

Board of Trustees Meeting Agenda

11:00 a.m. | Thursday, July 29, 2021

Hybrid: CL-12 (Nursing Building), Saranac Lake Campus | Zoom link below

- I. Call to Order
- II. Approval June 24, 2021 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Resolution | Appointment: Nursing Instructor
 - Resolution | NCCCAP Appointment Renewals
 - Vice President for Marketing & Enrollment Management
 - Interim CFO
 - June 2021 Financials
 - Interim Associate Vice President of Student Affairs
 - President
 - Resolution | Appointment: IT Programmer/Analyst
 - Middle States Update
- V. Representative Reports
 - NCCC Association
 - 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.*

Topic: Board of Trustees | Public Access

Time: Jul 29, 2021 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting : <https://uso2web.zoom.us/j/81585194948?pwd=ZVV1SmVrNTN2UzJvQmdmeXUoTzJldz09>

Meeting ID: 815 8519 4948 | Passcode: 502637

One tap mobile | +16465588656,,81585194948#,,,,*502637# US (New York)



Board of Trustees Meeting Minutes | June 24th, 2021
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Tara Smith, Diana Fortune, Kyle Johnston, Dianna Trummer, Shir Filler, Rob Rathbun, Chris Knight, Kim Irland

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

Minutes

- Mary Irene Lee made the motion to accept the May 27th, 2021 meeting minutes. Mark Moeller seconded the motion. The May 27th, 2021 meeting minutes were unanimously approved (7-0-0).

College Senate

No report

NCCCAP

No report

** Board member Donna Wadsworth joined the meeting at 11:05.*

CSEA

Dianna Trummer reported:

- Membership appreciation meeting was held in early June. It lifted morale and was overall a good event.

Board Chair Report

Steve Reed reported:

- Members of the College BoT, the NCCC Foundation Board, and the administration continue to hold meetings with the Foundation director.
 - Steve Reed met with members of President's Council on June 17th, 2021, to highlight and discuss potential changes in the Foundation office structure to include a support position for the new director.
 - The job position will be posted soon.
 - Members of the Foundation Director search committee have been chosen.

Interim Vice President for Academic Affairs

Sarah Maroun added to her report:

- Hearing increased interest in advanced EMT certificate – The College resubmitted the request to the Department of Health (DoH) to be a course sponsor. The original request which was made in early 2020 (before the onset of the COVID-19 pandemic), encouraged the College to work with the existing regional sponsor which the College attempted.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Erin Streiff, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-

year term for the 2021/22 academic year, at an annual salary of \$44,602. Jessica Kemp seconded the motion. The motion was approved unanimously (8-0-0).

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marcus Painter, to the full-time, exempt appointment as Math Instructor for the Fall 2021 Semester, at a pro-rated annual salary of \$20,948. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston added to his report:

- Continuing to close gap on applications for the Fall 2021. Cut down to 100 applications from 400, good progress continues. Students are being registered sooner than they have when compared to past years.
- Digital in Fine Arts campaign will wrap up end of June. The Certificate in Entrepreneurship campaign will begin and run through July. Scholarship opportunities campaign is ongoing and advertised through the radio and social media.
- Lead generation activity is being generated and outreach will continue through July. New relationship with Niche.com to help outreach to students.
- CampusReel videos are showing interest and the College is following through with potential students.
- CRM program working well and developing application/forms and creating ease of use for potential students.
- Board discussed the report from Kyle:
 - Focus on enrollment trends
 - Opportunity scholarships
 - Market for courses and/or workshops over the summer to add to a potential revenue stream
 - Summer and Winterim sessions are currently targeted to students who wish to meet general education requirements before they transition to 4-year Colleges.

Interim CFO:

Erik Harvey highlighted his report:

- The proposed NCCC budget 2021-2022 was shared with the Board. Erik highlighted several points of potential revenue increase opportunities, and an extensive explanation of the current budget layout.
- The Board discussed the budget, fund balance, and potential investments.
- The Board spoke of the recent meeting surrounding the recent audit of the College.

Pete Suttmeier made a motion to approve the May financial reports and as they were presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

Dan Kelleher made a motion to approve the 2021-2022 Budget. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0). The budget will now move to the College's supporting counties of Essex and Franklin for their review and approval.

Associate Vice President of Student Life

- Kim Irland introduced Rob Rathbun, Executive Director / Food Service Manager of the NCCC Association. He spoke briefly to the board. He voiced recognition of the heavy lift for his position. His immediate action plan is to put together a dining staff for operations to begin late August. He is working to create a plan to keep funding low while keeping in mind exceptional customer service. He shared his previous experiences in similar positions and explained the first two weeks is critical for the success of the Association and the College.
- Kim explained the plan to reopen the Residence Life side of the Association. Members of the College staff are working together to get the dorms ready for students.

President:

Joe Keegan highlighted his reported:

- Thanked the board for their ongoing support of the College, Foundation and Association.
- Welcomed Rob Rathbun to the College.
- College received the Shared Governance Award given by SUNY Chancellor. College will continue to do the work with which they were awarded.
- Thanked the board for their support on the 2021-2022 budget and highlighted the hard work of the staff who put the report together.
- Outreach to JMZ came back with a scoping report. Proposal is for JMZ to look at HVAC, Nursing and Science lab updates and renovations. Proposed to cost under \$25,000 though will likely change as we added additional buildings for the HVAC assessment. Goal would be for them to start immediately upon agreement. Timeline is critical due to the funding timeline constraints associated with federal stimulus dollars and earmarks for the year. Work to start in Summer of 2022.
 - Mary Irene Lee made the motion to support the College working with JMZ as presented and brought to the floor. Mark Moeller seconded the motion. The motion was unanimously approved (8-0-0).
- IT infrastructure updates will be completed in time for the start of Fall 2021
- Joe explained Governor Cuomo’s recent announcement of lifting COVID restrictions and protocols, and it impacts the College community. He shared the campus reopening plan, which was moved through Shared Governance. The board discussed the opportunity to have a press release, Chris Knight is working on this and there are basics of the reopening impact already highlighted the College’s website. When further guidance is available it will be shared, and outreach will be expanded to various platforms.
- Board discussed the executive orders and open meeting laws as it pertains to the board returning to an onsite meeting. Stacie Hurwitch voiced support and requested the board to consider keeping Zoom as an option for video conferencing in the event others cannot make it to campus but who still wish to participate. The board voiced their agreement. The board moved to accept the 2021-2022 meeting schedule as designed by Stacie Hurwitch with the plan to make changes as needed. The board will return to onsite meetings starting July 29th, 2021.

Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the updated *Campus Access Policy*. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

NCCC Association:

No report

NCCC Foundation:

No report

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:00 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. Mary Irene Lee seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:00 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:45 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

7/29/2021

Motion:

Second:

Action:



Interim VPAA Report to the Board of Trustees
July 29, 2021

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies

- **Summer and Fall Course Registrations:** The second summer session is underway and ends August 6th. Faculty continue to register students for fall remotely this summer.
- **Professional Development:** Sixteen faculty and professional staff members attended an On Course workshop on June 24th. The focus of the workshop included strategies for improving retention of information, unique ways to present content, and engaging students in remote learning settings. SUNY is offering a week-long professional development series in August. We hope to schedule one more internal professional development session focused on universal design of courses.
- **SUNY Mandatory Vaccination Policy:** Once the vaccine receives full FDA approval, on campus students will need to be vaccinated. We encourage students who plan to take on campus courses to receive their vaccinations as soon as possible.
- **Classroom Upgrades:** We anticipate the completion of six classroom technology upgrades by the end of July. These upgrades will enhance the remote classroom experience for faculty and students. The upgrades are funded by CARES Act as they are designed to allow us to support remote learning efforts for the 2021-2022 academic year and beyond. In Saranac Lake, the classrooms are HH-105, C-17, and C-09; in Malone, RH-207 and RH-208; in Ticonderoga, TI-114. The project was spearheaded by Scott Harwood, and facilities and IT staff worked diligently to assess the needs and complete the project in time for the start of fall classes. We are very appreciative of their efforts as there was no shortage of challenges. Training for faculty on the new system will be available by mid-August.
- **Middle States: Self-Study**
 - **Timeline:** Self-study virtual visit: October 4-6, 2021.
 - **Process Updates:** The Steering Committee met in smaller writing groups three to four times over the last month. A second draft will be shared with the College community for feedback prior to submitting the final draft in late August. In early July, the Commission notified us of a new liaison for NCCC, Dr. Terence Peavy. We look forward to meeting him and working with him during the self-study visit and beyond. Additionally, the Commission approved a team roster, which they sent for our review.

Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** Sarah Kilby, Dan Snyder, and the faculty teaching in the Second Chance PELL program successfully maintained the program through many obstacles and challenges during the move to remote learning. Many thanks to all who worked to help us continue to offer the program. Through some masterful and creative scheduling, fall courses will be offered in three formats to serve all four facilities: in-person, hybrid, and remote.
- **Northern Borders Regional Commission Grant:** Planning for the Basic Operations course continues.



- **PTECH:** FEH BOCES decided to discontinue new enrollments into the PTECH program. We will continue collaborate through the next four years to assure that the currently enrolled students finish their degree programs. For the 2021-2022 academic year, there are eight NCCC sophomores, five NCCC freshman, seven PTECH seniors, and eleven PTECH juniors.
- **Strong Start to Finish:** The Strong Start to Finish grant ended as of July 1. With this funding from SUNY, we successfully revised our College Success Program and have eight sections scheduled for fall.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim Nursing Program Director recommends the temporary appointment of Courtnee Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-year term for the 2021/22 academic year, at an annual salary of \$43,250,

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 Courtnee Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-year term for the 2021/22 academic year, at an annual salary of \$43,250.

This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2021/22
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 6, 2021

Ms. Courtnee Davenport
184 Bull Run Road
Malone, NY 12953

Dear Ms. Davenport:

Pending approval by the North Country Community College Board of Trustees at their July 2021 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Nursing Instructor for a one-year term during the 2021-2022 academic year. Faculty members are expected to report on August 23, 2021.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 7 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$43,250. Your per-diem rate based on 164 days is \$263.72.

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, Interim Nursing Program Director, and your area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than July 23, 2021.

Sincerely,

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

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date

COURTNEE DAVENPORT

184 Bull Run Rd Malone, NY 12953 · 518-651-5490

courtneezeigler@yahoo.com

EXPERIENCE

OCT 2009 – PRESENT

REGISTERED NURSE, ALICE HYDE MEDICAL CENTER

Worked as float nurse for 2 years until full time OB position was available
Cross trained to work in Ambulatory Surgery and Intermediate Care Unit
Provide a full spectrum of care for antepartum, intrapartum and postpartum patients.
CLC certification and member of The Breastfeeding Council of Malone
I currently do multiple QI projects for the OB department as well as the unit project leader for NYS opioid use disorder in pregnancy program.

NOV 2004 – OCT 2009

REGISTERED NURSE AND BIRTH ASSISTANT, READING BIRTH AND WOMAN'S CENTER

Lactation consultation and patient education
Assist families with labor, delivery and recovery in a freestanding birth center and home births
Home visits to all families and 6 weeks of follow up phone calls
Assisting CNM and CNRPs with OB and GYN office cliental
Blood drawing and laboratory experience

SEPT 2004 – NOV 2004

REGISTERED NURSE, BAYDA NURSES

Pediatric home care

APRIL 2000 – FEB 2004

REGISTERED NURSE, EPHRATA COMMUNITY HOSPITAL

Assist patients with labor and delivery in a hospital birthing unit
Provide antenatal care in hospital and clinic setting
Performed charge nurse and patient care duties in postpartum unit
Certified as or scrub nurse and provided GYN post-operative care
Level one NICU experience as well as routine newborn care

OCT 1998 – APRIL 2000

NURSING SUPERVISOR, SPRUCE MANOR NURSING AND REHABILITATION CENTER

EDUCATION

MAY 2000

BACHELOR OF SCIENCE IN NURSING, KUTZTOWN UNIVERSITY

JUNE 1998

DIPLOMA IN REGISTERED NURSING, READING HOSPITAL SCHOOL OF NURSING

JULY 2008

**BOARD CERTIFIED LACTATION CONSULTANT, LACTATION CONSULTANT
EDUCATION AND TRAINING**

SKILLS

- 21 Years of OB experience
- CLC certification
- ACLS, PALS, NRP and CPR Certified
- Intermittent Fetal monitoring Course
- STABLE Course for Newborn care

REFERENCES

Available upon request.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second temporary appointment of Melinda Fredenburgh, to the full-time, 164-day, exempt appointment as Science Instructor for 2021/22 academic year at an annual salary of \$44,602,

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 second temporary appointment of Melinda Fredenburgh, to the full-time, 164-day, exempt appointment as Science Instructor for 2021/22 academic year at an annual salary of \$44,602.

This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2020/2021
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 20, 2021

Melinda Fredenburg
PO Box 1194
Saranac Lake, NY 12983

Dear Melinda:

Pending approval by the North Country Community College Board of Trustees at their July 2021 meeting, I am pleased to offer you a temporary, full time, exempt appointment as Science Instructor for the 2021-2022 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 23, 2021.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 8 on Schedule C of the 2021-2022 CBA, which is \$44,602. Your per-diem rate based on 164 days is \$271.96.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel/Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim VP of Academic Affairs recommends the second temporary appointment of Tana Hare, to the full-time, 164-day, exempt appointment as the Director of the Nursing Program for the 2021/22 academic year at an annual salary of \$60,836,

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 second temporary appointment of Tana Hare, to the full-time, 164-day, exempt appointment as the Director of the Nursing Program for the 2021/22 academic year at an annual salary of \$60,836.

