

Board of Trustees Meeting Agenda

11:00 a.m. | Thursday, May 26th, 2022

Hybrid: Hodson Hall 105, Saranac Lake Campus | Zoom

- I. Call to Order
- II. Approval April 29th, 2022 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Resolution | Appointment - Nursing Instructor
 - Resolution | Appointment - Math Instructor
 - Vice President for Marketing & Enrollment Management
 - Interim Chief Financial Officer
 - April 2022 Financial Report
 - Capital Purchase Policy Update Proposal
 - 2022-2023 Balanced Budget Proposal
 - Interim Associate Vice President of Student Affairs
 - President
 - Security Camera Project - Malone Campus
- 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.*



Board of Trustees Meeting Minutes

April 29th, 2022 | 11:00am

Hybrid Meeting: HH-105 & Zoom

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

Excused: Jerry Griffin

Others Present: Joe Keegan, Sarah Maroun, Erik Harvey, Kyle Johnston, Scott Harwood, Chris Knight, Sarah Kilby, Lee Susice, Tara Smith, Rob Rathbun, and Kim Irland

Board Chair, Steve Reed called the meeting to order at 11:02 a.m.

Minutes

Pete Suttmeier made the motion to accept the March 18th, 2022 meeting minutes. Dan Kelleher seconded the motion. The March 18th, 2022 meeting minutes were unanimously approved (7-0-0).

College Senate

Sarah Kilby reported:

- Members of the Senate have reviewed and approved all the resolutions that will be presented to the board today.
- Final semester meeting will be May 13th, 2022; Steve Reed will attend.
- New officer elections for the next academic year will occur at this upcoming meeting. New senate chair will be announced and begin their duties on June 1st, 2022.

NCCCAP

Lee Susice reported:

- Contract negotiations are close to being complete.

CSEA

No report

Board Chair Report

Steve Reed reported:

- Talks with the President have been in process on the progress of the action plan for the balance budget. This action plan is due to the Board at May 26th, 2022 meeting. Meetings will continue until the plan is due.
- Members of Long Range and Strategic Planning committee have been working hard to give the administration feedback on the proposed priorities which were raised by the community.

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- There are nine instructional days left. All are looking forward to award, nursing, and commencement ceremony.
- Sarah expanded on her report which noted the approvals for distance learning courses for next year.
- Members of the board briefly spoke on the partnership with Herkimer. They voiced appreciation for the College's hard work in growing programs and availability to students.

Board moved to approve the following resolutions:

- *Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves NCCC to submit a proposal for a jointly registered AS degree with Herkimer Community College in Cybersecurity and Digital Forensics to SUNY and NYSED for approval. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0)*
- *Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves NCCC submit a proposal for a one-year Teaching Assistant Certificate program to SUNY and NYSED for approval. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0)*

Vice President for Marketing and Enrollment Management

Kyle Johnston updated his report:

- In-person college fairs will begin again this Fall.
- Campus visits continue and have been regular
- Numerous avenues for student outreach continue
- SEM Planning process workshops have been productive and valuable
- Promotion efforts for summer courses continue
- There has been a notable increase in the College's web traffic. There are monies available to use to entice people to join summer session.
- Members of the board spoke with Kyle on the SEM planning process and the involvement of stakeholders outside of the college. Kyle expanded on his talking points of the process.
- Kyle explained the color coding used in the diagrams that are presented in his written report. He suggested showing the live report during executive session to view more details on the shared data.
- Members spoke of the enrollment status in relation to post-pandemic class presentations (synchronous / asynchronous). Kyle explained what it could look like, but it would be up to the faculty and their program/class design to see what would work best for our students. Sarah expanded on Kyles comments.
- Lee shared his experience with teaching online. He explained the benefits he sees the students experience by having both options of the learning environments.

Interim CFO:

Erik Harvey reported:

- Explained the work performed by his team to tighten up the financials. He voiced his appreciation to their dedication to creating a comprehensive process and their hard work.
- Shared the Capital Asset Policy proposal. He voiced his request was based on an antiquated formula for threshold and the reasoning for the change. Prior to creating the proposal, he has consulted with SUNY and modeled the policy proposal after them. Members of the board moved to hold the resolution until further evaluation can be made.
- Explained the one-time deal for the Student Debt Relief proposal which will be voted on momentarily.
 - Members of the board discussed the possible burden the student incurs without the debt relief

Mark Moeller made motion to the floor that North Country Community College Board of Trustees approve the March 2022 financials as they were presented. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

Board moved to approve the following resolutions:

- *Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the use of HEERF funds to reimburse the College and forgive outstanding student debt incurred during the pandemic period (March 11th, 2022 through June 30th, 2023). Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0)*

Associate Vice President of Student Affairs

Kim Irland reported:

- Requested that the Board draw attention to counseling partnership with Citizen Advocates noted in her report. Allocations were extended to June 2023.
 - Members of the board discussed student behavior report numbers. Kim explained how the case management system collects that data.
- Kim brought to the board the below resolution for their consideration. She explained the reasoning to this increased fee proposal and explained the position of athletics within the Association. The Association will remain the bulk provider for the finances, but the fee will help support the successful continuation of athletics. It has been assessed that this fee proposal is far beneath what our fellow community colleges request on average.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves an annual incremental fee increase of \$25/semester to the Athletic Fee beginning in 2022-23 and ending in 2025-26. This will result in a semester Athletic Fee cap of \$100 in 2022-23, \$125 in 2023-24, \$150 in 2024-25, and \$175 in 2025-26. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0).

President:

Joe Keegan reported:

- Thanked the board for their continued support; he noted we are almost through year two of the pandemic.
- He mentioned that he has had the opportunity to meet several potential students while on their campus tour.
- He recently visited with Essex County Town Supervisor Robin DeLoria. They discussed how the college can better serve the sponsoring counties.
- Acknowledged the efforts of the faculty, staff, and students as they operate with the constant changes of the pandemic.
- He shared an update regarding commencement.
 - He noted it will be in person with a livestream component.
 - He shared that Bruce Rowe, a retiring faculty member, was selected as the Grand Marshal.
 - Joe shared a brief bio on our guest speaker Mrs. Minerva White, who is a distinguished Elder of the Akwesasne Tribe.
 - Jessica Kemp was selected by her peers to serve as our student speaker.
 - A small reception has been reinstated this year to allow for a longer gentler goodbye.
- A lot of effort over the past couple months has been on the college's budget plan. He shared his appreciation for those who have been involved.
- NYS budget is good; funding floor will hold at \$60K. Part time TAP was reinstated.
- Joe shared those details are in-work that will have an impact surrounding TAP eligibility for incarcerated students.
- SUNY received two funds \$113M to institute 60 new initiatives. Parameters have not been set but are anticipated to be shared soon.
- The college requested \$950K for funding to complete nursing lab project. The request went to Congresswoman Stefanik, Senator Gillibrand, and Senator Schumer.
- The college applied for supplemental support for American Rescue Dollars. The intent is to help to drive down student costs and 50% would be used for the institution.
- SUNY confirmed that students will be required to have their COVID vaccination and booster, if eligible, for the Fall 2022 semester. It has been extensively advertised both online and through the enrollment process. Student Affairs continues to track data and hold records.
- JMZ scoping study continues. Their recent visit to Malone and Saranac Lake campus was productive. Proposed upgrades will be shared with the community soon. The start date for upgrades to the Science and Nursing Labs will be Spring 2023 after commencement. The proposal will be presented to the board at their July 2022 meeting.

- Joe shared negotiations are close to completion with NCCCAP members. It is anticipated that it will be shared with the board at their May 2022 meeting.
- CSEA negotiations started earlier this month.
- Members of the board discussed the strategic plan as it relates to the nursing program and potential funding support by the Foundation to further upgrade the facilities outside the main grant application. Joe explained the current layout of the three-part proposal. The college will have until November 2022 to get the requested monies.

NCCC Association:

Rob Rathbun reported:

- The audit firm completed the 2021 audit. He briefly shared the results of their report.
- Commented on the housing trends based on students attending online courses.
- Shared that student interest in housing is strong for Fall 2022.
- There is increased interest in resident halls rentals this summer. The Association is reviewing revenue possibilities over the summer as events begin to take place in the area.
- Moving forward with the Dell laptop program through the bookstore, with support from IT.

NCCC Foundation:

None

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:20 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 (7-0-0). Joe Keegan was invited to join the meeting at 12:21 p.m.

Mary Irene Lee made a motion to adjourn executive session at 1:12 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Mary Irene Lee 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 p.m.

Respectfully Submitted,



Stacie Hurwitch

Asst. Secretary to the Board of Trustees

Board of Trustees Minutes | April 29th, 2022

5/26/2022

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees
May 26, 2022**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

- ***Academic Planning and Programs.***

Summer and Fall 2022 Classes: Registration for summer and fall courses is underway. As of the last report, we are close to last year's numbers for both summer and fall. We will continue to watch enrollments over the next few weeks and months and adjust the schedule as needed.

Professional Development Opportunities: We finished the last professional development focused on creating accessible documents in early May. We will look to offer more trainings focused on course design and features within the new learning management system in the fall semester.

Program Advisory Boards: Program Advisory Board meetings are complete for the semester. Congratulations to the Business, Art, Massage Therapy, Human Services and Nursing departments for leading successful program advisory boards this spring. Discussion from those meetings provide valuable feedback for our programs.

New Program Initiatives: The Digital Advertising & Design Certificate is in the external approval process through SUNY and NYSED. The Curriculum Committee and College Senate approved two new programs: 1) AS in Cybersecurity and Digital Forensics, proposed to be a Jointly Registered program with Herkimer CC's online Cybersecurity degree, and 2) a one-year Teaching Assistant Certificate. The Board of Trustees approved these programs at the April meeting, so they will now move to SUNY and New York State Education Department for approval.

EMT Course Sponsorship: Scott Harwood submitted the EMS Course Sponsorship application to the NYS Department of Health on May 1st. We hope to offer EMT courses as early as Fall 2022. There is an urgent need for EMTs across the state and in the North Country in particular.

Strategic Enrollment Management Plan: The Strategic Enrollment Management plan is in the final stages. Kyle Johnston presented to the College Senate at the May 13th meeting. There are two additional SUNY-wide meetings over the next month as we continue the process.

