



Board of Trustees Meeting Agenda

11:00 a.m. | Friday, September 24th, 2021

Hybrid: Hodson Hall 105, Saranac Lake Campus | Zoom link below

- I. Call to Order
- II. Approval August 27th, 2021 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Vice President for Marketing & Enrollment Management
 - Interim Chief Financial Officer
 - Interim Associate Vice President of Student Affairs
 - President
- 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: Sep 24, 2021 11:00 AM

Join Zoom Meeting: <https://us02web.zoom.us/j/82108612150?pwd=M2VUby9KRHFZQmZoODZvdHZNTEdWUT09>

Meeting ID: 821 0861 2150 | Passcode: 193775

One tap mobile | +16465588656,,82108612150#,,,*193775#



Board of Trustees Meeting Minutes | August 27th, 2021 | 11am
Hybrid Meeting: HH-105 & Zoom

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

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

Board Chair, Steve Reed, called the meeting to order at 11:01 a.m.

Minutes

Mark Moeller made the motion to accept the July 29th, 2021 meeting minutes. Jessica Kemp seconded the motion. The July 29th, 2021 meeting minutes were unanimously approved (8-0-0).

College Senate

Shir Filler reported:

- Senate will meet Friday the 10th at 1pm. New positions of Mary Porter and Scott Stringer.
- Outreach to Joe will occur in a few days to discuss anticipated outcomes.
- Board attendance will be as follows | September: Steve Reed, October: Mark Moeller, November: Pete Suttmeier, December: Mary Irene Lee.
- Shir will share all Senate packets with the entire board monthly.

NCCCAP

Lee Susice reported:

- Opening meeting yesterday, welcomed 7 new members.
- Union negotiation meetings will commence next week with the College's Administrative team.

CSEA

Dianna Trummer reported:

- Union members met earlier this week; they are glad to be back on campus. Discussions are starting regarding end of contract for next year.

Board Chair Report

Steve Reed reported:

No report

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Classes start on Monday; College faculty are busy getting ready in anticipation for the new year.
- Efforts are being made to notify and explain to students the new vaccination mandate.
- MSCHE self-study completed and submitted. A copy will be shared with the board. The College will hear more in the next couple weeks for anticipated plans for the MSCHE visit with the board.
- FCI Ray Brook will be remote for the 2nd Chance Pell program for Fall 2021.

Board moved to approve the following resolutions:

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Instructor for the 2021/22 academic year, at an annual salary of \$44,602. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Robin McGrath to the full-time, 164-day, exempt appointment as Business Instructor for the 2021/22 academic year at an annual salary of \$43,250. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

The board spoke briefly about the upcoming MSCHE visit. There was discussion of holding a meeting with the board in preparation for the virtual visit. Joe and Sarah will plan to hold it after the September board meeting.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- Throughout August 2021 the enrollment trend continued for incoming students. Last Chance to Enroll initiative has been successful this week, allowing students to enroll in one day.
- The week prior to the start of classes is historically the busiest week of the year for enrollment team.
- Due to the COVID protocol changes, there is more uncertainty going into the semester when compared to last year.
- Once the vaccination mandate came out, enrollment had 11 drops in one of the days and then righted itself thereafter. Enrollment continues today through the weekend. Kyle anticipates enrollment to continue into early next week.
- The team are working on the Spring Semester enrollment plans which will launch soon.
- Kyle noted preparation for next year; several school fairs are starting to drop back from in-person to virtual. It is anticipated to be a better experience for students.
- In the next month, marketing campaigns from the past year will be under review to prepare the marketing plans for next year. They will likely mirror last year but in a different more streamlined format.
- In the coming weeks, focus will switch from enrollment of students to keeping them in the College. Student outreach and review will begin next week.
- The board spoke with Kyle regarding the enrollment pipeline chart provided in the packet and the vision nationwide colleges are seeing as the new normal.
- Since this morning the FTE is down 6% when compared to this time last year, however student enrollment will continue through the weekend into early next week. The board briefly spoke of this and trending enrollments. It is believed that the drop right now is due to the SUNY wide vaccination mandate made on Monday, August 23rd, 2021.
- There was discussion on students being encouraged to vaccinate prior to the mandate. Recently a notification of a college-wide mask mandate was made as well. This week students were given information of area locations to get the vaccination. There are also town hall meetings being held this week to assist students in understanding the mandate and are providing them with tools to help them meet the mandate.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for the 2021/22 academic year at an annual salary of \$59,484. Mark Moeller seconded the motion. The motion was unanimously approved (8-0-0)

Interim CFO:

Erik Harvey reported:

- Erik Shared the College's forecast with the board. He explained the new charge back for our supporting counties

of Essex and Franklin and how it will impact the College.

- It was noted that the revenue was higher over the summer than was anticipated.
- The change in employment with the College has moved around due to employees leaving the College. There have been new hires but there is minimal change to the budget line.
- Fund balance currently holds at \$4.6 million; 30-31% will cover operating costs.
- The College's sponsoring counties of Essex and Franklin recently approved the Colleges budget proposal for 2021-2022
- Erik shared with the board how College going online has noticeably helped the surplus. He cautioned how the College is doing as we work with the new model of teaching and how it financially impacts the college.

The July 2021 financials were shared with the Board. Mary Irene Lee motioned for the NCCC Board of Trustees to approve the financials as they were brought to the floor. Jessica Kemp seconded on the motion. The motion was unanimously approved (8-0-0).

Associate Vice President of Student Affairs

Kim Irland reported:

- New student orientation sessions are occurring both face-to-face and virtually. They have been successful in educating students over the COVID protocols and masking mandate, preparing them as they start their college experience.
- Currently 90 students in the dorms for Fall 2021. The Association will be working closely with these students to ensure they are vaccinated by the deadline. Currently there are 40 working to complete the vaccination mandate.
- Starting in September, Kim will begin sharing written reports.
- The board discussed vaccination requirements for students in the dorms and protocols if they refuse the vaccination. They will be removed from the dorms by the deadline if they do not comply. Students who reside on campus and only attend courses online are still required to vaccinate.

Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for the 2021/22 academic year, at an annual salary of \$52,720. Mary Irene Lee seconded the motion. The motion was unanimously approved (8-0-0)

President:

Joe Keegan reported:

- Welcomed the board to campus and thanked them for their ongoing support. He spoke of the uncertainty of Fall 2021 when compared to Fall 2020.
- This is the 54th year as the institution. It's exciting to open the new year and seeing students back to campus.
- Middle States Self-Study was a collective effort and was a good period of reflection on the College. Joe extended his thanks for all those involved.
- The search for the Foundation Director is underway. The Search Committee was led by Shir Filler. There are anticipated visits to campus with the potential candidates. Shir commented that there are upcoming virtual interviews with the three candidates. They will be moved forward in the hiring process. Joe expressed his thanks to Shir and the search committee for this heavy lift during the opening of the semester.
- JMZ scoping study is underway. Focus this week was HVAC systems on the campuses, and next week nursing labs will be under review. Recommendations from the study (HVAC, Nursing Lab upgrades, Science lab upgrades) will be shared with the College soon.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the initial term appointment of Terrance Kemp to the full time, twelve-month exempt position as Academic Technology

Coordinator, for the 2021/22 academic year at an annual salary of \$64,895. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-1). Jessica Kemp recused herself.

NCCC Association:

Rob Rathburn reported:

- Shared with the board the new hires that the Association brought in over the summer.
- Newly contracted position for fiscal operations, Sandy, has been doing extremely well in cleaning up and organizing the needs of the Association.
- Bookstore delivery of books to students has been going well and the new process is helping in mitigating direct contact.
- The Association moved forward in purchasing a new point of sales system and the implementation has caused a delay. It is anticipated that the delay will be rectified soon.
- The dining hall will officially open for business on September 1st. Full time operation began yesterday with a staff of four people. Staffing has been the focus, with the hope to hire more employees and potentially student workers as well. Due to staffing, food offerings have had to be scaled back.
- The compressor for the dining hall freezer went down yesterday. All freezer goods have been moved to the hospital's freezer. There should be minimal to no financial impact to lost products. Thanks were extended to the head of dining services for Adirondack Medical Center for their generosity.

NCCC Foundation:

Diana Fortune reported:

- The Foundation, in addition to the \$100,000 Opportunity Scholarship for adult students, has awarded \$42,000 in student scholarships.

Old Business

None

New Business

None

Public Comment

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:14 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. Dan Kelleher seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:14 p.m.

Mark Moeller made a motion to adjourn executive session at 12:30 p.m. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

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

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

9/24/2021

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees
September 24, 2021**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

- **Academic Planning and Programs**

- **Fall 2021 Classes:** For the Fall 2021 semester, the ratio of on-campus to remote/online sections remains around 40/60, with 40% of sections on campus and 60% offered remotely, either live or online. Testing for all unvaccinated students remains across all three campuses as we see a mix of vaccinated and unvaccinated students for the next month. While masks present difficulties and inconveniences, they will help us remain in the classroom over the next few months. Reports from “the field” indicate renewed energy with a return to the classroom. While we have been able to keep many classes on campus, on September 15th, we moved all lectures classes in both nursing programs to remote instruction across all three campuses. The nursing classes are the largest on all campuses, so limiting the frequency and number of students in each classroom for extended periods of time will help us mitigate any potential transmission of the virus, reducing the potential for interruptions in clinical experiences. The students in the Practical Nursing program will remain on campus for clinical skills lab and some exams; however, those groups are smaller and we can separate them to reduce density. The students in the ADN program will also be on campus for some exams and attend clinical rotations at local health facilities. Preserving the clinical experience for those students remains high priority as we do not have flexibility to move to virtual clinical experiences for the 21-22 academic year.
- **New Programs/Certificates:** AS Business Administration: Healthcare Administration track—at NYSED; new graphics program changes in the submission process; new animation program in the exploration phase.
- **MSCHE Self-Study:** We submitted the Self-Study document and supporting evidence in preparation for the virtual visit on October 4-6, 2021. A seven-member team, led by Dr. Kristy Bishop will conduct meetings over the course of those three days. Additional participants include Dr. Terence Peavy, our Middle States liaison and Dr. Deborah Moeckel, SUNY Assistant Provost. We expect to receive requests for more documents over the next few weeks prior to the virtual visit.
- **NYSED Nursing Self-Study:** Following on the heels of the Middle States Self-Study is the Nursing Self-Study with representatives from the New York State Education Department on October 10-12, 2021.
- **Science and Nursing Lab upgrades:** Members of the Science and Nursing departments met with an architect from JMZ to discuss lab upgrades in both areas. Funding for these projects is a combination of Dormitory Association of New York funds.

- **Academic Area Appointments:** We have a few new and/or returning full-time appointments in the academic area this year:

Returning:

- David Howe, Instructor, Business
- Marcus Painter, Instructor, Mathematics

New:

- Stefanie Wilbur, Instructor-Nursing
- Erin Streiff, Instructor- Nursing
- Courtnee Davenport, Instructor- Nursing
- Robin McGrath, Instructor-Business

- Caitlin Keefe, Second Chance PELL Academic Coordinator
- **College Bridge:** Registrations are underway for College Bridge this fall. We would like to make some visits to our high schools later in the semester if COVID-19 conditions improve.

Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** Classes are underway at all facilities. Classes remain remote at FCI and with a limited number of in-person classes at the DOCCS facilities. Adjustments are being made as we get more information from the facilities. Many thanks to all those who are remaining flexible while we adjust to changing conditions.
- **Northern Borders Regional Commission Grant:** Planning for non-credit course delivery is underway. We are working with a group of potential instructors who have indicated an interest in teaching and facilitating the course. Once those instructors are confirmed, we can submit the program to the New York State Department of Environmental Conservation for final approval.
- **PTECH:** Our second PTECH cohort has joined us for Fall 2021. Juniors and seniors will take classes at Northern Borders Academy for the Fall semester. We are planning to have seniors at the Malone Campus for the Spring semester.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created September 19th, 2021

Enrollment and Financial Aid Team Updates:

