

BOARD OF TRUSTEES MEETING
10:00 a.m., Friday, September 23, 2016
Saranac Lake Campus
AGENDA

- I. Call to Order
- II. Executive Session
- III. Approval of August 25, 2016 minutes
- IV. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- V. College Reports
 - A. Board Chair
 - B. Interim Vice President for Academic Affairs
 - 1. Resolution 2015/16 – 45 Ti Academic Coordinator – Selina Lemay-Klippel
 - C. Dean of Admissions
 - D. Interim Vice President for Administration & Fiscal Operations
 - 1. Financial Statement ending 8/31/2016
 - 2. Resolution 2015/16-46 Title Change – Ericka Moody
 - 3. Resolution 2015/16-48 FAS Contract
 - E. President
 - 1. Resolution 2015/16 – 47 Dean of Student Life – Kim Irland
 - F. Representative Reports
 - 1. NCCC Association
 - 2. NCCC Foundation
- VI. Old Business
- VII. New Business
 - A. Meeting date change: Friday, February 24th to Thursday, February 23rd, 2017
- VII. Public Comment*
- IX. 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.**

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
August 25, 2016 – Saranac Lake Campus**

Board Members Present: Tim Burpoe, Barbara Dwyer, Mary Irene Lee, Mark Moeller, Stephen Reed, Mary Kay Tulloch
Excused: Jerry Griffin, Anne McDonald
Others Present: Dr. Steve Tyrell, Jan Brhel, Joe Keegan, Bob Farmer, Chris Tacea, Chuck VanAnden (College Senate), Diana Fortune (NCCC Foundation) Diana Friedlander (NCCC Association), Shir Filler (Faculty), Sarah Kilby (Faculty), Sarah Maroun (Faculty), Becky LaDue (Faculty), Lee Susice in Malone (NCCCAP)

Chair, Barbara Dwyer, called the meeting to order at 9:32 a.m.

Oath of Office

Mr. Stephen Reed, Essex County appointee, took the Oath of Office from Chair Barbara Dwyer.

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 9:40 a.m. in relation to ***collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*** Mark Moeller seconded the motion. The motion was passed unanimously.

Mark Moeller made a motion to close Executive Session and enter into Open Session at 10:30 a.m. Mary Irene Lee seconded the motion. The motion was passed unanimously.

Approval of Minutes

Tim Burpoe made a motion to approve the July 14, 2016 minutes as submitted. Mary Kay Tulloch seconded the motion. The July 14, 2016 minutes were approved unanimously.

College Senate

Chuck VanAnden gave a verbal report highlighting the following:

- Terms of office for the Senate Executives will be discussed. Starting and Ending dates are not clear in the current by-laws.
- Chuck VanAnden, Don Paulson, Bruce Rowe, and Sarah Shoemaker met twice with Board of Trustees members Mark Moeller and Tim Burpoe to continue the process of understanding between the Board of Trustees and the College Governance.
- A day and a half Strategic Planning session was held on August 9th and 10th. The meeting was facilitated by Richard Merchant, CEO of Health Work Force New York. The focal point for the strategic plan is Student Success. There are 7 areas that the Strategic Plan will measure/monitor to reach Student Success. The college representatives and the Board members that attended this meeting felt progress was made in redesigning a Strategic Plan that will be manageable and measureable as the college moves forward. The information will be shared with the college community as a whole, the full Board of Trustees, and the local communities.
- The Diversity Report is due to SUNY by November 1st. The report will be assembled by members of the College and will need to be reviewed by mid-October to meet the deadline of November 1st for SUNY.

- PRR was submitted and the College is awaiting the response from Middle States. It was stated by both College members and Board of Trustees member that this is an area that needs to be active between now and the next review.
- Open communication is one of the methods for the strategic plan to succeed. Open and honest communication between all entities will be an area that will be worked on.

NCCCAP

Lee Susice highlighted the following from his written report:

- Staffing for 2016-2017 concerns at the end of the spring 2016 have been resolved. There will be a September 30th meeting to discuss creative solutions to some of the staffing cuts.
- Independent Reviewer status: July 5th NCCCAP spoke with the Vice President of the American Arbitration Association (AAA). There were concerns at this point with moving forward with AAA. On July 11th NCCCAP Exec. Committee held a conference including Dr. Tyrell and Barbara Dwyer with Dr. Susan Resnick-Pierce explain and review this project. Dr. Pierce concluded that she would not pursue the project. On August 5th a letter was sent to Dr. Tyrell and the Board for clarification on the process of moving forward and are waiting for a formal response.
- Negotiations: A meeting was held on July 18th which included Administration, Human Resources, and the College Attorney with NCCCAP Negotiations committee and the union attorney. A counterproposal to the College proposal outlined regarding Wages, Health Insurance, an Affordable Care Act clause and revision to Promotions Procedures will be forwarded by the end of next week.

