

Board of Trustees Meeting Agenda

11:00 a.m. | Thursday, May 27th, 2020

Meeting Held Via ZOOM due to COVID-19 (Information Below)

- I. Call to Order
- II. Approval April 2020 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Resolution | Nursing Instructor
 - Resolution | Certificate Program: Digital Advertising & Design
 - Resolution | AAS Title Change: Computer Graphics & Design to AAS Digital Arts & Design Program
 - Vice President for Marketing & Enrollment Management
 - Interim CFO
 - Resolution | Technology Support Specialist
 - Interim Associate Vice President of Student Affairs
 - President
 - Tentative Resolution | Timely Warning and Emergency Notification Policy
 - Women's Volleyball Discontinuance Proposal
- 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: May 27, 2021 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/85659985506?pwd=eTZCaFN5aVlwUDhXTS9zbkluTmRzUT09>

Meeting ID: 856 5998 5506 | Passcode: 937095

One tap mobile | +16465588656,,85659985506#,,,,*937095# US (New York)



Board of Trustees Meeting Minutes | March 26th, 2021
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Excused: Jessica Kemp

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

Board Chair, Steve Reed, called the meeting to order at 11:03 a.m.

Minutes

- Mary Irene Lee made the motion to accept the March 26th, 2021 meeting minutes as they were presented. Jerry Griffin seconded the motion. The March 26th, 2021 meeting minutes were unanimously approved (7-0-0).

College Senate

Shir Filler reported:

- There was no meeting in April, but there will still be one held in May. This meeting will include the election of officers. Policies and curriculum discussions are also planned. Mary Irene Lee will be in attendance to represent the Board.

NCCCAP

Lee Susice reported:

- Member meeting held in April. They will be holding elections as well next week.
- Weekly labor management meetings continue to go well and showing good progress on outstanding items.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Voiced his appreciation to those who were involved with the Middle States Liaison meetings.
 - The board was extremely pleased with the Shared Governance outcome. It showed tremendous work on behalf of all faculty and staff, the President, and the members of the Board.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Continuing and new student registration has started, there is an even presence for online and on campus environments.
- Professional Development sessions over the past few weeks, it has been well attended and proved successful.
- Completed program advisory boards for Spring 2021; they were successful.
- Expressed appreciation for those involved in the Middle States meetings with Dr. Bishop, Middle States Liaison, a couple weeks ago. The themes carried over from the report to the in-person meetings.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- April has been busy with the department working on long term projects that are starting to come to fruition.
- North Country Navigator launched two weeks ago for our students and has been going well. The six stages of that process, previously noted in March minutes, have been successful thus far in getting students through the application and registration process. It will continue to grow on the preparation side of enrollment through May-August 2021.
- There has been a lot of work in building an electronic portal for Financial Aid. It is a better experience for students and heightens security.
- Student portal will be called 'Saints E-Hub'; the name which was voted on by students.
- Review of applications has been ongoing between Fall 2020 to Fall 2021. To date there has been a significant spike of over 180 applications.
- Marketing campaigns for specific programs continue to be successful; they will go through the summer and into Fall 2021.
- Finished on a high note with North Country Live sessions for Spring 2021. It has been a phenomenal job on parts of several people and will continue this initiative into the future. It is an opportunity to expand upon. Chris Knight shared the College is collecting ages, locations of participants, and how they heard about the series as part of our registration. The last three sessions the College used paid Facebook ads that were geo-fenced as far as Albany, Syracuse, and Watertown as a test to see how far we can reach. Kudos were given to Chris Knight and Selina LeMay Klippel for their exceptional work and leadership with this initiative.
- Members spoke of the current FTE numbers in relation to this time in 2020. Erik Harvey shared with the board the numbers for Spring 2021, showing a 12% increase in comparison to this time last year.

Interim CFO:

Erik Harvey reported:

- Our new Comptroller, Brian Pelkey, joined us on Monday. He's already doing an excellent job.
- The NYS Budget for 2021-2022 will give a 98% floor for base aid.
- State has provided guidance with how the College can use funding with the CRRSAA and CARES Act. Stimulus funding has given our students \$1.1M to date.

Associate Vice President of Student Life

Kim Irland reported:

- Athletics reopening plan has been shared with and approved by the Essex County Public Health department.
- Preferred name change policy has already been in action. College application now has a field for new students disclose preferred name, so far over two dozen students have used that field.
- There is a pandemic baby boom occurring and we can see that data with our students. Anticipate additional support for those students.
- Common read initiative has been successful, today was the first dialog regarding the book Uncomfortable Conversations with a Black Man. It was a positive and vulnerable conversation.
- Career Services program review is underway. There is potential for matching students with local business for employment opportunities. Kim expanded the Colleges old process and shared ideas of practice for future connections. The new platform will help students navigate job postings that employers what to share with our students. It will also help the College review the data that will become available if this platform is implemented.
- The board discussed the student behavioral incidents. They are low this year as they are not on campus. There is an increase in Academic Integrity concerns but at this point there have not been any student conduct meetings.
- Counseling needs have grown, and students are being connected to area mental health options to support them. Thriving Campus is a dynamic directory for students to connect local or through telehealth. There is anticipation that it will be renewed in October 2021. This platform gives students faster access for support.

President's Report:

Joe Keegan highlighted his report:

- Commented on the Middle State liaison visit, thanking the faculty and staff of the College for their phenomenal work. Particularly in the light of a pandemic.
- Commencement planning is going well. Another virtual experience with live elements. Two voices were added to Commencement program which will now include a student graduate and faculty member. This decision was awarded to our Grand Marshal, Shir Filler. Mat Fraser will be our guest speaker, he has thrived an actor, comedian, and a person with a disability. Thanks were extended to Chris Knight, Stacie Hurwitch and the Commencement committee.
- Joe thanked the members of the board who attended the meeting with Dr. Bishop, Middle States team chair.
- Meeting with the retirees spoke of the same ethos that was shared with Dr. Bishop by our current Faculty and Staff.
- The College has seen National, State and Local support when it comes to finances for our students and the College. The CRRSA funding is the second part of the CARES act. It will improve the Colleges technologies.
- The Strategic Plan has been reviewed by the administrative team and highlighting points that are currently being worked on by various departments.
- County outreach has been requested to meet and share the updated request to the NCCCAP contract.
- Members of the Board spoke of the budget with Joe and Erik. More will come in May 2021 regarding the Fund Balance and the potential for a balanced budget.
- There was discussion on how community colleges have been put on a raised platform through the country. There were comments on how North Country could take advantage of the promotion of community colleges.

NCCC Association:

Shannon Warren reported:

- Preparing for Fall 2021, focusing on enhancing the student experience from start to finish.
- Received over 50 applications for housing, over 30 students have paid so far. To date the College is still on track to increase in housing applications. Majority have been from athletes. Full housing could accommodate 92 students.

NCCC Foundation:

Diana Fortune reported:

- Secured a \$10,000 grant to support the opportunities scholarship by the Adirondack Foundation.
- The awards program will show smaller numbers this year when compared to the event last year. Kudos to Kim Irland and Kathy Goodrow for their work on this event. There is an anticipation of 59 awards being given virtually this year.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:58 a.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mark Moeller seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 11:58 a.m.

Pete Suttmeier made a motion to adjourn executive session at 1:15 pm. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

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

Respectfully Submitted,

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

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

5/27/2021

Motion:

Second:

Action:

Interim VPAA Report to the Board of Trustees

May 27, 2021

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies

- **Summer and Fall Course Registrations:** Continuing and new student registrations are underway for the fall semester. We see interest in both on-campus and online/remote classes. New student registrations began April 19th and will continue throughout the summer.
 - **Professional Development:** Recent professional development workshops include a screening of the film *Resilience: The Biology of Stress & The Science of Hope* along with a question-and-answer session. Additionally, we had a four-part series from Landmark College on working with neurodiverse students, reducing cognitive load for better comprehension and retention of information, as well as creating courses with a lens toward universal learning design.
 - **SUNY Mandatory Vaccination Policy:** On May 10th, Governor Cuomo announced that SUNY will institute a mandatory vaccination policy for on-campus students for Fall 2021. Enactment of the policy depends upon full FDA approval of the current vaccines. More information will follow shortly.
-
- **Continuing Education**

Selina LeMay-Klippel and I attended an industry roundtable focused on apprenticeship programs in the craft beverage industry. SUNY provides a pathway to help businesses take advantage of Dept. of Labor funding to establish apprenticeships across the state. These include funding for college coursework related to the apprenticeship. In past years, these were limited to certain industries, but the state has begun approving many new titles to accommodate varying regional needs.
 - **Middle States: Self-Study**
 - **Timeline:** Self-study virtual visit: October 4-6, 2021.
 - **Process Updates:** We will be working on the Middle States draft throughout the summer for a late August submission of the final document to Middle States.

Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** Registrations and scheduling for summer courses are underway. The more permanent funding model through PELL brings about a number of considerations for us as we look toward the future of the program.
- **Northern Borders Regional Commission Grant:** We received very positive feedback from the Department of Environmental Conservation regarding course materials and the plan for course delivery modules. Those materials along with a Blackboard course shell are in further development as we continue to look for instructors and develop plans for a non-credit course delivery.
- **PTECH:** This year marked the first year for our group of matriculated PTECH students. We continue to collaborate to plan for the Fall 2021 semester.
- **Strong Start to Finish:** For the last two years, Kate Wells has led a group of faculty and staff who worked to revise and redesign our College Success Program (CSP) as part of the Strong Start to Finish grant collaboration with SUNY. In past years, CSP fell outside may program requirements and those credits did not go toward completion of a degree. Kate worked with department chairs over this past year to add the CSP designation as an option in the HED/PED category for those programs that have those credit allowances, so we anticipate a much more robust enrollment in those courses. Additionally, the curriculum is designed to set students up for a strong entry into their college careers, so we hope to see greater retention as a result.

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 Stephanie Wilbur, 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,

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 Stephanie Wilbur, 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.

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

April 15, 2021

Ms. Stephanie Wilbur
152 Royce Hill Road
Orwell, VT 05760

Dear Ms. Wilbur:

Pending approval by the North Country Community College Board of Trustees at their May 2021 meeting, I am pleased to offer you an 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 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 Ticonderoga. 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 May 28, 2021.

Sincerely,

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

Joe Keegan,
President

cc: Personnel File / Payroll File

A large, stylized handwritten signature in cursive script, likely belonging to Stephanie Wilbur, the employee mentioned in the cc line.

Employee Signature

04/29/2021

Date

Stefanie E. Wilbur

152 Royce Hill Road | Orwell, Vermont 05760
802-683-9631 | Ammatuns@Norwich.edu

Professional Summary

I have had the pleasure of being a nurse for over fifteen years. I have worked in diverse locations in and outside this country. I have worked within the hospital, in the Emergency Department, the ICU, and the PACU. I also have worked in outpatient ambulatory clinics and served patients in their homes through home health and at the end of their life through hospice. I have been to nursing schools in the United States Army and at civilian Universities, both in person and online. I feel all my diversity makes me an asset to a future employer, University and my students. I have a passion for learning and enjoy empowering others. I have been a teacher for many years in many different applications. Outside of work I run a non-profit organization that helps low income and social disadvantaged children learn to ski and snowboard. I bring great energy, enthusiasm, and creativity in everything that I do.

I have been accepted into Norwich University's post Master's Certificate Psychiatric Mental Health Nurse Practitioner Program pending my expected graduation in May of 2021. My career development goals include obtaining my PMHNP licensure, teaching at the University level and continuing on to my Doctorate of Nursing Practice. I look forward to continued professional development and teaching.

Education

Master of Nursing, Education, Graduation May 2021, GPA 3.9
Norwich University

Sexual Assault Nurse Examiner Course, 2011
New Hampshire Department of Justice

Bachelor of Science in Nursing, 2010
Norwich University

Warrior Leadership Course, 2007
US Army Non-Commissioned Officer Academy

Licensed Practical Nurse Diploma, 2005
US Army AMEDD Center and School

Experience

Wellness Center Nurse, Castleton University 2021-Currently

- Telehealth visits for University Students

- Telehealth assessments for COVID positive Students and those in quarantine

On-Call Registered Nurse for Addison County Home Health and Hospice, Middlebury, Vermont 2013-2019

- Skilled nursing care for hospice, home care, and maternal child health during off-hours
- Performed routine, emergency and admission visits as needed.
- Provided telephone triage to agency patients.

Emergency Department Registered Nurse for Rutland Regional Medical Center 2010-2013

- Responsible for the assessment, care, and treatment of emergent conditions of critical geriatric adult and pediatric populations
- Performed sexual assault exams and provided compassionate competent care.
- Member of the EMR integration and training team.
- Member of the Educational and Evidence-Based Practice Committee.

Graduate Nurse Residency for Rutland Regional Medical Center 2010

- One of three graduates chosen to the program.
- Participated in the one-year residency program.

Ambulatory Care Nurse for Dartmouth Hitchcock Medical Center 2009-2010

- Provided telehealth post-operative nursing care.
- Processed workmen's compensation, SSA Disability, Short/Long-term disability paperwork and insurance billing.

Intensive Care Nurse, Wardmaster and NCOIC for the United States Army at COB Speicher, Iraq 2007-2008

- Night shift Wardmaster (charge nurse), responsible for staff education, performance evaluations, staffing and supply ordering.
- Provided acute care of US Soldiers, Local Nationals, Coalition forces, and Detainees.
- Lead Member of 325th CSH Morale, Welfare and Recreation Committee.

Staff Nurse for the United States Army at Walter Reed Army Medical Center and National Naval Medical Center 2004-2005

- Senior practicum in Orthopedic and Trauma Nursing.
- Float position in Neuroscience, orthopedic, pediatric hematology-Oncology, and women's and children units.

Skills

Willingness to Learn
Acute Care Nursing
Emergency Nursing
Community Health Nursing
Leadership
Critical Thinking
Staff Development
Staff Empowerment
Creative Trainer/Teacher
Problem Solving
Prioritizing Tasks
Community Service
EMR Adoption/Proficiency
Online-Learning Platform Proficiency
United States Veteran

Awards and Honors

The United States Army Department of Nursing "Reflecting Quality" Award 2007
The United States Army Achievement Medal 2007
The United States Army Achievement Medal 2008
The United States Army Global War on Terrorism Medal 2008
Addison Supervisory Superior Service Award 2016

Publications and Presentations

Women's Day Magazine. Small Town Samaritans. Students of the Slopes. May 2019
Vermont Ski and Ride Magazine. School's Out for Skiing. November 2018
Daily Yonder. Get It Done: Vermont Skiing Project Snowballs into More Student Opportunities. Feb 2017

Professional Associations

American Psychiatric Nurse Association Member
National League of Nursing Individual Member

Grants and Scholarships

Share Winter Foundation Grant Recipient 2019, 2018, 2017
Norwich University Veterans Scholarship 2019, 2020

Licenses and Certifications

Currently studying for the Certified Nurse Educator Exam
Sexual Assault Nurse Examiner
Registered Nurse

I can still remember when my first nursing professor told me every nurse is a teacher first. I was a wide-eyed dreamy young nursing student who joined the Army to save the world and save lives. I had never imagined a nurse as a teacher. As the years went on, I learned from some of the most amazing, brilliant, creative, and compassionate nurses and physicians throughout my education. I have benefited from positive teachers who challenged me to push my comfort level as a student and clinician. I was fortunate enough to be assigned to a Combat ICU as my first nursing position. Teachers surrounded me. Everything I thought I knew was not enough, and I need to know more and know it now. I was grateful for the knowledge and expertise handed down to me by my senior nurses, doctors, and surgeons. In that ICU, I learned everything I could when I knew I wanted to become a nursing teacher (once I knew what nursing was and had gained knowledge to pass). My experience as a student and novice RN influenced my views on teaching. I have aspired to become a teacher to help shape the next generation of nurses to care for patients. I want to be a part of their development and evolution. I hope to inspire and empower the next generation of nurses. Nursing is a career of great compassion and empathy, knowledge, skill, critical thinking, and life-long learning. It is not a career rather a calling.

My intentions as a teacher are to facilitate each student's growth and development to reach their maximum potential in their educational endeavors. The amount of knowledge needed to become a nurse is so vast that a positive and engaging learning environment is critical. My teaching philosophy creates a learning environment where students can participate actively, question what they see in the lab, and make connections back to real-life, reference texts, and clinical practice patients. I aim to treat each adult learner as an equal who brings a wealth of knowledge due to their lived experiences to the learning environment. I approach each student interaction with an open mind and understanding that each person approaches situations from their contextual awareness. I utilize teaching techniques that promote critical reflection. I aim to provide a learning environment that allows students to question all occurrences

without fear of retribution. I want to build the clinical judgment and critical thinking abilities of each student. Teaching is a continuous quality improvement project. Feedback is a critical tool for evaluating my teaching methods, their delivery, and efficacy. Feedback at the professional and student level is key to my further development as an educator and students as future nurses. I look forward to a career of life-long learning and professional development.

Nursing provides such an excellent context and environment for teaching and learning. The theories, practicum, and skills all tied together to deliver excellent patient care. I appreciate the complex and diverse learning environment of nursing students. I have spent years teaching in the nursing field, at the bedside, precepting new nurses, in services and competencies on the nursing unit, and other areas as well: sewing and skiing. I have taught in various formats, texts, lab work and simulation, and clinical practice. As an educator, I have grown and am comfortable in a structured, formalized instructional model and can capitalize on teachable moments and provide individualized education to my students as needed. Learning assessments are helpful for students and me in approaching class content for a specific group of students. One of the most important things a nurse can learn is knowing when something is wrong. My emergency and critical care background and community health nursing have all influenced my teaching practices. Students learn better and are more engaged when they participate in project-based learning. I use case studies and scenarios, small group work, and discussions to engage students' critical thinking and applying the material. I tell all my students that you do not have to know what is wrong; instead, when something is wrong. The attention to detail and the thoroughness of assessment are essential in developing nursing students into novice nurses. Patient safety and quality of care is a great responsibility that rests in the hands of the nurse educators and nursing professors. It is a great responsibility and a great honor.