- Major project updates:
 - **SLATE CRM (Customer Relationship Management):** We have finished building out the new Slate application and all the forms and student communications that are tied to it. We delivered to a group of 30 employees to test out over the last two weeks and have been making some final adjustments. We should be able to deploy this new feature by the end-of-September!
 - **OMNI CMS (Content Management System):** We made a lot of adjustments to current webpages and added a few that were necessary for this new academic year. We have recently started to develop out a few new pages that will help current-year initiatives. We will be conducting a training for all content managers in early November to show and train to use new features.
 - **North Country Navigator:** This past enrollment cycle saw stages 1-3 really gain traction as we saw a 3% higher yield/conversion of applicants to enrolled students. All communications were re-created as a part of this project and most are now automatically sent out based off of the actions (or inactions) taken by students. We will now need to shift more focus towards the post-registration stages 4-6.
- **The Enrollment Team** has quickly shifted attention towards generating inquiries and applications for the Spring and Fall 2022 terms. A few weeks ago it looked like we were going to have a fairly descent travel schedule for September and October but we have seen that dry up quite a bit. Many of our college fairs (including our own) and high school visits have been canceled due to Covid outbreaks throughout the region. Thankfully we expanded our new request info and college visit capabilities over the summer as we will need to focus in on mostly virtual interactions again this year.
- **The Financial Aid team** has experienced a relatively smooth primary awarding season thanks to the technology upgrades over the past year. Most student work is completed within the Student Portal that continues to evolve. We would like to now shift focus towards developing all FA communications to flow out of Slate (just like we've done in the Admissions Office) and we will look to see if some forms should be re-built in this newer system as well.

Marketing and Web Team Updates:

- The "Fall" and "LastChance2Enroll" campaigns (www.nccc.edu/fall) ran until mid-week of the first week of classes to help last minute students enroll. We saw fewer last-minute students than prior year but saw an increase in movement (adding/dropping) than previous years because of so many uncertainties heading into this semester. This week we will receive the official (final) application and enrollment numbers for this past enrollment cycle and I will begin to bring all of the analytics/data together into one final marketing report. As I finalize the report, I'll be finishing the marketing plans for this upcoming year which kick-off in October.
- In August I presented the college community with the final 3 options for our new official athletics logos and received a tremendous amount of feedback (over 225 responses from employees and students). The logo set has been finalized and we've started work on the new marketing piece, web landing page and are also working on signage proposals. We will roll this new branding out continually over the academic year.
- The North Country Live team recently finalized the Fall Series and you can find the session offerings below.

Application Pipeline

Final (census) numbers will be coming out the week of September 20-24 and they'll be provided to the BOT.

Enrollment Pipeline

Final (census) numbers will be coming out the week of September 20-24 and they'll be provided to the BOT.

Preliminary Opportunity Scholarship Awarding

Amounts available to students 22+ years of age:

\$1,000 each for full time students (12+ credits)

\$500 each for part time students (6 credits)

Fall Semester 2021 Data:

94 scholarships awarded totaling \$78,750

61 full time students @ \$1,000 = \$62,500

33 part time students @ \$500 = \$16,250

Of the 94 students awarded scholarships:

19 are first time students

11 are transfer students

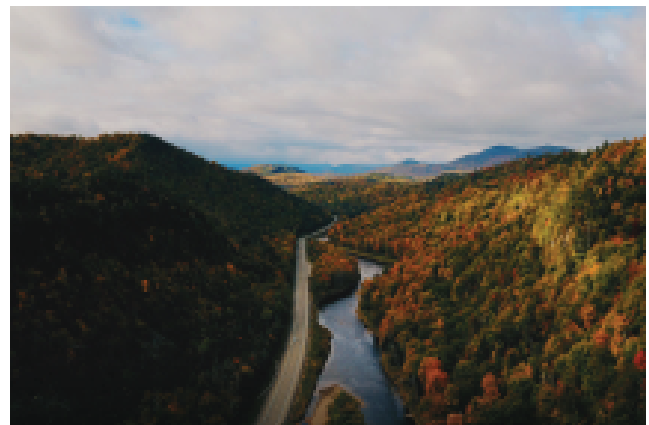
64 are returning students


NORTH COUNTRY
LIVE

**North Country Live returns
with FREE arts and music
programming in the Adirondacks!**

Join us on Zoom starting **SEPTEMBER 23** for a new lineup of exciting sessions, which can be found at WWW.NCCC.EDU/LIVE. Each presentation and panel discussion will include an opportunity to interact with and ask questions of the hosts.

This upcoming North Country Live series will feature the following sessions, each of which takes place at **7 P.M.** on Zoom. All offerings are free and open to the public.



To register and receive the Zoom Invitation for any or all of these programs, visit WWW.NCCC.EDU/LIVE.



Growing the Arts in Your Community

A conversation about how to use the power of art to engage and revitalize communities in the North Country.



Capturing the Adirondacks in Photography

Learn tips and techniques from accomplished photographers on how to capture frame-worthy images of Adirondack life and landscapes.

[More sessions on back »](#)

Continued from front »



Wheeling and Dealing with Clay

Hear stories of people who work in clay. Why did they get into it? What do they get out of it? We'll talk about pottery as art, pottery for profit and more.



Making Money in the Graphic Arts - It is Possible!

How can you turn your passion for drawing, illustration, graphics and animation into a career? Learn from those who've found success.



Exploring Traditional Adirondack Music

Join acclaimed songwriters and performers Peggy Lynn and Dan Berggren to explore the roots of Adirondack music, how it has tied people together and influenced the region's culture.



Building Community through Music

Learn how towns and villages in the Adirondacks have nurtured a vibrant and successful music scene, and how it has improved their communities.

North Country Live Mission:

The mission of North Country Live is to present programs that foster intellectual exploration, spark conversation and enrich our communities.



To register and receive the Zoom invitation for any or all of these programs, visit WWW.NCCC.EDU/LIVE.

v2 - PRIMARY LOGO



v2 - DIE CUT



v2 - WORDMARK



MONOGRAM



AVATAR



SHIELD



Student Affairs

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

September 2021 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

- The Women's and Men's Soccer teams won both their matches against SUNY Adirondack over the weekend!
- A new Athletics Logo has been finalized thanks to leadership of Kyle Johnston and the many who provided input and feedback on the design! Stay tuned for new merch and apparel for sale in the College Bookstores later this fall semester!



Diversity, Equity, and Inclusion & Title IX News

- The Malone Campus has finally launched its dedicated Lacion Room in BM 207 ready for use thanks to a grant from the Clinton County Health Department!
- Several students have disclosed their status as pregnant or parenting new borns (9 pregnancy disclosures and 6 lacion/new parenting disclosures so far this semester)
- Faculty or students may disclose pregnancy or parenting status using our dynmaic reporting form located here: <https://nccc.edu/campus-safety/incident-reporting>
- The Diveristy Task Force is planning to meet in Octobert to kick off this year's efforts.