Board Chair Report

Barbara Dwyer welcomed the College community back for the beginning of the fall 2016 semester. She reported:

- She was sorry to have been unable to attend the Strategic Planning meeting but was pleased to hear the report from the 2 Board members who attended.
- The NYCCT (New York Community College Trustees) meeting will be held in October. Barbara Dwyer and Mary Irene Lee will be attending.

Interim Vice President for Academic Affairs

Joe Keegan highlighted the following points from his written report:

- Rad. Tech. lab move to C-03 will be completed shortly after the fall semester begins.
- The reference room in the library is being refurbished into a new classroom that will be larger and outfitted with laptops and new technology.
- Thank you to facilities and IT for making all the office and classroom moves for the beginning of the semester.
- With Maureen Sayles' retirement, Sarah Maroun will be coordinating the Bridge program and Jane Carpenter will become the Career Services Coordinator.
- As part of the new Strategic Plan, a new Academic Master Plan will be fleshed out.
- In response to a request by the Board of Trustees to look into the possibility of putting course/lab fees on the class syllabus, the was recommend by the faculty that this not be done as it blurs the distinction between academics and billing/business office functions.

Dean of Admissions Report

Chris Tacea, Dean of Admissions, reviewed his printed report and highlighted:

- Current numbers are 68 behind last at this time, however, registration tomorrow and Monday have 73 signed up. This also doesn't include 2nd chance Pell (prison) numbers or Bridge and Dual Enrollment numbers.
- Faculty like the June registration with added instant admission days approach this year.
- Matt Sanchez, Joe Keegan and Chris Tacea will be going FCI Raybrook next week.
- 664 verified financial aid award letters have been sent to date.

- Web updates have been are ongoing with Don Paulson working with Meredith Chapman on sliders for the “front page”, Jan Brhel on the President’s Page and BOT page, Dianna Fortune on the 50th Anniversary celebration, the creation of “generic page templates for Content Managers to train on, and review of all pages to correct dead links and all links so all links point to the correct ncccwebs.com.

Vice President for Administration/CFO:

- Bob Farmer reviewed the June 30, 2016 and July 31, 2016 financial statements. Stephen Reed made a motion to approve the June 30, 2016 and July 31, 2016 Financial Statements. Mary Irene Lee seconded the motion. The motion was approved unanimously.
- Bob Farmer distributed The Financial Forecast for the 2015-2016 year. This report has been added to the Board packet and put on the website.
- All office issues in the basement of Hodson Hall have been resolved. A \$50,000 capital project to permanently take care of the situation will be moving forward.
- Capital Projects Summary:
 - Gym heating project completed
 - 2 fuel tanks removed
 - Rad. Tech. lab will be completed early in September
 - Back-up generator is in progress
 - Hodson Hall ventilation project will begin soon
 - Carpeting the main first floor hallway has begun
 - The floor in S-19 is also slated to be re-carpeted.
 - Classroom upgrades are being reviewed and readied

Mary Kay Tulloch recommended Resolution 2015/16-44 that the North Country Community College Board of Trustees hereby approves the 2016-2017 annual appointments:

Official Newspapers:

Adirondack Daily Enterprise, Malone Telegram, Press Republican, The Sun, and Tupper Lake Press

Official Bank Depositories:

Community Bank, N.A., First Niagara Bank, and The National Bank and Trust Company

Mary Irene Lee seconded the motion. The resolution was approved unanimously.

NCCC Association:

Diana Friedlander reported:

- There is currently only 1 empty dorm room.
- There are 2 issues with the boiler and the issues are being looked into and an updated report will be given at the September meeting.
- There has been a request from the DEC to be alert to the entire North Country area for “bear issues”. Concern on campus would be the dumpster areas and the lighting of those areas for students.
- Book sales seem to slightly higher to date.