Stefanie E. Wilbur

Examples of Student Teaching

- Urinary Tract Infections
- Iron Deficiency Anemia
- Ewing Sarcoma

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS The market research indicates a need for differentiated skill sets in the North Country region in the areas of advertising, marketing and digital design, and

WHEREAS the feedback from advisory board meetings and workforce development partners indicates such a need, and

WHEREAS the Art Department, Business Department, and the Vice President of Academic Affairs concur, and

WHEREAS the Curriculum Committee and College Senate have given approval for NCCC to add a certificate program in *Digital Advertising & Design*, 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 the new certificate program titled *Digital Advertising & Design* to SUNY and NYSED for approval.

####

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



**CERTIFICATE: Digital Advertising & Design
(HEGIS #)**

I.	Semester 1: FALL (15 Credits)		CREDITS	SEMESTER	GRADE
F	ART 111	2D Design	3		
F	ART 114	Typography	3		
F	ART 125	Digital Illustration	3		
F	BUS 220	Business Communications	3		
F/S	ENG 101	English Composition I	3		

II.	Semester 2: Spring (15 Credits)		CREDITS	SEMESTER	GRADE
S	BUS 215	Small Business Administration	3		
S	ART 245	Digital Photography	3		
S	ART/CIS200	Publication Design	3		
S	ART/CIS231	Web Site Design & Maintenance	3		
S	BUS 214	Advertising	3		

MINIMUM TOTAL CREDITS 30

CC approved: 5.5.2021
 Senate approved: 5.14.2021
 BOT approved:
 Revised VPAA: lm:
 Effective Date:

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS The graphic design and digital media field has changed significantly since the inception of the *AAS Computer Graphics & Design* program, and

WHEREAS the more updated title of the program provides more detailed description of the degree and its purpose, and

WHEREAS the *AAS Digital Arts & Design* title aligns with titles at other colleges, and

WHEREAS the Art Department and the Vice President of Academic Affairs concur, and

WHEREAS the Curriculum Committee and College Senate have given approval for NCCC to change the title of the *AAS Computer Graphics & Design* to *AAS Digital Arts & Design*, 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 the submission of a program title change to SUNY and NYSED for NCCC to change the title of the AAS in *Computer Graphics & Design* program to an *AAS Digital Arts & Design* program.

####

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

A.A.S. DIGITAL ARTS & DESIGN
(HEGIS 5012)



I. PROGRAM CORE COURSES (36 credits)	CREDITS	SEMESTER	GRADE
A. ART 111 2D Design (Liberal Arts)	3		
B. ART 101 Drawing (Liberal Arts)	3		
C. ART 125 Intro. to Digital Illustration	3		
D. ART 105 Intro. to Computer Graphics	3		
E. ART 106 Art History Survey: Prehistoric to Gothic or ART 107 Art History Survey: Renaissance to Postmodern	3		
F. ART 114 Typography	3		
G. ART 245 Digital Photography (Liberal Arts)	3		
H. ART 200 Publication Design	3		
I. ART 209 Digital Art	3		
J. ART 231 Web Site Design & Management	3		
K. Core Electives Suggested Electives: ART 104, 203, 205, 220, 235, 297; BUS 212, 214, 215, 220			
1. Elective	3		
2. Elective	3		

II. LIBERAL ARTS AND SCIENCE (19 credits)	CREDITS	SEMESTER	GRADE
A. SOCIAL SCIENCE (Select any ANT, ECO, GEO, PSY, SOC)			
1.	3		
B. HUMANITIES			
1. ENG 101 English Composition I	3		
2. ENG 105 Public Speaking (for transfer ENG102 strongly recommended)	3		
C. MATHEMATICS			
1. MAT 120 Introduction to Math Concepts or higher (for transfer MAT121 strongly recommended)	3		
D. NATURAL SCIENCE (Select any BIO, CHE, EAS, PHY or SCI, with Lab)			
1.	4		
E. HISTORY OR POLITICAL SCIENCE			
1. HIS or POS	3		

III. GENERAL ELECTIVES (6 credits) (ENG100 & MAT100 are Gen Elec)	CREDITS	SEMESTER	GRADE
1.	3		
2.	3		

IV. PHYSICAL HEALTH (2 credits)	CREDITS	SEMESTER	GRADE
Select from: PED or HED courses			
1.			
2.			

MINIMUM TOTAL CREDITS 63

CC approved: 5.5.2021
Senate approved: 5.14.2021
BOT approved:
Revised VPAA: lm:
Effective Date:

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created May 24, 2021

Enrollment and Financial Aid Team Updates:

- Major project updates:
 - **SLATE CRM (Customer Relationship Management):** We're now in the testing phase of our new inquiry form that'll be used across our website. This spring we tracked the submissions through our old form and found that current students accounted for almost 50% of the traffic so it has now become a resource for all students needing help with basically anything. Once the new form is deployed we will turn our attention to creating the new college application in Slate. We hope to have this pushed through to the testing phase in late June.
 - **OMNI CMS (Content Management System):** We settled in on two new templates for program pages and degree plan pages earlier this month. We have started to convert existing pages and have been creating the pages that did not exist previously. Once these are finished we will work on setting up the printable versions as well as the versions that will be used in the college catalog. Most of the information that shows on these pages will automatically pull from our student information system (CAMS) where the details are housed.
 - **North Country Navigator:** The enrollment team is currently working students through the checklists that were outlined in the NC NAV project. We've been focusing on getting students through stages 1-3 and I've been meeting with groups to outline exactly what will happen through stages 4-6. Our summer work will focus in on the onboarding portions of the process to make sure students are ready for day 1. We will continue to tighten this process up because last-minute enrolled students will need to roll through all of this within a 1-2 day timeframe as the new semester approaches.
- **The Enrollment Team** has been working students through the NC Navigator process and pushing hard for students to get registered and we're happy to say we're ahead of last year at this time. We conducted in-person campus visits this past week for the first time in well over a year. We continue to take appointments for Virtual Visits through Zoom and we've been scheduling program faculty to help us out with Program Presentations throughout the summer. I recently reached out to all faculty for assistance in this endeavor and have had a few new responders. Finally, we are focusing in on new leads that we've been able to secure from a few new sources: leads generated through our advertising, CampusReel search site and video leads, purchased lists of prospects from a 5-county area and I am working with Niche.com to establish a new partnership with them.
- **The Financial Aid team** has been awarding financial aid and been receiving documents at a faster pace than previous years. Saints eHub is proving to be a better space for students to receive and accept their financial aid and the ability to complete forms, load documents, pay bills, etc will enable students to complete these items much quicker than past years. We have identified more that needs to be done to continually improve this new portal environment, but we've been happy with the progress.

Marketing and Web Team Updates:

- The "Healthcare Programs" campaign has been running throughout May and we are putting the finishing touches on the "Arts and Computer Graphics" campaign for it to kick-off the first week of June. I've also been working with the athletics department to create a plan for the marketing funds that have been

allocated to them. We've decided to prioritize the creation of an official athletics logo, athletics program marketing sheet and possibly some upgrades to signage through this project.

- North Country Live 2.0 has been created and delivered to the administration team for consideration. Our aim has been to take what we've learned this past year and fold it all into a plan to make this a sustainable initiative that grows and thrives well into the future.