Student Life News

- The Student Life Office worked over the summer to launch a new Career Services platform called College Central Network – available at <https://www.collegecentral.com/nccc/>. Students can activate their accounts to this digital career services and jobs board platform at any time – we have begun reaching out to students to encourage registration. Over 20 job postings have already been created by over six regional employers.
- At the end of August, the Student Life staff and partners from Res Life and HR offered several sessions of New Student Orientation both virtually live on Zoom as well as face to face in Malone and Saranac Lake. The mix of delivery methods appeared to meet the needs of our students.
- Assistant Director of Student Life, Angela Brice, is beginning to promote fall engagement offerings for students, which most of these events happening virtually this fall. More details forthcoming at <https://nccc.edu/student-support/virtual-engagement.html>
- The Student Government Association is also currently recruiting students for vacancies on SGA this month. Once again, we will continue with one merged SGA advised by Angela Brice and Bruce Kelly.
 - SGA leadership roster: Tammy Rust (SGA President), Justin Champion (SGA Vice President), Abby Lauber (SGA Treasurer)
 - Student Trustee Jessica Kemp
- Counseling Partnerships continue to be available and published here: <https://nccc.edu/counseling/index.html>. Late last spring we launched access to ThrivingCampus, a dynamic database funded by SUNY to assist students in finding counseling providers that algin with their needs. Counseling referrals can continue to be brought to the attention of Kim Irland.
- Emergency Funding for students is quite limited right now and we are seeking donors to strengthen our capacity. Details online at <https://nccc.edu/student-support/emergencyfunding.html>

Campus Safety News

- Kim and Kathy have been working hard to quickly verify COVID-19 vaccination status and immunization records for students this fall to comply with the SUNY mandate as well as New York State public health laws for MMR and Meningitis. All details on health record requirements are published here: <https://nccc.edu/health-records/index.html>. Students who have not submitted their records are already being contacted.

As of Friday, September 17, 2021:

- 500 students are fully vaccinated
 - 63 students are in progress with 1 dose of their COVID-19 vaccine series completed
 - 2 students have medical accommodation requests pending due to pregnancy
 - 6 students have extensions on completing their vaccination due to contracting COVID-19. Two of these six were not vaccinated at all when they contracted the virus.
 - 155 students are enrolled fully online with no known campus access needs and are therefore not required to submit proof of vaccination status
 - Only 4 students vaccination status remains unknown to us.
- Elaine Taylor worked with Kim over the summer to develop Clery Maps for each of our campus locations. These maps will be used to strengthen our Annual Campus & Fire Safety Report due every October.

Snapshot of Cases being currently managed include:

Total Incidents Reported 70	Total IR Converted to Case 66	Total Cases Discarded 14	Total Cases Closed 77	Avg. Case Completion Duration 4
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Top Incident Types	Total Incidents
ADA 504	24
COVID-19 Report	17
Disclosures of Health, Injury, or Pregnancy/Newborn Parenting Status	13
Student Behavior Report	2
Request for Student Support	4
Academic Integrity Report	0

Violation	Total Incidents
● Smoking/E-cigarettes	1
● Furnishing False Information/Fraud and Misrepresentation	1