NCCC Foundation:

Diana Fortune reported:

- The funding for the pool lift was secured and will be installed this semester.
- 50th Anniversary Planning continues. Events scheduled for the Saranac Lake campus include:
 - Founders Day Celebration in the Connector – February 2017
 - Athletic Hall of Fame Induction/Fallfest – September 2017
 - Alumni Reunion during Winter Carnival – February 2018
 - Closing Ceremony at NCCC Commencement – May 2018

Adjourn

Mary Kay Tulloch made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously. The Board meeting was adjourned at 12:11 p.m.

Respectfully submitted,

Jan Brhel
Recording Secretary

UNAPPROVED



**Academic Affairs
Board of Trustees Report
North Country Community College
September 23rd, 2016**

Greetings to you all,

We're off and running with a good start to the semester. The faculty and staff have been very busy with the start of classes, departmental meetings, advisement, mentoring and countless other items. Please find an update on activities related to Academic Affairs here:

- * **Rad Tech Lab:** Work continues to occur on the new Rad Tech lab in C-03. By the time of the Board meeting we are hoping that the room is ready for the installation of the equipment. Our Rad Tech staff and students have been making do and are ready to have the lab up and running.
- * **New Library Classroom:** This, too, remains a work in progress and by the Board meeting, we are hoping to have the classroom finished. We will be furnishing it and adding instructional technology to the space in the near future.
- * **College Bridge:** College Bridge registration is underway. Under the very capable leadership of our Associate Dean, Sarah Maroun, we have started our tour of the various schools to register students for classes. This is a major effort and Sarah has benefitted from many seasoned faculty and staff members assisting her. We expect to have most of the registration completed by mid-October.
- * **Grants and Experiments:** As you know, we have five grant (or experiment) programs that are operating. Here is a brief update:
 - o *P-Tech Programs* with St. Lawrence-Lewis BOCES (PACE) and FEH-BOCES (Northern Borders) have launched with 26 and 31 students respectively in their inaugural freshmen class. Our Academic Coordinator, Brenton Johnson, is in place and has been busy connecting with the students and the staff at the two schools.
 - o *Second Chance:* We continue our work with partners at FCI and NYS DOCCS to implement the program. Over the last few weeks, we were in FCI Ray Brook presenting to prospective students and planning similar efforts with our DOCCS partners. As noted last month, we expect to finalize all the outstanding elements and have a class enrolled for Sp-17.
 - o *PELL for High School Students:* No update. All of the high school principals who we reached out to expressed interest in the experiment. We will be working with the guidance counselors this fall to roll out the program to area students.
 - o *Career Services Coordinator:* Our new CSC, Jane Carpenter, has been busy connecting with the Department of Labor, One Work Source, area business councils and program chairs here at NCCC.
 - o *Perkins:* Aimed to strengthen career and technical education (CTE) programs, our Perkins allotment this year is focused on two areas: 1) supporting our Clinical Coordinator in Nursing and, 2) supporting the hiring of two Retention Specialists (one in Malone and the other in SL), building off of a model we developed with an earlier grant. These folks will work directly with our LACs and through their efforts, we are expecting to see better performance and increased retention of students in CTE programs.

*** Academic Planning and Programs:**

- High on our priority list for the upcoming year is the development of an academic master plan. We will launch that work in early October with a full faculty meeting. More will be coming on this.
- We await word of the status of our *AA Liberal Arts and Sciences – Humanities / Social Science – Psych Track* which is and State Ed.
- New programs
 - Our Business Department has been developing an online version of AS Business Administration program. We are expecting it to work its way through the curricular and governance process this semester.
 - Our Science Department is exploring adding a Biology track to the *AS Liberal Arts and Sciences – Math / Science* program.

*** Faculty Matters:**

- **Fall 16 Searches:**
 - Three search committees have launched thus far...
 - *Rad Tech Instructor* *Human Services Instructor*
 - *Business Instructor*
 - Other searches we are planning...
 - *Associate Dean of Academic Affairs*
 - *And others...*

*** Athletics**

- Our Fall 16 intercollegiate sports teams have commenced their seasons. Women's Volleyball, Women's Soccer and Men's Soccer have all been in competition and have performed admirably, despite having young teams.

- * Continuing Education Planning:** We have continued our CLL offerings and the most subscribed to class, swimming lessons, began on Monday, September 12th and will run for eight weeks. Many thanks to Shelly St. Louis and Jerrad Dumont for their work in making this happen.