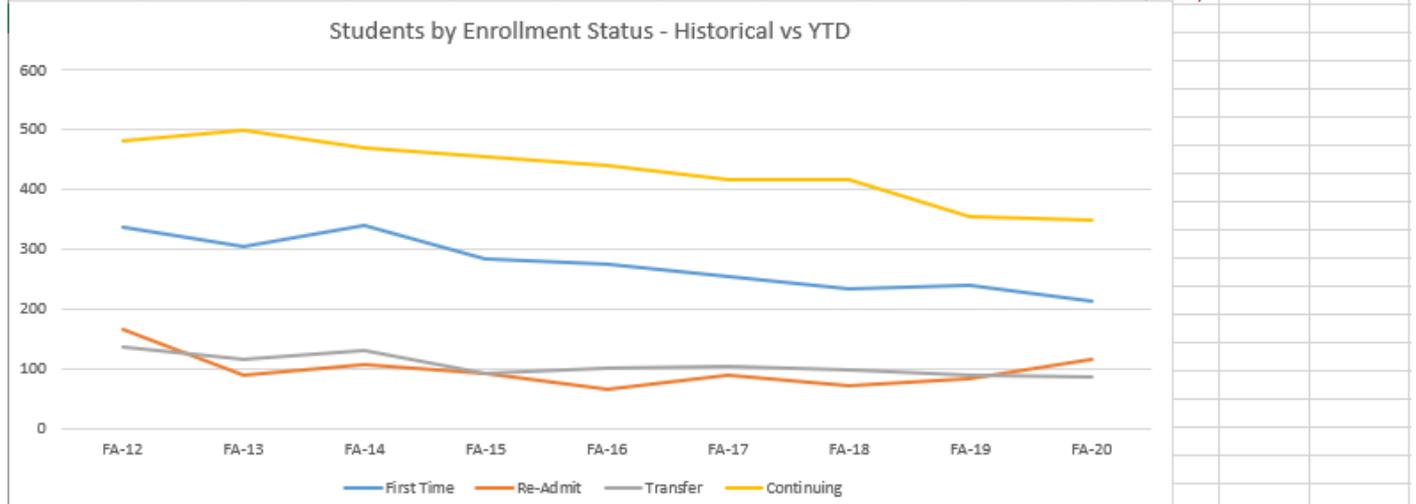
Application Pipeline

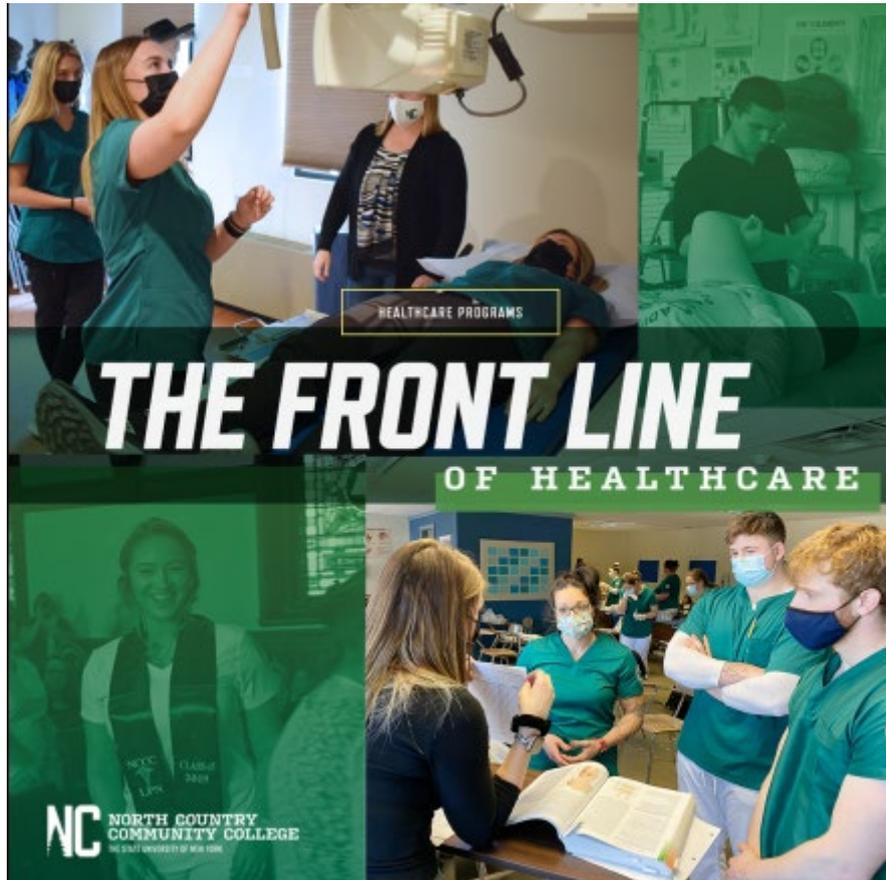
Current Year: 2021																					
Data Date: 5/24/2021 *Rough estimate based on available data in CAMS																					
	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2011	Fall 2012	Fall 2013	Fall 2015	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
	YTD	Final	Final	Final	Final	Final	Final	Final	Final	Final	Final										
Fall Applications (YTD)	1,514	1,430	1,368	1,246	1,166	1,439	1,467	1,408	1,415	1,396	1,157	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802	1,713	1,671
Deposits	389	423	315	206	163	270	272	237	221	251	349	449	479	351	481	472	533	451	405	390	613
Admits	559	568	589	622	491	562	551	481	510	399	291	696	653	771	797	694	762	724	522	572	304
Wait List (Nursing, RAD)	26	4	24	70	85	61	54	57	54	16	33	27	4	24	38	63	39	59	17	49	0
Other Application Status	61	237	68	30	0	0	0	0	0	1	0	16	253	32	3	1	3	0	0	0	0
Received Applications	1	4	6	28	22	18	17	31	21	7	17	2	4	9	1	24	7	4	8	12	0
Incomplete Application	67	80	280	279	393	408	360	576	557	505	339	170	217	390	14	233	342	322	597	367	187
Application Withdrawn	106	98	65	9	10	18	31	22	50	77	77	131	109	76	581	181	68	74	237	321	390
Inactive Application	0	0	0	0	0	98	179	1	1	0	51	0	0	0	0	0	167	260	12	1	176
Application Rejected	305	16	21	2	2	4	3	3	1	0	0	352	21	20	6	214	6	4	4	1	1
Registered First Time, Transfer	0	0	0	0	0	0	0	0	193	140	269*	628	640	510	575	469	443	456	426	412	422
												*76 Continuing Registered	34%	37%	30%	30%	25%	23%	24%	24%	25%

Enrollment Pipeline

Report Date: 5/24/2021											*unverified data		
	Final at verification	YTD	2 years prior	1 year prior									
	FA-12	FA-13	FA-14	FA-15	FA-16	FA-17	FA-18	FA-19	FA-20	FA-21	FA-21	FA-19	FA-20
First Time	338	306	339	285	276	254	234	241	212	102	102	143	107
Re-Admit	166	89	106	91	67	90	71	83	116	43	43	42	25
Transfer	136	115	130	93	100	104	97	88	86	58	58	49	22
Continuing	482	501	469	455	442	416	417	355	349	203	203	301	294
Total:	1122	1011	1044	924	885	864	819	767	763	406	406	535	448

*30 drops likely





**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Assistant Dean of Information Technology recommends the temporary appointment of Leonard O'Shields, to the full-time, 221-day, exempt appointment as Technology Support Specialist for a one year term for the 2021/22 academic year, at an annual salary of \$53,639,

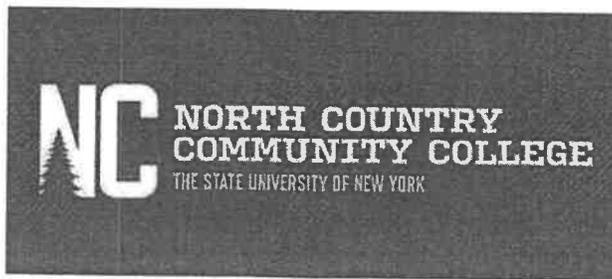
WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Leonard O'Shields, to the full-time, 221-day, exempt appointment as Technology Support Specialist for a one year term for the 2021/22 academic year, at an annual salary of \$53,639.

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

April 26, 2021

Mr. Leonard O'Shields
1839 Mill Creek Lane SW
Concord, NC 28028

Dear Mr. O'Shields:

Pending approval by the North Country Community College Board of Trustees at their May 2021 meeting, I am pleased to offer you an temporary, full-time, twelve-month (221 days) exempt appointment as a Technology Support Specialist for a one year term effective 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 17 on Schedule C of the 2019-2021 CBA, which is an annualized base salary of \$53,639. Your per-diem rate based on 221 days is \$242.71.

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 Scott Harwood, Assistant Dean of Information Technology, and your area supervisor is Joe Keegan, College President.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than May 14, 2021.

Sincerely,

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

Joe Keegan,
President

cc: Personnel File / Payroll File

A handwritten signature in black ink, appearing to be 'Paul Harwood', written over a horizontal line.

Employee Signature

5/4/2021
Date

Leonard O'Shields
1839 Mill Creek Lane SW
Concord, NC 28025
(843) 476-5269
leonard.oshields@gmail.com

North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983

Re: Technology Support Specialist position

Dear Tara:

I am applying for the Technology Support Specialist position with North Country Community College. My family is relocating to Plattsburgh, NY in the next few weeks, so I am available to start with proper notice to my current employer. I'd love to discuss the potential for a partially remote position with regular weekly office hours to accommodate the hands-on needs of the college. I have the ability to travel as needed!

I am currently working as a technical support analyst in data services in the OneIT Division at the University of North Carolina at Charlotte. I work with all levels of employees at the university – from executive leadership to graduate assistants. I assist internal customers with troubleshooting and correction of hardware and software issues, as well as the installation and configuration of software and laptops for daily use and all Foundation events, including the annual Giving Green campaign. I've been working for the university for almost 5 years, and I enjoy working with our customers and assisting with any issues they may have. My position also involves a lot of collaboration with my fellow team members. We maintain a Slack page where we post common or new issues and the steps we have taken to resolve them.

I recently graduated from UNC Charlotte with my master's certificate in Data Science and Business Analytics and completed my undergraduate degree in Computer Engineering in 2015. I will be completing my full master's degree in December of 2021.

Please refer to my resume for details in my background. I look forward to speaking with you about this position!

