



Board of Trustees Meeting Agenda

11:00 a.m. | Friday, September 30th, 2022

Hybrid: Hodson Hall 105, Saranac Lake Campus | Zoom

- I. Call to Order
- II. Approval August 26th, 2022 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.*



*Board of Trustees Meeting Minutes
Friday, August 26th, 2022 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

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

Excused: Dan Kelleher

Others Present: Joe Keegan, Stacie Hurwitch, Tara Smith, Erik Harvey, Chris Knight, Allison Warner, Scott Harwood, Dave Merrick, Kim Duffey, Rob Rathbun, Cammy Sheridan, Kyle Johnston, Tina LaMour

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

Minutes

Pete Suttmeier made the motion to accept the July 28th, 2022, meeting minutes. Jerry Griffin seconded the motion. The July 28th, 2022, meeting minutes were unanimously approved (6-0-0).

NCCCAP

Steve Reed welcomed Dave Merrick, the new NCCCAP President, to his first term. Steve acknowledged the positive relationship with NCCCAP and the Board of Trustees, and noted his tremendous respect for the former NCCCAP President, Lee Susice, and the members of the Association. He looks forward to growing a partnership with Dave Merrick and his members in the coming year.

CSEA

Joe Keegan reported in Dianna Dudley's absence:

- Feedback from the CSEA negotiations team and their constituents has been positive. The new process of negotiations was good and transparent. The completed contract has been ratified by members of CSEA and is now able to move forward in the approval process.

Board Chair Report

Steve Reed reported:

- Shared his thoughts of what he would like to see from the Board and the college employees in the coming year. He highlighted that higher education in general, and community colleges in particular are adjusting to and will need to continue to adjust to financial changes and new program and certificate needs. Social and economic forces beyond the College, are impacting the perception and value proposition of college. He urged NCCC to continue to be agile, creative, and productive to ensuring the continued growth and success of the college and its students. Members of the board expanded on the conversation with meeting attendees.
- The board will work with College Senate on ways to move this discussion forward and identify

and move on action items.

College Senate

No report. The first College Senate meeting of the new academic year is slated for Friday, September 9th, 2022.

Interim Vice President for Academic Affairs

Joe Keegan presented in Sarah Maroun's absence, as Sarah was working with students in New Student Orientation:

- He noted that current data shows a significant uptick of students turning to online classes
- Childcare and education pathways are being explored as well as there is a growing need in the fields.

Board moved to approve the following resolutions:

Mark Moeller made motion to the floor that North Country Community College Board of Trustees approve the following faculty/staff for continuing appointments effective for the 2022/23 academic year: Lori Bennett, Nursing Program Clinical Coordinator Mary Ellen Chamberlain; Director of Financial Aid; Becky LaDue, Radiology Technology Program Director; David Merrick, Criminal Justice Instructor; McCayla Quinn, Bursar; Michelle St. Louis, Registrar. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the following faculty/staff for renewal of temporary appointments effective for the 2022/23 academic year: Thomas Callahan, Business Instructor; Tana Hare, Interim Nursing Program Director; Lauren Heath, Nursing Instructor; Luke Hudak, Coordinator of Dual Enrollment Initiatives; Jessica Martin, Assistant Registrar; Robin McGrath, Business Instructor; Leonard O'Shields, Technology Support Specialist; Samantha Phillips, Enrollment/Financial Aid Counselor; Erin Streiff, Nursing Instructor; Matthew Trombly, IT Programmer/Analyst; Stephanie Wilbur, Nursing Instructor. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the temporary appointment of Richard Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022/23 academic year, at an annual salary of \$46,115. Mary Irene Lee seconded the motion. The motion was unanimously approved (6-0-0).

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Current application numbers are up when compared to those at this time last year. He highlighted the positive movement in continuing with keeping those numbers to go up. Final data will be extracted, reviewed, and shared next month.
- The Enrollment team solicited feedback regarding students and their onboarding experience and college support. Surveys are coming back identifying positive experiences as well as opportunities for improvement. Outreach to those students in need of assistance is underway.
- 2023 Enrollment initiatives will start shortly with the new 23-24 application going live in the coming week.
- Last Chance to Enroll campaign has been live for the past two weeks. Numbers are better

than those compared to this time last year.

- The North Country College Fair will return October 6th, 2022 hosted by NCCC in the Sparks Athletics Complex for the first time since 2019. More schools are signing up to attend the event. The fair will also be opened to the public, giving potential adult learners the opportunity to attend. Ad campaigns for this event will kick off in the next couple weeks.
- Visits and travel for 2023 enrollment are booked and counselors will be heading out soon to continue with student outreach in areas across the state.
- Members of the board discussed Kyle's report as it was presented.

Board moved to approve the following resolution:

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the temporary appointment of Julie King, to the full-time, 164-day, exempt appointment as Enrollment and Financial Aid Counselor for the 2022/23 academic year, at an annual salary of \$46,115. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Interim CFO:

Erik Harvey shared comments:

- July 2022 financials as they were presented in his report.
- Erik highlighted his forecast report as it was presented in his report.
- Members of the board spoke of the financial management that has been done over the years. They discussed investments and the positive changes that have been made to support a larger student body. They encouraged the college to continue with this forward-thinking momentum.

Jerry Griffin made motion to the floor that North Country Community College Board of Trustees approve the July 2022 financials as they were presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Associate Vice President of Student Affairs

No report

President:

Joe Keegan reported:

- Expressed his thanks for the board's ongoing support of the college.
- He highlighted changes that have been made to move the college forward.
- He welcomed students, faculty, and staff back to the campus. He looks forward to an exciting and successful semester.
- Joe noted that the 2022-23 budget proposal was approved unanimously, supported by both sponsoring counties of Essex and Franklin. He shared that the budget is currently in its final phase and under review by SUNY.
- NCCC recently received \$200K from the NYS Governor's office for the purpose of a one-time investments in programs and enrollment. He voiced that the college is thankful to be included in the sharing of funds across the SUNY system.
- The discussion of the 2023-2024 budget will soon be underway. The timeline for completing the proposed budget is aggressive so that the college can get it approved and out sooner than traditional. The design is to have it approved early so the College can be in a competitive marketplace.
- Both supporting counties of Essex and Franklin recently approved the negotiation contract