This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2020/2021

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 20, 2021

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

Dear Ms. Hare:

Pending approval by the Board of Trustees at their July 2021 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as the Director of the Nursing Program for a one-year term during the 2021-2022 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 23, 2021.

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 20 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$60,836. Your per-diem rate based on 164 days is \$370.95.

In the event that you or your supervisor determine that you will no longer continue in this interim role, you will return to your previous appointment status as Nursing Instructor. You will return to a salary rate that reflects those accruals earned at your Nursing Instructor salary during your time as the Director of the Nursing Program. Any calculated salary change will be reflected in the payroll period following your return to the Nursing Instructor position.

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of Luke Hudak, to the full-time, 190-day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2021/22 academic year at an annual salary of \$48,660,

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 Luke Hudak, to the full-time, 190-day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2021/22 academic year at an annual salary of \$48,660.

This position is budgeted for the 2021/22 academic year. 50% of salary and benefits will be grant funded. The remainder will be hard funds.

In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2020/21
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 20, 2021

Mr. Luke Hudak
39 Nash St
Lake Placid, NY 12946

Dear Mr. Hudak:

Pending approval by the North Country Community College Board of Trustees at their July 2021 meeting, I am pleased to offer you a temporary, full-time, 190-day exempt appointment as Coordinator of Dual Enrollment Initiatives for a one-year term during the 2021-2022 academic year. Salary and benefits will be 50% grant funded. In addition, you will have a direct report located at Northern P-Tech.

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 11 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$48,660.

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

In the event that duties under the P-TECH program are no longer grant funded, you will no longer continue in the role.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim VP of Academic Affairs recommends the third temporary appointment of Jamie Strough to the full-time, 164-day, exempt appointment as Science Instructor for the 2021/22 academic year at an annual salary of \$44,602,

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 third temporary appointment of Jamie Strough to the full-time, 164-day, exempt appointment as Science Instructor for the 2021/22 academic year at an annual salary of \$44,602.

This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2020/21
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 20, 2021

Ms. Jamie Strough
22 Broadway, Apt H
Saranac Lake, NY 12983

Dear Ms. Strough:

Pending approval by the North Country Community College Board of Trustees at their July 2021 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Science Instructor for a one-year term during the 2021-2022 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 23, 2021.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 8 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$44,602. Your per-diem rate based on 164 days is \$271.96.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim Nursing Program Director recommends the third temporary appointment of Sarah Updegraff to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2021/22 academic year at an annual salary of \$48,660,

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 third temporary appointment of Sarah Updegraff to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2021/22 academic year at an annual salary of \$48,660.

This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2020/2021
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 20, 2021

Ms. Sarah Updegraff
455 Forest Hill
Saranac Lake, NY 12983

Dear Ms. Updegraff:

Pending approval by the North Country Community College Board of Trustees at their July 2021 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Nursing Instructor for a one-year term during the 2021-2022 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 23, 2021.

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 11 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$48,660. Your per-diem rate based on 164 days is \$296.71.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created July 21, 2021

Enrollment and Financial Aid Team Updates:

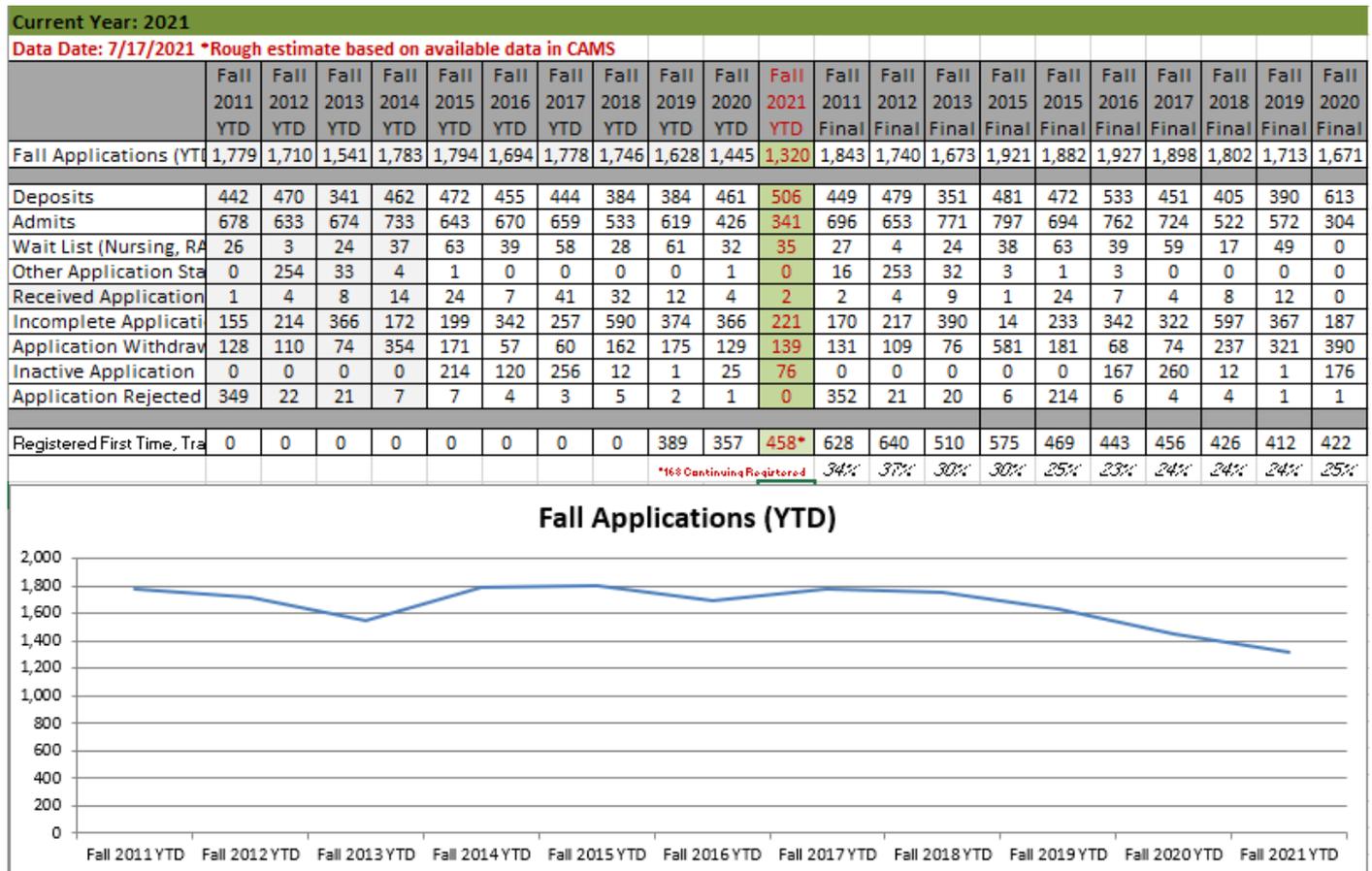
- Major project updates:
 - **SLATE CRM (Customer Relationship Management):** We recently finalized testing and have started using the new event registration forms in SLATE for students to setup campus visits, virtual visits, financial aid visits and to secure their spots for Program Presentations. We have also been sending out marketing emails to former Bridge students, past NC students that didn't complete their degree, prospects across the 5 county region, CampusReel.org leads, Niche.com leads and all current/incoming students that are eligible to register (but haven't). The new SLATE Application is currently being built and will be tested in early August.
 - **OMNI CMS (Content Management System):** Most of the recent work has been collaborating with programs and departments to freshen up their pages for the upcoming academic year. We've also been making an effort to consolidate all student forms into one hub type of page at www.nccc.edu/forms. We will look for other opportunities to create repository pages like this in the future to make processes much easier for students.
 - **North Country Navigator:** The enrollment team continues to work students through the application, financial aid and registration processes. Recently, a few of the contributors to the Online Orientation began work to update their short videos for the orientation.
- **The Enrollment Team** has been reaching out to thousands of prospects, applicants and admitted students in an effort to push them through to the end of the enrollment process. We've been generating solid numbers of inquiries, visits and new applicants in the past month which have moved our intake numbers ahead of prior year. We hope to continue this pace.
- **The Financial Aid team** is ahead of last year's awarding numbers and we hope to continue that trend. Students now work in an electronic portal environment to complete all financial aid processes which will result in more students being prepared for the upcoming year. There will be less chasing down of documents in the upcoming year which will allow the team to focus more of their time on customer service.