General Education Revision Timeline: No recent updates. Academic Departments will review and revise general education outcomes to align with SUNY's requirements throughout the next year. The deadline for approval of those changes is March 2023 in order to include changes prior to the priority registration period for Fall 2023.

Change to Brightspace D2L Learning Management System: No recent updates. As SUNY firms up training plans and supports by cohort, we will continue to keep everyone informed. In the meantime, Academic Affairs and IT are planning for internal changes. NCCC chose to be in Cohort 3. The timeline for that cohort includes a pilot group to begin using D2L during the Spring 2023 semester with a full cutover to Brightspace D2L by Fall 2023. More information can be found on the SUNY DLE site at <https://dle.suny.edu/>. The sandbox is open for faculty who want to create a test course. I attended a session for Chief Academic Officers on April 28th. It sounds like the first cohort is well underway and some schools are doing a cutover as early as this summer.

Childcare Pathways: Kelli Rodriguez, Kathleen Dowd-Maloney, Selina LeMay-Klippel and I met with FEH BOCES and ACAP (Adirondack Community Action Program in Essex County) to discuss opportunities and career pathways for students in Early Childhood programs at the BOCES centers and expanding our reach to help those in local communities pursue careers in early childhood education and childcare. We have another meeting to continue the discussion on May 25th.

Nursing/Science Lab Upgrades: Karin Green presented the updated plans for the Science and Nursing lab during an open session for the college community on May 18th. The plan is to break ground in the Spring of 2023.

College to Career Pathways: On May 18th, Selina LeMay-Klippel and I attended a retreat hosted by the Adirondack Foundation. The focus of the retreat is to develop roadmaps to improve college and career pathways for residents in the North County.

Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** The summer session looks to be busy in the Second Chance PELL program. We look forward to returning to all the facilities for the fall semester. However, that will depend on where we see COVID rates headed this summer.
- **Nursing Expansion Request for Funding:** We submitted an additional application to SUNY on May 2nd to expand our Nursing Program. We should hear about the results in June. This award is for \$75,000 and had more restrictive parameters.
- **Good Jobs Grant Application: No recent updates.** Working in conjunction with Bionique, Trudeau, and ANCA (Adirondack North Country Association), the College applied for a federal grant to support workforce training for lab technicians. While the initial focus of the training will be specific to biotechnology, the longer-term vision of the grant is to expand into other industries as needed in the region. On May 19th, we hosted three representatives from Asahi Kesai, the parent company of Bionique. They were interested in seeing the College and discussing potential opportunities for expansion opportunities for Bionique in the Saranac Lake region.
- **Northern Borders Regional Commission:** Selina LeMay-Klippel submitted the application to offer the Basic Operations course for wastewater operator certification to the NYS Department of Environmental Conservation. NCCC plans to offer its first cohort of wastewater operator training in the Fall of 2022.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of Lauren Heath, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022/23 academic year, at an annual salary of \$44,602 (based on the 2021/22 CBA),

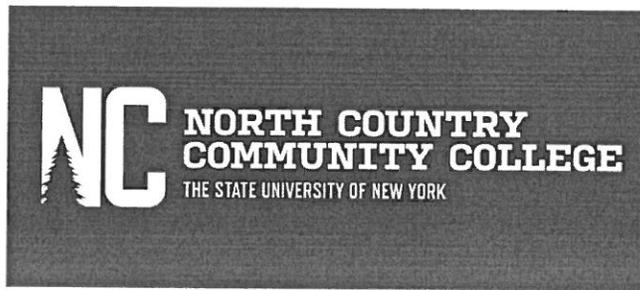
WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Lauren Heath, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022/23 academic year, at an annual salary of \$44,602 (based on the 2021/22 CBA).

This position is currently funded in the 2022/23 operating budget.

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



SARANAC LAKE . MALONE . TICONDEROGA

April 25, 2022

Ms. Lauren Heath
710 Burnt Hill Rd
Cadyville, NY 12918

Dear Ms. Heath:

Pending approval by the North Country Community College Board of Trustees at their May 26, 2022, meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Nursing Instructor for the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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. Please note that your annual salary is based on the 2021-2022 contract and will increase slightly with the anticipated ratification of the new CBA.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than May 13, 2022.

Sincerely,

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

Joe Keegan,
President

cc: Personnel File / Payroll File

A handwritten signature in cursive script, likely belonging to the employee, written over a horizontal line.

Employee Signature

5-10-2022
Date

LAUREN HEATH

710 Burnt Hill rd, Cadyville NY, 12918 518-570-3444

Lheath327@aol.com

Tara Smith
North Country Community College
Human Resources

TO WHOM IT MAY CONCERN,

I am an outgoing nurse and educator who has some diverse experience both on the floor, and off. My clinical instruction has provided me with a strong base in which to support both myself and my students, and I now have two years of classroom instruction as well. I also have virtual learning experience via Moodle and Teams. I enjoy being a change agent as well and was active with the hospital wide Nursing Professional Governance as well as Chairing multiple committees when employed at UVMHC.

My passion and interest in education has been longstanding, and my recruitment as an adjunct instructor for NCCC early in my career has proven to be pivotal in molding me both as an educator, and student myself. I am currently approaching my Capstone project for my Masters in Nursing Education, which I will be completing at NCCC. If you feel my experience and/or goals may benefit the Nursing Program outside my current role, please reach out to me.

Sincerely,

Lauren Heath BSN, RN

LAUREN HEATH

710 Burnt Hill rd, Cadyville NY 518-570-3444

lheath327@aol.com [linkedin.com/in/lauren-heath-8b508260](https://www.linkedin.com/in/lauren-heath-8b508260)

I am a BSN/MSN prepared RN who is actively working on an MSN in Education. I have diverse healthcare experience, especially in mental health and nursing education.

EXPERIENCE

06/2020-CURRENT

ALLIED HEALTH TEACHER, CV-TEC MAIN CAMPUS

I AM A FULL TIME CLASSROOM TEACHER IN THE ALLIED HEALTH PROGRAM. I TEACH FOR THE CERTIFIED NURSING ASSISTANT CERTIFICATION, THE EKG CERTIFICATION, AND ALSO THE PHLEBOTOMY CERTIFICATION.

08/2016 – 08/2021

STAFF NURSE II- INPATIENT PSYCHIATRY, University of Vermont Medical Center

Staff Nurse II, Charge Nurse, Nursing Professional Governance Representative, Chair of Patient Centered Report task force, Chair of Emergency Dept Psych Education task force.

5/2017- 8/2021

ADJUNCT (CLINICAL) INSTRUCTOR, North Country Community College

I am a clinical instructor at CVPH with RN students on AMHU/CAMHU.

04/2019- 04/2019

CLINICAL ASSOCIATE, VERMONT TECHNICAL COLLEGE

I INSTRUCT RN STUDENTS IN THE HOSPITAL (UVMHC) AND LAB SETTING.

12/2018-12/2019

CLINICAL INSTRUCTOR, Norwich University

I instruct students of both the traditional and accelerated BSN programs, both in hospital and online setting (Mental Health nursing).

06/2016-11/2016

MEDICATED ASSISTED TREATMENT NURSE, HOWARD CENTER

Stationed at Chittendon Clinic. Safe handling and administration of suboxone, methadone, buporphine. Experience with withdrawal, tapering, diversion etc.

06/2015-06/2016

LPN-BREAKTHROUGH II PROGRAM, BHSN

Nurse for two residential houses focusing on education, medications, and treatment compliance.

*More experience available upon request.

2022

MSN, WGU

2/2018

BSN, Walden University

5/2016

RN, North Country Community College

5/2014

LPN, North Country Community College

REFERENCES

Lauren Williams, RN UVMHC Inpatient Psychiatry, Clinical Instructor UVM School of Nursing

laurenwilliams0183@gmail.com

802-310-0263

Lori Bennett, Clinical Coordinator NCCC Nursing

lbennett@nccc.edu

518-891-2915 ext. 1708

Cortney Provost, RN UVMHC Inpatient Psychiatry

[cortney.provost@uvm HYPERLINK "mailto:cortney.provost@uvmhealth.org"health.org](mailto:cortney.provost@uvmhealth.org)

518-536-1319

*More available upon request

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Sean LaPlante, to the full-time, 164-day, exempt appointment as Math Instructor for the 2022/23 academic year, at an annual salary of \$44,602 (based on the 2021/22 CBA),

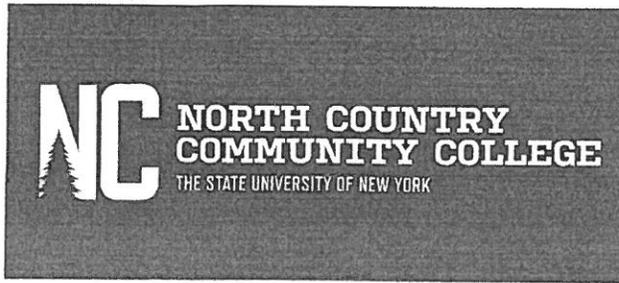
WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Sean LaPlante, to the full-time, 164-day, exempt appointment as Math Instructor for the 2022/23 academic year, at an annual salary of \$44,602 (based on the 2021/22 CBA).

This position is currently funded in the 2022/23 operating budget.

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



SARANAC LAKE . MALONE . TICONDEROGA

April 25, 2022

Mr. Sean LaPlante
14 Dana Crescent Street
Brasher Falls, NY 13613

Dear Mr. LaPlante:

Pending approval by the North Country Community College Board of Trustees at their May 26, 2022, meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Mathematics Instructor for the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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. Please note that your annual salary is based on the 2021-2022 contract and will increase slightly with the anticipated ratification of the new CBA.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate supervisor/department chair is Allison Warner, Associate 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 May 13, 2022.