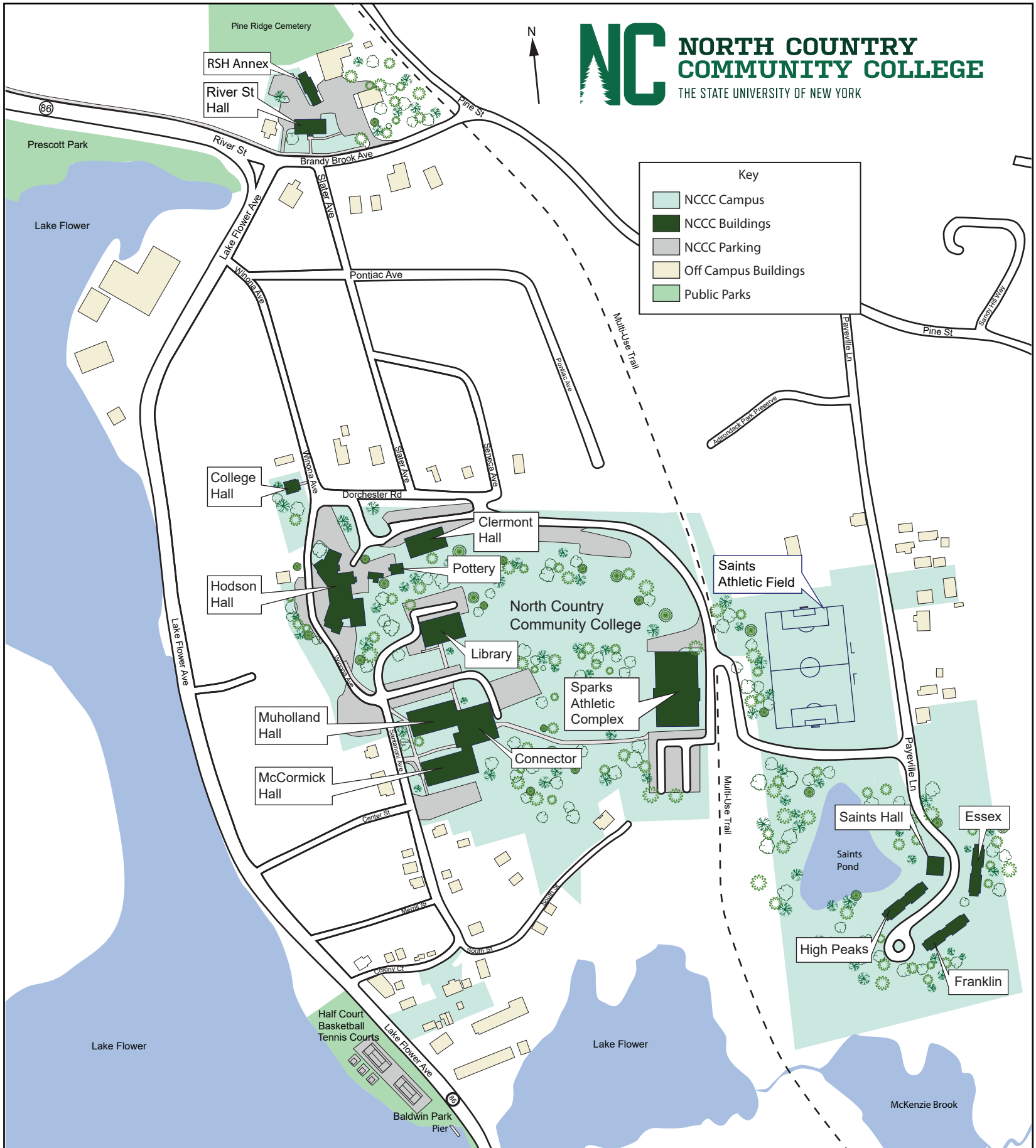
NORTH COUNTRY COMMUNITY COLLEGE

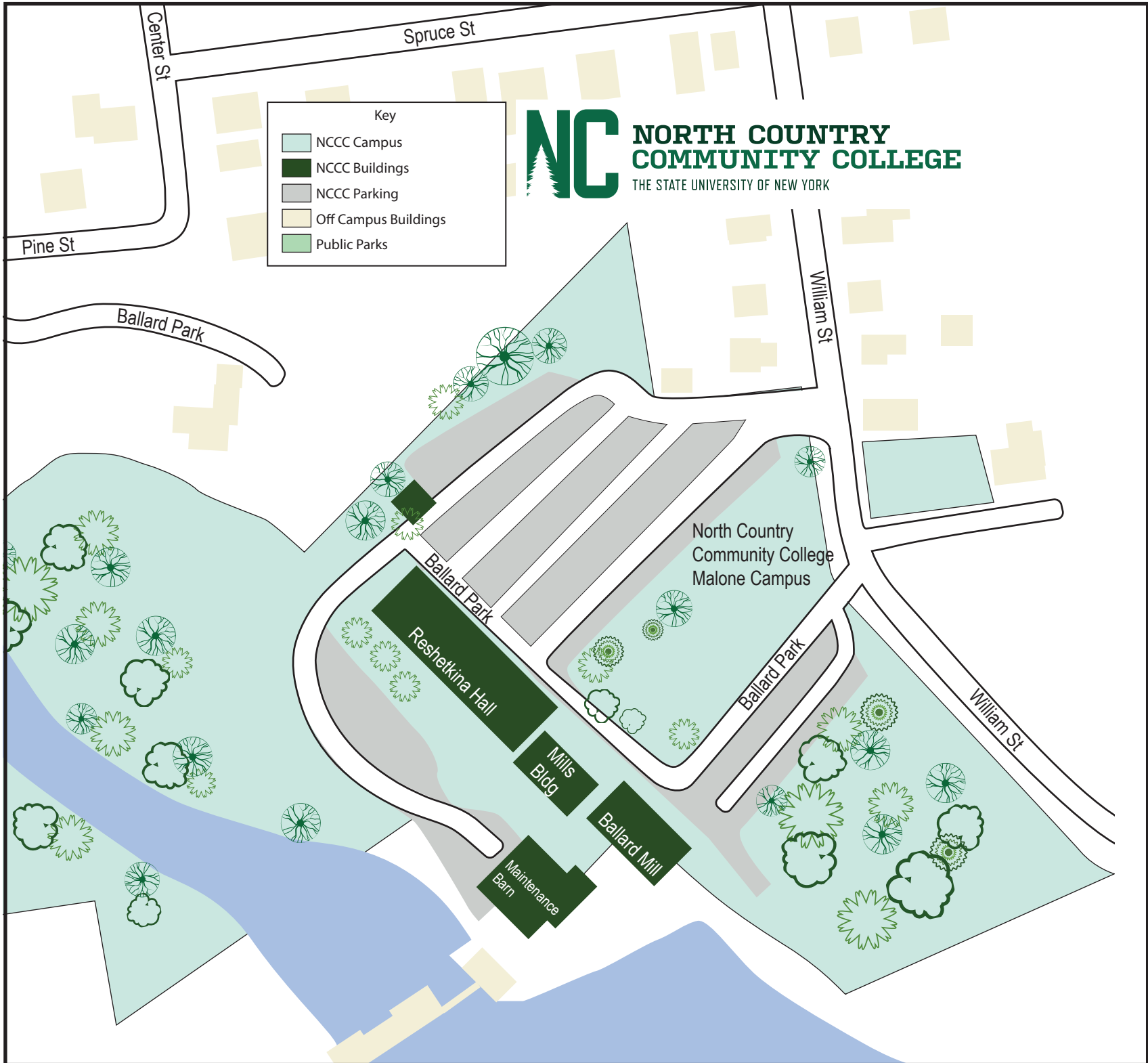
THE STATE UNIVERSITY OF NEW YORK



Key

- NCCC Campus
- NCCC Buildings
- NCCC Parking
- Off Campus Buildings
- Public Parks





Key

- NCCC Campus
- NCCC Buildings
- NCCC Parking
- Off Campus Buildings
- Public Parks