- with NCCCAP. All parties involved shared that this was a positive negotiation experience.
- The proposed CSEA negotiated contract will be shared shortly giving the board the opportunity review and comment.
 - Joe formally welcomed Dave Merrick as the new NCCCAP President. He continued by thanking Lee Susice for his years of service to the College as NCCCAP President.
 - Both Allison and Dave will join President's Council as the respective leaders and representatives of the Senate and NCCCAP on the council.
 - Scott Harwood and his team were thanked for their efforts in installing 94 new surveillance cameras across the campuses, with 30 more slated to be installed soon. This work is aligned with the updated Video Surveillance Policy that the Board approved last year.
 - In addition, there have been other significant efforts over the summer to make the campuses safer. This includes the migration of Everbridge (formerly NY Alert), an emergency mass notification system, and Singlewire, software which can use our college phones as intercoms in the case of an emergency. Both are now live and will begin the testing notification phase soon. This software package will allow college-wide emergency alerts to be delivered in several different formats such as phone, text message, and intercom.
 - Joe brought to the floor a resolution to support the JMZ proposal as it was presented in the July 2022 meeting.
 - *Jerry Griffin made a motion that the North Country Community College Board of Trustees support the capital project proposal for the nursing and science lab upgrades, that was presented by JMZ Associate Karin Green on July 28, 2022. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0)*
 - Members of the board discussed Joe's report, as well as the capital project plan, as it was presented.
 - Joe and Scott shared with the board the current enrollment data update.

NCCC Association:

Rob Rathbun reported:

- Over the summer, the Association netted \$89K in rental revenue. After allotted expenses, the remaining funds were used to cover costs of surveillance system upgrades in the Saranac Lake dorms. Thanks was expressed to those involved in the upgrades and installation.
- Current residential numbers sit at 88 students in residence hall, a 15% increase over what was anticipated.
- Candidates are stepping forward for the residence director position. Angela Brice is currently holding the position in a part-time capacity until it can be filled. She also continues in her other role with the College and related responsibilities. It is anticipated at the director position will be fill in the coming weeks.
- The new laptop program initiative has started. The program allows student to purchase a laptop using their financial aid funds.
- Rob shared that in June, Christine Conover, joined bookstore as clerk. He noted that she is doing a fantastic job and currently working on a bookstore makeover.
- Rob reported the dining hall is open serving the college community 7 days a week. The kitchen is currently low on labor but are currently looking to recruit students in the coming weeks. Recruiting and hiring staff from the area community has been challenging.

NCCC Foundation:

Erin Walkow reported:

- She continues to attend area events and meeting with new and potential donors.
- The Foundation received an additional \$10,000 donation this summer, which is earmarked to improve the nursing lab in Saranac Lake. Receiving donations over the summer.
- Erin is designing an appeal to go out to the colleges nursing alumni offering them the opportunity in supporting capital projects and related improvements needed in the nursing program.
- Year-end annual appeal will soon be coming forward. Currently, the giving data, when compared to last year has shown an increase of \$30k.
- Erin recently attended a Foundation-focused conference hosted by the University of Albany. At the event, she was able to connect with both Jefferson and Adirondack Community Colleges. Together they are working to find a way to implement similar actions and events here at North Country.
- Erin announced that there will be a joint meeting between the College Board of Trustees and the Foundation Board. This meeting is slated for October 7th, 2022. More information regarding the meeting and related details will be shared soon.
 - Members of the board discussed Erin's report as it was presented and highlighted the importance of the importance of the October 7th meeting with the boards.
- Joe commented on the positive efforts made for the Association on behalf of Rob Rathbun. He continued by highlighting the exceptional work made by Erin Walkow with the Foundation.

Old Business

None

New Business

None

Public Comment

None

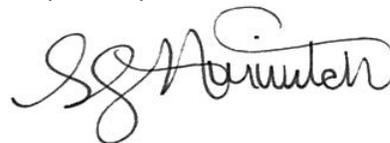
Executive Session

Jerry Griffin 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. Mary Irene Lee seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to join the meeting at 12:15 p.m.

Adjourn

Jerry Griffin made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Board of Trustees, Asst. Secretary

PENDING APPROVAL | 9/30/2022

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees
September 30, 2022**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

Readiness Survey and First-Week Follow-Up: In response to faculty feedback about student readiness at the beginning of each semester, the Enrollment and IT staff did outreach to students through both a survey and an IT onboarding process. We continued that outreach during the first two weeks of classes, focusing on students who did not appear to have logged into accounts by August 31st. We will continue to refine the process for the spring semester.

General Education Revisions: The Faculty Council of Community Colleges and the University Faculty Senate distributed guidelines for implementing the new Diversity, Equity, Inclusion, and Social Justice General Education outcome in mid-September. The faculty met on September 23rd to discuss the guidelines and plans for implementation across programs. Full integration of the requirements needs to be in place by the Fall of 2023 for AA and AS programs and fall of 2024 for AAS programs. Academic departments have until October 21st to identify any changes to the general education courses that meet each outcome.

D2L Brightspace Transition: The IT Department participates in regular meetings with SUNY's Digital Learning Environment's technical team. The current planning includes aligning technical systems with SUNY systems. NCCC's transition to Brightspace begins with a pilot semester in the Spring 2023 semester with a full cutover for the Summer 2023 term. IT and Academic Affairs are attending some initial SUNY meetings during September and early October. Terry Kemp has set up a shell in Blackboard for those faculty who would like to begin learning the system. More formalized training sessions will be scheduled this fall and spring.

Childcare Pathways: North Country participated in a panel discussion at the Lake George and Lake Champlain Regional Planning conference on September 22nd to discuss educational pathways for those interested in early childhood education. We continue to meet with FEH BOCES, CV-TEC 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.

College to Career Pathways: This is an initiative led by the Adirondack Foundation to help students find pathways to higher education and successful careers across the North Country. We will continue to work with the ADK Foundation to identify areas in which the College can contribute.

Grants and Experiments:

Here is a brief update on our grants:

- **Nursing Expansion Request for Funding:** The College received \$85,500 to expand the Associate Degree in Nursing (RN) program. We will coordinate with the Nursing Department to add a new cohort for January 2024.

- **EMT Course:** The College received a SUNY High Needs grant in the amount of \$137,305 to help offset equipment and instructional costs to run the first year of EMT and AEMT classes on all three campuses. There are two Basic EMT classes for the fall semester (Saranac Lake and Malone) with plans to offer the Basic EMT course in Ticonderoga in the spring semester as well as the AEMT in Malone and Saranac Lake depending on demand.