Sincerely,

Leonard O'Shields

Leonard Lawrence O'Shields III

1839 Mill Creek LN SW • Concord, NC 28025 • (843)476-5269 • leonard.oshields@gmail.com

CORE COMPETENCIES

- ' Hardware and Software Troubleshooting
 - ' Instruction and Training
 - ' Data Intelligence Analyst Instruction and Training
 - ' WebFOCUS/SQL querying
 - ' Attention to Detail
 - ' Windows Operating Systems
-

EDUCATION & CERTIFICATIONS

University of North Carolina Charlotte, Charlotte, NC

- Master's Degree, Data Science and Business Analytics, anticipated graduation December 2021
Master's Certificate, Data Science and Business Analytics, December 2019
 - Related Coursework: MySQL, Consumer Analytics, Cloud Computing for Data Analysis, Business Intelligence
- Bachelor of Science, Computer Engineering, December 2015
 - Relative Coursework: Network Theory II, Embedded Systems, Data Communications and Networking, Electronics, Logic System Design II, Signals and Systems, High-level System Design

York Technical College, Rock Hill, SC

- Associate of Science, March 2011
-

ABILITIES AND JOB SKILLS

- Provide troubleshooting steps and resolution of hardware repair
 - Strong instruction and training skills with individuals at all levels
 - Report on data received from informants through various sources
 - Communicate technical concepts to non-technical staff from diverse backgrounds
 - Gather and analyze data from multiple sources
 - Excellent interpersonal and communication skills
 - Replacement of RAM, power supplies, processors, disc drives, and other hardware to increase performance of a PC
 - Repair PCs by isolating the malfunctioning system components for restoration of full functionality
 - Engineered an embedded game and programmed it to a FPGA board
 - Instructed Lego robotics student outreach workshops
 - Designed a 16bit Micro Processor that included an adder, Arithmetic Logic Unit (ALU), Multiplexor (MUX) and three registers
 - Designed and built a robot for the 2015 IEEE Southeast Convention Competition
-

TECHNICAL SKILLS

WebFOCUS, Advizor, HTML & CSS, MS Office Suite (including Access, Excel, Word),
Windows, Apple, MYSQL, R Studio, Python

PROFESSIONAL EXPERIENCE

University of North Carolina at Charlotte

July 2020 - Present

Technology Support Analyst – Office of OneIT

- Provide excellent customer service
- Install, support, and manage PC hardware and software components, as well as Apple Macintosh products
- Provide level 2/3 troubleshooting expertise for hardware and software issues across multiple divisions and reporting levels
- Document procedures for configuration and installation of software and hardware, as well as associated devices
- Update ticketing system promptly for accurate reporting
- Ability to assist customers both remote and in person with device and printer issues
- Provide ongoing support to faculty and staff in the use of end-user hardware and software products
- Imaging computers: desktops, laptops, tablets and other devices
- Provide consulting services for academic and administrative technology needs

University of North Carolina at Charlotte

Aug 2016 – July 2020

Technology Support Analyst – Office of Advancement

- Assist internal customers with level 1/2 troubleshooting of hardware, software, printers, and network issues
- Lead technician for Advizor software
- Active Directory administrator for the division
- Wrote code in WebFOCUS (SQL based) software for reporting to all levels of management
- Worked with clients to determine WebFOCUS needs for reporting
- Thorough knowledge and understanding of technologies and Banner project management work flows

Central Piedmont Community College (CPCC)

Jul 2015 – Aug 2016

Instructional Lab Facilitator

- Supervised the activities of part-time lab assistants, including establishing schedules and assigning tasks
- Created Circuits Analysis instrumentation lab using KVL and KCL, gave students a hands-on approach to designing, installation, maintenance, and calibration of instrumentation
- Faculty advisor for a STEM Alliance Research project
- Maintained electrical and computer engineering laboratory equipment by performing repairs to ensure optimal performance
- Tutored students in Electrical and Computer Engineering individually and in classroom settings
- Observed and assisted students in laboratory classes and problem solving
- Reviewed student lab work, proctor tests and assigned grades

MILITARY EXPERIENCE

United States Army, Multiple Locations

Nov. 1999 – Nov 2007

Counterintelligence Agent, Sergeant, Top Secret Clearance, SCI

- Provided support for counterintelligence analytical products, to include preparation of counterintelligence reports, estimates and vulnerability assessments
- Conducted investigations of national security crimes, such as espionage, treason and subversion
- Prepared and distributed counterintelligence reports of force protection information
- Performed counterintelligence support to anti-terrorism operations
- Conducted liaison operations and operational coordination with foreign, and U.S. law enforcement, security, and intelligence agencies

References

Mike Teague – current supervisor – mcteague@uncc.edu

RJ Horning – former coworker – rhorning@uncc.edu

Beth Crigler – client/customer – Beth.Crigler@uncc.edu

Student Affairs

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

May 2021 Board of Trustees Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE
 JERRAD DUMONT – ATHLETICS FACILITY MANAGER
 KENT EGGLEFIELD – SPORTS INFORMATION
 KATHY GOODROW – OFFICE ASSISTANT
 KIM IRLAND – INTERIM ASSOC. VP OF STUDENT AFFAIRS
 BRUCE KELLY – COORDINATOR OF STUDENT LIFE
 CHAD LADUE – ATHLETICS DIRECTOR

Athletic Department News

- The College Senate supported the sunseting of our intercollegiate volleyball team
- A significant maintenance project and a college logo update to the gym floor began May 18
- Pool certification updates and preparations for lifeguard certification rentals are in motion
- Final edits coming to the new Student Athlete Handbook and Athletics Staff/Coaches Manual
- The comprehensive Athletics Program Review will be finalized by mid-summer
- Team schedules, transportation planning, and required paperwork for the 2021-22 athletic season are underway
- A new Athletics logo project is being explored in partnership with the Enrollment Dept.

Diversity, Equity, and Inclusion & Title IX News

- Kelli, Cammy and Kim have joined forces to explore and develop non-credit professional development self-paced course modules for community members.
- Discussions are also underway with JBL and Adirondack Diversity Initiative's education committee to partner on initiatives in the 21-22 academic year.

Student Life & Campus Safety News

Top Incident Types	Total Incidents
ADA 504	74
Disclosures of Health, Injury, or Pregnancy/Newborn Parenting Status	19
Academic Integrity Report	14
COVID-19 Report	11
Student Behavior Report	10
Request for Student Support	7
Student Grievance/Complaint	5

Guardian case management data for Spring 2021 as of May 23, 2021

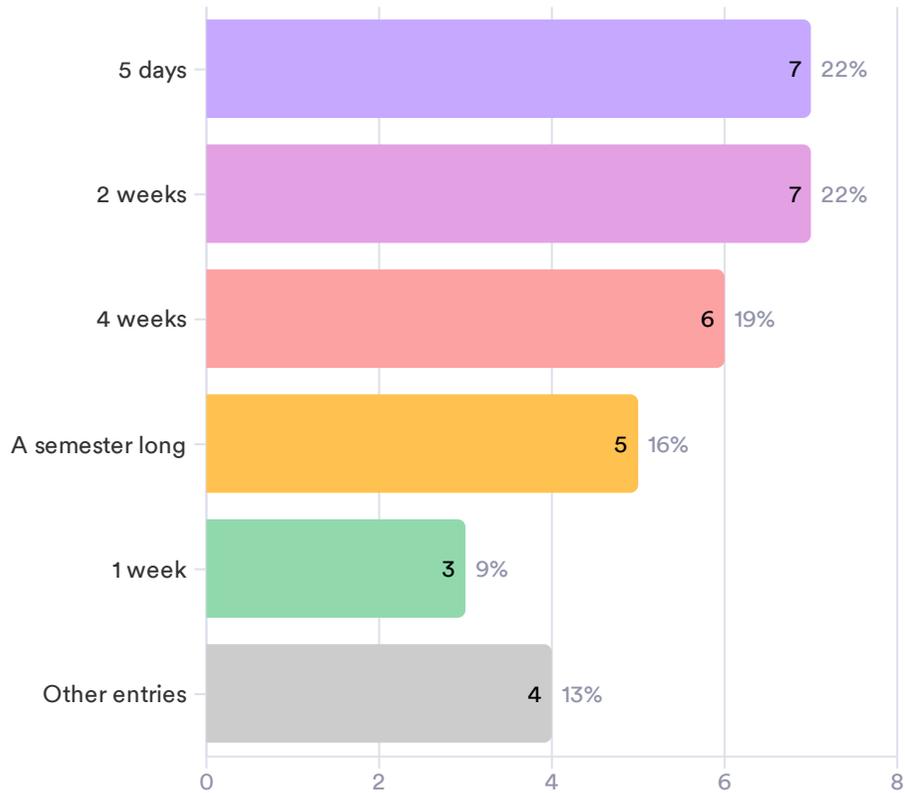
- ADA 504 cases are the number of Students with Accommodations
- Health disclosure includes pregnancy/lactation, injury, or illness (non-covid)
- COVID-19 reports are reported positive cases or exposures
- Requests for student support are part of our Behavioral Intervention case load
- Student grievances and complaints are student reported complaints
- Student behavior reports are alleged policy violations
- Academic integrity reports are alleged policy violations

- 2021 Student Awards digital program: <https://www.nccc.edu/student-support/studentawards2021.html>
- The Student Life Office met to review student learning outcomes and data collected for the past year and reviewed and refined learning outcomes for future tracking efforts. Data reports will be provided as evidence in Middle States self-study.
- The Student Life Office launched a survey for students on career services needs to include in our Career Services program review and recommendations for the future. A demo was also hosted to explore the College Central Network platform: <https://www.collegecentral.com/>
- The Safety Committee has drafted a policy on Timely Warnings & Emergency Notifications for BOT approval. Annual recommendations to the President's Office are forthcoming in June.

