reshetkina Hall Entry Doors	Malone	
Accessible Door Closure Pressure	Reshetkina Hall Interior Doors	Malone	
Accessible Door Closure Pressure	CL Entry Doors	Saranac Lake	
Accessible Door Closure Pressure	CL Interior Doors	Saranac Lake	
Accessible Door Closure Pressure	HH Entry Doors	Saranac Lake	
Accessible Door Closure Pressure	HH Interior Doors	Saranac Lake	
Accessible Door Closure Pressure	McCormick, Mulholland, Connector Entry Doors	Saranac Lake	
Accessible Door Closure Pressure	McCormick, Mulholland, Connector Interior Doors	Saranac Lake	
Accessible Door Closure Pressure	SL Library Entry Doors	Saranac Lake	
Accessible Door Closure Pressure	SL Library Interior Doors	Saranac Lake	
Accessible Door Closure Pressure	Sparks Entry Doors	Saranac Lake	
Accessible Door Closure Pressure	Sparks Interior Doors	Saranac Lake	
Accessible Door Closure Pressure	TI Entry Doors	Ticonderoga	
Accessible Door Closure Pressure	TI Interior Doors	Ticonderoga	
Accessible Door Width (less than minimum required)	HH-103 (Records Office)	Saranac Lake	
Accessible Elevators (Directional Sounds, Signage, Braille)	Ballard Mill Elevator	Malone	Directional Sounds Braille Signs on Door Jamb for each Floor Elevator Call Button width and centered
Accessible Elevators (Directional Sounds, Signage, Braille)	Reshetkina Hall Elevator	Malone	Directional Sounds Braille Signs on Door Jamb for each Floor Elevator Call Button width and centered
Accessible Elevators (Directional Sounds, Signage, Braille)	Hodson Hall Elevator	Saranac Lake	Directional Sounds Signs to Accessible Elevator Functional Emergency Intercom system
Accessible Elevators (Directional Sounds, Signage, Braille)	Ti Elevator	Ticonderoga	Directional Sounds Signs to Accessible Elevator
Accessible Entrance Signage	Clermont Hall	Saranac Lake	Sign at Accessible Entrance Sign from Inaccessible to Accessible Entrance

Type of Correction Action Required	Location	Campus	Corrective Action Required
Accessible Entrance Signage	Hodson Hall	Saranac Lake	Sign at Accessible Entrance Sign from Inaccessible to Accessible Entrance
Accessible Entrance Signage	McCormick, Mulholland, Connector	Saranac Lake	Sign at Accessible Entrance Sign from Inaccessible to Accessible Entrance
Accessible Entrance Signage	Pottery Studio	Saranac Lake	Sign at Accessible Entrance Sign from Inaccessible to Accessible Entrance
Accessible Parking	Ballard Mill Parking Lot	Malone	No Parking Space marked as Van Accessible Missing ISA compliant signs Access aisle not clearly marked
Accessible Parking	Reshetkina Hall Parking Lot	Malone	No Parking Space marked as Van Accessible Missing ISA compliant signs Access aisle not clearly marked
Accessible Parking	Clermont Parking Lot	Saranac Lake	Insufficient # of Accessible Parking Spaces No Parking Space marked as Van Accessible
Accessible Parking	College Hall Parking Lot	Saranac Lake	Needs compliant access aisle for one space No Parking Space marked as Van Accessible Missing ISA compliant signs at correct height
Accessible Parking	Hodson Hall Parking Lot	Saranac Lake	Accessible spot near Boardroom inaccessible
Accessible Parking	McCormick and Mulholland Parking Lots	Saranac Lake	No Parking Space marked as Van Accessible Missing ISA compliant signs Accessible aisles missing or not marked
Accessible Parking	Pottery Studio Parking Lot	Saranac Lake	Missing accessible space with access aisle (need at least one) No Parking Space marked as Van Accessible
Accessible Parking	SL Library Parking Lot	Saranac Lake	Insufficient # of Accessible Parking Spaces (need at least two) Sign pointing to Accessible Entrance Missing access aisle No Parking Space marked as Van Accessible Upright signage height too low
Accessible Parking	Sparks Parking Lot	Saranac Lake	Insufficient # of Accessible Parking Spaces (need at least three) No Parking Space marked as Van Accessible Missing ISA compliant signs
Accessible Parking	TI Parking Lot	Ticonderoga	No Parking Space marked as Van Accessible

Type of Correction Action Required	Location	Campus	Corrective Action Required
Accessible Paths of Travel – Exterior	Ballard Mill Parking Lot	Malone	Path of travel from accessible parking spot to accessible entrance not marked Path of travel interrupted by level changes of more than 0.5" and is uneven
Accessible Paths of Travel – Exterior	Reshetkina Hall Parking Lot	Malone	Path of travel from accessible parking spot to accessible entrance not marked Path of travel interrupted by level changes of more than 0.5" and is uneven
Accessible Paths of Travel – Exterior	College Hall Parking Lot	Saranac Lake	Path of travel interrupted by level changes of more than 0.5" and is uneven Path of travel has level changes over ramp threshold and entrance threshold more than 0.5"
Accessible Paths of Travel – Exterior	Hodson Hall Parking Lot	Saranac Lake	Path of travel from accessible parking spot to accessible entrance not marked Path of travel interrupted by level changes of more than 0.5" and is uneven
Accessible Paths of Travel – Exterior	Library Parking Lot	Saranac Lake	Path of travel interrupted by level changes of more than 0.5" and is uneven Accessible parking space interrupted by level changes more than 0.5"
Accessible Paths of Travel – Exterior	McCormick and Mulholland Parking Lots	Saranac Lake	Path of travel from accessible parking spot to accessible entrance not marked Path of travel interrupted by level changes of more than 0.5" and is uneven
Accessible Paths of Travel – Exterior	Pottery Studio Parking Lot	Saranac Lake	Path of travel interrupted by level changes of more than 0.5", cross-slope greater than 1:50 and running-slope greater than 1:20 Accessible parking ramp incline more than 5%, ramp longer than 7', and no handrails Path of travel interrupted by level changes of more than 0.5" and is uneven