Marketing and Web Team Updates:

- The "Digital and Fine Arts" (www.nccc.edu/create) and the "Scholarships Opportunities" campaigns (www.nccc.edu/scholarships) have recently concluded. We pivoted from these campaigns to a new "Program Launch" campaign to introduce the public to the new Entrepreneurship Certificate (www.nccc.edu/business). This campaign (which also features the rest of the business programs) will run through the end of July. Additionally, the Fall campaign (www.nccc.edu/fall) recently launched and that will run right up until we transition into the "LastChance2Enroll" messaging in mid-August. We will continue these promotions right up to the first week of classes.
- We've continued work on the "Athletics Re-Branding Project" recently presenting the initial concepts to the college community. That feedback has been taken into account and we have begun our work to improve upon the most popular designs. The next step will be to share across the college community for a second time as well as adding in students and other stakeholders.

- North Country Live team has been focused in on next Fall's series which will focus in on the arts and music scenes in the Adirondacks. Many of the sessions are already in the planning stages and we have been reaching out to potential presenters and panel members. We hope to have everything finalized by the end-of-August so we can begin our promotional activities.

Application Pipeline

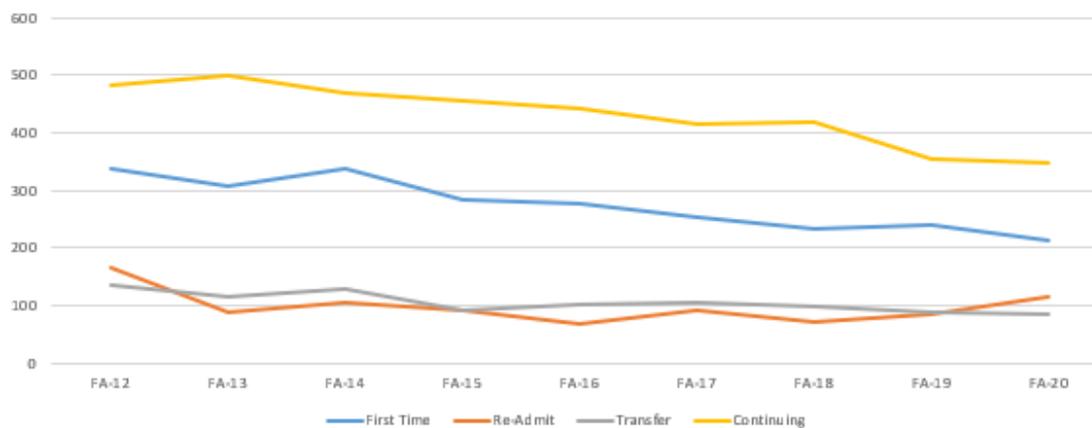


Enrollment Pipeline

Report Date: 7/17/2021

	Final at verification	YTD	*unverified data	2 years prior YTD	1 year prior YTD									
	FA-12	FA-13	FA-14	FA-15	FA-16	FA-17	FA-18	FA-19	FA-20	FA-21			FA-19	FA-20
First Time	338	306	339	285	276	254	234	241	212	167			211	156
Re-Admit	166	89	106	91	67	90	71	83	116	68			59	60
Transfer	136	115	130	93	100	104	97	88	86	87			71	42
Continuing	482	501	469	455	442	416	417	355	349	285			368	303
Total:	1122	1011	1044	924	885	864	819	767	763	607			709	561
Intake Total	640	510	575	469	443	448	402	412	414	322			341	258

Students by Enrollment Status - Historical vs YTD



Financial Aid Awarding

7/22/2021

INCOMING	Fin Aid Offers Sent	Fin Aid Offers Accepted	FAFSA Incomplete (unable)	
Fall 2021	173/104 (SV) = 277		Included in FA Offers	7/20/2021
Fall 2020	302/23	88	44/9	7/17/2020
Fall 2019	348	99	48	7/16/2019
Fall 2018	299	113	44	7/20/2018

RETURNING	Fin Aid Offers Sent	Fin Aid Offers Accepted	FAFSA Incomplete (unable)	
Fall 2021	224/51 (SV) = 275		Included in FA Offers	7/20/2021
Fall 2020	244	79	34	7/17/2020
Fall 2019	235	56	27	7/16/2019
Fall 2018	284	52	23	7/20/2018



OPPORTUNITIES AWAIT!

College can be more affordable than you think.

As part of North Country Community College's ongoing commitment to making college more affordable, we've put a freeze on tuition and fees for the 2021-22 academic year. That means tuition and fee rates are guaranteed to remain the same as last year's rates through the end of this next academic year.

Our college is dedicated to offering a quality education for less. We help students just like you afford college by providing access to Scholarships, Federal Aid, and State Aid.

Through the generosity of many, including the North Country Community College Foundation, we are able to offer the

NCCC Opportunity Scholarship and a wide range of other scholarships as well as financial assistance every semester. Last year, over 90% of our students received some form of financial assistance, representing more than \$12 million in student financial aid.

Find out which scholarships you qualify for, and which financial assistance packages are available to you, by contacting North Country Community College today! Our team helps students like you navigate all of the available funding sources, so you're not alone as you begin this journey.

Apply to the college and complete your FAFSA soon to be ready for the fall semester.