2020-2021 North Country Community College Student Life - SLOs Assessment

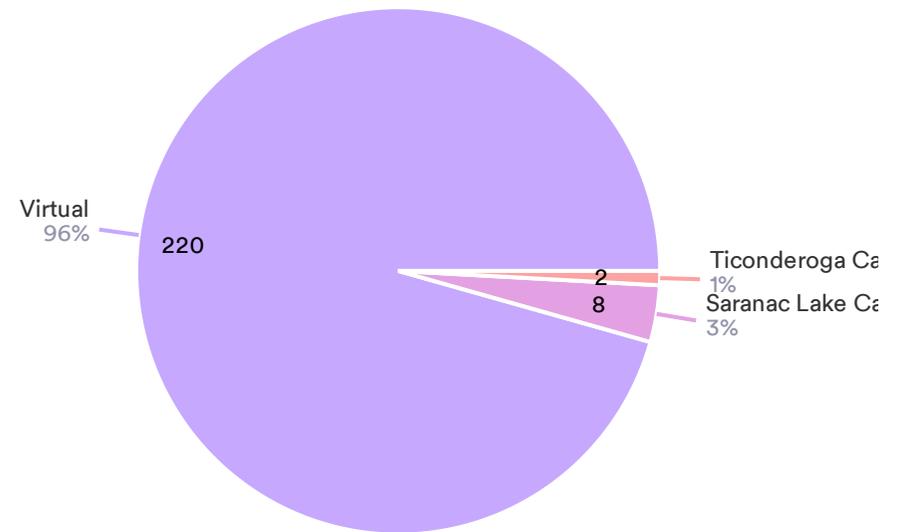
Please indicate length of event if longer than 1 day:

32 Responses- 198 Empty



Campus Location(s) (select all that apply)

230 Responses

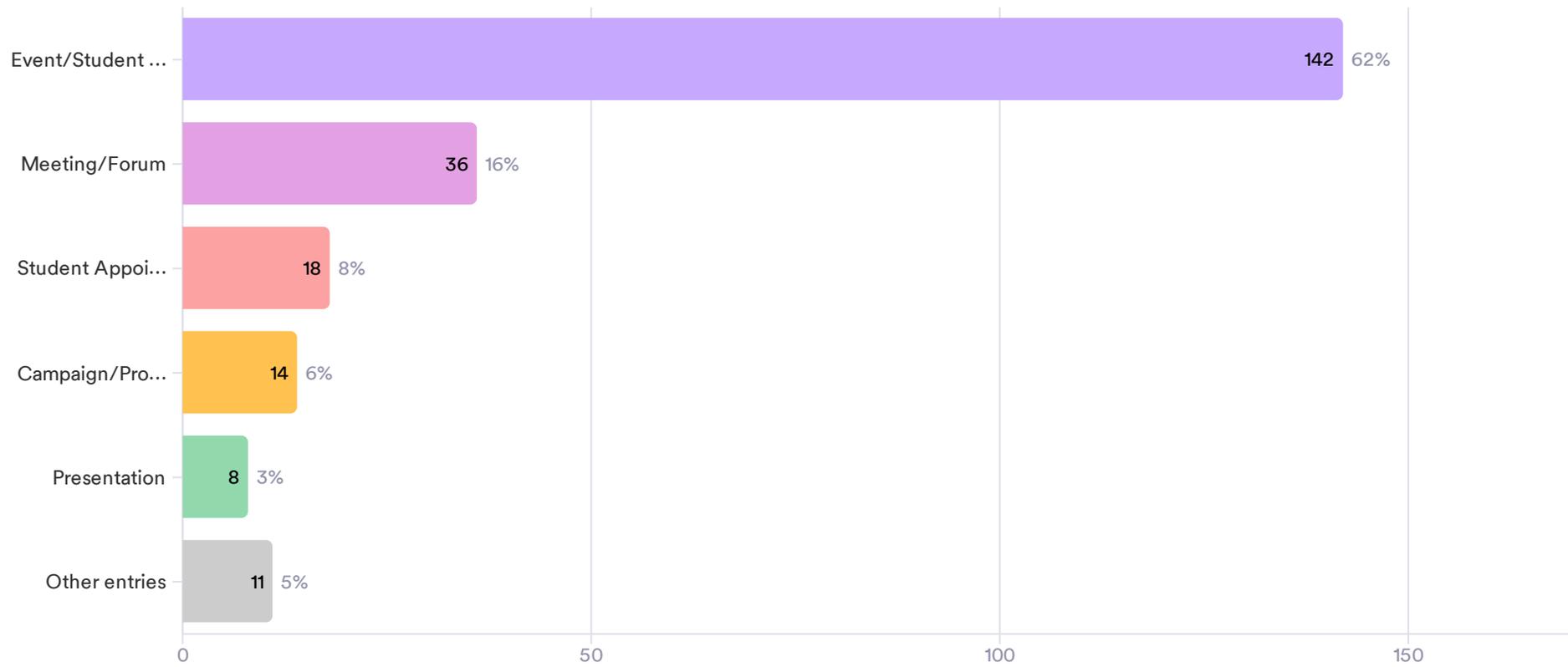


● Virtual ● Saranac Lake Campus ● Ticonderoga Campus

2020-2021 North Country Community College Student Life - SLOs Assessment

Type

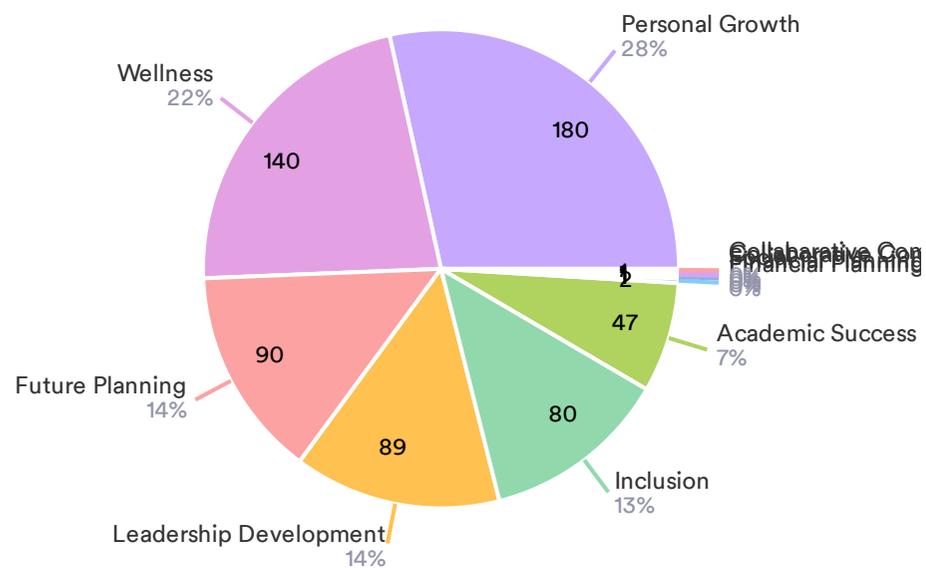
229 Responses- 1 Empty



2020-2021 North Country Community College Student Life - SLOs Assessment

Learning Objective(s) (select all that apply)

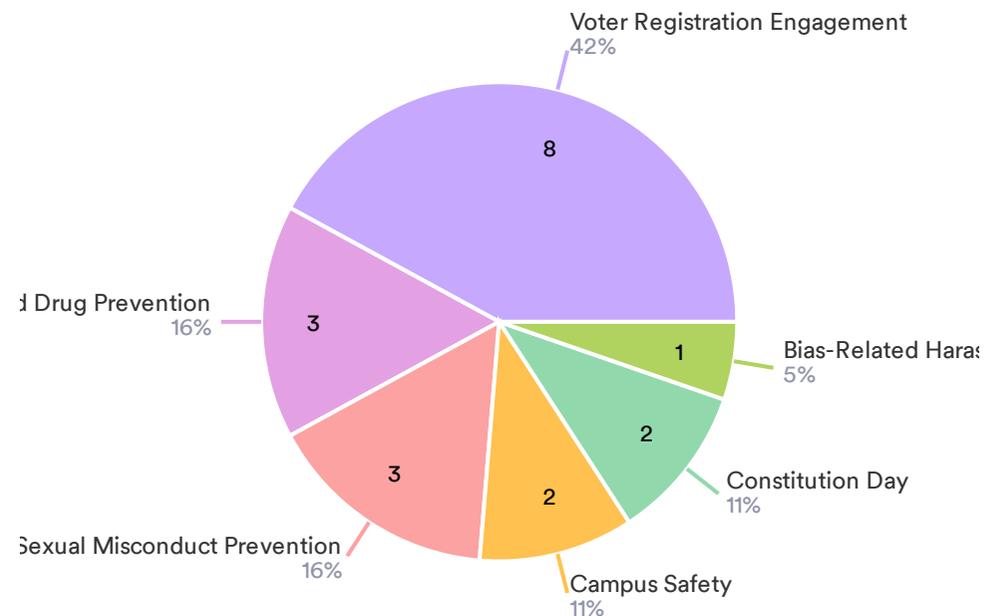
632 Responses



- Personal Growth
- Wellness
- Future Planning
- Leadership Development
- Inclusion
- Academic Success
- Financial Planning
- Financial Planning
- Social
- Collaborative Communication
- Collaborative Communication

Compliance Objectives

19 Responses- 217 Empty



- Voter Registration Engagement
- Alcohol and Drug Prevention
- Sexual Misconduct Prevention
- Campus Safety
- Constitution Day
- Bias-Related Harassment Prevention

**North Country Community College
President's Report to the Board of Trustees
May 27th, 2021**

Greetings to you all,

I hope this finds you and yours well. The Spring 2021 semester ended with much celebration for our students and their successes. From graduation, to nursing pinnings, to student awards, the important end-of-the-year traditions and ceremonies took place... in a virtual way. Of note to the Board, Jessica Kemp, the Student Trustee, was awarded the Trustees' Award for her service over the past year. We are pleased to note that Jessica will be returning in the 2021-2022 year as Student Trustee, have been elected by her peers to do so.