Sincerely,

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

4/30/22
Date

SEAN M. LAPLANTE

14 Dana Crescent Street Brasher Falls, New York 13613 laplansm190@gmail.com (315)-244-8731

EDUCATION

State University of New York at Potsdam

Master of Arts Degree in Mathematics

2013

Graduated "with Distinction"

State University of New York at Potsdam

Bachelor of Arts Degree in Mathematics

2011

Bachelor of Arts Degree in Physics

Graduated "Cum Laude"

TEACHING EXPERIENCE

St. Lawrence University

Mathematics Adjunct Instructor

January 2020 – Present

- Teach 6 credit hours a semester
- Enhance student learning by using real life applications
- Maintain 3 to 5 office hours a week
- Mentor and engage students about the joy of doing mathematics

Paul Smith's College

January 2022 - Present

Mathematics Adjunct Instructor

- Teach 6 credit hours a semester
- Teach remedial classes such as Fundamentals of Math
- Teach using Pearson's MyLab Math

State University of New York at Potsdam

Mathematics Adjunct Instructor

August 2013 – May 2020

- Teach 9 to 15 credit hours a semester
- Develop syllabi and course materials
- Maintain 5 to 8 office hours a week
- Motivate and inspire students to learn
- Committee work involving Common Core teaching

Clarkson University

GRE/GMAT Math Instructor

September 2016 - Present

- Prepare course materials for review
- Lecture and solve problems using GRE and GMAT formats

COURSES TAUGHT

- EXCUSIONS IN MATHEMATICS
- FUNDEMENTALS OF MATH
- FINITE MATH
- MATHEMATICS FOR ELEMENTARY EDUCATION I
- MATHEMATICS FOR ELEMENTARY EDUCATION II
- PRE-CALCULUS
- PROBABILITY AND STATISTICS
- CALCULUS I

UNIVERISTY SERVICE

- Served on Common Core Committee to revamp elementary education in mathematics
- Taught 4 summer EOP mathematics seminars in 2019
- Collaborated with EOP director about improving student learning in mathematics
- Taught multiple recitations for EOP and Bridges to Success Programs
- Taught GRE Preparation at SUNY Potsdam in Fall 2017

AWARDS AND MEMBERSHIPS

- Voted favorite math professor by students in 2018 and 2019
- Member of Pi MU Epsilon (Mathematics Honor Society)
- Member of Omicron Delta Kappa (National Leadership Honor Society)
- Member of Sigma Pi Sigma (Physics Honor Society)

TECHNICAL SKILLS

- Knowledgeable in LaTeX, Microsoft Office Programs, and Zoom
- Proficient with Moodle, Sakai, and Canvas learning platforms
- Proficient with TI-83/84 Graphing Calculators
- Basic programming with C/C++ and Python
- Basic knowledge of iClickers and SMART boards
- 3-D modeling with OpenSCAD and Blender

LETTER OF INTENT

10 March 2022

North Country Community College
23 Santanoni Ave.
Saranac Lake, NY 12983

To Whom It May Concern:

My name is Sean LaPlante, and I am applying for the Mathematics Instructor position. Throughout the past 8 years, I have taught at a few post-secondary colleges. These colleges include SUNY Potsdam, St. Lawrence University, Clarkson University, and Paul Smith's College. Each establishment provided myself with different experiences to help me become the educator I am today.

Throughout my teaching career, I taught a wide range of classes with diverse student population. These classes included introductory to elementary education in mathematics up to Calculus I. Also, I taught recitation classes for EOP and for Bridges to Success Programs at SUNY Potsdam. The variety of classes and students provided me with multitudes of experience that is extremely useful in teaching.

Furthermore, I maintain an average of 6 office hours a week. Through the use Zoom, I even had office hours at 8pm. Maintaining that schedule shows my dedication I to teaching mathematics and helping students. Students have a stronger work ethic knowing that I am available to help, and that is why I become available as much as possible.

I offer NCCC much more than just my 7 years of college math instruction, I offer my dedication to teaching and helping students succeed.

Thank you for taking the time to review my application. I look forward to hearing for you.

Sincerely,

Sean M. LaPlante

Sean M. LaPlante

TEACHING PHILOSOPHY

Throughout my seven years of teaching experience at SUNY Potsdam, two years at St. Lawrence University and one semester at Paul Smith's College, I have noticed students have different procedures of learning mathematics. Especially at the college level, students have multiple backgrounds that make teaching very difficult. This diversity changes from classroom to classroom, thus pinpointing a certain teaching strategy is difficult.

For mathematics, the best strategy I believe to is learn by doing. Students learn by completing is learning from my students. Their questions and concerns about topics help me improve my quality of teaching. One difficulty with teaching, is knowing when to elaborate on topics. When someone asks a question, this ultimately show me that the topic needs to be explained more. I always encourage questions. Doing so, I can improve my teaching following semesters.

Math is fun and examples and by learning from their mistakes. In fact, making mistakes and addressing why mistakes were made leads to a better understanding of the subject matter. Furthermore, mathematics is not a spectator subject, and students learn through hard work and practice. One method I use is by assigning daily worksheets and assignments where students work alone or in groups to complete problems and ask questions freely. Also, the group works allows for a more personal experience between instructor and student. That personal contact allows a student to feel comfortable asking questions and be more willing to ask for help. All in all, students will be learning mathematics, understanding their own solutions, and the sense of accomplishment when having correct solutions.

Another strategy that I implement interesting to me, and I share that same experience with my students. The satisfaction of solving a difficult problem, the journey towards a solution, and the surprising results is something that sets math apart from any other subject. I realize some topics are difficult like logarithms but finding real world examples can make the difference between student retention versus someone just following an algorithm. Also, I make myself available to every student through numerous office hours and I will go above and beyond to answer their questions, even when I hear my email ringtone in the middle of the night. Therefore, my teaching style focuses on developing a personal connection, addressing their questions, supporting, encourage, and mentor them to always to do better.

REFERENCES

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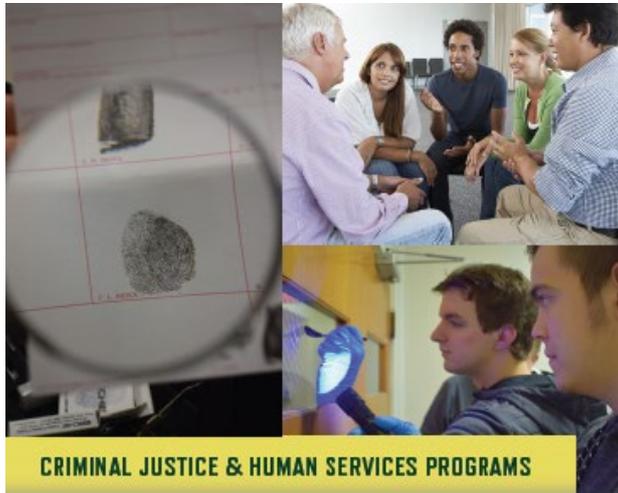
Vice President of Marketing and Enrollment
Report to the Board of Trustees
Created May 23, 2022

Enrollment and Financial Aid Team Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** This past month was a very important one for our SEM Plan Project. We presented the draft plan to the college community on April 29th then followed-up with a survey where anyone could provide feedback. The two weeks that followed saw all committees taking that feedback to create a newer version which was once again provided to the college community on May 13th. The plan itself will continue to evolve over the summer but there are many actionable items that we are already working on. Additionally, we will be participating in all planned AACRAO/SUNY workshops over the summer.
 - **SLATE CRM (Customer Relationship Management):** All our campuses and enrollment team members are now setup with active scheduler. This has allowed us to offer a much more flexible campus visit schedule for all campuses and we've been very busy entertaining prospective students recently. We have also set our coaching staff members up in the Slate system and will be training them in over the course of the next couple of weeks to help stream-line their recruitment.
 - **North Country Navigator:** We are currently taking a good look at how we can strengthen the latter three stages of NC Navigator (Online Orientation, Tech Orientation & Bookstore/Paying for College). These three stages are really where we move from the enrollment (stages 1-3) to student onboarding which is something that needs attention from the college. Much of this work will happen over the summer with further development of Slate and the creation of video modules and checklists that students can complete.
- **The Enrollment Team** has been quite busy with high school visits and college fairs. Typically the Spring is much quieter when it comes to these formal events but everyone seems to be making up for lost time (most of the high school and college fairs this past fall were canceled). Application volume has been strong so we are hopeful that it will translate to positive incoming student enrollment for fall semester.
- **The Financial Aid Team** is continuing to award financial aid on a rolling bases with processing happening the same day that financial aid notices are received. The biggest improvement here is that we are well ahead of last year's continuing student awarding and we believe that quicker turnaround on this will become a greater part of the retention strategy for the college.

Marketing and Web Team Updates:

- Our "Criminal Justice and Human Service Programs" campaign concludes on May 31st and we have been working to build out the "Digital and Fine Arts" campaign that will kick-off June 1st. This upcoming campaign will feature online and social ads as well as print and radio within the region. We are also updating the primary landing page and main marketing/search piece for these degree programs.
- Our three 15 second video spots across Hulu, Disney+ and YouTube continue to perform well with over 20,000 views in the first month. These spots are both geographically and audience-targeted.
- Our first batch of new campus signs were finished up and picked-up this week. We're looking forward to the installation and we are currently designing the second batch that will be produced in June.
- The summer campaign wrapped up this week and we will be able to report final enrollment numbers in June. The digital/social ads and web traffic were very strong so hopefully that results in another strong summer.



CRIMINAL JUSTICE & HUMAN SERVICES PROGRAMS

Where there is passion,
there is pursuit.

Are you destined to help and protect others in need? Do you want to positively impact other people's lives in a meaningful way? If so, then look no further than the Criminal Justice and Human Services programs at North Country Community College. Our degrees in Criminal Justice, Chemical Dependency Counseling, Child and Family Services and Human Services will help you reach higher.