- To apply to the college, please visit [NCCC.EDU/APPLY](https://nccc.edu/apply)
- For more information on scholarships or financial aid, simply visit [NCCC.EDU/PLAYING-FOR-COLLEGE](https://nccc.edu/playing-for-college), email ADMISSIONS@NCCC.EDU or call [888-TRY-NCCC](tel:888-TRY-NCCC)

3 WAYS TO PAY

Continuing your education is an investment of time and money,
but paying for your college education is easier than you think.

SCHOLARSHIPS

Discover the wide range of scholarships available through North Country Community College today! Deadlines vary, and funds are distributed on a first-come, first-served basis.

NCCC OPPORTUNITY SCHOLARSHIP

For full and part-time degree-seeking students aged 22 and above. This scholarship opportunity provides up to \$1000 per year for full-time study and \$500 for part-time. There's no application necessary as these funds are automatically awarded as students register for courses.

ESSEX AND FRANKLIN SCHOLARS AWARDS

For first-time students who reside in Essex or Franklin counties and who have graduated from a public high school in Essex or Franklin counties, this award covers up to the full cost of tuition for four semesters. Applicants must graduate high school with an 85% cumulative average and have a Regents Diploma with Advance Distinction.

FEDERAL AID (FAFSA)

- Apply for Federal Aid at WWW.FAFSA.ED.GOV
- Federal School Code: 007111

HOOSON SCHOLARSHIP

This scholarship provides up to \$2,000 (\$500/semester) toward direct college costs for students living outside of Essex or Franklin counties. Out-of-state and international students are all eligible.

NCCC FOUNDATION SCHOLARSHIPS

Providing student scholarships and awards is a top priority for the NCCC Foundation. The generosity of donors allows us to make available a variety of scholarships and awards each year so that a college education can be within reach of every student.

For more information, please visit:
NCCC.EDU/ABOUT/FOUNDATION/

STATE AID (TAP)

- Apply for State Aid at WWW.HESC.NY.GOV
- NYS TAP Code: 2258



NC North Country Community College ...
Sponsored · 🌐

Make your dream of owning your own business a reality with North Country's new Entrepreneurship Certificate program.



NCCC.EDU

Are you an entrepreneur?

Reach Higher. Own Your Future!

[LEARN MORE](#)

NC North Country Community College ...
Sponsored · 🌐

North Country's new Entrepreneurship Certificate program is geared toward helping you launch or open your own business.



NCCC.EDU

Calling All Entrepreneurs

Reach Higher. Own Your Future!

[LEARN MORE](#)



ENTREPRENEURSHIP CERTIFICATE

Do you dream of owning your own business? Do you have an idea for a start-up but need help to make it happen? If so, come and see North Country Community College's new Entrepreneurship Certificate program.

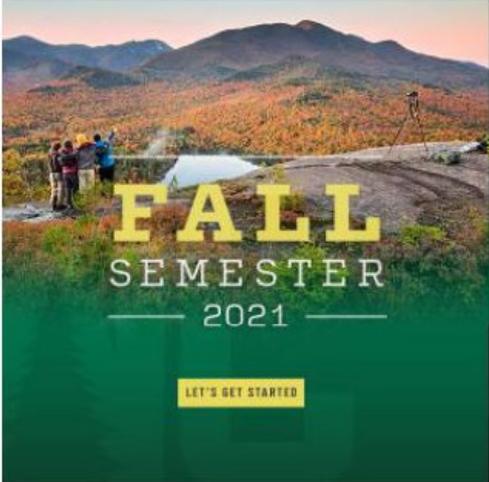
This nine-month certificate program provides students with the necessary tools to launch, manage and market a business. You'll gain the knowledge, skills and insights, that will help you succeed in forming and growing a successful business. Courses offered in this certificate program include: Small Business Accounting, Business Law, Marketing Principles, and Business Communication.

North Country Community College, where **YOUR** success is **OUR** business.
Learn more about this and all other business programs at [NCCC.EDU/BUSINESS](https://nccc.edu/business).

Fall Registration:

NC North Country Community College ...
Sponsored · 🌐

Are you ready for your future? North Country Community College is still accepting applications for the Fall 2021 semester.

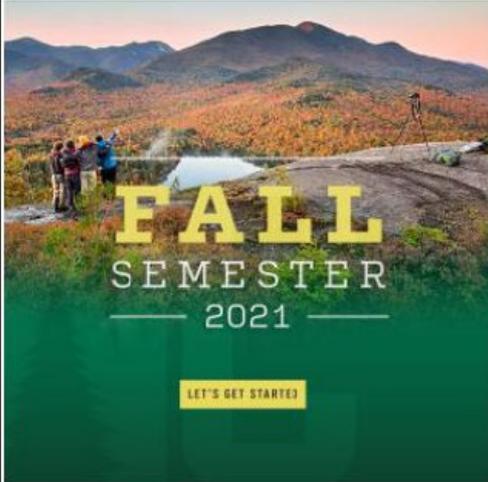


NCCC.EDU
Apply Now for Fall!
Reach Higher. Own Your Future!

[LEARN MORE](#)

NC North Country Community College ...
Sponsored · 🌐

North Country Community College is still accepting Fall 2021 applications for online, in-person, and hybrid classes.



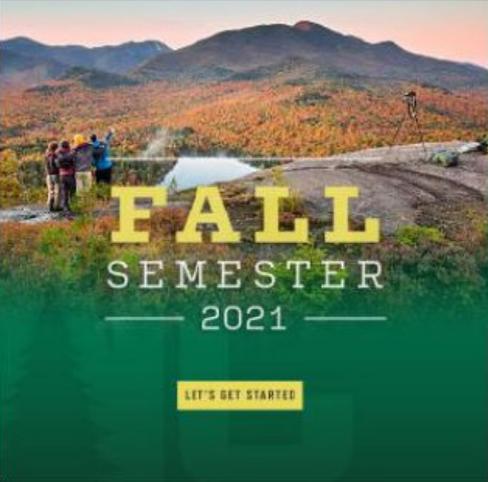
NCCC.EDU
Own Your Future
Reach Higher. Own Your Future!

[LEARN MORE](#)

Last Chance 2 Enroll:

NC North Country Community College ...
Sponsored · 🌐

The next chapter starts now! North Country Community College invites you to enroll for the Fall 2021 semester. Apply NOW and register!

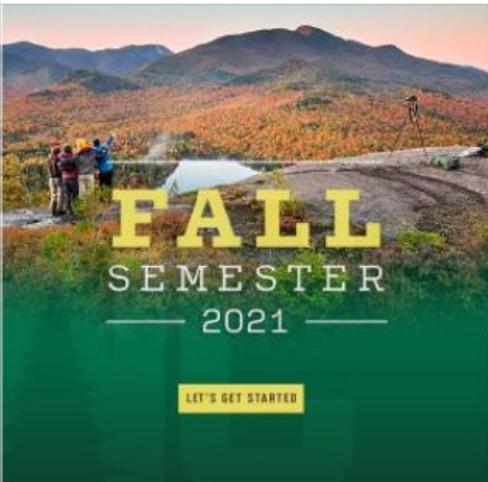


NCCC.EDU
Last Chance 2 Enroll
Reach Higher. Own Your Future!