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

Pine St

Spruce St

Center St

Ballard Park

William St

North Country
Community College
Malone Campus

Ballard Park

Reshetkina Hall

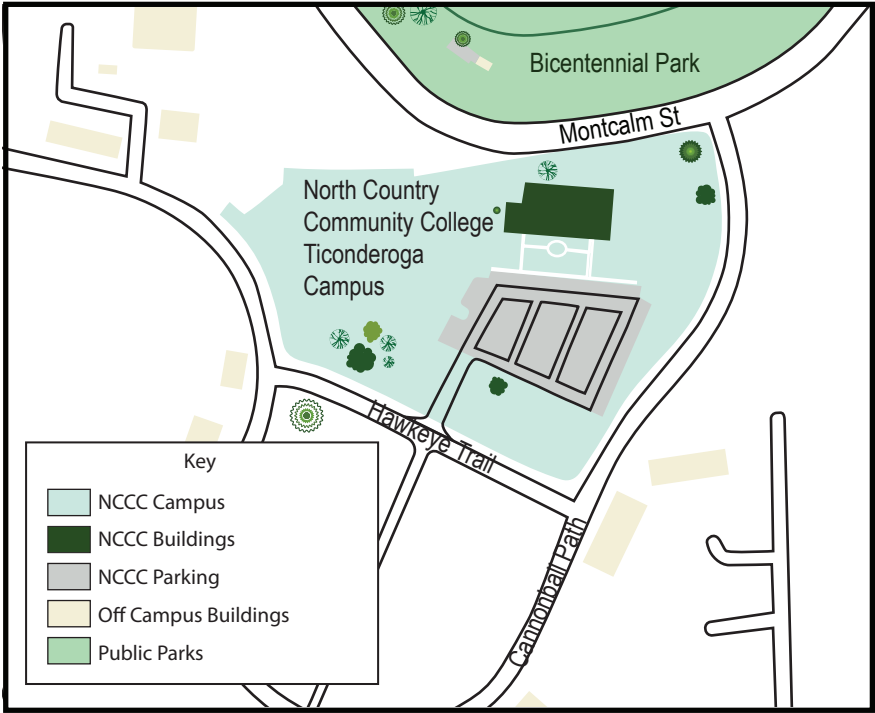
Mills
Bldg

Ballard Mill

Maintenance
Barn

Ballard Park

William St



**North Country Community College
President's Report to the Board of Trustees
September 24th, 2021**

Greetings to you all,

I hope this finds you and yours enjoying the transition of seasons. We are fortunate indeed to live in such beautiful environs and the next few weeks will only highlight that further.

Even though we have been living with COVID-19 for over a year-and-a-half, this surge of infections in the region have been troubling for us all. Fortunately, there have been few on campus thus far and we are living in a time when an effective vaccine is readily available and mandatory for most. Nonetheless, the virus continues to occupy much of our time and energy. Our hopes is that once we reach full vaccination status for on-campus students, that the threat to the health of our campus community will diminish. In the meantime, we'll continue to do our best in following the prevention protocols, care for one another, and walk through it together.

Thank you for your ongoing support of the College. Take good care,

Joe

★ **Board Matters**

- *Board Policies:* Stacie Hurwitch has completed the inventory of the approved Board of Trustees policies since the founding of the College. Attached is a listing of those policies. As part of the project, all those that were not already were digitized and/or converted into the standard format. The next step is to review those policies, assess their utility, and where appropriate, provide a recommendation to the Board on retaining, changing, or moving away from each.

★ **Campus and External Relations**

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

Date	With	Location
8/30/21	Virtual New Student Orientation	Zoom
8/31/21	Meeting with Town Supervisor, Joe Pete Wilson	Zoom
9/1/21	JMZ Scoping Study Karen Green	Saranac Lake
9/3/21	College-Wide Town Hall New COVID Protocols	Zoom

9/7/21	Foundation Board Meeting	Zoom
9/7/21	Foundation and Development Director Interview	Zoom
9/7/21	Franklin County Community Services Board Meeting	
9/8/21	Foundation and Development Director Interview	Zoom
9/8/21	Foundation and Development Director Interview	Zoom
9/8/21	Common Ground Alliance	Zoom
9/8/21	NY Fed President NC Rural Com Dev	Microsoft Teams
9/8/21	Student Government Association	Zoom
9/9/21	Foundation President Chuck VanAnden	Saranac Lake
9/10/21	NYCCAP Executive Team	Zoom
9/10/21	Legal Advisement Jim Brooks	Saranac Lake
9/11/21	College Senate	Zoom
9/13/21	Follow-up Jim Brooks	Saranac Lake
9/13/21	1:1 Interview with Foundation Applicant	Saranac Lake
9/15/21	1:1 Interview with Foundation Applicant	Saranac Lake
9/17/21	President's Council	Teams
9/17/21	NCCCAP Negotiations	Teams
9/20/21	Essex County Finance Committee	Elizabethtown
9/20/21	Essex County Recruitment & Retention Committee	Elizabethtown
9/20/21	COVID-19 Task Force	Teams
9/21/21	Meeting with Town Supervisor, Joe Pete Wilson	Zoom
9/21/21	The New Forest Future	Webinar
9/21/21	North Country Workforce Dev Board – German STEM	Zoom
9/24/21	Retirees Breakfast	Saranac Lake

★ **Fall 2021 Enrollment**

The Enrollment team did a great job this past year despite having lost the Fall 2020 recruitment season due to the pandemic. Their work to land the Fall 2021 class was further impacted by the emergence of the Delta variant in the region and the NYS vaccine mandate has had a slight dampening effect as well. We should have a better sense of where things stand at week's end as the verification period for full semester courses ended last Friday, September 17th. We are projecting somewhere between 6-8% drop in FTE compared to last year. While we won't celebrate an enrollment decline, there may be some comfort in knowing it could be much worse. The team will soon pivot and begin preparing for Spring 22 and Fall 22 semesters.

★ **2021-2022 Budget**

We were notified by SUNY that the new Student Service Fee, a consolidated fee designed to simplify the fee schedule and reduce fees for students, was ineligible and would need to be reversed. The reason was that while the intent of the Student Service Fee was admirable, it was considered a revenue-generating fee, and per NYS regulations, only the SUNY Board can approve revenue-generating fees. My apologies to the Board for not knowing that previously. In the end, we decided that given the timing and the intent of the efforts to reduce costs, that we would not try to reassign fees for the Fall 2021 semester and hold students harmless. We will regroup, review those fees again, work with LRSPC and provide the Board with a new recommended fee schedule for Fall 2022. We anticipate that the costs to the College will be somewhere between \$35-50K in lost revenue.

★ **Foundation**

By the Board meeting, I expect to have made an offer to one of the candidates for the *Foundation and Development Director* vacancy. My thanks to the Search Committee and to all who were able to participate in the process of vetting and then meeting with the finalists on campus. True to form, Diana leaves the Foundation in very good shape, financially and operationally, having documented that academic and calendar year operations for the new Director.