Type of Correction Action Required	Location	Campus	Corrective Action Required
Accessible Paths of Travel – Exterior	Sparks Parking Lot	Saranac Lake	Path of travel from accessible parking spot to accessible entrance not marked Path of travel interrupted by level changes of more than 0.5" and is uneven
Accessible Paths of Travel - Interior (including Functional Space Signage)	Ballard Mill	Malone	Missing signs to provide directions to, or information about, functional spaces of the building. BM-110 entrance ramp is not accessible.
Accessible Paths of Travel - Interior (including Functional Space Signage)	Reshetikina Hall	Malone	Missing signs to provide directions to, or information about, functional spaces of the building. Hallway cabinet in front of Nursing Lab protrudes from wall with barriers to warn blind or visually impaired individuals of it.
Accessible Paths of Travel - Interior (including Functional Space Signage)	Clermont Hall	Saranac Lake	Missing signs to provide directions to, or information about, functional spaces of the building.
Accessible Paths of Travel - Interior (including Functional Space Signage)	Hodson Hall	Saranac Lake	Missing signs to provide directions to, or information about, functional spaces of the building.
Accessible Paths of Travel - Interior (including Functional Space Signage)	McCormick, Mulholland and Connector	Saranac Lake	Missing signs to provide directions to, or information about, functional spaces of the building.
Accessible Paths of Travel - Interior (including Functional Space Signage)	Pottery Studio	Saranac Lake	Missing signs to provide directions to, or information about, functional spaces of the building.
Accessible Paths of Travel - Interior (including Functional Space Signage)	SL Library	Saranac Lake	Missing signs to provide directions to, or information about, functional spaces of the building. The minimum clear aisle width between two of the stacks in the library is less than 36" wide and needs to be at least 36" wide.
Accessible Paths of Travel - Interior (including Functional Space Signage)	Ti Campus	Ticonderoga	Missing signs to provide directions to, or information about, functional spaces of the building.

Type of Correction Action Required	Location	Campus	Corrective Action Required
Accessible Restrooms	Ballard Mill	Malone	Side grab bars missing in 108 and 109 Toilet bowls in 108 and 109 >19" Toilet paper dispensers not all reachable
Accessible Restrooms	Reshetkina Hall	Malone	Missing rear grab bar in 1st floor women's room Toilet paper dispensers not reachable in all accessible stalls Paper towel dispensers not uniformly accessible (too high) Sharps collector not accessible
Accessible Restrooms	College Hall	Saranac Lake	Lacks ISA sign marking it as accessible. Mirror height needs to be lowered to </= 40" Missing accessible grab bars and the one there needs adjusting Dispensers need adjusting
Accessible Restrooms	Hodson Hall	Saranac Lake	Lacks accessible restroom. Lacks directional sign to accessible restroom
Accessible Restrooms	McCormick	Saranac Lake	Lacks signs from the wheelchair inaccessible restrooms to point towards accessible restrooms.
Accessible Restrooms	Mulholland	Saranac Lake	Lacks ISA signs marking them as accessible.
Accessible Restrooms	Pottery Studio	Saranac Lake	Lacks ISA sign marking it as accessible. Sink and dispensers not accessible Mirror height needs to be lowered to </= 40" Missing accessible grab bars and the one there needs adjusting Toilet stall does not have a turning radius of 60"x60"
Accessible Restrooms	SL Library	Saranac Lake	Lacks accessible restroom. Lacks directional sign to accessible restroom
Accessible Restrooms	Sparks	Saranac Lake	Lacks ISA sign marking it as accessible.
Accessible Sink/Shower	Mulholland S-03	Saranac Lake	Lacks accessible sink
Accessible Sink/Shower	Pottery Studio	Saranac Lake	Lacks accessible sink Soap and paper dispensers not accessible
Accessible Sink/Shower	Ti Biology Lab	Ticonderoga	Lacks accessible sink Lacks accessible emergency shower

Type of Correction Action Required	Location	Campus	Corrective Action Required
Accessible Sink/Shower	Ti Kitchen	Ticonderoga	Lacks accessible sink
Counter Exceed Maximum Height (36")	ML Bookstore	Malone	
Counter Exceed Maximum Height (36")	ML Library	Malone	
Counter Exceed Maximum Height (36")	SL Bookstore	Saranac Lake	
Counter Exceed Maximum Height (36")	SL Library	Saranac Lake	
Counter Exceed Maximum Height (36")	Ti Entrance	Ticonderoga	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	BM-105	Malone	Requires removal of a filler for one desk and make adjustments to sinks.
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	BM-106	Malone	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	RH-108	Malone	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	C-08	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	C-09	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	C-10	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	C-13	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	C-17	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	CL-06	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	CL-07	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	McCormick Hall (Check C-05, C-07 and C-15)	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	Mulholland Hall (Check S-01 and S-20)	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	Pottery Studio	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	S-03	Saranac Lake	

Type of Correction Action Required	Location	Campus	Corrective Action Required
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	S-19	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	S-22	Saranac Lake	
Need for Accessible Table(s)/Desks including at least 5% of total # of seats in room	Ti - All classrooms	Ticonderoga	