OFFERING DEGREES IN:

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- Child and Family Services
- Human Services
- Criminal Justice
- And more!
- Visit NCCC.EDU/HUMAN-SERVICES

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CRIMINAL JUSTICE &
HUMAN SERVICES

EXPLORE OUR
DEGREES

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Reach Higher
Own Your Future

Learn more

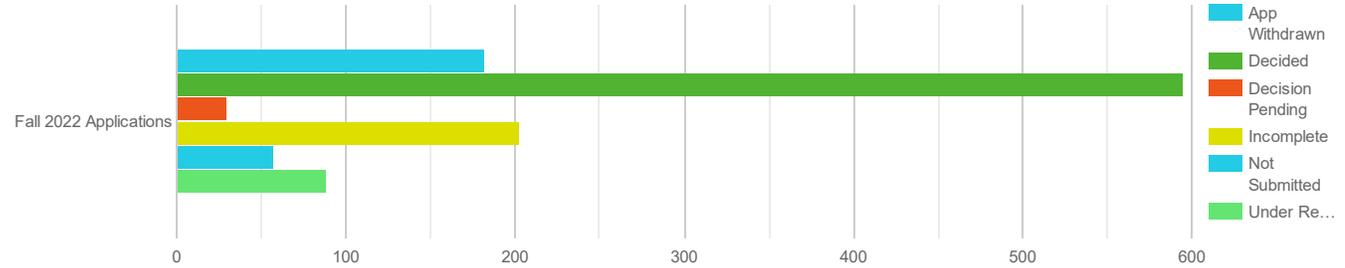
Fall 2022

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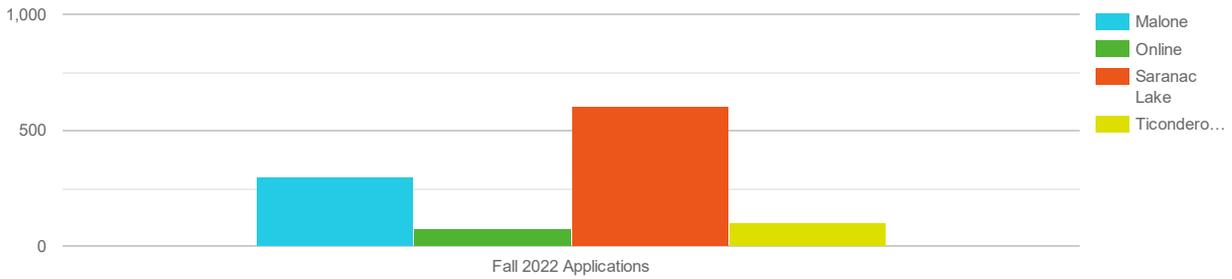
Metric Fall 2022 Applications

Fall 2022 Applications 1153

FA22 App Status

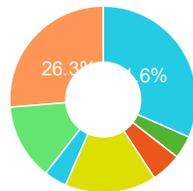


Fall 2022 Applications by Campus



FA22 Apps: Online by Program

Fall 2022 Applications



- Business Administration (AS)
- Business Administration - Healthcare Admin...
- Entrepreneurship (Certificate)
- Liberal Arts & Science - Early Childhood Edu...
- Liberal Arts & Science - English track (AA)
- Liberal Arts & Science - Psychology track (AA)
- Liberal Arts & Science: Humanities & Social S...

FA22 Apps: SL by Program

Fall 2022 Applications

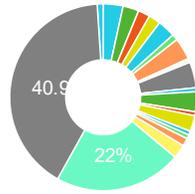


- Business Administration (AAS)
- Business Administration (AS)
- Chemical Dependency Counseling (AAS)
- Child & Family Services (AS)
- Computer Graphics & Design (AAS)
- Computer Graphics & Design (Certificate)

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FA22 Apps: ML by Program

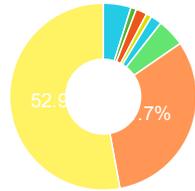
Fall 2022 Applications



- Business Administration (AAS)
 - Business Administration (AS)
 - Chemical Dependency Counseling (AAS)
 - Child & Family Services (AS)
 - Computer Graphics & Design (AAS)
 - Computer Graphics & Design (Certificate)
- ▲ 1/4 ▼

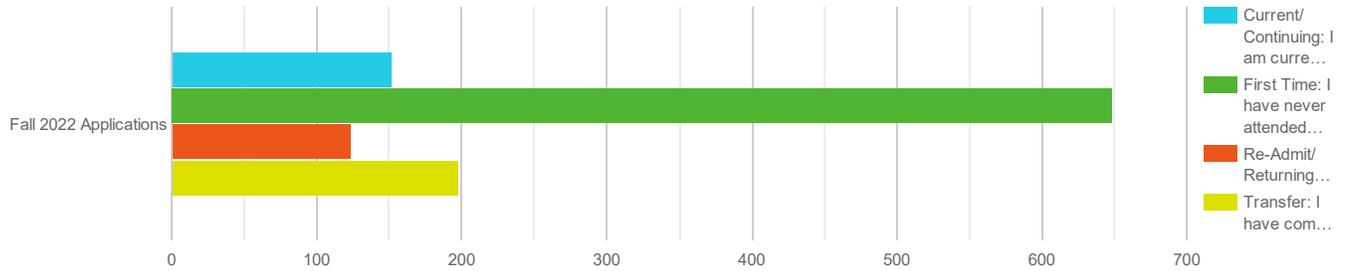
FA22 Apps: TI by Program

Fall 2022 Applications

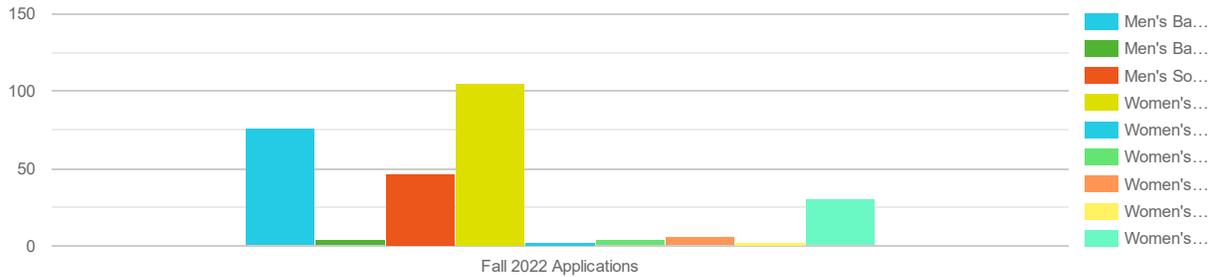


- Health Sciences (AS)
 - Individual Studies (AAS)
 - Liberal Arts & Science - Early Childhood Edu...
 - Liberal Arts & Science - English track (AA)
 - Liberal Arts & Science - Psychology track (AA)
 - Liberal Arts & Science: Humanities & Social S...
- ▲ 1/2 ▼

FA22 Apps by Type



FA22 Apps: Athletics



FA22 Apps by Program/Campus/Type

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Metric	Fall 2022	Saranac Lake	Malone	Online	Ticonderoga	FirstTime	Transfer	ReAdmit	Current
Fall 2022 TOTALS	1154	604	298	79	105	650	198	124	152
AAS Business Admin	36	26	10			32	4		
AS Business Admin	59	27	8	24		48	7	4	
AS Business Admin - Healthcare Admin track	3			3		1	2		
AAS Entrepreneurship	7	6	1			5	1	1	
Cert Entrepreneurship	8	3	1	4		6		2	
AS Sports & Events Mgmt	57	57				50	6		1
AAS Chem Dep	11	5	6			6	3	2	
AS Child & Fam	13	7	6			11		1	1
AAS Human Services	17	7	10			12	3	2	
AAS Computer Grapics & Design	17	8	9			15	1	1	
Cert Computer Graphics & Design	4	1	3			4			
AS Fine Arts	5	5				5			
AAS Criminal Justice	41	30	11			39	1	1	
AS Environmental Science	16	16				12	3	1	
AA Environmental Studies	6	6				6			
AS WRL	11	11				7	1	3	
AAS Individual Studies	9	6	2		1	6	2	1	
AA Liberal Arts - Early Childhood track	29	7	8	12	2	18	3	7	1
AA Liberal Arts - English track	10	4	2	3	1	8	1	1	
AA Liberal Arts - Psych track	29	15	2	10	2	22	2	5	
AA Liberal Arts - Humanities & Social Science	42	13	4	20	5	32	4	6	
AS Liberal Arts - Math & Science	15	8	7			14		1	
AS Health Sciences	56	37	14		5	45	8	2	1
Cert Health Sciences	5	3	2			5			
AAS Nursing	155	58	64		33	7	29	43	76
Cert Practical Nursing	284	110	119		55	119	74	31	60
AAS Rad Tech	89	89				44	28	5	12

AAS Massage Therapy	17	17				7	7	3	
No Program/Undecided/Not Submitted	117	32	15	5		70	10	4	3

**North Country Community College
Interim CFO's Report to the Board of Trustees
May 26, 2022**

Greetings,

As always, I hope this report finds you well. In this month's report I am asking the board for approval of 1) the financial statements for the month ending April 30, 2022, and 2) a formal resolution of the updated thresholds to North Country's Capital Purchases Policy. I'll also provide an update on the 21-22 forecast, a preview of the 22-23 budget, and the 5-year plan. The 22-23 budget will be brought forth again in June requesting board approval.

Financial Statements April 2022 *(for review and approval)*

- The variances this month are again primarily related to timing of entries. The Comptroller was not on staff in the spring of 2021 and now has entries that had fallen behind in 2021, up to date in 2022. The Bursar and Financial Aid Director have also worked together on a process where funds due from the Government are drawn down "just in time" when needed now for student accounts. Funding drawdowns were batched in the past.

Capital Asset Thresholds *(for review and approval)*

- Updates North Country's capital asset policy thresholds to modern day amounts for equipment.
 - Building improvements and renovations, etc. remains at \$10,000
 - Equipment, etc. to \$5,000 from \$1,000
- These updated amounts will create processing efficiencies and require less administrative time spent recording, analyzing, and auditing the transactions.
- After consultation with SUNY, the amounts are in line and modeled after SUNY Document #7004 - Capitalization Policy and Depreciation Policy for Capital Assets.
- Formal resolution is included for approval.