- **Northern Borders Regional Commission Grant (Wastewater Operation Training):** The Basic Operations Course for wastewater operators is underway and will continue until early December.

- **SUNY Consortium Grant Submission—Federal Department of Labor:** In May, we joined with thirteen other SUNY community colleges to submit a grant through the U.S. Dept. of Labor to enhance healthcare and human service pathways for both credit and non-credit options. As of September 7th, we heard that SUNY was one of the groups awarded the grant. More information to come.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

Vice President of Marketing and Enrollment
Report to the Board of Trustees
Created September 26, 2022

Enrollment and Financial Aid Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** Currently we are making updates to the SEM Plan so that a final version can be sent to SUNY. Once submitted, we will be able to invoice them for the remaining funding available through the AACRAO grant. We are also taking a look at the initiatives that were kicked off this past summer to see how we fared. I'll be providing a presentation on this at the end of October to the entire college community and will make sure the BOT members are also invited to attend.
 - **SLATE CRM (Customer Relationship Management):** The 2022-2023 Spring & Fall applications went live on September 2nd which is almost a month earlier than last year. In October, we will be able to start comparing this year's application numbers against last year's. We've also been able to better organize our college fair and high school recruiting efforts by setting them all up in Slate. We have a calendar view of all external activities which I will include at the end of this report. Additionally, we will be able to tag all of the students and applications that stem from the events.
 - **North Country Navigator:** No new updates. Will need to re-assess and possibly expand this year.
- **The Enrollment Team** has been busy traveling throughout New York these past two weeks. This year's fall travel is a bit heavier than past years and we will have 3-4 people out on the road each week. We are also having two of our newer counselors shadow other members of our Admissions Office to get a good feel for the work and territories. Also, we have been putting the final plans together for our upcoming NC/CFES Virtual Visit on October 4th and our own NC College Fair on October 6th. Both events will be well-attended and very good for us.
- **The Financial Aid Team** recently submitted the FISAP which summarizes all awarding over the past academic year. The FA Team has recently been down a member so we've brought in a recent retiree to help keep all of our processes and communications flowing. Once this upcoming year's tuition and fees are established, we will be able to get a very early jump on the setup needed for next Fall's awarding - which has been a goal that we've had for quite some time now.

Marketing and Web Updates:

- A small group of us are working to finalize this year's Marketing & Enrollment Report that summarizes all of the promotional activities from the past year. I will be providing the college community with a presentation on this towards the end of October and will invite the BOT members to attend.
- We're currently running advertising centered around the Oct. 6 NC College Fair that will run through the day of the event. Most of the attendees will bus in from regional high schools but we are also hoping to bring in prospective adult learners from the area.
- We've recently been setting up photo and video shoots with programs and athletics that will provide us with a better inventory of digital assets to use in our marketing. We will try to cover all campuses and programs over the course of the next academic year.

Where there is passion, there is pursuit.

Answer the call to reach higher! The degree programs at North Country open doors to new careers you never thought possible. From helping someone to heal their body to helping someone lead a healthier life. From spending your days helping to protect the wilderness to putting in the time to start or build a business. Explore how North Country can help partner in your future today!

COME
NC

THE DIFFERENCE



North Country Community College
congratulates the Red Storm on 100
years of football in Saranac Lake!

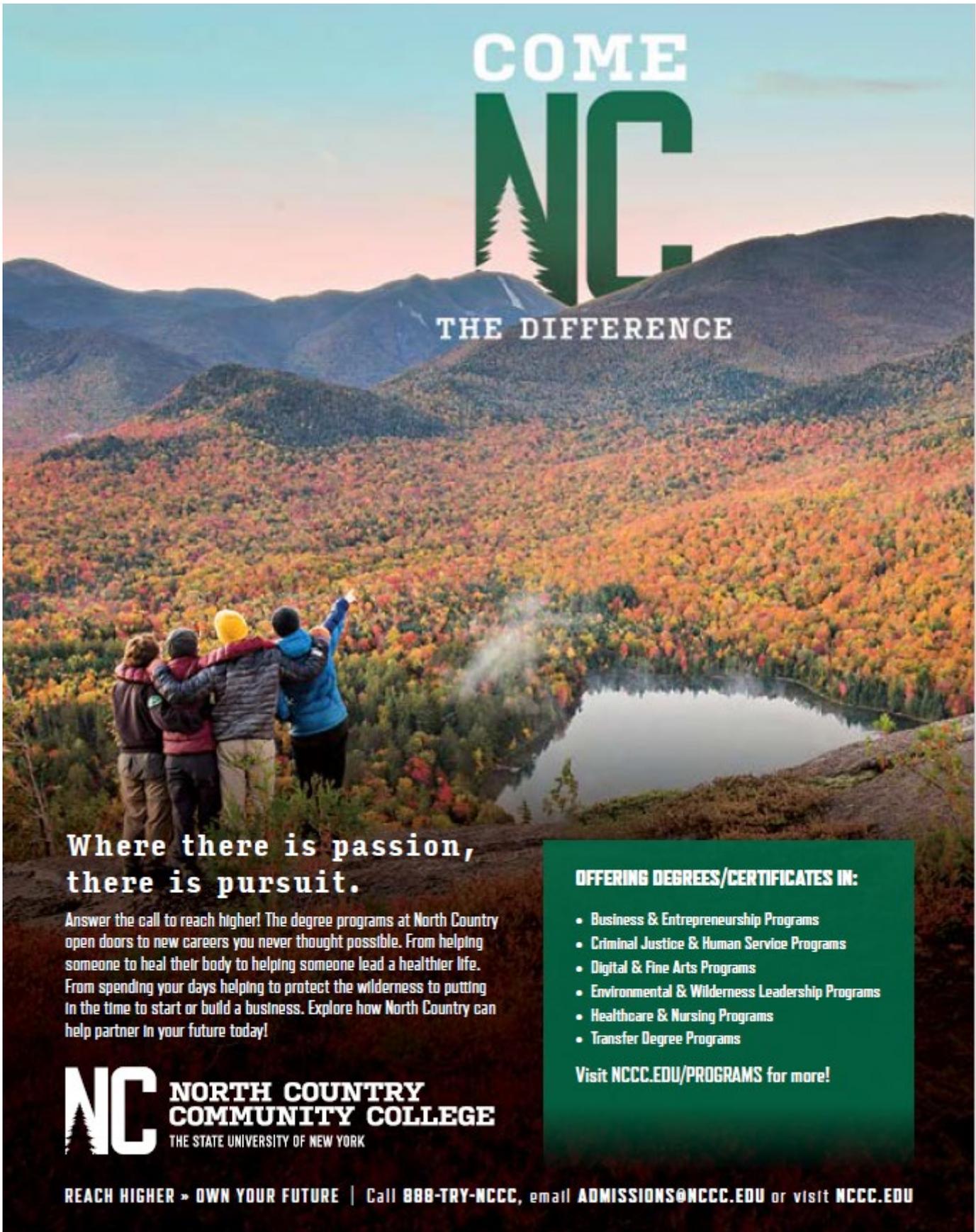
OFFERING DEGREES/CERTIFICATES IN:

- Business & Entrepreneurship Programs
- Criminal Justice & Human Service Programs
- Digital & Fine Arts Programs
- Environmental & Wilderness Leadership Programs
- Healthcare & Nursing Programs
- Transfer Degree Programs

Visit NCCC.EDU/PROGRAMS for more!

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COME
NC
THE DIFFERENCE

**Where there is passion,
there is pursuit.**

Answer the call to reach higher! The degree programs at North Country open doors to new careers you never thought possible. From helping someone to heal their body to helping someone lead a healthier life. From spending your days helping to protect the wilderness to putting in the time to start or build a business. Explore how North Country can help partner in your future today!



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COMMUNITY COLLEGE**
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- Environmental & Wilderness Leadership Programs
- Healthcare & Nursing Programs
- Transfer Degree Programs

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NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

ASSOCIATE OF ARTS

Environmental Studies

*Liberal Arts - Humanities &
Social Science:*

- » *English track*
- » *Early Childhood/
Childhood Education track*
- » *Psychology track*

ASSOCIATE OF SCIENCE

Business Administration

- » *Healthcare Administration track*

Child & Family Services

Environmental Science

Fine Arts - Studio

Health Science

Liberal Arts - Math & Science

Sports & Events Management

Wilderness Recreation Leadership

CERTIFICATES

Community Residence Aide

Digital Advertising and Design

Entrepreneurship

Gerontology

Health Science

Practical Nursing (LPN)

**ASSOCIATE OF
APPLIED SCIENCE**

Business Administration

Chemical Dependency Counseling

Criminal Justice

Digital Arts & Design

Entrepreneurship Management

Human Services

Individual Studies

Massage Therapy

Nursing (RN)

Radiologic Technology

100% ONLINE DEGREES

Digital Advertising & Design Certificate

Entrepreneurship Certificate

*Liberal Arts - Humanities &
Social Science:*

- » *English track*
- » *Early Childhood/
Childhood Education track*
- » *Psychology track*

Business Administration

- » *Healthcare Administration track*

ATHLETICS

Soccer (M/W)

Basketball (M/W)

Lacrosse (W)

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

\$6.1M

FINANCIAL AID AWARDED (2021-2022)

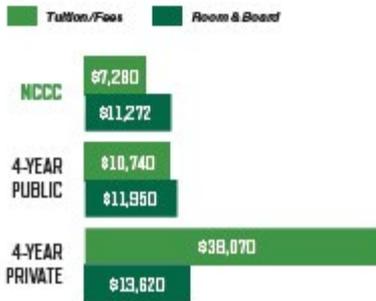
3

CAMPUS LOCATIONS + ONLINE

SARANAC LAKE
MALONE
TICONDEROGA

AFFORDABILITY

North Country Community College vs. National Average*



*According to the College Board





NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

REACH HIGHER » OWN YOUR FUTURE

NORTH COUNTRY COLLEGE FAIR

Meet with reps from over 40 colleges & universities

Get started on your college journey!

October 6th | 9-10:30am

Sparks Athletics Complex on the Saranac Lake Campus

PUBLIC WELCOME

September 2022

month week day < > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5 Labor Day: Schools Clo...	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 10:00am SUNY Roadsho... Ogdensburg, NY 12:45pm SUNY Roadsho... Ogdensburg, NY	21 9:00am SUNY Roadsho... Hammond, NY 12:00pm SUNY Roadsho... Star Lake, NY	22 7:15am SUNY Roadsho... Norwood, NY 9:00am SUNY Roadsho... Madrid, NY 9:00am MDC BOCES Vis... Saranac Lake, NY #1 12:15pm SUNY Roadsho... Parishville, NY	23 9:15am SUNY Roadsho... Gouverneur, NY 12:15pm SUNY Roadsho... Potsdam, NY	24
25 9:30am SUNY Roadsho... Chateaugay, NY 1:00pm SUNY Roadsho... Ellenburg, NY	26 9:30am SUNY Roadsho... Clintonville, NY 12:30pm SUNY Roadsho... Ticonderoga, NY	27 9:00am Tri-Country Coll... Johnstown, NY 9:00am SUNY Roadsho... Saranac, NY 12:00pm SUNY Roadsho... Saranac Lake, NY	28 HVCC Regional Fair Troy, NY SUNY Fair: NYC New York, NY 9:30am SUNY Roadsho... Plattsburgh, NY 1:00pm SUNY Roadsho... West Chazy, NY	29	30 SUNY Fair: NYC New York, NY	1