[LEARN MORE](#)

NC North Country Community College ...
Sponsored · 🌐

North Country Community College wants to see you for the Fall 2021 semester. Reach Higher. Own Your Future. Enroll now.



NCCC.EDU
Enroll at NCCC Now
Reach Higher. Own Your Future!

[LEARN MORE](#)

**North Country Community College
President's Report to the Board of Trustees
July 29th, 2021**

Greetings to you all,

The summer is, as the saying goes, "marching on". I hope this finds you well and enjoying the warmer temperature and longer days.

We are in the final weeks of summer sessions and actively preparing for a new class. It has been a treat to see students and families touring campus once again. We are looking forward to seeing many of you in person as we host this month's Board meeting in hybrid fashion.

Please find updates from our area below. Respectfully yours,

Joe

★ **Board Matters**

- ❑ *Board Appointments:* Congratulations to Mark Moeller for having been reappointed to the Board of Trustees. Mark's new term runs from July 1, 2021 through June 30, 2028.
- ❑ *Board Bios and Photos:* Many thanks to all who have submitted photos and bios to Stacie Hurwitch, Executive Assistant to the President. If you have not yet done so, please let us know if you need any help.
- ❑ *Board Policies:* Stacie Hurwitch is continuing to inventory of all approved Board of Trustees policies since the founding of the College. There is light as we near the end of the tunnel.

★ **Campus and External Relations**

Here are some highlights of events, contacts, and interactions that I have participated in over the last few weeks:

Date	With	Location
28 June 21	Campus Safety Committee Chair	Teams
29 June 21	SUNY Spectrum - <i>Hate Speech and the 1st Amendment</i>	Zoom
29 June 21	NCCCAP Negotiations Team	Teams
30 June 21	MSCHE Steering Committee Writing Day	Zoom
30 June 21	NCCC Athletics Rebranding Project	Zoom
30 June 21	Steve Frederick, Paul Smith's College	Zoom
01 July 21	NCCC Association Financial Team	SL

06 July 21	Franklin County Community Services Board	WebEx
07 July 21	Joe Pete Wilson, Essex County Liaison	Zoom
08 July 21	MSCHE Writing Day	Zoom
08 July 21	Assemblyman Billy Jones	Zoom
12 July 21	MSCHE Writing Day	Zoom
13 July 21	NCCC Foundation Investment Committee	Zoom
14 July 21	Franklin County Board of Legislators	Malone
19 July 21	Essex County Board of Supervisors	Elizabethtown
19 July 21	Essex County Recruitment and Retention Committee	Elizabethtown
20 July 21	Joe Pete Wilson, Essex County Liaison	Zoom
20 July 21	NY Comm College Association of Presidents (NYCCAP)	Zoom
21 July 21	Common Ground Alliance	Zoom
22 July 21	Lee Susice, NCCCAP	Teams
22 July 21	NYCCAP Advocacy Workgroup	Zoom
22 July 21	Northern Area Health Education Center (NAHEC)	Phone
22 July 21	NAHEC Finance Committee	Phone
27 July 21	NCCCAP Negotiations Team	Teams
28 July 21	Ashleigh McGowan, NAHEC	Zoom
28 July 21	Jessica Kemp	Teams
28 July 21	<i>Successful Online Academic Programs</i> webinar	Zoom
29 July 21	NCCC Retirees' Breakfast	SL

★ **Fall 2021 Enrollment**

The Enrollment team continues its efforts recruiting students including targeted marketing campaigns as we close in on the start of the Fall 2021 semester. The *Last Chance 2 Enroll* push will begin soon to complement others that include the Opportunity Scholarship, program-specific marketing, hosting on-campus visits, and developing strategies to help continuing students register.

★ **20-21 College Budget**

As we enter the last month of the 2020-2021 fiscal year, Erik Harvey (Interim CFO) continues to project that we will end the year without a deficit and likely to add to the fund balance. As we noted last month, this fortuitous position is the result of a mixture of college efforts (i.e., reducing staffing costs, prudent spending, and cost reductions related to being mostly online) combined with federal stimulus funding that reversed unbudgeted deficits due to COVID-19.

★ **2021-2022 Budget**

The proposed 2021-2022 budget was presented to the Franklin County Economic Development Committee on July 15th, 2021, and to the Essex County Finance Committee on July 19th, 2021, respectively. Both committees moved the budget forward to their boards who will hold a public hearing on it slated for August 2nd, 2021, in Essex County and August 5th, 2021, in Franklin County.

★ **Foundation**

The search for a *Foundation and Development Director* is underway. Our longtime director, Diana Fortune, is retiring mid-September 2021. A search committee

composed of members of the Foundation Board, the Board of Trustees, and the broader college community has convened and will be leading the search.

★ **Strategic Plan**

Our administrative team continues to prioritize initiatives and explore how various departments/areas can contribute to help put those into action. Some initiatives underway including:

- *Ongoing Professional Development* (several professional development opportunities for the faculty have been offered over the summer break),
- *New Academic Programs* (the AS Business Administration – Healthcare Administration track remains at NYSED; new programs in graphics and animation, and healthcare related fields are being explored; through Perkins funding we are able to continue to support Selina LeMay Klippel’s position as a CTE Coordinator),
- *Create 1-2 state-of-the-art classrooms* to support high-flex model of teaching and learning (this work is nearly completed on six (6) classrooms and training the faculty and others in using it is slated for the next couple of weeks),
- *Streamlining and improving the College’s student onboarding*: through the North Country Navigator program is underway,
- Submitted a second grant request to *modernize Nursing Labs* on all three campuses as well as a grant for additional scholarship funding for non-traditional students,
- *Alternative revenue streams*: exploring how the Foundation and College can rethink the Foundation and its role in helping the College remain sustainable,
- *Improved Institutional Research capabilities*: Initial steps include standardized data needs for all academic programs as part of ongoing program assessment, and
- *Reinvest in health careers and health science programs*: aforementioned nursing lab modernization and new academic program work.

★ **Opportunities and Partnerships**

- *Community Projects Funding requests*: no update on the request to update our nursing labs proposal. Rep. Stefanik moved it to the House Appropriations Committee as one of ten projects from her office.
- *Congressionally Directed Spending proposals*: no update on the two requests submitted to Sen. Gillibrand and Sen. Schumer. The first was the nursing labs proposal for the full \$1.8M, and the second for \$100K to fund non-traditional scholarships for the 2022 year. Both align with our strategic plan objectives.
- *Perkins Grant (2021-2022)*: no updates on our Perkins Grant application. The funding of \$143,000 is aligned with previous assessments and with strategic objectives in areas related to new academic programs (CTE Coordinator), improved IR reporting on alumni, career services supports, and professional development for faculty members related to supporting diverse learning styles.
- *The North Country CC-Workforce Development Partnership*: We are planning to hold our next meeting early in the Fall 2021 semester.