We are only a few days beyond the Spring 21 term and are deep in our planning and preparation for Summer 21 and Fall 21 semesters. Our administrative team is hoping to use the time to make progress on several items that took a backseat as we responded to the pandemic. High on that list is to finalize our self-study report and work for our Middle States visit in October. We are also beginning negotiations with NCCCAP on a successor contract for the one that was extended through 2021-2022.

Please find updates from our area below. Respectfully yours,

Joe

★ **Board Matters**

- *Student Trustee:* Earlier this month, students voted to return Jessica Kemp as the Student Trustee to the Board for the 2021-2022 year. Jessica has been a good advocate for students, and we are very pleased that she will be serving again next year. Congratulations Jessica!
- *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. This is quite a project and one that will serve us well into the future. We will share those results with the Board and the broader community when completed.

★ **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
03 May 21	Barb Rice, NYS Asst Secretary for Econ Development	Phone
04 May 21	Perkins Local Advisory Council	Zoom
04 May 21	Franklin County Community Services Board	Webex
05 May 21	Joe Pete Wilson, Essex County Liaison	Zoom
05 May 21	Dawn Kroll, SL Waterfront Hotel	Phone
05 May 21	Melinda Little, Point Positive	Zoom
05 May 21	COVID-19 Task Force Meeting	Teams
06 May 21	Diana Fortune, NCCC Foundation	Teams
06 May 21	President's Council	Teams
06 May 21	Association Board Executive Session	Zoom
07 May 21	NCCCAP Meeting	Teams
07 May 21	Association Board Executive Session	Zoom
11 May 21	NCCCAP LMR	Teams
11 May 21	Barb Rice, NYS Asst Secretary for Econ Development	Zoom
11 May 21	Aspen Institute – Strategic Finance Workshop	Zoom
11 May 21	BoT and Foundation Board Joint Workgroup	Zoom
12 May 21	Tenee Casaccio, JMZ Architects	Zoom
12 May 21	Faculty meeting	Zoom
12 May 21	Shared Governance Working Group/BoT Meeting	Zoom
13 May 21	NCCC End-of-Year Gathering	Zoom
13 May 21	College Senate Meeting	Zoom
15 May 21	Commencement	Zoom
17 May 21	Essex County Finance Committee Meeting	E-town
18 May 21	NCCC Foundation Meeting	Zoom
18 May 21	NCCCAP Negotiations Meeting	Teams
19 May 21	NCCCAP LMR	Teams
19 May 21	President's Council	Teams
20 May 21	Finger Lakes CC – CNA to PN program	Zoom
20 May 21	SUNY NYCCAP Meeting	Zoom
20 May 21	BoT Personnel Committee Meeting	Zoom
20 May 21	NNY Library Network Annual Meeting	Zoom
20 May 21	SL Chamber of Commerce Event	Paul Smiths
25 May 21	Ken Hughes and Joe Pete Wilson, Essex County Supervisors with BoT Representatives	SL campus
26 May 21	Civil Service 101 webinar – Franklin County	Webex
27 May 21	NCCC Retirees Breakfast	Zoom
27 May 21	NCCC BoT Meeting	Zoom

★ **Fall 2021 Enrollment**

The pandemic did not erase our enrollment challenges. Like all rural community colleges in NYS, we face demographic challenges, most notably the declining number of students in K-12 leading to smaller graduation classes and a smaller traditional age pool. For new student recruitment, the targeted marketing campaigns, resumption of on-campus visits, the Opportunity Scholarship from the NCCC Foundation, the program page updates, and a focus on improving onboarding for

students are all underway as strategies to assist. There are some bright spots and some areas to continue to work on. The same goes for continuing student registration where the current picture shows that we are about on par with last year's continuing student number and nearly so with our new students registered. In response to a request for more regular data on enrollment, we will be sharing the application and pipeline reports regularly with the campus community.

★ **20-21 College Budget**

As the Board will read in Erik Harvey's (Interim CFO) report, most of the 2021 expenses are behind us and we can more confidently forecast where we will land at year's end. Current projections are much more favorable than we could have predicted at the start of the year and suggest that we could end the year without a deficit. We are at this point due to a combination of a structural realignments, prudent decisions by budget managers, and a reduction in costs due to being mostly online. The state's reversal of withheld funds, which was predicated upon the federal American Rescue Plan Act's support for states and localities, were critical and enabled us to emerge better prepared to continue our mission.

★ **2021-2022 Budget**

Erik Harvey has been compiling the 2021-2022 budget and will be presenting a first draft of it today. We are expecting to finalize it for the Board's review in June 2021 and then move it onto the counties. Some factors that are shaping this year's budget include holding tuition and fees flat for in-state students and reducing out-of-state tuition and holding fees flat for out-of-state students. Similarly, we will be asking the Board to approve suspending distance-learning fees for this upcoming year, given that students may be required to take distance learning or hybrid courses for some of their program given the nature of the schedule.

In other budget-related news:

- *Expanded Pell Eligibility to Incarcerated Individuals*: Second Chance Pell is continuing with no updates on the anticipated start of the expanded Pell program, which must start by July 1, 2023.
- *Supplemental CARES Funding (CARES II)*: The College was allocated \$2.2 million in supplemental funding, \$555,641 for students with the greatest need. The majority of student funds have been distributed. The remaining \$1.66M (*institutional portion*) will be used to defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll. This includes outfitting classrooms on each campus with technology to support high-flex instruction.
- *American Rescue Plan (CARES III)*: Earlier this month, we received word about our allocation for the 3rd round of stimulus funding, the American Rescue Plan. Our award was for \$3,842,198 allocated as follows:
 - ★ *Student Portion*: \$1,929,417
 - ★ *Institutional Portion*: \$1,912,781

As with CARES II funding, the institutional portion has much more flexibility in its use. We will be turning our attention to planning its use shortly.

★ **Foundation**

Our Foundation Director, Diana Fortune, announced that she will be retiring on October 31st, 2021. Diana has served the College for the past ten (10) years and did so with much success. While we will have an opportunity to fete Diana later this year, it is worth noted that she leaves the College and the Foundation in much better shape than she found it. Her legacy includes professionalizing the office, developing and executing an annual campaign, growing the endowed scholarship pool, and most recently, helping to establish the Opportunity Scholarship. The administration is working with the Board of Trustees and the Foundation Board to consider how to fill the vacancy in a way that aligns with the College's strategic plan.

★ **Strategic Plan**

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

- Ongoing Professional Development (Sarah Maroun has several professional development opportunities for the faculty over the summer break)
- New academic programs (the Entrepreneurship Certificate was approved by NYSED and Kyle Johnston is working with Business Department in launching it; the AS Business Administration – Healthcare Administration track remains at NYSED; new programs in graphics and animation, and healthcare related fields are being explored, and in the case of the former, developed)
- Create 1-2 state-of-the-art classrooms to support high-flex model of teaching and learning (this work is underway and expected to be completed by fall)
- 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), and
- Exploring how the Foundation and College can rethink the Foundation and its role in helping the College remain sustainable.

★ **Opportunities and Partnerships**

- *Community Projects Funding requests:* we received word that the Representative Stefanik moved our nursing labs proposal forward for review by the House Appropriations Committee, a sign we have been assured is positive. The Appropriations Committee set maximum award amounts to \$1M resulting in a reduction in the nursing labs proposal to \$975,000. The full request was for \$1.8M.
- *Congressionally Directed Spending proposals:* we submitted two requests for funding to Senator Gillibrand and Senator Schumer after notice that they were accepting such requests. The first was the nursing labs proposal for the full \$1.8M, and the second was a for \$100K to fund non-traditional scholarships for the 2022 year. Both align with our strategic plan objectives.
- *North Country Live –* The Spring 2021 edition of North Country Live was incredible. From the intersection of environmental and recreational issues affecting the Adirondack Park to the joys of birding, the folks who led those efforts and pitched in did an outstanding job! In fact, the presentations throughout the year have been just great. Many thanks to all!

- *The North Country CC-Workforce Development Partnership* members, all who are part of our Perkins Advisory Council, joined us last week as we evaluated this past year's efforts and begin our planning for next. Our Perkins funding for 2021-2022 looks to be increased slightly to \$143K with our application due mid-June.