★ **Strategic Plan**

Our administrative team has been prioritizing initiatives for the upcoming year and will look for input from President's Council and Long Range and Strategic Planning Committee regarding those plans. Some initiatives that have been underway since Spring 2021 semester including:

- *Ongoing Professional Development* (secured additional funding through 2021-2022 Perkins grant to support universal course design and related topics to improve accessibility for students),
- *New Academic Programs* (the *AS Business Administration – Healthcare Administration* track remains at NYSED; we have (finally) been able to secure instructors for the *wastewater operations non-credit* course; new programs in *graphics and animation*, and *healthcare related* fields are being explored; through 2021-2022 Perkins funding we are able to continue to support Selina LeMay Klippel's position as our *CTE Coordinator*),
- *Create 1-2 state-of-the-art classrooms* to support high-flex model of teaching and learning (this work was completed on six (6) classrooms over Summer 21),
- *Streamlining and improving the College's student onboarding*: through the North Country Navigator program is underway,
- Two grants were submitted to *modernize Nursing Labs* on all three campuses and a scoping study is underway,
- A grant request was submitted for additional scholarship funding for non-traditional students,
- *Alternative revenue streams*: with a new Director poised to lead the Foundation, we be exploring how the Foundation and College can rethink the Foundation and its role in helping the College remain sustainable,
- *Improved Institutional Research capabilities*: Initial steps include standardized data needs for all academic programs as part of ongoing program assessment, and
- *Reinvest in health careers and health science programs*: aforementioned nursing lab modernization and new academic program work.

★ **Opportunities and Partnerships**

- *Community Projects Funding requests*: Our proposal to upgrade the nursing labs on all three campuses was approved by the House Appropriations Committee and is now at the Senate. Rep. Stefanik increased our ask from \$975,000 to \$1 million. Next steps are for the Senate Appropriations Committee to act and then reconcile the spending between the two branches.
- *Congressionally Directed Spending proposals*: Senator Schumer advanced our two requests for funding to the Senate Committee on Appropriations. As a

reminder they are for 1) the nursing labs renovation proposal for \$1.8M, and 2) \$100K to fund non-traditional scholarships for the 2022 year. Both requests align with our strategic plan objectives.

- *Perkins Grant (2021-2022)*: no updates on our Perkins Grant application though we expect it to be approved. The grant is aligned with previous assessments and with strategic objectives in areas related to new academic programs (CTE Coordinator), improved IR reporting on alumni, career services supports, and professional development for faculty members related to supporting diverse learning styles.
- *The North Country CC-Workforce Development Partnership*: We are planning to hold our next meeting early this Fall 2021 semester.

★ COVID-19 Matters

Since the Board's last meeting, there have been a few developments of note:

- *Regional Positivity Rate*: With the positivity rate in the North Country, and Franklin County, among the highest in the state we were prompted to take some additional measures as noted below regarding Nursing.
- *Nursing Instruction*: Late week, the Nursing program moved the PN and ADN lecture portion of their classes to remote instruction. Clinical instruction is remaining in a face-to-face setting. The decision was predicated on preventative measures and a desire to:
 - keep potential exposures for the campus community lower by minimizing the number of times larger groups are together on campus (and nursing is the largest group of classes on campus),
 - retain continuity and equity of nursing instruction across campuses, and
 - maintain the ability for our nursing students to attend clinical safely.
- *Mandatory Vaccinations*: Members of our staff, led by Kim Irland and Scott Harwood, created a tracking mechanism for COVID-19 vaccination status of on-campus students. While we have regularly tracked other vaccines, this required significant effort to develop, identify the status, and the like. With a few handfuls of exceptions which we are addressing, students who expect to be on campus in whatever form, will complete their vaccinations against COVID-19 **by Monday, September 27th, 2021 or shortly thereafter**. Students will either need to provide evidence of vaccination or be removed from classes.
- *Masking*: we are practicing universal masking when inside buildings with the exception of one's personal space. Masks are available at the major entry points of College buildings.
- *Protocols and Practices*:
 - ✦ *COVID-19 Mandatory Testing*: no longer required for those who are vaccinated. It is required weekly for unvaccinated students, and we expect it to lessen as more students become vaccinated. Those granted an exemption from the vaccine will be required to test weekly.
 - ✦ *COVID-19 Daily Screening*: the electronic version is no longer required for employees, students, or visitors, though all are encouraged to self-screen.

- ✦ *Physical Distancing*: Social distancing guidelines of 6' for those who are not vaccinated inside all College buildings and outside on any College property where distancing cannot be maintained are operating. As with testing and masking, we are trusting our employees and colleagues to follow those guidelines on the honor system.
- ✦ *COVID-19 Cleaning and Sanitation Protocols*: these are relaxed. We will assess which have value, retain those and no longer perform the others.
- *On-campus Positive Cases*: As of now, three (3) students, all residing in the dorms, have tested positive for COVID-19 and are isolating as required. Several others, who were in contact with those students, are in quarantine. Thus far, student symptoms have been relatively mild, thankfully. Essex County Public Health has been notified and will be conducting contact tracing.
- COVID-19 Page: Chris Knight has updated the College's [COVID-19 page](#) which includes a wealth of information and link to the most current COVID-19 data for the college through the SUNY COVID-19 Tracker.

★ **Facilities**

Rick Heath and the Facilities crew have also moved towards a support mode, planning for the upcoming year, and addressing late summer/early autumn projects. They have been very active in readying us for Fall 2021. In addition to the usual grounds and maintenance work, they have been involved with:

- *JMZ*: Rick brought Karin Green, of JMZ Architects on a tour of the all three campuses as part of their scoping study. Karin met with representatives of the Science and Nursing departments as part of our visit.
- *Facilities Inventory*: The inventory of our campuses, identifying the current state of the infrastructure and cataloging it uniformly, has been completed for the inside of buildings. There remains work to do on the building envelopes.

★ **Information Technology (IT)**

Scott Harwood and the IT Department moved much of their operations to supporting and assisting students, faculty, and staff as the new semester began. From Help Desk support, to providing loaner laptops to students, to helping navigate Blackboard, our Learning Management System, the team has been active. Some ongoing efforts include

- *Student IT Onboarding*: The IT team has been assisting with students to be prepared technologically to help them be successful in class (e.g. assessing access to the internet, access to a computer). We'll be assessing our efforts and evaluating what changes, if any, are warranted.
- *IT Staffing*:
 - ✦ Scott is preparing to hire a second Help Desk Technician to support our students, faculty, and staff on September 27th, and
 - ✦ there remains a vacancy for a Hardware Support position.
- *Academic Technology*: See above under Facilities.
- *Infrastructure*: New telephones, some with the ability to be used remotely, are being rolled out. We are expecting to have 100% coverage of classrooms and work areas with the new phone system. Scott recently added more

bandwidth for the residence halls, something that was possible due to the upgrades in the wireless system that IT installed over the summer.