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS Selena LeMay Klippel currently serves as Professor of Nursing for the Ticonderoga campus with an annual salary of \$56,950.00 as a 164-day NCCCAP employee, and

WHEREAS the role of Campus Coordinator has been vacated and the College desires to fulfill the duties of the Campus Coordinator at the Ticonderoga campus assigned to a current College employee for an interim of one year, and

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the appointment Selena LeMay Klippel with the duties assigned to the Campus Coordinator for the Ticonderoga campus effective September 1, 2016 and on an interim basis that will expire August 31, 2017. Consistent with Schedule C of the CBA between the College and North Country Community College Association of Professionals (NCCCAP), the College will compensate Selena LeMay Klippel an additional \$9,000 annually (over the course of her 164-day assignment) for the purpose of serving in the interim role. Selena LeMay Klippel will continue as a 164-day employee during this one-year assignment. This position is currently funded in the 2016-2017 operating budget.

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MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

August 18, 2016

Selina Lemay-Klippel
23 Morse Memorial Highway
Olmstedville, NY 12857

Dear Selina:

Pending North Country Community College Board of Trustees approval at their September 2016 meeting, I am pleased to offer you the assignment of Campus Coordinator for the Ticonderoga Campus for the 2016-17 Academic Year. During this period, you will retain your full-time position as Professor of Nursing for the Ticonderoga Campus. Joseph Keegan, Interim Vice President for Academic Affairs, will be your direct supervisor.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Your current base salary is \$56,950 at Rank A2 Step 10 for reference purposes in the 2010-15 NCCCAP CBA. Your additional duties as Campus Coordinator for the Ticonderoga campus will increase your base salary by a total of \$9,000 for a total base salary of \$65,950.

While you may be assigned duties at a variety of locations, your base campus assignment will be Ticonderoga.

In the event that you or your supervisor determines you will no longer continue in this interim role, you will return to your current appointment status as Professor of Nursing for the Ticonderoga Campus. You will return to a salary rate that reflects those accruals earned at your Professor of Nursing for the Ticonderoga Campus salary for the duration of your time as interim Campus Coordinator for the Ticonderoga campus and that calculated salary increase will be reflected in the payroll period following your return to your Professor of Nursing position.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than August 24 2016.

Sincerely,

Steven Tyrell, Ph.D.

cc: Personnel File

Employee Signature

Date

BOT Report
9/23/2016
Admissions Dept.

Final Fall Breakouts:	<u>Fall 2016</u>	<u>Fall 2015</u>	<u>#/% Difference</u>
Applications:	1,694	1,794	-100/-5.6%
Deposits:	455	472	-17/-3.6%
Admits:	670	643	27/4.2%
Incompletes:	342	199	143/71.9%

Final Fall New Student Registration Breakouts:

Saranac Lake	148	165	-17/-10.3%
Malone	155	115	40/34.8%
Ticonderoga	78	32	46/143.8%
Total	381	312	69/22.1%

Final Fall Instant Admit Days Breakouts:

Saranac Lake	53	39	14/35.9%
Malone	46	21	25/119.0%
Ticonderoga	13	8	5/62.5%
Total	112	68	44/64.7%

Financial Aid Report:

1. Fingers crossed that FAS will have a temp replacement for the directors position soon.
2. FISAP reporting is moving forward with help from Lisa S and Scott H...deadline is Sept. 30th.
3. Joe Keegan, and myself are supporting FA training in FCI.
4. Scott, Teresa, and Diane are working closely w/myself in Matt's absence.
5. Posting for directors position has been posted.

Admissions Activities:

1. NCCC College Fair is Oct. 6th, over 60 colleges/universities have signed up. Big thanks to Meredith & Rachel!
2. Fall recruitment has started already.
3. Admissions Visit Day is Oct. 7th.
4. Saranac Lake Open House is Oct. 28th.
5. Marketing efforts for: Spring Registration, Fall Open House, and 50th Anniversary are geared up and ready to role out.

PSA:

Friendly reminder that weekly admission numbers, the enrollment action plan, high school/community college data/webinars, and other useful enrollment resources are on Faculty SharePoint under the folder of Admissions.