2021-22 Forecast

- Included is an updated financial forecast for the year ending August 31, 2022, as of May.
- Enrollment declines related to the pandemic are still being realized in 2021-22.
- Enrollment full year projection
 - Projected total FTE of 890 is 113 or 11% less than budget.
 - Projected In/Out of state FTE of 549 is 54 or 9% less than budget.
 - Projected Concurrent Enrollment FTE of 241 is 9 or 4% less than budget.
 - Projected 2nd Chance Pell FTE of 100 is 50 or 33% less than budget.
- Revenue full year projection - \$778K better than budget
 - \$1.5 million projected gain in revenue for HEERF federal stimulus revenue loss claims.
 - \$1.18 million Enrollment declines

- \$360K Student debt relief program
 - \$860K loss of tuition and fee related revenue vs. budget due to enrollment declines.
 - \$84K chargebacks are projected to be better than budget.
- Expense full year projection - \$160 better than budget
 - \$200K full time regular salary and payroll tax savings due to open positions not being filled and/or a challenging labor market not allowing for timely backfilling of positions.
 - \$110K casual labor pool savings due to declined enrollment.
 - \$94K Medical insurance savings – the 5% projected increase did not happen in 21-22 but premiums increased by 12% for 22-23 budget.
 - \$92K 2nd Chance Pell savings for labor, travel, and supplies due to declined enrollment.
 - \$33K Travel related savings.
 - \$145K increase to budgeted expense for rising utility costs.
 - \$100K increase to budgeted technology expense for new enrollment, computer networking, etc. software.
 - \$50K increase to budgeted expense to cover PTECH scholarships.
 - \$45K increase to budgeted expense for Exam and Testing services – missed in budget.
- Full year surplus is projected to be \$639K or \$935K better than budget. There would be a deficit of \$860K if not for the \$1.5 million lost revenue claims being reimbursed by HEERF federal stimulus funds.
- The fund balance is expected to finish August 31, 2022, at \$6.24 million or 43% of 21-22 net operating cost after considering the \$639K projected surplus in 21-22.

2022-23 Budget

- Enrollment assumptions
 - Total 2022-23 FTE projected to be 930, which is 40 or 4% more than 2021-22
 - No assumed “bounce back” of students re-entering college post pandemic.
 - 5% in state decline entering FA22 offset by 33 additional FTE for new initiatives.
 - PN/ADN program back to pre-pandemic levels - Impact 18 FTE.
 - AEMT | EMT certification programs coming online for FA-23 - Impact 8 FTE.
 - Akwesasne student population increase - Impact 5 FTE.
 - Rad-Tech program back to pre-pandemic levels - Impact 2 FTE.
 - Out of State increases by 5 FTE to 45 total FTE, the same as 17-18 and 18-19 levels.
 - Improved melt ratio of students from fall to spring semester of 85% vs. 82% 21-22.
 - Concurrent Enrollment (Bridge) program assumed flat to 21-22.
 - Slight recovery of 2nd Chance Pell program – still 35 FTE below pre-pandemic.
- Revenue assumptions
 - No revenue improvement assumed for students simply “coming back to school”.
 - Tuition and Fee rates were held flat to prior year.
 - New York State Aid
 - \$60K positive impact - Base Aid uses 100% floor of 21-22 year, was 98%.
 - Rental and Low Enrollment aids were restored to previous levels.
 - No provision for HEERF lost revenue claims.
- Expense assumptions
 - Contractual salary increases included.
 - One Early Retirement savings - position not being backfilled.
 - \$212K or 12% in medical insurance increases that are real.
 - \$65K increase to Instructional Supplies for increased on campus presence and inflation.
 - \$40K increase for instructional related travel.

- ~ \$125K Utility cost increases experienced in 21-22 are assumed to continue and are carried forward into this budget.
- ~ \$100K Technology costs to support the new network, enrollment, and workforce efficiencies increased in 21-22 are carried forward into this budget.
- Full year deficit is projected to be \$1.24 million. The deficit is not offset by any lost revenue claims of HEERF federal stimulus funds. There may be an opportunity to offset some of this deficit by the SSARP funding North Country recently applied for.
- The fund balance is expected to finish August 31, 2023, at \$5 million or 33% of 22-23 net operating cost after considering the \$1.24 million projected deficit in 22-23.

5-Year Financial Plan

- Updated with all HEERF lost revenue claims, latest enrollment projections, and budget 22-23.
- Notable assumptions included:
 - NYS aid floor set at 100% matching NYS Governor proposal, was 98%.
 - Salary increases are assumed to be 3.2% each year.
 - Employee benefit expense increases are assumed to be
 - Non-personnel expense increases are assumed to be 1.25%, mostly due to rent escalations, and rising utility and technology costs.
 - Starting in July 2025, the NCCC Foundation bonds will mature, and the Foundation could potentially contribute an additional \$41.5K per month or \$500K per year to the college.
- Does not include any of the following opportunities:
 - Student FTE increases for numerous new program initiatives that are too early in the process to project,
 - North Country community ideas for cost savings and revenue generation,
 - Expansion of the Tuition Assistance Program (TAP) for part-time students,
 - Returning the ability for incarcerated individuals to receive TAP,
 - Non-recurring direct operating support outlined in the NYS governors recently passed budget.
 - SSARP revenue loss claims that could be allowed by HEERF after 2021-22.
- Fund Balance is propped up in 2020-22 by \$2.1 million in HEERF lost revenue claims. The balance is exhausted and reduced to a deficit of \$378K or -2% of Net Operating Costs in 2025-26 per these projections.

5-Year Financial Plan with New Initiative Overlay

This is a view of the updated 5-year plan with all the new initiative projected impacts. North Country is spending considerable time and energy developing various new initiatives to improve enrollment and revenue in the coming years. It's too soon to be able to budget for these possible enrollment increases but it is worth sharing quantitatively what the college is working towards. This schedule is not included in this board meeting package and will be shared during the meeting.

Kind regards,



Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of April 30, 2022

SUBMITTED TO THE BOARD OF TRUSTEES

May 26, 2022

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet APRIL 30, 2022			
	Current Year Actual	Prior Year Actual	Current Year Inc (Dec)
Assets			
Cash	\$ 6,276,148	\$ 4,768,518	\$ 1,507,630
Accounts Receivable-Students	441,026	343,510	97,515
Due From NCCC Association	61,880	422,544	(360,664)
Due From NCCC Foundation (Contributions)	860,425	1,425,577	(565,153)
Due From Other Funds	465,602	(80,348)	545,950
Due From Governments (State & Fed Fin Aid)	57,951	1,075,493	(1,017,542)
Prepaid Expenses	42,900	27,287	15,613
Total Assets	\$ 8,205,931	\$ 7,982,582	\$ 223,349
Liabilities			
Accounts Payable	\$ 33,503	\$ (167,021)	\$ 200,524
Payroll & Benefits Liabilities	21,775	53,798	(32,022)
Due to NCCC Association (Room, Meals, Books)	460,173	-	460,173
Due to NCCC Foundation (Rent)	180,027	798,771	(618,744)
Due to Other Funds	126	60	66
Due to Retirement	164,174	182,687	(18,514)
Compensated Absences	269,208	289,672	(20,464)
Other Liabilities	336,282	282,862	53,420
Total Liabilities	\$ 1,465,268	\$ 1,440,829	\$ 24,439
Month End Equity	\$ 6,740,663	\$ 6,541,753	
Total Liabilities & Equity	\$ 8,205,931	\$ 7,982,582	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/21	\$ 5,601,094		
Estimated 21-22 Surplus (Deficit)	\$ 638,955		
Projected Fund Balance as of 09/01/22 ¹	\$ 6,240,049		
Projected Fund Balance as a % of NOC	42%		
¹ GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$18,468,010.			

North Country Community College Revenues & Expenditures APRIL 30, 2022				
	Annual Budget	YTD Actual	19-20 Actual M (L)	% of Budget
Revenues				
Tuition & Fees	\$ 5,724,264	\$ 4,739,054	\$ (985,210)	83%
Sponsors' Contribution	2,380,000	1,578,333	(801,667)	66%
Chargebacks	640,510	626,213	(14,297)	98%
Out-of-State Tuition	396,000	318,120	(77,880)	80%
State Aid	4,075,965	3,096,142	(979,823)	76%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,172,840	697,564	(475,276)	59%
Total Revenues	\$ 14,389,578	\$ 11,055,427	\$ (3,334,151)	77%
Expenditures				
Salaries	\$ 7,190,717	\$ 4,633,814	\$ 2,556,903	64%
Payroll Taxes	550,090	328,704	221,385	60%
Medical	2,011,394	1,228,850	782,543	61%
Retirement	696,646	434,683	261,964	62%
Other	116,180	125,485	(9,305)	108%
Equipment	15,000	99,030	(84,030)	660%
Facility Leases	1,557,992	1,055,103	502,889	68%
Utilities	301,500	361,773	(60,273)	120%
Maintenance	165,300	121,286	44,014	73%
Office & General Supplies	52,220	30,011	22,209	57%
Advertising	184,300	92,015	92,285	50%
Professional Services	112,500	53,949	58,551	48%
Information Technology	295,300	421,471	(126,171)	143%
Library & Instructional Supplies	354,060	84,046	270,014	24%
Scholarships	689,105	660,370	28,735	96%
Travel	75,000	16,065	58,935	21%
Property & Liability Ins.	146,000	106,869	39,131	73%
Miscellaneous	172,615	169,089	3,526	98%
Total Expenditures	\$ 14,685,919	\$ 10,022,615	\$ 4,663,304	68%
Operating Surplus (Deficit)	\$ (296,341)	\$ 1,032,812	\$ 1,329,153	-449%
Non-Operating Activity	-	106,757	106,757	NA
Total Fund Surplus (Deficit)	\$ (296,341)	\$ 1,139,569	\$ 1,435,910	-485%

North Country Community College

May Forecast

For the year ending August 31, 2022

FTE	Budget	Forecast	More (Less) vs. Budget	
In-State	554	509	(44)	-8%
Out of State	50	40	(10)	-20%
In/Out of State FTE	604	549	(54)	-9%
Concurrent Enrollment	250	241	(9)	-4%
Core Operating FTE	854	790	(64)	-7%
Pell Prison Program	150	100	(50)	-33%
Total FTE	1,004	890	(113)	-11%