★ **COVID-19 Matters**

As noted last month, with the opening of New York and the removal of many of the COVID-19 era restrictions, our operations and planning has shifted significantly.

Here is a brief summary of what we know and are planning for:

- *Reopening the Campuses:* our campuses have been open to students, employees, and the public since Monday, June 28th, 2021. Student will be returning to campus for Fall 2021 starting in early August with the arrival of our Women's Soccer team. Fall 2021 will likely see a blend of vaccinated and unvaccinated individuals on campus.
- *Vaccine Requirements:* New York State is requiring students on campus in Fall 2021 to be fully vaccinated, provided that one or more of the vaccines receive full approval from the FDA. At present, there are no vaccines that have received that full approval, thus the blend of individuals noted above.
- *Protocols and Practices:*
 - ★ *COVID-19 Cleaning and Sanitation Protocols:* these are relaxed. We will assess which have value, retain those and no longer perform the others.
 - ★ *COVID-19 Daily Screening:* no longer required for employees, students, or visitors.
 - ★ *COVID-19 Mandatory Testing:* no longer required for those who are vaccinated. It will be required for unvaccinated students. We are trusting our employees and colleagues to follow those guidelines on the honor system.
 - ★ *Masking:* Unvaccinated individuals will be required to wear masks and conduct social distancing while on campus. Disposable masks will be provided at select entryways. We are trusting our employees and colleagues to follow those guidelines on the honor system.
 - ★ *Social Distancing:* New York has retained social distancing guidelines of 6' for those who are not vaccinated inside all College buildings and outside on any College property where social distancing cannot be maintained. As with testing and masking, we are trusting our employees and colleagues to follow those guidelines on the honor system.

While we hope that the trend toward greater freedoms continues for us all, we remain concerned about the future. To that end, we continue to plan for possibilities of tightening of restrictions as the colder weather returns and we begin to spend more time indoors.

★ **Facilities Planning**

Rick Heath and the Facilities crew have been very active in readying us for Fall 2021. In addition to the usual grounds and maintenance work, they have been involved with:

- *Classroom and IT Upgrades:* As noted above, thanks to federal stimulus funds that allowed for investments in technologies to support distance learning, we were able to upgrade and equip classrooms on all three campuses to offer high-flex learning options for students.
- *JMZ:* JMZ Architects have started the scoping study for us. They are focusing on the SL science labs project, the nursing lab upgrades, and conducting HVAC assessments in SL and Malone. We are expecting them to be on

campus August 19th and 20th, 2021 for a walk-through on the campuses and will return once the faculty do to meet with departments, especially Nursing and Science, to gather their input.

- *Facilities Inventory*: Our Facilities Department is fine-tuning the inventory of our campuses, identifying the current state of the infrastructure and cataloging it uniformly. This has been a whale of a project but one we hope will pay dividends in the future.

* **Information Technology (IT)**

Scott Harwood and the IT Department have been very active preparing for the new academic year. We are indebted to them for their work on many projects from the high-flex classrooms to updating the switching that will permit hosting that technology.

□ *IT Restructuring*:

- ✦ a newly hired Student Support professional is joining us in August,
- ✦ a newly created IT Programmer/Analyst position that we are presenting to you today
- ✦ Scott is preparing to hire a second Help Desk Technician to support our students, faculty, and staff, and
- ✦ preparing to fill a vacancy for a Hardware Support position.

□ *Academic Technology*: See above under Facilities.

- *Infrastructure*: Capital projects to upgrade switching in Saranac Lake is mostly complete. An upgrade of our telephones and new cabling to support improved wireless in the residence halls is also taking place.

* **NCCCAP**

Negotiations

Negotiations continue with NCCCAP for a successor contract to the 2019-2021 CBA. We expect those to continue into the fall.

2019-2021 Contract Extension

A one-year extension of the NCCCAP contract was approved by both Essex County and Franklin County earlier this month. This extended contract will cover the 2021-2022 academic year.

* **Middle States/SUNY/NYSED**

MSCHE Updates

The Steering Committee and various members thereof have been actively working to finalize our self-study. Last week, we learned from Middle States the remaining members of our self-study team. Please find team roster with their credentials attached here.

SUNY

In SUNY matters:

- *Fall 2021 Plan*: We received guidance from SUNY regarding the steps we'll need to take to be ready for Fall 2021. A couple of key differences when compared to Fall 2020 guidance include: 1) the plan will not need approval

from SUNY, and 2) the universal sanctions that were put place for student violation of COVID policies have been lifted.

- *Community College Marketing Campaign*: Once again this year, SUNY is standing up and supporting a statewide marketing campaign for the community college sector. Their efforts will be tied into our as well.

★ **Resolutions**

There is one resolution for:

- *IT Programmer/Analyst*: As part of the IT area's restructuring, this position was created to provide more direct software and operational support to faculty and staff. Matt Trombly, who is being recommended to you, was previously with us as a Help Desk Technician located in Malone.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community



3624 Market Street
Suite 2 West
Philadelphia, PA 19104
(267) 284-5000
www.msche.org
Follow us: @mscheorg

Team Roster

Name of Institution: North Country Community College
P. O. Box 89 23 Santanoni Avenue
Saranac Lake, NY 12983
United States

Type of Review: **Self-Study Review**

Date of On-Site Visit: **Monday, October 4 to Wednesday, October 6**

MSCHE Vice President: **Terence L. Peavy**
Vice President
tpeavy@msche.org

Date Roster Finalized: July 21, 2021

Team of Peer Evaluators

Chair **Dr. Kristy A Bishop**
Vice President/Academic Affairs
Westmoreland County Community College

Email: bishopkr@westmoreland.edu
Phone: 724-925-4212

Conflict of Interest Last Verified: 7/7/2020 4:50 PM

Statement of Ethical Conduct Received: 7/7/2020

Education:

University of Kansas / Ph.D. / Teaching and Leadership
Avila University / M.S. / Psychology
University of Missouri-Kansas City / B.A. / Psychology

Previous Professional Experience:

Westmoreland County Community College / Vice President Academic Affairs / Chief Academic Officer / 7/1/2015 to 6/30/2021

Metropolitan Community College / Director of Institutional Research and Assessment / Other / 1/3/2011 to 6/30/2015

University of Kansas / Assistant to Vice Chancellor of Student Affairs / Other / 7/1/1992 to 6/30/1996

Avila University / Assistant Registrar and Transfer Consultant / Other / 7/1/1988 to 6/30/1992

MSCHE Service:

- Served as Chair/Co-Chair/Vice Chair: 0
- Team Member Count: 0
- Served as PRR Reviewer: 0
- Served as MPPR Reviewer: 0