NORTH COUNTRY COMMUNITY COLLEGE

Board of Trustees August 2016 Financial Report

North Country Community College
Revenues and Expenditures
AUGUST 31, 2016

	Annual Budget	Actual YTD	Budget YTD	Budget Var YTD
Revenues				
Tuition & Fees	\$ 5,752,900	\$ 5,527,524	\$ 5,752,900	\$ (225,376)
County Sponsorship	\$ 2,480,000	\$ 2,273,333	\$ 2,480,000	\$ (206,667)
Charges to other Counties	\$ 611,000	\$ 690,393	\$ 611,000	\$ 79,393
State Appropriations	\$ 3,849,148	\$ 4,090,935	\$ 3,849,148	\$ 241,787
Other Revenue	\$ 139,547	\$ 89,696	\$ 139,547	\$ (49,851)
Gifts & Grants	\$ 732,000	\$ 787,596	\$ 732,000	\$ 55,596
Total Revenues	\$ 13,564,595	\$ 13,459,477	\$ 13,564,595	\$ (105,118)
Expenditures				
Salaries	\$ 6,470,896	\$ 6,067,938	\$ 6,470,896	\$ (402,958)
Payroll Taxes	\$ 495,559	\$ 450,044	\$ 495,559	\$ (45,515)
Medical	\$ 1,615,775	\$ 1,546,380	\$ 1,615,775	\$ (69,395)
Retirement	\$ 751,103	\$ 305,620	\$ 751,103	\$ (445,483)
Other Benefits	\$ 207,768	\$ 143,634	\$ 207,768	\$ (64,134)
Equipment	\$ 64,115	\$ 178,142	\$ 64,115	\$ 114,027
Facility Leases	\$ 1,357,400	\$ 1,435,801	\$ 1,357,400	\$ 78,401
Utilities	\$ 581,300	\$ 300,470	\$ 581,300	\$ (280,830)
Repairs & Maintenance	\$ 280,900	\$ 151,770	\$ 280,900	\$ (129,130)
Supplies	\$ 102,490	\$ 58,237	\$ 102,490	\$ (44,253)
Advertising & Marketing	\$ 243,800	\$ 127,548	\$ 243,800	\$ (116,252)
Professional Services	\$ 196,950	\$ 218,597	\$ 196,950	\$ 21,647
Information Technology	\$ 214,000	\$ 212,954	\$ 214,000	\$ (1,046)
Library & Instructional	\$ 249,591	\$ 225,218	\$ 249,591	\$ (24,373)
Scholarships	\$ 400,000	\$ 387,721	\$ 400,000	\$ (12,279)
Travel	\$ 181,256	\$ 73,810	\$ 181,256	\$ (107,446)
Property & Liability Ins.	\$ 145,000	\$ 135,173	\$ 145,000	\$ (9,827)
Miscellaneous	\$ 206,285	\$ 154,446	\$ 206,285	\$ (51,839)
Total Expenditures	\$ 13,764,188	\$ 12,173,503	\$ 13,764,188	\$ (1,590,685)
Surplus / (Deficit)	\$ (199,593)	\$ 1,285,974	\$ (199,593)	\$ 1,485,567

North Country Community College
Balance Sheet
AUGUST 31, 2016

	Balance August 31, 2016	Balance August 31, 2015	Difference
Assets			
Cash	\$ 3,153,450	\$ 3,415,147	\$ (261,697)
Accounts Receivable	\$ 62,704	\$ 252,670	\$ (189,966)
Due From NCCC Association	\$ 24,869	\$ 24,395	\$ 474
Due From NCCC Foundation	\$ 358,982	\$ 343,553	\$ 15,429
Due From Other Funds	\$ 593,529	\$ 163,621	\$ 429,908
Due From Governments	\$ 1,769,631	\$ 1,748,857	\$ 20,774
Prepaid Expenses	\$ 163,272	\$ 243,869	\$ (80,597)
Total Assets	\$ 6,126,437	\$ 6,192,112	\$ (65,675)
Liabilities			
Accounts Payable	\$ 64,074	\$ 177,245	\$ (113,171)
Payroll & Benefits Liabilities	\$ 124,977	\$ 319,267	\$ (194,290)
Due to NCCC Association	\$ 584,692	\$ 539,675	\$ 45,017
Due to NCCC Foundation	\$ 118,973	\$ 143,377	\$ (24,404)
Due to Other Funds	\$ 314,970	\$ 248,090	\$ 66,880
Due to Retirement	\$ 96,072	\$ 410,505	\$ (314,433)
Compensated Absences	\$ 277,365	\$ 277,365	\$ -
Other Liabilities	\$ 16,930	\$ 737,288	\$ (720,358)
Total Liabilities	\$ 1,598,053	\$ 2,852,812	\$ (1,254,759)
Fund Balance	\$ 4,528,384	\$ -	
Total Liabilities & Fund Balance	\$ 6,126,437	\$ -	