Unrestricted Fund <i>(in thousands)</i>	Budget	Forecast	More (Less) vs. Budget	
Revenues				
Tuition	\$ 5,156	\$ 4,443	\$ (713)	-14%
Fees	1,141	994	(147)	-13%
Sponsor's Contribution	2,380	2,380	-	0%
Chargebacks to Other Counties	641	725	84	13%
State Aid	4,076	4,076	-	0%
HEERF Revenue Loss Claims	-	1,543	1,543	NA
Contributions & Other Income	1,173	1,157	(16)	-1%
Reserve for Bad Debt	(177)	(150)	27	-15%
Total Revenues	14,390	15,167	778	5%
Expenditures				
Salaries	7,191	6,893	(297)	-4%
Payroll Taxes	519	497	(22)	-4%
Medical	1,981	1,887	(94)	-5%
Retirement	674	693	18	3%
Other	200	181	(19)	-10%
Equipment	15	15	-	0%
Facility Leases	1,558	1,597	39	3%
Utilities	302	446	145	48%
Maintenance	165	165	-	0%
Office & General Supplies	52	45	(7)	-14%
Advertising	184	184	-	0%
Professional Services	113	113	-	0%
Information Technology	295	475	180	61%
Library & Instructional Supplies	194	162	(32)	-17%
Scholarships	689	728	39	6%
Travel	55	22	(33)	-60%
Property & Liability Ins.	146	146	0	0%
Miscellaneous	353	279	(74)	-21%
Total Expenditures	14,686	14,528	(158)	-1%
Unrestricted Fund Surplus / (Deficit)	\$ (296)	\$ 639	\$ 935	316%
Non-Operating	-	-	-	NA
Total Fund Surplus (Deficit):	\$ (296)	\$ 639	\$ 935	-316%

2022-23 BUDGET
22-23 OPERATING BUDGET

	2022-23 Budget	2021-22 Forecast	2021-22 Budget	22-23 More (Less) vs. 21-22 Forecast	
REVENUES					
Tuition - In-State	\$3,697,094	\$ 3,442,234	\$ 4,028,243	\$ 254,860	7%
Tuition - Out-of-State	356,400	316,800	396,000	39,600	13%
Tuition - Concurrent Enrollment	532,800	534,354	555,000	(1,554)	0%
College and Course Fees	1,076,978	993,606	1,141,021	83,372	8%
Sponsors' Contribution	2,380,000	2,380,000	2,380,000	-	0%
Chargebacks	725,000	725,000	640,510	-	0%
State Aid	4,090,485	4,075,965	4,075,965	14,520	0%
HEERF Revenue Loss Claims	-	1,542,747	-	(1,542,747)	-100%
Contributions & Other Income	1,200,428	1,156,656	1,172,840	43,772	4%
Total Revenues	14,059,184	15,167,361	14,389,578	(1,108,177)	-7%
EXPENDITURES					
Salaries	7,242,413	6,893,354	7,190,717	349,059	5%
Benefits					
Payroll Taxes	554,045	528,522	550,090	25,523	5%
Medical	2,124,575	1,913,075	2,011,394	211,500	11%
Retirement	716,545	710,000	696,646	6,545	1%
Other	114,564	106,313	116,180	8,251	8%
Total Benefits	3,509,729	3,257,910	3,374,310	251,819	8%
Equipment	24,450	15,000	15,000	9,450	63%
Contractual					
Rental	1,629,403	1,597,181	1,557,992	32,222	2%
Utilities	447,000	446,236	301,500	764	0%
Maintenance	161,025	165,300	165,300	(4,275)	-3%
Office & General Supplies	56,085	44,720	52,220	11,365	25%
Advertising	184,200	184,300	184,300	(100)	0%
Professional Services	103,600	112,500	112,500	(8,900)	-8%
Information Technology	475,000	475,000	295,300	-	0%
Library and Instructional Supplies	341,540	273,963	354,060	67,577	25%
Scholarships	325,000	325,000	275,000	-	0%
Scholarships - Concurrent Enrollment	401,465	402,635	414,105	(1,171)	0%
Travel	64,716	23,675	75,000	41,041	173%
Property & Liability Insurance	149,000	146,428	146,000	2,572	2%
Miscellaneous	184,580	165,205	172,615	19,375	12%
Total Contractual	4,522,614	4,362,143	4,105,892	160,471	4%
Total Expenditures	15,299,206	14,528,407	14,685,919	770,799	5%
Transfer from Fund Balance	1,240,021	-	296,341	1,240,021	-
Surplus / (Deficit)	\$ -	\$ 638,954	\$ -	\$ (638,954)	-100%

2022-23 BUDGET
22-23 CAPITAL BUDGET

	<u>2022-23</u> <u>Budget</u>
REVENUES	
State Approved Match	\$ 150,000
County Portion	100,000
Chargeback Revenues	<u>50,000</u>
Total Revenues	\$ 300,000
PROJECTS	
Critical Infrastructure and Maintenance Upgrades	
Facilities/Student Life - Restroom Refurbishments	100,000
Facilities/Student Life - Lounge Common Area Refurbishments	30,000
Facilities/IT - Security Camera Phase II	60,000
Facilities - Parking Lot Paving and Tree Removal	65,000
Facilities - Doors and Lock Sets Project Phase II	35,000
Facilities - Scissor Lift	<u>10,000</u>
Total Expenditures	<u>\$ 300,000</u>
Net Surplus/(Deficit)	<u><u>\$ -</u></u>

North Country Community College

5-Year Financial Plan

For the 5 years ending August 31, 2026

	20-21	21-22	22-23	23-24	24-25	25-26
FTE Students						
In-State	577	509	530	521	524	520
Out-of-State	31	40	45	45	50	55
Subtotal In/Out-of-State	609	549	575	566	574	575
Concurrent Enrollment (bridge)	234	241	240	250	250	250
Subtotal Core Operating	843	790	815	816	824	825
Pell Program	133	100	115	150	150	150
Total FTE	976	890	930	966	974	975

in thousands

Unrestricted Fund						
Revenues	\$ 15,165	\$ 15,167	\$ 14,059	\$ 14,327	\$ 14,521	\$ 14,967
Expenses	13,747	14,528	15,299	15,851	16,389	16,953
Operating Surplus (Deficit)	1,419	639	(1,240)	(1,524)	(1,868)	(1,986)
Non-Operating	(101)	-	-	-	-	-
Unrestricted Fund Surplus (Deficit)	\$ 1,318	\$ 639	\$ (1,240)	\$ (1,524)	\$ (1,868)	\$ (1,986)

Fund Balance Beginning 9/1	\$ 4,284	\$ 5,601	\$ 6,240	\$ 5,000	\$ 3,476	\$ 1,609
Changes to Net Position	1,318	639	(1,240)	(1,524)	(1,868)	(1,986)
Fund Balance Ending 8/31	\$ 5,601	\$ 6,240	\$ 5,000	\$ 3,476	\$ 1,609	\$ (378)
Fund Balance NOC %	40.7%	43.0%	32.7%	21.9%	9.8%	-2.2%

Assumptions:

FTE's	In State declines by 5% in 22-23 vs. 21-22 & includes 33 FTE for new initiatives. Out-of-State gets back up to average pre-pandemic levels in 25-26. Concurrent enrollment (bridge students) and the Pell prison program bounce back to normal pre-pandemic levels 23-26.
Tuition	0% Increase year over year after 20-21. (Every 1% increase = \$30K revenue)
Fees	Assumed same rates as 20-21, proportionate to FTEs.
County Aid	Assumed to remain flat.
State Aid	Base aid rate includes the greater benefit of \$50/FTE in annual increments or the proposed 100% floor rule 2021-25. NYS base aid 98% floor was restored in 21-22. Rental aid increases 2% each year to correspond with 2% rent increase to NCCC Foundation
Salaries	3.2% increase per year.
Benefits	7% increase per year.
Contractual	1.25% increase per year to cover rent rate escalations and rising IT costs.
Prison Program	Assumed to continue - favorable legislation has been passed ensuring Pell extension by 7/21/23. NYS Governor proposing TAP for incarcerated students.
Donations	\$100K from NCCC Foundation in each years 20-21 and 21-22, not included above, placed in restricted funds to help drive non traditional student enrollment. Starting in July 2025, the NCCC Foundation bonds will mature and the Foundation could potentially contribute an additional \$41.5K per month or \$500K per year to the college.

North Country Community College

Accounting & Finance Policies and Procedures

Subject: Capital Purchases

Approved By: Administration

Effective Date: March 2005

Prepared By: Brian Pelkey

Revised Date: April 2022

Distribution: Finance Department

Review Date:

POLICY:

The college capitalizes purchases and building renovations based on the following:

Building improvements, renovations, etc. \$10,000 +

Equipment, etc. \$5,000+

Thresholds are in line with SUNY Policy Capitalization Policy and Depreciation Policy of Capital Assets: Document Number: 7004 (effective July 01, 2013)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS North Country Community College proposes a revision to the Accounting & Finance Policies and Procedures Capital Purchases policy

WHEREAS equipment, etc. related purchases are to be capitalized if in excess of \$5,000, an adjustment from \$1,000;

WHEREAS building improvements, renovations, etc. are to be capitalized if in excess of \$10,000, which remains unchanged;

WHEREAS all other aspects of capital purchases policy remain the same

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the revision to the Accounting & Finance Policies and Procedures for the fiscal year beginning September 1st, 2021.