October 2022

month week day < > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
	9:30am SUNY Roadsho... Chateaugay, NY 1:00pm SUNY Roadsho... Ellenburg, NY	9:30am SUNY Roadsho... Clintonville, NY 12:30pm SUNY Roadsho... Ticonderoga, NY	9:00am Tri-Country Coll... Johnstown, NY 9:00am SUNY Roadsho... Saranac, NY 12:00pm SUNY Roadsho... Saranac Lake, NY	HVCC Regional Fair Troy, NY SUNY Fair: NYC New York, NY 9:30am SUNY Roadsho... Plattsburgh, NY 1:00pm SUNY Roadsho... West Chazy, NY	SUNY Fair: NYC New York, NY 1:00pm SUNY Roadsho... Ft Covington, NY	
2	3	4	5	6	7	8
	JCC Higher Ed Day Watertown, NY	SUNY OpInform: FIT New York, NY 9:00am OFA Higher Ed ... Ogdensburg, NY 6:00pm SUNY Potsdam ... Potsdam, NY 6:30pm Cicero-North Sy... Cicero, NY	8:30am Salmon River Fair Ft Covington, NY 6:00pm SUNY Plattsbur... Plattsburgh, NY	9:00am Fall 2022 NCCC ... Saranac Lake, NY #46 6:00pm ASCA College Fair Queensbury, NY	10:25am Crown Point C... Crown Point, NY 12:00pm Franklin Acade...	
9	10	11	12	13	14	15
	Columbus Day: Schools ...	6:30pm RFA Fair Rome, NY	MVCA Fair SUNY Poly Utica, NY 5:00pm Southwest Tech... Gouverneur, NY	10:00am Schoharie Cou... Cobleskill, NY 5:00pm SUNY Virtual Fair	SUNY OpInform: Albany Albany, NY	
16	17	18	19	20	21	22
	MDC HS Visits 8:00am Massena Centra... Massena, NY 8:30am MDC HS Visit/IDD Lake Placid, NY 10:00am MDC HS Visit/I... Keene Valley, NY 1:00pm MDC HS Visit/IDD Norwood, NY 5:00pm SLL BOCES Fair... Norwood, NY	MDC HS Visits 1:00am MDC HS Visit/IDD Schroon Lake, NY 9:00am Ballston Spa Mi... Ballston Spa, NY 11:00am Burnt Hills-Ball... Burnt Hills, NY 11:15am MDC HS Visit/I... Ticonderoga, NY	3:00pm Essex County C... Elizabethtown, NY 5:00pm SUNY Virtual Fair	MDC HS Visits 10:00am MDC HS Visit/I... Tupper Lake, NY	SUNY OpInform: Poly Utica, NY	
23	24	25	26	27	28	29
	MDC HS Visits/IDDs				SUNY OpInform: Genes... Batavia, NY	
	9:30am MDC HS Visit/IDD Saranac, NY 10:55am MDC BOCES Vi... Plattsburgh, NY	8:15am MDC HS Visit/IDD Peru, NY 9:30am MDC HS Visit/IDD Plattsburgh, NY 10:45am MDC HS Visit/I... West Chazy, NY	9:00am MDC HS Visit/IDD Clintonville, NY 10:45am MDC HS Visit/I... Port Henry, NY 12:15pm MDC BOCES Vi... Mineville, NY			

**North Country Community College
Interim CFO's Report to the Board of Trustees
September 30, 2022**

Greetings,

As always, I hope this report finds you well. In this month's report I'm just going to provide an update on the 22-23 forecast with Fall '22 core enrollment factored in. I'll also provide you with a few departmental updates.

2022-23 Forecast

- Prelim enrollment for fall 2022 (In and Out of State)
 - In/Out of state FTE of 265 is 23 or 8% less than prior year.
 - In/Out of state FTE of 265 is 30 or 10% less than budget.
- Enrollment full year projection
 - Projected total FTE of 887 is 58 or 6% less than budget.
 - Projected In/Out of state FTE of 517 is 58 or 10% less than budget.
 - Projected Concurrent Enrollment FTE is assumed to be flat compared to budget.
 - Projected 2nd Chance Pell FTE is assumed to be flat compared to budget.
- Revenue full year projection - \$260K or 2% worse than budget
 - \$400K loss of tuition and fee related revenue vs. budget due to enrollment declines.
 - \$85K reduction of NYS rental aid and aid to small colleges.
 - \$225K increase in chargebacks to other counties
- Full year deficit is currently projected to be \$1.4 million, and the fund balance would finish August 31, 2023, at \$5 million or 33% of 22-23 net operating cost.

Departmental Updates

- Bursar open position
 - Target date to have a new Bursar is 11/1/22.
 - Received 4 external applications. Narrowed down to 2 candidates. Offer this week.
 - Brian will provide leadership to the group, McCayla will help offline with key deliverables in October through the transition.
- 21-22 Audit
 - Target completion date for college portion is 11/30/22.
 - Field work scheduled for October vs. January prior year – 3 months sooner!!
 - Association and Foundation on target for normal completion timeframes.
- 23-24 Budget
 - Tuition proposal is working its way through shared governance. The Administrative team and President's Council both voted to hold tuition flat to prior year for the 3rd year in a row, making it 4 years of tuition at the same amount. Increasing tuition by 3% would yield an additional \$100K in revenue but exacerbate the value proposition students currently struggle with when deciding to go to college country wide.

- Predictive modeling to project 23-24 enrollment levels is underway by the Institutional Research and Finance teams.
- Balanced budget priorities
 - New academic initiatives to better serve the counties
 - Community ideas for revenue growth and expense reductions
 - Back-office efficiencies through technology and process change while also increasing student self-service opportunities.
 - Right sizing strategic proposal in October/November to service the college's new/future enrollment level.

Kind regards,



Erik Harvey
Interim CFO

Student Affairs

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

September 2022 Senate Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE
& DIRECTOR OF RESIDENCE LIFE & HOUSING

JERRAD DUMONT – ATHLETICS FACILITY MANAGER

KENT EGGLEFIELD – SPORTS INFORMATION

KATHY GOODROW – OFFICE ASSISTANT

KIM IRLAND – INTERIM ASSOC. VP OF STUDENT AFFAIRS,
COLLEGE DIVERSITY OFFICER, AND TITLE IX COORDINATOR

BRUCE KELLY – COORDINATOR OF STUDENT LIFE

CHAD LADUE – ATHLETICS DIRECTOR

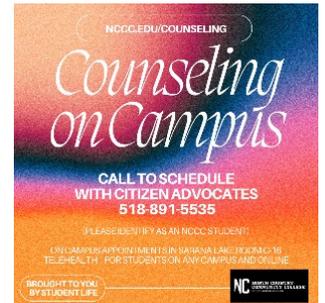
Athletic Department News

- The Athletics Department is pleased to share they have full team rosters this fall. A full list of rosters and game schedules is always available online at <https://nccc.prestosports.com/>
- Coach Way Cowan got his first win as our new Head Coach of the Men's Soccer Team with victory over SUNY Adirondack on August 31. The Men's team is currently 1-3 as of Monday, September 26 with three games scheduled this week.
- The Women's Soccer Team, lead by Coach Kent Egglefield, has started the season strong with a 5-1 record and also proudly won the First Annual BEK1ND Memorial Cup, held in loving memory of Beckham Egglefield, on September 3 and 4.
 - Information on the foundation and ways to contribute can be found on the [22 BEK1nd Inc. Facebook Page](#) and on Instagram at 22bek1nd.
- Both Soccer Teams are heading into the 2nd half of the their season with playoffs starting on October 22.
- Both Basketball Teams have begun training with Coach Jerrad Dumont (Men's) and Coach Roger Long (Women's).
- As a piece of the College signage facelift, the New Athletics signage and scoreboard is up – funded by department fundraising efforts!