Fund Balance Summary

Fund Balance as of 9/1/15	\$ 3,242,410
YTD Results	\$ 1,285,974
Fund Balance as of 08/31/16	\$ 4,528,384

* Previous Board of Trustees financial reports included a line item for "Other Post-Employment Benefits" that reflected our liability under GASB-45. Currently, NCCC would be responsible for \$4,014,424. It was taken out of the report as it does not affect the operations of the college and was not accurately illustrating the activity on the fund balance.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS Ericka Moody currently holds the Management Confidential title of Administrative Assistant for the VP of Organizational Effectiveness and Technology Solutions, and

WHEREAS the title of VP of Organizational Effectiveness and Technology Solutions no longer exists with the College, and

WHEREAS the duties performed by Ericka Moody are those consistent with a Payroll / Benefits Specialist, and

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the title change for Ericka Moody to accurately reflect her duties as the Payroll / Benefits Specialist.

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MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



NORTH COUNTRY COMMUNITY COLLEGE
JOB DESCRIPTION

Title: Payroll / Benefits Specialist
Type of Appointment: Management Confidential
Qualifications: Bachelor's degree in Business, Human Resources or related field plus 3 years' work experience OR Associate's degree plus 5 years' related work experience

Job Description:

This position provides support to North Country Community College employees, retirees and students in a variety of functions including payroll, benefits, research and analysis and data management. Knowledge of labor relations and collective bargaining is a plus. Experience with HRIS and payroll software systems is highly beneficial.

Responsibilities:

1. Prepare and process payroll for all College personnel
2. Manage fringe benefits programs, including insurance, pension plans, retirement planning, tax and employment laws related to benefits
3. Research and assist in the establishment of new benefit programs
4. Maintain leave records for all personnel
5. Participate in federal and state programs to assist in employment compliance
6. Prepare and submit reports for federal and state agencies in a timely manner
7. Assist in compensation-related budget calculations
8. Directly assist in the preparation of collective bargaining negotiations
9. Serve as the contact person for various audits
10. Prepare federal and state quarterly and year-ending tax reports
11. Direct liaison with benefits providers and HR-related vendors
12. Assist employees and retirees with benefit-related matters including health and life insurance claims
13. Work with and maintain HRIS software
14. Prepare and document associated procedures
15. Additional duties as assigned

Education/Experience:

- Bachelor's degree in Business, Human Resources or related field plus 3 years' work experience OR Associate's degree plus 5 years' related work experience. Degree must be from an accredited institution.
- Mathematical and technical aptitude
- Ability to maintain confidential and sensitive information with a high degree of ethics
- Proficient in Microsoft Office Suite, highly skilled in Excel
- Strong administrative, organizational, and interpersonal skills
- Knowledge of federal and state laws as it pertains to position requirements
- Experience working in a unionized setting is preferred

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

September 7, 2016

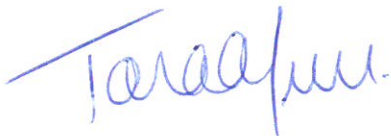
To Whom it May Concern:

The letter is to inform you that North Country Community College Board of Trustees has approved a change in title. The title Administrative Assistant to the Vice President of Organizational Effectiveness and Technology Solutions will no longer be used. The new title of the current employee will be the Payroll / Benefits Specialist.

This change results not only in a clearer depiction of the employee's duties, but the position of Vice President of Organizational Effectiveness and Technology Solutions is a title that no longer exists with the College.

This change will coincide with the approved date of the Board of Trustees Resolution. Thank you.

Regards,



Tara A. Smith
Human Resources Specialist

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim Vice President for Administration in consultation with the Dean of Admissions, the former Director of Financial Aid, and the College President recommends the approval of a two month contract with FAS, and

WHEREAS the FAS contract will supply the College with an interim professional to serve as temporary Director of Financial Aid during this two month period and while this position is currently vacant, and

WHEREAS the rate of pay is \$95/hour plus housing and travel expenses, and

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the contract between the College and FAS per the terms negotiated between the College and FAS.

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MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

**FINANCIAL AID SERVICES, INC.
CONSULTING SERVICES AGREEMENT**

AMENDMENT I

This Amendment I ("Amendment") to the Consulting Services Agreement is made and entered into as of the 11th day of August, 2016, by and between Financial Aid Services, Inc. ("Financial Aid Services"), and **North Country Community College** ("College").