2021/22

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

Student Affairs

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

May 2022 Senate & BOT 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

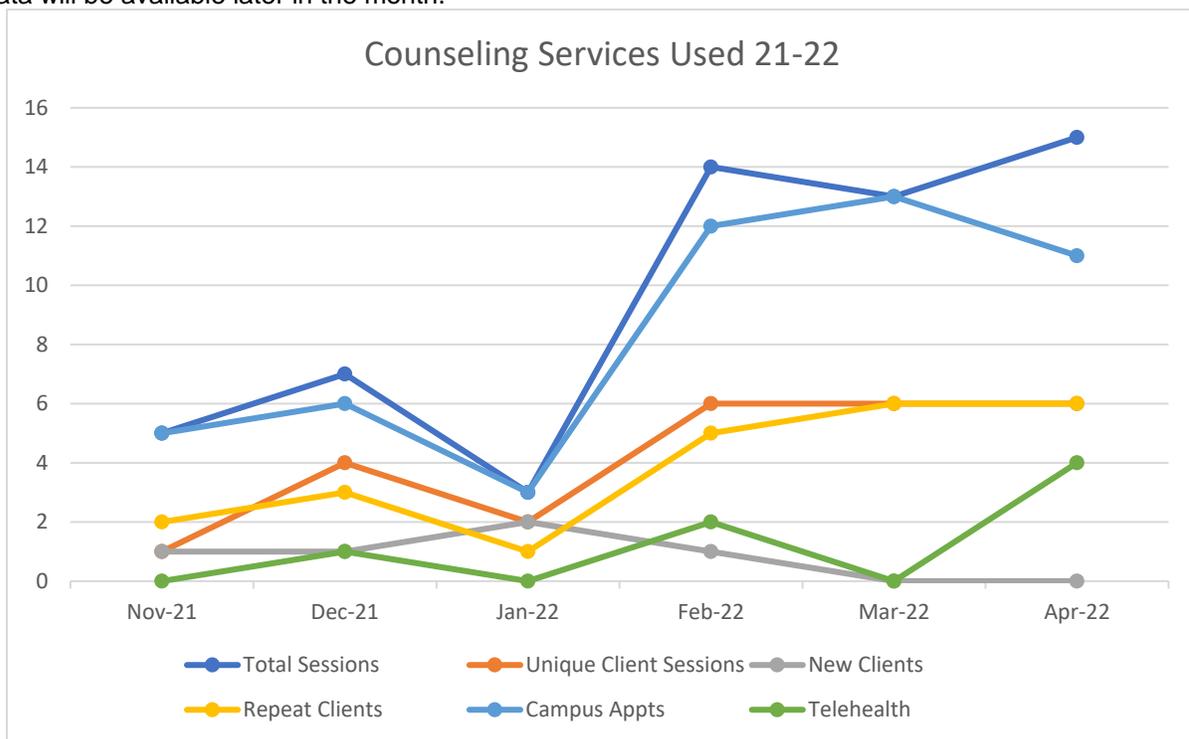
Athletic Department News

- Congratulations to **Jerrad Dumont** who will coach the Men's Basketball Team next season. Huge thank you the **Daryl Crist** for his six years of service to the department and team and welcome **Roger Long** as our new Women's Basketball coach!
- The Women's Lacrosse Team wrapped up their short season earlier this month.



Counseling Partnership News:

- We saw great success with our pilot partnership this academic year with Citizen Advocates contracted counseling services on the Saranac Lake campus.
 - ✓ A dedicated counselor provided weekly on campus appointments in the residence halls on Thursday evenings as well as telehealth appointments. Services increased from three to four hours weekly in April.
 - ✓ These services were made free to students thanks to applicable HEERF funding allocated to mental health.
 - ✓ HEERF allocations have been extended to continue through next academic year with contracted counseling services expected through June 2023.
 - ✓ Counseling usage is being tracked to evaluate our intended impacts. A snapshot on numbers collected to date is below. May data will be available later in the month.



- **Virtual Mental Health First Aid Training** will be offered in late May and Early June for interested faculty and staff through Citizen Advocates. Registration fee will be covered by HEERF funds and those who participate will need to complete 2 hours of pre-work before the 2-part virtual training series. Use the code: **MHFAnccc** to register when prompted for payment. Register here: <https://learningcenter-citizenadvocates.talentlms.com/index>

Diversity, Equity, and Inclusion & Title IX News

- The May 2022 Diversity Newsletter on Asian Pacific American Heritage is published online at <https://nccc.edu/about/diversity/>
- The Diversity Task Force and Student Government Association are co-sponsoring the 1st annual Tri-Lakes Pride Festival hosted by Adirondack North Country Gender Alliance on June 26, 2022. Save the date!



1st Annual
TRI-LAKES
PRIDE FESTIVAL!
SUNDAY JUNE 26, 2022
12PM-4PM
HOSTED BY THE ADIRONDACK NORTH
COUNTRY GENDER ALLIANCE

FAMILY FRIENDLY! RAFFLES! DRAG SHOW! COMMUNITY ORGANIZATION RESOURCES!

Career & Transfer Services News

- The Career Services jobs board platform called College Central Network (<https://www.collegecentral.com/nccc/>) continues to grow in registrations with just over 69 students, 50 employers, and 5 NCCC alumni.
- The Transfer Services website has been redesigned to feature our Articulation Agreements with improved navigation. Visit here: <https://nccc.edu/transfer-services/index.html>
- Kim has been exploring the tools and resources available to the College through **SUNY Smart Track** (aka Financial Avenue by Inceptia), a SUNY subscribed self-paced library of financial literacy courses available for free to any SUNY student here: <https://fa.financialavenue.org/?theme=suny>. Current discussions include Student Life partnering with Enrollment, Financial Aid, and the College Success Seminars to bring these resources to our students in meaningful ways. More details forthcoming this fall.



#KNOW!
MONEY KNOWLEDGE SETS YOU FREE
Welcome to Financial Avenue, home of the Know! He's an owl with a wealth of money knowledge. Next to eating field mice, there's nothing the Know! likes better than helping students - and anybody really - get smarter about money. So explore the site, take some courses, read some tips and share the Know! with anyone who needs a little money knowledge.
Get some Know! He's an owl who is knowledgeable about money. See what he can teach you.
LOGIN

Student Life News

- **You're Invited! The 2022 Student Awards Ceremony will be live on Zoom this Friday, May 13 at 4:00 p.m.** This long time NCCC tradition celebrates the academic and college service achievements of our students. Please join the virtual celebration this year and stay tuned for access to our digital program and a recording of the webinar to follow.



Save the Date

Student Awards Ceremony

Friday, May 13, 2022

Virtual Presentation 4:00p.m. via Zoom

<https://us02web.zoom.us/j/86953891176?pwd=QUtSUM3b3h2VnlhUTFCY2FhT2MyQT09>

Passcode: 962199



- Angela took two students from SGA to the SUNY Student Assembly over the weekend of April 30 & May 1.
- 10 students/faculty/staff participated in our annual SGA sponsored White Water Rafting trip on May 7.
- The May 2022 Service Trip has been canceled due to low enrollment.
- The SGA and Student Trustee election was held at the end of April with three candidates. Remaining vacancies will be filled in the fall election including the Student Trustee.

Campus Safety and Community Standards News

- The Campus and Student Life Committee assisted the Student Life Office with review and revisions to the College's **BoT policy on Alcohol and Other Drugs**, last revised in 1991. This updated policy, which covers students, employees, BoT, Foundation and Association, will be presented to the various entities within shared governance in the Fall for approval.

- The **Safety Committee** launched two surveys, one for students and one for employees, on April 29th. Responses continue to come in and will be used to inform the Safety Committee's annual recommendations to the President's Office for safety priorities for the 22-23 fiscal year.
 - Student Survey: <https://forms.office.com/r/FMBhrCb697>
 - Employee Survey: <https://forms.office.com/r/fmQQ7qB2wE>

January 1, 2022 – May 11, 2022

Top Incident Types	Total Incidents
COVID-19 Report	49
Student Behavior Report	23
ADA 504	17
Referral for Student Support	15
Pregnancy/Newborn Parenting Status Disclosure	10
Injury or Illness Report	9
Academic Integrity Report	8
Student Grievance/Complaint	5
Title IX Report of Sexual Misconduct	1

(Note above data points reflect the number of reports received, not all of which are unique cases. Documentation of student behavior does not equate to number of policy violations. See below for numbers of conduct cases adjudicated during the Spring 2022 semester. Other reports were responded to with interventions and support services.)

Violation	Total Incidents
● Furnishing False Information/Fraud and Misrepresentation	1
● Failure to Comply with Official Requests	1
● Maintenance of Public Order	1

**North Country Community College
President's Report to the Board of Trustees
May 26, 2022**

Greetings to you all,

I hope this finds you and yours doing well. Is it two weeks since graduation? Many thanks to those who were able to join us as the College celebrated its 55th graduating class on May 14th! Among the many highlights included the addresses by our student trustee, Board Chair, and commencement speaker to the graduating class.

With the closing of the academic year, our attention now turns towards the many and various tasks to wrap up this year and prepare for the next. Our marketing and recruitment efforts are in full swing, with prospective students and their families visiting our campuses. In addition, summer courses are underway, including in our Second Chance program.

Many thanks for your ongoing support of the college and our students. I look forward to seeing you at your May meeting.

Gratefully yours,

Joe

★ **Campus and External Relations**

Below are some highlights of events, contacts, and interactions that I participated since the Board's last meeting:

Date	With	Location
05/02/22	COVID-19 Task Force	Teams
05/03/22	Perkins Local Advisory Council	Zoom
05/03/22	Franklin County Community Services Board	WebEx
05/04/22	SUNY Government Relations Update	Zoom
05/05/22	Dianna Dudley, CSEA President	Team
05/06/22	NCCC Foundation – Strategic Planning	SL
05/06/22	NCCC Association – Monthly Board meeting	Zoom
05/09/22	Erin Walkow, NCCC Foundation	SL
05/09/22	NYCC Association of Presidents	Zoom
05/10/22	Joe Pete Wilson, Keene Town Supervisor	Zoom
05/10/22	CSEA Negotiations	Teams
05/11/22	President's Council	Teams
05/11/22	Nursing Pinning Ceremony – Ticonderoga	Ti High School
05/12/22	Long Range and Strategic Planning Committee	Teams

05/12/22	Karin Green, JMZ Architects	Phone
05/12/22	NAHEC Finance Committee	Zoom
05/12/22	NAHEC Board of Directors	Zoom
05/12/22	Nursing Pinning Ceremony – SL	SL
05/13/22	College Senate – May meeting	Zoom
05/13/22	Student Awards Ceremony	Zoom
05/14/22	Commencement	SL
05/16/22	Essex County Finance Committee	Elizabethtown
05/16/22	Essex County Recruitment & Retention Committee	Elizabethtown
05/17/22	NAHEC	Zoom
05/17/22	Meeting with SUNY Chancellor Stanley	Zoom
05/18/22	JMZ Architects – Capital Upgrade Presentation	Zoom
05/19/22	NCCCAP – LMR	Teams
05/19/22	Asahi Kasei - Bionique Laboratories Visit	SL
05/20/22	“The Retreat” Ribbon-cutting	Malone
05/23/22	NCCC Foundation meeting	Zoom
05/24/22	Matt Stanley, Town of Jay Supervisor	Jay
05/25/22	Clayton Barber, Town of Chesterfield Supervisor	Keeseville
05/25/22	Tupper Lake Honor Society	Tupper Lake

★ **Board Matters**

- *Board Policies:* five (5) BoT policies are in various stages of review: *Advisory Committees, Alcohol and Drug Policy, Board Travel, Budgetary, and Vehicle Parking.* While we had hoped to complete them this year, we did not. Over the summer, we will work on them and look for shared governance input on those where appropriate come the new academic year.
- *Budget Balancing Resolution:* we will be presenting the budget balancing plan to the Board today.