Team Member

Dr. Elizabeth Tyler Bugaighis
Dean, Education & Academic Success
Northampton Community College

Email: ebugaighis@northampton.edu
Phone: 610-861-5317

Conflict of Interest Last Verified: 10/1/2018 7:11 PM

Statement of Ethical Conduct Received: 3/25/2021

Education:

The Pennsylvania State University / Ph.D. / Educational Theory & Policy

Lehigh University / M.A. / Sociology

Kutztown University / M.P.A. / Public Administration

Previous Professional Experience:

Northampton Community College / Dean, Education and Academic Success / Dean / 7/1/2009 to 7/1/2020

Northampton Community College / Dean, Academic Affairs / Dean / 7/1/2020 to 3/25/2021

MSCHE Service:

- Served as Chair/Co-Chair/Vice Chair: 0
- Team Member Count: 3
- Served as PRR Reviewer: 0
- Served as MPPR Reviewer: 0

Team Member

Dr. Georgene Butler
Dean, Health Sciences
Howard Community College

Email: gbutler@howardcc.edu
Phone: 443-518-4414

Conflict of Interest Last Verified: 1/24/2020 10:44 AM

Statement of Ethical Conduct Received: 3/25/2021

Education:

University of Maryland, Baltimore / Doctor of Philosophy / Nursing
University of Maryland, Baltimore / Masters of Science in Nursing / Nursing
University of Maryland, Baltimore / Bachelor of Science in Nursing / Nursing

Previous Professional Experience:

University of Maryland, Baltimore / Adjunct Faculty / Faculty / 8/15/2006 to 5/15/2007

MSCHE Service:

- Served as Chair/Co-Chair/Vice Chair: 0
- Team Member Count: 2
- Served as PRR Reviewer: 0
- Served as MPPR Reviewer: 0

Team Member**Dr. Brian L. Cygan**

Executive Director, Assessment, Research and Planning
Pennsylvania College of Technology

Email: blc1@pct.edu
Phone: 570-326-3761

Conflict of Interest Last Verified: 4/28/2021 7:32 AM

Statement of Ethical Conduct Received: 7/12/2021

Education:

Drexel University / Ed.D. / Higher Education Administration
University of Pittsburgh / M.Ed. / Higher Education Administration
Grove City College / B.A. / Mathematics

Previous Professional Experience:

Lock Haven University of Pennsylvania / Director of Institutional Research / Other /
2/28/2005 to 1/1/2010

Slippery Rock University of Pennsylvania / Assistant Director of Institutional Research /
Other / 7/5/1999 to 2/25/2005

MSCHE Service:

- Served as Chair/Co-Chair/Vice Chair: 0
- Team Member Count: 0
- Served as PRR Reviewer: 0
- Served as MPPR Reviewer: 0

Team Member**Dr. Martin Aloysius Hoffman Sr.**

Dean, Learning Resources
Rowan College at Burlington County

Email: mhoffman@rcbc.edu
Phone: 856-242-5237

Conflict of Interest Last Verified: 10/5/2020 2:15 PM

Statement of Ethical Conduct Received: 7/19/2021

Education:

New Jersey City University / EdD / Educational Technology Leadership

Pace University / MS / Computer Science (Telecommunications)

Pace University / BA / Literature and Communications

Previous Professional Experience:

Rowan College at Burlington County / Associate Dean, Distance Education and Integrated Learning Resources / Dean / 9/1/2011 to 3/1/2016

Rowan College at Burlington County / Various Positions / Other / 1/4/1999 to 9/1/2011

Pace University / Associate Director, Educational Media / Other / 9/1/1997 to 12/24/1998

Pace University / Manager, Audio/Visual / Other / 6/1/1995 to 9/1/1997

MSCHE Service:

- Served as Chair/Co-Chair/Vice Chair: 0
- Team Member Count: 3
- Served as PRR Reviewer: 0
- Served as MPPR Reviewer: 0

Team Member

Mr. Cory Homer

Associate Vice President of Student Success and Institutional Effectiveness
Sussex County Community College

Email: chomer@sussex.edu

Phone: 973-300-2116

Conflict of Interest Last Verified: 9/30/2020 9:32 AM

Statement of Ethical Conduct Received: 3/26/2021

Education:

Lebanon Valley College / Bachelors in Science / Psychology

Marywood University / Masters in Arts / Clinical Psychology

Previous Professional Experience:

Sussex County Community College / Adjunct Professor / Faculty / 1/1/2015 to

MSCHE Service:

- Served as Chair/Co-Chair/Vice Chair: 0
- Team Member Count: 2
- Served as PRR Reviewer: 0
- Served as MPPR Reviewer: 0

Team Member **Dr. Heike Soeffker-Culicerto**
Vice President for Finance and Administration
Hagerstown Community College

Email: hisoeffker-culicerto@hagerstowncc.edu
Phone: 240-500-2235

Conflict of Interest Last Verified: 11/18/2020 3:30 PM

Statement of Ethical Conduct Received: 5/4/2021

Education:

University of Charleston, Charleston, WV / Doctorate / Executive Leadership
Averett University, Danville, VA / Master's / MBA

Previous Professional Experience:

New River Community and Technical College / Controller / Other / 6/22/2009 to 7/10/2020

MSCHE Service:

- Served as Chair/Co-Chair/Vice Chair: 0
- Team Member Count: 0
- Served as PRR Reviewer: 0
- Served as MPPR Reviewer: 0

Non-Team Members

The following individuals are observers of the process and are not considered peer evaluators.

System Representative **Deborah L Moeckel**
State University of New York System Administration
Assistant Provost for Assessment and Community College Education

Email: deborah.moeckel@suny.edu
Phone: 518-320-1143

Previously undisclosed conflicts may arise, without notice, through accreditation processes. In those cases, the Commission staff must be informed as soon as possible but not later than 5 calendar days by any party who has knowledge of an actual conflict so that Commission staff can work with the parties to maintain the integrity of the peer review process and adherence to Commission policy and procedures.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Assistant Dean of Institutional Research and Support recommends the second temporary appointment of Matthew Trombly to the full time, twelve-month exempt position as IT Programmer/Analyst, for the 2021/22 academic year at an annual salary of \$43,250,

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 second temporary appointment of Matthew Trombly to the full time, twelve-month exempt position as IT Programmer/Analyst, for the 2021/22 academic year at an annual salary of \$43,250.

This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2020/21
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

July 20, 2021

Mr. Matthew Trombly
36 Brown Benoit Rd
Owls Head, NY 12969

Dear Mr. Trombly:

Pending approval by the North Country Community College Board of Trustees at their July 2021 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221 days) exempt appointment as IT Programmer/Analyst for the 2021-2022 academic year. This will be your second consecutive temporary appointment.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 7 on Schedule C of the 2021-2022 CBA, which is an annualized salary of \$43,250.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor is Scott Harwood, Assistant Dean of Information Technology, and your area supervisor is Joe Keegan, NCCC President.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

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

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date