WITNESSETH THAT:

WHEREAS, Financial Aid Services and College have entered into a Consulting Services Agreement ("Agreement") dated August 12, 2014, and

WHEREAS, the parties wish to supplement the terms of the Agreement as hereinafter set forth;

NOW THEREFORE, in consideration of the foregoing premises and the mutual covenants contained in this Amendment and of other good and valuable consideration, the receipt of which is acknowledged, the parties hereto mutually agree as follows:

1. This Amendment is incorporated into the Agreement and made a part thereof.
2. Notwithstanding the incorporation of this Amendment, the Agreement is intended to and does remain in full force and effect. In this Amendment, unless the context or this Amendment otherwise require, all definitions of the Agreement are controlling. Wherever the terms and conditions of the Agreement differ from or are modified by the terms and conditions set forth herein, the terms and conditions of this Amendment shall be controlling and binding upon the parties.
3. Notwithstanding any provision in the Agreement setting forth an automatic termination date, the Agreement shall remain in effect until terminated by one of the parties. The Agreement may be terminated by either party with or without cause upon not less than ninety (90) calendar days written notice to the other party.
4. Termination of the Agreement terminates this Amendment.
5. The parties to this Amendment agree by their respective signatures below that this Amendment fully complies with any notice provisions of the Agreement.
6. The Terms are hereby amended as described in Appendix A and Appendix B.

Initials _____

IN WITNESS WHEREOF, Financial Aid Services, Inc. and the College have each caused this instrument to be executed by their respective duly authorized officers and to take effect as of the date above written.

**NORTH COUNTRY
COMMUNITY COLLEGE**

By: Robert Farmer
Authorized Signature

ROBERT FARMER
Printed Name

CFO
Title

23 Santanon Ave
Address

Saratoga Lake, NY 12983
City, State, Zip

00711
Federal Title IV College Code

8/17/16
Date

FINANCIAL AID SERVICES, INC.

By: David B. Gray
David B. Gray, President

8/17/16
Date

INVOICES TO BE SENT TO:

Lisa Symonds
Printed Name

Director of Business Affairs
Printed Title

23 Santanon Ave P.O. Box 89
Address

Saratoga Lake NY 12983
City, State, Zip

Accounts payable@nccc.edu
E-Mail Address

578-891-2915
Phone Number

File # _____

**FINANCIAL AID SERVICES, INC.
CONSULTING SERVICES AGREEMENT**

**AMENDMENT I
Appendix A**

Services and Responsibilities

As noted in Article I.A. of this Agreement, activities not specifically mentioned are the responsibility of College unless College and Financial Aid Services mutually agree to assign responsibility to Financial Aid Services. These changes will be reflected in an addendum to this Agreement. Additional responsibilities may require a reevaluation of project price. Financial Aid Services shall provide the services hereunder directly to College only, and shall not be required to work with any third parties or other consultants that are competitors of Financial Aid Services in connection herewith. In addition, College agrees that there will be no competitors of Financial Aid Services working in its financial aid office during the time that Financial Aid Services is providing services hereunder.

Financial Aid Services agrees to:

1. Provide an interim director of financial aid for a minimum of two months (8 weeks) to perform the services outlined in the proposal letter dated August 11, 2016 to Dr. Steven Tyrell, President, North Country Community College, from Nicole Verrett, Director of Client Relations, Financial Aid Services.
2. A required weekly report will be provided to the College by the consultant or consulting team.

Financial Aid Services will not provide third-party servicing pursuant to this Agreement. If College desires Financial Aid Services to provide third-party servicing, College shall enter into a separate agreement for such services.

College agrees to:

1. Specify designated College contact person(s).
2. Respond to information requests by Financial Aid Services within two (2) business days.
3. Make available all necessary files and documents.
4. Supply Financial Aid Services personnel with suitable office space, desks, storage, furniture and other normal office equipment support, including computer machine time, telephone service, postage, copying, typing and general office supplies which may be necessary in connection with Financial Aid Services' performance of the Services at College's premises.