★ **Budgeting and Planning**

□ **2021-2022 Budget**

Absent a significant uptick in summer campus and Second Chance Enrollment, we are anticipating a \$900K operational deficit for the year (up from \$800K) due in large part to additional energy and IT costs. We expect this to be offset by stimulus funding to support enrollment loss leading to a \$640K surplus. In addition, we have applied for additional *American Rescue Plan* stimulus funding, which we await word on.

- **2022-2023 Budget:** Erik Harvey, Interim CFO, will share a draft of the budget for the 2022-2023 today with a plan to present the final draft for your review and approval at the June 2022 meeting. The budget as presented includes \$60K in NYS floor funding and additional enrollment goals (EMT, Akwesasne offerings, return to pre-pandemic enrollment in allied health programs). However, the many initiatives that are underway as part of the roadmap to a balanced budget are *not* factored in.

Other state budget elements we are keeping an eye on but not including are:

- ★ TAP expansion to part-time students (6 crs or more) including in “*an approved non-degree workforce credential program*” defined as a “*significant industry*” by the NYS Department of Labor,

- ✦ Restoration of TAP for incarcerated students,
- ✦ \$53M funding for new faculty, and
- ✦ \$60M funding for “*non-recurring strategic investments*” to “*improve academic programs, improve enrollment, enhance student supports, and modernize operations*”.

The Long Range and Strategic Planning Committee worked through the list of community-generated ideas designed to help with the budget, identifying those that a) aligned with our strategic plan or strategic enrollment management plan, and b) impacting the 2022-23 year vs. more long term. We expect this to be helpful in addressing campus priorities in this process.

★ **Strategic Enrollment Management Planning**

Kyle Johnston and Sarah Maroun have led our efforts with several folks from across the college community participating. The draft of the plan, which focuses on initiatives for increasing/improving traditional enrollment, non-traditional enrollment, and retention, will guide our efforts over the summer. By Fall 22, the final version of the plan will be completed and submitted. At a time that works best for the Board, we will present it to you as well.

This has been great opportunity from SUNY, and one that will help inform our budgeting and planning efforts as much of it ties into our strategic plan initiatives.

★ **College Senate**

- *Senate Chair*: The Senate voted in a new slate of Senate representatives and officers, including Allison Warner who will be serving as the Senate Chair for the 2022-2023 year. We congratulate all who were selected and welcome Allison to the new role. She will begin her term June 1, 2022. Many thanks to Sarah Kilby for most ably stepping in and serving our Shir Filler’s term this past semester. The Senate is not slated to meet again until Fall 22.

★ **Foundation**

Here are a few highlights from Erin’s work these past several weeks:

- *Donor Perfect Onboarding and Data Migration*: the work to migrate donor data from our current system to Donor Perfect, is completed.
- *Scholarships*: Applications for scholarships has seen an uptick this year moving from 70 to 83. Erin has a committee of volunteers, who will be reading through and awarding those scholarships in the near future.
- *Foundation Strategic Plan*: Erin, along with several members of the Foundation, have begun the process of mapping out a new strategic plan for the Foundation, one that is linked to the College’s strategic plan.
- *Foundation Land Holdings*: The survey work for the Cantwell gift that adjoins the Malone campus is underway. Similarly, an appraisal of the Colony Court property was completed this semester.

★ **Strategic Plan**

Initiatives that are underway include:

- *"Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas* (underway)

- *Ongoing Professional Development* (through 2021-2022 Perkins grant support, two professional development series took place during Spring 22, one on assistive technology and students with disabilities and the other on universal course design elements),
- *New Academic Programs* (wastewater training application submitted to NYSED; EMS Course Sponsorship application submitted to NYSDOH; a new teacher assistant certificate, digital design and advertising certificate, and a new jointly registered cybersecurity and digital forensics degree with Herkimer CC approved by the Board in April are readying for SUNY; new programs in *graphics and animation* and *healthcare* are being explored; a local needs assessment identifying areas of need in the region was completed for Perkins; a collaboration with FEH-BOCES to explore opportunities to jointly offer trades education; a collaboration with the Northern Area Health Education Center and Health Workforce NY regarding *healthcare programs*),
- *Expand Partnership with St. Regis Mohawk Tribe*: (Return to Akwesasne for Fall 22; an elder from the St. Regis Mohawk Tribe, Minerva White, was our 2022 Commencement Speaker)
- *North Country CC – Workforce Development Partnership*: (Perkins CLNA completed; WFD meeting; NAHEC Collaborative; FEH-BOCES exploration; Good Jobs Grant)
- \$1M grant received to help *modernize Nursing Labs* on all three campuses and a scoping study is completed. JMZ presented their conceptual proposals to the College community; requests for additional funding made to Senator Gillibrand, Senator Schumer and Representative Stefanik.
- *Alternative revenue streams*: (3rd year Opportunity Scholarship; Foundation adoption of Donor Perfect, Foundation exploration of grants and Live Alumni, Foundation Strategic Plan development)
- *Improved Institutional Research capabilities*: (Initial steps include standardized data needs for all academic programs as part of ongoing program assessment)
- *Reinvest in health careers and health science programs*: (Nursing lab modernization and new academic program exploration. Associate Degree of Nursing program expansion proposal)
- *Streamlining and improving the College’s student onboarding*: through the North Country Navigator program is underway, *and a group is meeting to determine how to include/improve onboarding in other areas (academic, IT, student affairs)*

★ **Opportunities and Partnerships**

- *Perkins Grant (2021-2022)*: submitted a community local needs assessment (CLNA) examining regional workforce needs and assessing how the College’s offerings align and where there are opportunities to improve. These will drive our Perkins funding for the next two years. The 22-23 application is due June 10th, 2022. Our funding is expected to increase \$30K, from to \$170,000.
- *The North Country CC-Workforce Development Partnership*: this group helped with our CLNA. They participated in the project we are exploring with NAHEC on the healthcare workforce recruitment.

- ❑ *2021 Community Projects Funding requests:* We were awarded \$1M in federal funding through the support of Congresswoman Stefanik who championed the request, as well as Senator Schumer and Senator Gillibrand.
- ❑ *2022 Congressionally Directed Spending request:* The original estimate to update and upgrade the nursing labs was \$1.8M, and we were required to reduce the ask in 2021 to fit under the cap of \$1M. That estimate remains quite close (now \$1.95M) and we have requested support for the remaining amount so we can complete the project fully.
- ❑ *Northern Area Health Education Center (NAHEC):* Sarah Maroun and Selina LeMay-Klippel have been working with NAHEC to establish health career pathways in the North Country, for the benefit of both students and employers. If the project develops as anticipated, the College will benefit given our strength in health career education. The next steps are how to fund the efforts, which NAHEC will be largely leading.

★ **COVID-19 Matters**

There have been a few developments of note related to Fall 2022:

- ❑ *Vaccinations:* SUNY will require vaccinations for a) all students taking in-person classes, and b) residential students. It is expected that students will be vaccinated *before* coming to campus. Medical accommodations/exemptions and religious exemptions can be applied for. Students coming to campus on an irregular basis and not enrolled in in-person classes do not need to be vaccinated.
- ❑ *Booster Requirement:* SUNY will require residential students to be current with their boosters as they are available. At this time, they are not expected to be required for those non-residential students taking in-person classes.
- ❑ *Testing:* Those not vaccinated must test weekly. General surveillance testing will be done at the campus' discretion.
- ❑ *Masking:* No change in masking protocols. Colleges are to work with their local public health departments on masking requirements in response to local positivity rates.
- ❑ *COVID-19 Page:* we will continue to use this page as a resource for students, both new and returning, who plan to be on campus Fall 22 regarding the vaccination requirements and other COVID-related items.

★ **Facilities**

- ❑ Our Maintenance crew was busy with grounds work over the last few weeks. In addition to cleaning up truckloads of tree limbs that came down in the late April storm, they spruced up the campus in anticipation of commencement. Many thanks for their work!
- ❑ We added a new part-time member to our facilities team. Robert LaPointe joins us in Ticonderoga. The

★ **Information Technology (IT)**

Scott Harwood and the IT Department continued their support of students, faculty and employees with their IT needs.

- ❑ *D2L:* Terry Kemp has continued his exploration of the D2L/Brightspace, the new digital learning environment (DLE) that SUNY adopted. The College has decided to adopt it with a full cutover slated for Fall 2023.

- *Security Cameras*: Scott Harwood is moving ahead on the \$136K in capital funding to upgrade the SL campus from 34 to 60 cameras that the Board approved at the March 18th, 22 meeting. He will be asking the Board today to support capital funding of \$62K to update the cameras on the Malone campus as well. Consistent with BoT policy, it would focus on entry points to campus, major pedestrian paths, and vehicular traffic.

★ **NCCCAP**

Negotiations

Negotiations with NCCCAP for a successor contract to the 2019-2021 CBA have been completed. We will be sharing a final draft of the contract with the Board for your review. It has been a productive and collegial process throughout, and I extend my gratitude to both sides for what we hope will be a process that can help guide future negotiations.

★ **CSEA**

Negotiations

Negotiations with CSEA for a successor contract to the 2019-2021 CBA are underway. As with NCCCAP, we are hopeful for a productive and collegial process with the CSEA team.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

No updates to report.

SUNY

In SUNY matters:

- *Chancellor*: The search is underway. Kris Duffy, President of SUNY Adirondack, is one of the community college representatives on the search committee.
- *Senior Vice Chancellor for Academic Affairs and System Provost*: a search for this position is underway. The current interim provost will be moving on within SUNY.
- *SUNY Nursing Emergency Training Fund*: Sarah M applied for \$75K in funding to support additional clinical/simulation needs.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community