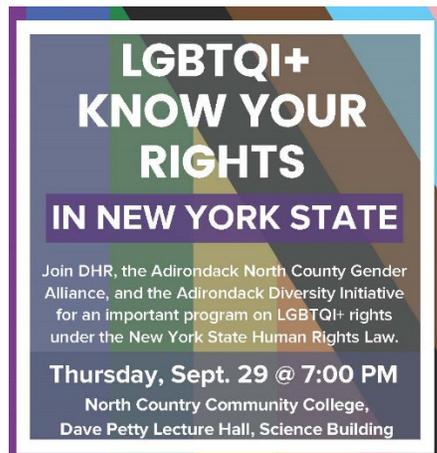


Counseling Partnership News:

- Our Counseling Services MOU with Citizen Advocates has entered into its second year of free services to students, funded by COVID Relief HEERF. Services launched on Thursday, September 8, 2022 on the Saranac Lake Campus with 4 hours weekly in person in Saranac Lake McCormick C-16 and 2 hours of telehealth weekly for any student, including fully online. More information online at: <https://nccc.edu/counseling/>



Diversity, Equity, and Inclusion & Title IX News

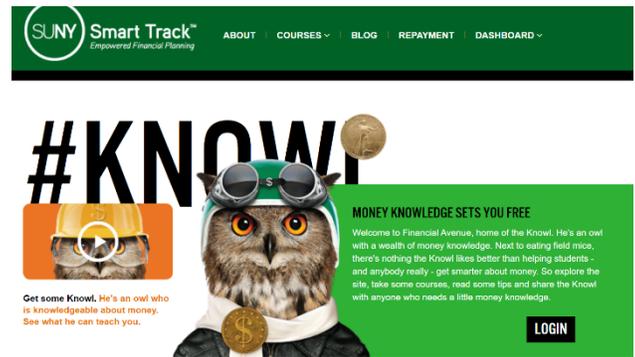


- The NYS Department of Human Rights, Adirondack North Country Gender Alliance, and the Adirondack Diversity Initiative hosted a presentation at North Country Community College open to the public and College community on Thursday, September 29.
- The [SUNY SPECTRUM Conference was September 15 & 16, 2022](#) and free registration was offered for all SUNY students and only \$25 for virtual attendance for employees.
- Reminder student disclosures of pregnant or new parenting status should be reported to Kim at titleixcoordinator@nccc.edu or submit a report online here: <https://nccc.edu/campus-safety/incident-reporting> to ensure these students are aware of their protections under Title IX federal legislation.
- Revisit our 2021-22 Diversity Newsletter Collectoin published online at <https://nccc.edu/about/diversity/>. The first new issue will be is anticipated in early October for LGBT History Month.



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 **91** students, **59** employers, and **8** NCCC alumni. Bruce is working with Chris on an employer outreach campaign to encourage even more regional employer participation in the consortium. More information online at <https://www.collegecentral.com/nyccjobs/>
- SUNY Smart Track** (aka Financial Avenue by Inceptia), has moved its free student courses/modules to Canvas. We encourage students to register and activate their free account here: <https://inceptia.instructure.com/enroll/LLNJGW>



Student Life News

- New Student Orientation** sessions were held during the week of August 22 on all campuses and on Zoom. Huge THANK YOU to all the staff and offices that helped coordinate or present during orientation sessions! We will continue to collaborate and seek partnerships to advance the objectives of orientation in creative and sustainable ways.

Zoom 8/22/22	Ticonderoga Campus 8/22/22	Zoom 8/24/22	Malone Campus 8/26/22	Saranac Lake Campus 8/27/22
6 students attended	1 student attended	16 students attended	15 students attended	80+ students attended

- The Student Life Office is currently preparing to hold Student Government Elections on October 4 & 5 for all vacant SGA positions as well as the Student Trustee position.
- The Student Life Office and SGA want to encourage collaboration for events with faculty/staff and have mini grant available from a budgeted line in the SGA budget. If anyone has ideas or knows of any speakers, presenters, performers they would be like to recommend or bring to any of our campuses please reach out to Angela for more information.
- Our annual Voter Registration fall reminder featured the SUNY Constitution Day virtual event held on Tuesday, September 20th which was promoted to our students and employees along with our internal Constitution Day Bingo virtual event held Thursday, September 22. Voter Registration information is always available at <https://nccc.edu/student-support/voter-registration.html>

Campus Safety and Community Standards News

- Several colleagues investing in improving our campus safety joined forces to present to faculty and staff on Campus Safety and Student Behavior during opening week and the first week of classes. A recording of this session is still available if you missed it: <https://us02web.zoom.us/rec/share/JArYYGBnj3Tx8qD4qZH-5Kf31qiiSx2vnNNfyc6KrwVMdIVSWnn9pjAayoFW2dcw.LroA1pBDFpitFnFb> Passcode: D@W55i@D
 - Also below are other links to bookmark related to Campus Safety:
 - ✓ <https://nccc.edu/campus-safety/index.html>
 - ✓ <https://nccc.edu/campus-safety/incident-reporting>
 - ✓ <https://nccc.edu/campus-safety/identification.html>
 - ✓ https://suny-northcooc.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=151593_1&course_id=1971_1

**North Country Community College
President's Report to the Board of Trustees
September 30, 2022**

Greetings to you all,

I hope this finds you doing well and enjoying the arrival of autumn. On campus, it has been a delight to have more students on campus and all the activity, energy, and excitement that comes with that.

In a sure sign that it is late September, our ADN nursing and sophomore Rad Tech students are in their clinical experiences, their freshman counterparts are in their clinical labs learning the essential clinical skills of the profession, and our WRL students are wrapping up their 30-day practicum in the backcountry. Beyond that, classes are in full swing, on campus and online.