* **COVID-19 Matters**

- *Vaccine Requirements:* SUNY and CUNY will be requiring students studying on campus in Fall 2021 to be fully vaccinated, provided that one or more of the vaccines receive full approval from the FDA. That is welcome news as the ability to take other measures on-campus, such as a full update of our HVAC systems, is not something seemingly within our reach at this time nor would it necessarily provide the protection that the vaccine does.
- *Protocols and Practices:* All of the protocols and practices are continuing during the Summer 21 period including screening, testing, sanitation and mask-wearing requirements. SUNY distributed guidance noting that the CDC's new [guidance](#) related to mask-wearing does *not* currently apply to colleges and universities.
- *SUNY Surveillance Testing:* Weekly surveillance testing will continue this summer for all those MC employees and NCCCAP members who are on campus. CSEA members are welcome to participate.
- *COVID-19 Task Force:* The Task Force had its last meeting of the semester on May 5th. The meeting largely focused on the items that the administration needed to focus on to have us ready for Fall 21. There are some items that remain unknown, including the amount of surveillance testing required, changes in social distancing guidelines, and the like. As the guidance and our planning comes into greater focus, we will host a campus-wide meeting this summer and share what we know.

* **Facilities Planning**

- *Facilities Inventory:* Our Facilities Department continues to inventory our campuses, identifying the current state of the infrastructure and cataloging it uniformly.
- *Classroom and IT Upgrades:* An order was placed for new academic technology in six (6) classrooms and our facilities team will be upgrading each classroom to support these changes. This upgrade will use CRRSAA (CARES II) funds to strengthen our ability to serve students looking to integrate online learning as part of their courses, including in hybrid and high-flex options.
- *JMZ:* We met with JMZ Architects regarding three facilities projects: the SL science labs, the nursing labs proposal, and our HVAC needs on all campuses. JMZ has both an understanding of our college and community through earlier work on our SL Facilities Master Plan. I hoping to have an proposal for the BoT meeting to review. If there were any disappointments, it is with the timing needed to execute. We were advised given the scope of the work, the ability to complete the needed preliminary planning and assessment, do the design work, hire contractors and source materials, would result in the project taking place in Summer 2022.

★ Information Technology (IT)

- *IT Restructuring*: Scott Harwood, Associate Dean of Information Technology and Institutional Research, has implemented several changes in the IT area including:
 - ✦ hiring a Student Support professional who is expected to join us in August,
 - ✦ preparing to hire a Help Desk Technician to support our Malone campus students, faculty, and staff, and
 - ✦ preparing to fill a vacancy for a Hardware Support position.
- *Academic Technology*: See above under Facilities.
- *Infrastructure*: A capital project to upgrade switching in Saranac Lake is taking place. An upgrade of our telephones and new cabling to support improved wireless in the residence halls is also taking place.

★ Middle States/SUNY/NYSED

MSCHE Updates

The Steering Committee met on May 20th to establish a plan to complete the self-study report, taking Dr. Bishop's observations and using them to further improve the self-study document. For MSCHE, they will be rounding out our self-study team at some point in the near future.

SUNY

In SUNY matters:

- *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 ours as well.
- *Fall 2021 Plan*: At some point this summer, we are expecting guidance from SUNY regarding the steps we'll need to take to be ready for Fall 2021.
- *SUNY Shared Governance Award*: The 2020-2021 Shared Governance Award will be presented to North Country CC on Monday, June 7th, 2021 at the SUNY Voices Conference. As I know more, I will let the Board know.

★ Resolutions

There are two resolutions plus one proposal for the Board to consider today. Each has moved its way through our Shared Governance Process, including a college-wide policy review committee, President's Council, and the College Senate. They are:

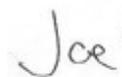
- *Campus Access Policy*: As part of the College's mission and our communities while at the same time ensuring the safety and security of our students and employees, the College has limitations on campus access by the College community as well as the larger general public. This policy spells those out.
- *Timely Warnings and Emergency Notifications Policy*: This policy establishes and describes the College's formal written guidelines pertaining to Timely Warnings and Emergency Notifications, including those specifically required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) of 1990.
- *Inter-collegiate Women's Volleyball Discontinuance*: After analysis and subsequent departmental, area, and administrative review, followed by

shared governance input, we are recommending discontinuing our Women's Volleyball team effective immediately. If supported, all current and recruited students will be notified and worked with.

★ Of note...

- Congratulations goes out to four (4) of our colleagues who were acknowledged for their service this year, three from SUNY and one from the Northern New York Library Network. They are:
 - ✦ Shir Filler: *Chancellor's Award for Excellence in Faculty Service*
 - ✦ Scott Harwood: *Chancellor's Award for Excellence in Professional Service*
 - ✦ Pete Nelson: *Chancellor's Award for Excellence in Adjunct Teaching*
 - ✦ Brian O'Conner: *Northern NY Library Network's Excellence in Library Service Award*

That's all for now. Gratefully yours,



Joe Keegan
President
North Country Community

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Associate VP of Student Affairs has recommended a *Timely Warning and Emergency Notification Policy*, and

WHEREAS the NCCC Policy Review Committee has reviewed and supports the policy, and

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

WHEREAS the policy has been reviewed and is supported by the President,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the updated *Timely Warning and Emergency Notification Policy*.

2020/21

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

POLICY: Timely Warning and Emergency Notification

DRAFTED: February 2021

ADOPTED:

I. POLICY STATEMENT

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

This policy establishes and describes the College's formal written guidelines pertaining to Timely Warnings and Emergency Notifications, including those specifically required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) of 1990.

II. SCOPE

It is the policy of North Country Community College to alert the campus communities to certain crimes and safety/security issues occurring on one of our three campus locations, or in the immediate vicinity of these campuses. Generally, this area will include the streets adjacent and/or adjoining campus property. However, nothing in this policy is intended to prevent notifications about incidents occurring outside of this area when they are likely to have a significant impact on members of the college community.

III. POLICY

Alerts are required for all incidents that constitute Clery Act Crimes and are considered to represent a serious or continuing threat to the campus community. These crimes include: Murder and Non-Negligent Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes.

Alerts may also be issued for: Crimes other than "Clery Act" crimes that pose a serious or continuing threat to the campus community (e.g. kidnapping or bomb threat), and non-criminal emergencies that pose a significant or continuing threat to the campus community or a segment of the campus community (e.g. weather related emergencies, maintenance issues, environmental health and safety issues, etc.).

Emergency Notifications are required for all significant emergency or dangerous situations that pose an immediate threat to health or safety of some or all of the members of our campus communities (e.g. an armed intruder is present in a campus building, several random arsons have occurred in a single night in occupied areas on campus, etc.).

Emergency Notifications may be labeled Crime Alert, Safety Alert or Emergency Notification.

Employees or students who learn of information which may warrant the issuance of a “Crime Alert,” “Safety Alert,” or “Emergency Notification” should notify the Administrator-on-Call as soon as possible.

IV. DEFINITIONS

Types of Alerts:

- Crime Alert – A campus-wide notification regarding a crime determined to present an ongoing or continuing threat to the safety of the campus community.
- Safety Alert – A notification issued under circumstances which may or may not be criminal in nature but still pose a significant or continuing threat to the campus community or segments of the campus community. Safety Alerts are not always issued campus-wide and may be issued selectively to affected areas.
- Emergency Notification – A notification issued for a significant emergency or dangerous situation that poses an immediate threat to the health and/or safety of some or all of the members of our campus locations.
- Information Bulletin – An informational notice regarding incidents that may not pose an immediate or continuing threat but are serious enough in nature that it is deemed appropriate that the campus community or a segment of the campus community should be informed.

V. REPORTING RESPONSIBILITIES

Alerts and Notifications are issued at the discretion of the following authorized title holders:

- College President (or Executive Assistant to the President)
- Associate Vice President of Student Affairs
- Director of Human Resources
- Vice President of Academic Affairs
- Vice President of Enrollment and Marketing
- Communications Director
- Chief Financial Officer
- Executive Director of the Association (re: Association housing)

Any College personnel who learn of information or recognize an event which may warrant the issuance of an alert or emergency notification must notify the Administrator-on-Call as soon as possible.

Those authorized to issue alerts will determine the type of alert to issue and the dissemination method. Dissemination methods may include but are not limited to the following:

- Campus-wide email
- College website / social media
- Alert poster or flyers
- SUNY NY Alert (Everbridge)

- Homepage
- On/off campus media releases
- Student Portal
- Blackboard

VI. INVESTIGATION AND RESPONSE PROCEDURES

The team of authorized personnel will determine if sufficient and accurate information exists to warrant the issuance of an alert.

When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:

- Title: Crime Alert, Safety Alert, Emergency Notification, Information Bulletin
- Authorizing authority
- Date of issuance
- Date, time and location of offense or situation
- Description of crime or situation
- Description of suspects
- Suspect's direction and mode of travel when fleeing incident
- Safety instructions/advice

The person who initiates an alert, emergency notification or bulletin will document the alert in College's incident reporting software including uploading a copy of the exact alert/bulletin. The Associate Vice President of Student Affairs will be responsible for reviewing the report for accuracy and will then preserve and archive the report in the current case management software.

If it is determined that the College's Emergency Response Plan should be activated, the reporting administrator (or designee), will call a meeting of the Emergency Response Team.

VII. FOLLOW-UP

Following resolution of an emergency notification, a follow-up alert will be sent to notify the College community that the emergency or threat is over. The same communication channels may be used as during the initial alert.