★ **NCCCAP**

Negotiations

Negotiations with NCCCAP for a successor contract to the 2019-2021 CBA resumed last week. We anticipate them continuing through the fall semester.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

Our Self-study Team Visit is slated for Monday, October 4th-6th, 2021. It will be a virtual visit and the team has drafted a schedule for the principal groups that they would like to meet with. Included in that schedule is a meeting with the Board of Trustees. Many thanks in advance to the members of the Board who will be able to join the Self-study team.

SUNY

In SUNY matters:

- *Senior Vice Chancellor for Academic Affairs and System Provost*: a search for this position is underway.
- *New York Community College Trustees (NYCCT)*: the NYCCT Annual Conference is taking place in Saratoga on November 5th-6th, 2021.
- *SUNY General Education revision*: the process to revise and update the SUNY General Education requirements is moving into the implementation phase. Given the breadth of the SUNY system and the impact that such a change will have, full implementation has been delayed until Fall 2023 to given institutions and the system time to prepare.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community

Title	Department	Board Approved	Template Status
Academic Forgiveness	Academic Affairs		Complete
Academic Integrity Policy	Academic Affairs	31-Aug-20	Complete
Academic Standing	Registrar		Complete
Add/Drop	Registrar		Complete
Admissions Policy	Admissions		Complete
Advisory Committees	Board of Trustees	21-Oct-82	Complete
Americans with Disabilities Act	Human Resources	9/17/2015	Complete
Attendance Policy	Academic Affairs		Complete
Bias Related	Human Resources		Complete
Board Travel	Board of Trustees	15-Jul-86	Complete
Budgetary	Board of Trustees	21-Oct-82	Complete
Campus Access Policy	Human Resources	24-Jun-21	Complete
Child Protection	Board of Trustees	14-Jun-15	Complete
Children on Campus Policy	Human Resources	4/13/2000	Complete
Classroom Conduct Policy	Academic Affairs	31-Aug-18	Complete
Clery Act	Campus Safety		Complete
Code of Conduct Employees	Human Resources	29-Aug-05	Complete
Code of Conduct Students	Student Affairs		Complete
College Vehicle use	Business Office	1/1/2014	Complete
Computer Use Policy	Information Technology		Complete
Conflict of Interest Policy	Board of Trustees	1-Dec-19	Complete
Consensual Romantic Relationships	Human Resources		Complete
Credit Card Use Policy	Business Office	6/21/2005	Complete
Discrimination Harassment Prevention	Human Resources		Complete
Drug and Alcohol Use and Abuse	Board of Trustees		Complete
E-grade	Registrar		Complete
Emergency Withdrawal	Academic Affairs		Complete
Emeritus Status Policy	Academic Affairs	22-May-80	Complete
Employee Tuition Waiver Policy	Business Office	1-Jun-14	Complete
Equity Program Policy	Human Resources		Complete
Fundraising Policy Addendum and Bylaws	Foundation		Complete
Grading Policy	Academic Affairs	6/16/1983	Complete
Honorary Degree for Students (Posthumously)	Academic Affairs	1-Apr-19	Complete
Identity Theft Prevention	Business Office		Complete
Inclement Weather	President's Office		Complete
Involuntary Medical Leave of Absence	Student Affairs	29-Mar-18	Complete
Lactation Accommodation	Human Resources		Complete
Leave Time Draft	Human Resources		DRAFT
Maintenance Public Order	President's Office		Complete
Management Confidential Staff	board of Trustees		Complete
Name Change	Human Resources		Complete

NCCC Travel	Business Office	xxx	DRAFT
Pets on Campus	Human Resources	20-Dec-11	Complete
Privacy Policy	Administration	xxx	Complete
Responsible Use of Electronic Communications	Information Technology	20-Jan-09	Complete
Security - Video Surveillance Policy	Board of Trustees	2/26/2021	Complete
Sexual Harassment	Human Resources		Complete
Title IX	Human Resources		DRAFT
Tobacco Use	Student Affairs		Complete
Tuition and Fees Refunds	Business		Complete
Tuition Waiver for Faculty & Staff	Business Office	1/3/1987	Complete
Vehicle Parking	President's Office	10/19/1994	Complete
Web Accessibility	Information Technology		DRAFT
Web Content policy and procedures - DRAFT	Information Technology		DRAFT

NCCC Association Board Report

September 2021

Robert Rathbun, Executive Director

BOOKSTORE:

- The first weeks commencing with around August 25 to the middle of September were extremely hectic, but Candy, Mary and Kim Gonyo in Malone, all rose to the occasion.
- I was completely tied down with getting the dining hall running, so was of no real assistance. I do not have exact numbers, but sales were comparable to the previous two years.
- Mary Riley, our part-time bookstore sales, and problem-solver will be leaving us Oct. 1 as planned.

RESIDENCES:

- It has been as challenging a beginning to the semester as could possibly be imagined.
- Due to exposure to covid-19, 27 students have been in isolation from Friday, Sept. 17 to the date that test results are released. Maryssa and Angela have had to coordinate
- Individual meal service to these students, as well as monitoring individual adherence to college safety protocols.

FOOD SERVICE:

- As I prepare this report, the POS system is in the final stages of testing and training, with a 'go-live' date projected for Thursday, Sept. 24. There are many pieces to pulling this project together, including the 'emergency' vote to authorize opening a new repository account for credit card sales in the dining hall. At our next meeting I will be able to give a more detailed account of the actual implementation of this system.

ACCOUNTING:

- Earlier this summer, the Association retained the services of Sandra Gagnon, as a part-time bookkeeper. Sandy works 2 days per week, typically Thursday and Friday. She has been instrumental in getting our books back on track. As noted in last month's report, both Sandy and I walked into a morass of unpaid bills, unfiled tax returns, and bank statements that had not been reconciled in almost 2 years. Sandy has shared with me her concern that given her part-time status, she will be unable to make any serious headway into cleaning up our accounting from previous years.
- The audit for the fiscal year ending June 30, 2021, will be getting underway very soon.
- There is a real need to get her some temporary help. This is an issue to discuss.