That's all for now. I look forward to being with you at the Board meeting. Until then, take good care,

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
8/29/22	Erin Walkow, NCCC Foundation	SL Campus
8/29/22	Northern Region CC Presidents	Zoom
8/30/22	Citizen Advocates Crisis Recovery Center Groundbreaking	Malone, NY
8/30/22	Karin Green, JMZ Associates	Zoom
8/30/22	SUNY Chancellor with CC Presidential Sector	Zoom
8/31/22	Jenny Gessler, Foothills Art Society, President	Phone Call
9/1/22	Jennifer Bilow, Citizen Advocates	Phone Call
9/6/22	Community Service Board	WebEx
9/6/22	UpNCoding	Zoom
9/7/22	Dave Mader, Adirondack Health	Zoom
9/7/22	NYCCAP Advocacy Committee	Zoom
9/8/22	Jim Brooks, College Attorney	Conference Call
9/9/22	NYCCAP Executive Committee	Teams
9/9/22	NCCC Association Board	Zoom
9/9/22	NCCC College Senate	SL Campus

9/12/22	Northern Region CC Presidents	Zoom
9/13/22	Mayor Williams, Village of Saranac Lake	SL Campus
9/13/22	Erin Walkow, NCCC Foundation	SL Campus
9/13/22	PSC President Meet & Greet Event	Paul Smiths VIC
9/14/22	NAHEC, ICAM Collaboration	Zoom
9/15/22	Rachel Sander, NCCC & Prison Education Program	Zoom
9/16/22	Suzanne Lavigne, Fran Cty Commy Services Director	Conference Call
9/19/22	Northern Region CC Presidents	Zoom
9/20/22	Erin Walkow, NCCC Foundation	Microsoft TEAMS
9/21/22	HRSA Webinar – Nursing Labs Grant	Zoom
9/22/22	Lake Champlain-Lake George Regional Planning Conference	Lake Placid, NY
9/23/22	NY Community College Trustee (NYCCT) Conference	Saratoga Springs
9/24/22	Citizen Advocates Fieldstone Music Fest	Malone
9/26/22	NCCC & Moody’s Rating Update	Zoom
9/27/22	Erin Walkow, NCCC Foundation	SL Campus
9/28/22	HRSA Nursing Lab Grant Conference Call	Zoom
9/28/22	NAHEC Finance Committee Meeting	Zoom
9/28/22	NAHEC Board of Directors Meeting	Zoom
9/29/22	Franklin County Community Service Board Retreat	Blue Mtn Lake
9/29/22	Saranac Lake Town Board and Franklin County Economic Development Corp. Event	Lake Clear Airport
9/30/22	NYCCAP/CCBOA Joint Executive Committee	Zoom

★ **Board Matters**

- *Board Policies:* no updates on the status of the policies reviewed with the Executive Committee. Policies specific to Board governance and Board operation will be updated by the Board Exec Committee (e.g., Board Travel), and policies governing the operations of the College (e.g., Advisory Committees), will be updated by the administration and follow the principles and processes of shared governance, prior to proposing them to the Board for consideration. The Alcohol and Drug Policy is ready for review and the Parking Policy updates are being finalized before review.
- *Board Appointments:*
 - ✦ *Governor’s Appointments:* No updates to report.
 - ✦ *County Appointments:* No updates to report.
 - ✦ *Student Appointment:* we are expecting that the student body will select their representative early this semester.
- *New York Community College Trustees (NYCCT):* NYCCT had their annual conference last week, which I attended. It was a very instructive and insightful set of sessions.

★ **Budgeting and Planning**

- **2022-2023 Budget:** The budget is now at SUNY for review and, we hope, approval.
- As an update:
 - ✦ *Core Chargebacks:* As Erik will likely report, there has been a favorable variance for us related to chargebacks for this budget year to the tune of a projected \$250,000 more revenue for this year. As chargebacks are related to budget (the higher the budget deficit, the

greater the chargeback), this is not a strategy we wish to or would want to depend upon.

- ✦ *Second Chance Pell Chargebacks*: Following a meeting with SUNY related to Second Chance Pell, we are planning to collect the residential information on our incarcerated students and submit for chargeback support for them. This is an enterprise fraught with complexity and challenge (e.g., many students have been incarcerated for years and proving their last residence outside of the facility will be a challenge). That said, if successful, it would add some additional revenue for us.
- ✦ *TAP expansion to part-time students* (6 crs or more) launched late summer, it is not expected to have much of an impact on the Fall 22 class, we expect it to benefit students going forward,
- ✦ *Restoration of TAP for incarcerated students*: the details are continuing to be worked out and we expect the benefit for our incarcerated students to be realized starting in the 23-24 year,
- ✦ \$60M funding for “*non-recurring strategic investments*” to “*improve academic programs, improve enrollment, enhance student supports, and modernize operations*”: we received \$200,000 in one-time funding and have developed a plan for how best to utilize them.

□ **2023-2024 Budget**: In an effort to get a jump on recruitment and packaging for the next academic year, we are queuing up tuition and fee proposals earlier in the cycle for 2023-2024 through our shared governance system for the Board’s consideration. The administration will be recommending holding flat on tuition and fees for the 2023-2024 year. Our goal is to share this with the Long Range and Strategic Planning Committee at their meeting in early October and with the Senate at their October meeting.

★ **Fall 2022 Enrollment Reports**

As of Monday, September 26, 2022, we are past the enrollment verification period and are crunching the enrollment figures by initiative. At present,

- we continue to project an overall 8% decline in FTE compared to prior year in core enrollment, adding a \$400,000 to the deficit.

Report Date: 8/22/2022

Enrollment Yield Report	Final at verification						
	FA-16	FA-17	FA-18	FA-19	FA-20	FA-21	FA-22
First Time	276	254	234	241	212	185	190
Re-Admit	67	90	71	83	116	91	81
Transfer	100	104	97	88	86	108	81
Continuing	442	416	417	355	349	285	269
Total Core:	885	864	819	767	763	669	621

-8% from prior year /
-15% from pre-covid baseline

-6% from prior year /
-24% from pre-covid baseline
-7% from prior year /
-19% from pre-covid baseline

Non-Core Enrollment Projections	Full-year 20-21	Full-year 21-22	Full-year Projected 22-23
2 nd Chance	133	100	115
Bridge	234	241	240

Report Date: 9/26/2022	Final at verification					
	FA-18	FA-19	FA-20	FA-21	FA-22	Change vs Prior Year
Saranac Lake	386	371	384	351	302	-14%
Malone	291	276	263	216	201	-7%
Ticonderoga	114	83	87	69	58	-16%
Distance Learning	28	37	29	33	60	81%
Total:	819	767	763	669	621	-7%

★ **Strategic Enrollment Management (SEM) Planning**

The SEM plan has largely been completed and elements of it were launched as part of the Fall 22 recruitment efforts. As noted above, we will be assessing the outcomes of those efforts as well as other enrollment figures proposed during this last budget cycle. Kyle Johnston is planning a SEM Plan presentation and 21-22 Marketing and Enrollment report to the campus community towards the end of October. The Board is welcome to attend that and/or have a presentation directly to the Board. We'll look to you for your preference.

★ **Foundation**

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

- *Foundation Land Holdings:* No update on the Colony Court or Cantwell properties. The Colony Court property is on the market with limited interest thus far. Finalization of the Cantwell property survey is underway.
- *Outreach and Networking:* Erin has been busy establishing contacts, following up with new donors, and conducting outreach. She received an additional \$10,000 in support from a generous donor which we'll be able to use to leverage additional donations related to the Nursing lab upgrades.
- *Foundation Board:* the Foundation Board will be meeting with members of the Board of Trustees in an effort for both boards to have the opportunity to get to know one another and find common ground to work together on.

★ **Strategic Plan**

Remarkably, our strategic plan is entering its final year. We'll need to begin work on updating it this year. Given the shifts within higher education, we'll want to think carefully about how the strategic steps we'll want to take better serve students and the region. Initiatives that are currently underway with the existing plan include:

- *"Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas* (underway)
- *Ongoing Professional Development:* no updates since last report.
- *New Academic Programs:* wastewater training launched Sept 9, 22; EMT courses began this semester in SL and ML; *Digital Advertising and Design Certificate* approved by SUNY and NYSED; *Teacher Assistant Certificate* and jointly registered *AAS Cybersecurity and Digital Forensics* degree with Herkimer CC was approved by the Board in April and 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*: Returned to Akwesasne for Fall 22; ongoing outreach to the Akwesasne community through recurrent slot on CKON.
 - *North Country CC – Workforce Development Partnership*: Perkins 2022-23 grant received; NAHEC Collaborative
 - \$1M grant received to help *modernize Nursing Labs* on all three campuses; scoping study is completed; grant application was approved; JMZ Architects proposal for design, bidding, and oversight work was signed and their work is underway.
 - *Alternative revenue streams*: meetings with potential donors; additional \$10,000 in scholarship funding from a new donor (on top of earlier gift of \$5,000); 3rd year Opportunity Scholarship; Foundation adoption of Donor Perfect, Foundation exploration of grants and Live Alumni, Foundation Strategic Plan development; Foundation to sell Colony Court
 - *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* expansion proposal; EMS equipment and personnel funding from SUNY; Perkins funding for EMS equipment; Malone and SL science lab improvements
 - *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**

- *The North Country CC-Workforce Development Partnership*: a smaller focus group of the partnership met to explore some new opportunities. The entire group will convene once again as part of the Perkins Local Advisory Council next week.
- *2022 Congressionally Directed Spending request*: No update. We await word from Senators Gillibrand and Schumer regarding our request to include an additional \$950,000 to fully fund the nursing lab upgrade.
- *Northern Area Health Education Center (NAHEC)*: We continue to work with the NAHEC on a project that we believe will help serve our communities and have a positive impact on enrollment, particularly in the health care related fields.

★ **COVID-19 Matters**

Despite the recent uptick of infections, including several among our college community, most have been quite mild thanks, no doubt, to the presence of effective vaccines, boosters and anti-virals, along with ongoing personal measures (distancing, handwashing, etc). Over the last few weeks, SUNY relaxed its guidance related to COVID to include:

- *COVID-19 Vaccinations*: are required for a) all students taking in-person classes on college property and taught by college employees, either credit or non-credit, and b) residential students. Remote students who are not

vaccinated must be limited to campus access. SUNY is defining this as no more than once a week.

- *COVID-19 Boosters*: are not required for any student, including those enrolled in on-campus classes or residential students. Boosters are, however, encouraged.
- At this time, remote students will not be required to have the vaccination for commencement.
- Testing is no longer required. Initially, it was required for students holding an accommodation/exemption. SUNY has lifted this and will be closing the Buffalo testing lab as a result.
- We are *no longer required* to report testing and positives daily.
- SUNY is following the CDC guidelines on exposures – there is no automatic quarantine if exposed (regardless on vaccination status).

★ **Facilities**

- Our Maintenance crew has been turning attention to end-of-summer activities and preparing for the next season.
- In addition to the ongoing grounds and facilities work, the team undertook
 - road shoulder repairs along Dorchester Road, and
 - road and parking lot paving and parking painting.

★ **Information Technology (IT)**

Scott Harwood and the IT Department continued their support of students, faculty and employees with their IT needs. This includes dedicated staff time to help onboard students to their IT needs to be successful in College. In addition:

- *Laptop Loaner Program*: Scott and team have 160 loaner laptops out to students this semester.
- *Emergency Systems*: Scott worked with our IT vendor to prepare for the launch of Everbridge, the former NY Alert, which allows for text-based and other messaging related to emergencies. In addition, he worked with the vendor on deploying an intercom system (i.e., Singlewire) to provide additional emergency communications functionality. Training started earlier this month and will continue as we deploy them this academic year.

★ **NCCCAP**

No updates to report.

★ **CSEA**

Negotiations

Negotiations on a successor contract to the 2019-2021 CBA were finalized and the contract was approved by Franklin County on Sept 15th, 2022. We are anticipating the Essex County Board of Supervisors to take it up at their October meeting.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

Sarah Maroun, with assistance from Scott Harwood and Erik Harvey, submitted our Annual Institutional Update (AIU) which is an annual requirement as part of our accreditation.

SUNY

In SUNY matters:

- Chancellor*: No updates on the Chancellor's search which is underway.
- Senior Vice Chancellor for Academic Affairs and System Provost*: no updates.

NYSED

- No updates to report.*

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community