Initials _____

**FINANCIAL AID SERVICES, INC.
CONSULTING SERVICES AGREEMENT**

**AMENDMENT I
Appendix B**

Schedule of Fees

1. The fee for Services rendered pursuant to this Agreement shall be \$95.00 per hour, plus College-approved travel expenses.
2. College shall reimburse Financial Aid Services for reasonable expenses incurred by Financial Aid Services in the performance of the Services. Such expenses shall include, but shall not be limited to:
 - ▶ Long distance telephone charges
 - ▶ Travel, transportation, parking, meals and lodging
 - ▶ Photocopying
 - ▶ Postage and express delivery charges
 - ▶ Shipment of records
3. College shall pay Financial Aid Services a deposit of \$2,500. Such deposit shall be paid concurrent with the execution of the Agreement. Such deposit is non-refundable.
4. The deposit referred to in Item 3 of this Appendix B shall be returned to the College upon its satisfaction of all amounts due (including late fees) under this Agreement. The deposit amount will not be returned to the College prior to the receipt of all amounts due (including late fees) under this Agreement.
5. College agrees to pay Financial Aid Services on a timely basis. Financial Aid Services' invoice shall be mailed on the 15th and at the end of each month, and are due and payable upon receipt. If payment is not received within twenty (20) calendar days of the date the invoice was mailed, the account is subject to:
 - a. A late charge of the greater of one and one-half percent (1 1/2%) (eighteen percent (18%) per annum) on the unpaid balance or \$10.00 per month on the unpaid balance, and
 - b. Interruption of activities set forth in Appendix A to this Agreement.
6. College agrees that if this Agreement extends beyond one (1) year, the fees as set forth above shall be reviewed on an annual basis and, if FAS has increased its fees to similar clients for similar work, the fees as set forth above shall be reviewed.

Initials _____

President's Report to the Board of Trustees

September 15, 2016

Dr. Steve Tyrell

- 1) **Campus and External Relations:** community sessions attended, presentations made, and “meet and greets” completed listed below.

Date:	With:	Location:
August 29 th	Donor Follow-Up Visit	Philadelphia, PA
August 30 th	New Student Welcome	Saranac Lake, NY
September 2 nd	Strategic Planning Conversation #1	Video conferenced meeting
September 7 th - 8 th	New York Community College Presidents	Saratoga, NY
September 8 th	SUNY Presidents Meeting	Saratoga, NY
September 12 th	1 st Meeting of Working Group on Diversity Plan	Video conference d meeting
September 14 th	Ticonderoga Campus Meet & Greet with Dean of Student Life	Ticonderoga, NY
September 15 th	AEDC Loan Committee	Saranac Lake, NY
September 15 th	Strategic Planning Conversation #2	Video conferenced meeting
September 16 th	North Country Regional Community College Council meeting	Watertown, NY
September 16 th	Northwood on Main reception	Lake Placid, NY
September 20 th	Ticonderoga Chamber of Commerce	Ticonderoga, NY
September 22 nd	Retirees Breakfast (48)	Saranac Lake, NY
September 22 nd	FEH BOCES meeting	Malone, NY

- 2) **Strategic Planning** – We have completed two College-wide sessions on strategic planning in September. One on September 2nd and a second session on September 15th.
- 3) **Fall Enrollment** – We are on par for Fall 2016 enrollment – with last fall semester and trending far above our budgeted enrollment target of 900 AAFTEs. Our thanks to the faculty, staff and students who worked so hard to bolster our recruitment efforts and help 2015-16 students find their way back to us this fall semester.
- 4) **Update on Lowe’s Feasibility Study** – In late 2013, Empire State Development (ESD) awarded to the College a grant to study the feasibility of creating a school of applied technology in Ticonderoga. The proposed school would provide career focused training and programs to meet any demonstrated need in the region. The study needed to determine if it would be cost-effective to pursue this concept and if so, what would be the startup costs to do so. Over the summer, we collected data on potential enrollment sources, and job placement opportunities for specific careers in demand the North Country region. We also costed out estimates on startup costs and operating costs if the College ever decided to offer any of these career programs to support these employment opportunities in the future. We will share a *draft* report of the results of feasibility study with the College community the week of the 26th. I have invited all faculty to review the draft report and provide comments on how we can improve the

draft before we support it to ESD. ***Equally important, we need to hear from you on whether this College should even pursue this concept further irrespective of the results of the feasibility study. The answer to that question rests with the faculty.*** In December, I will move the College community's response to this question into the final section of the draft report and we will send the report off to ESD in January 2017.

- 5) **Regional Community College Council Meeting** – Stacey Mascia Susice and I attended the first meeting of the North Country Regional Community College Council in Watertown on Friday, September 16th.
- 6) **Diversity and Inclusion Plan** – Kim Irland and others met on September 12th to begin work on the College's Diversity and Inclusion Plan. A draft report is due to the College community near October 15th.
- 7) **Campus Safety Committee** – the Campus Safety Committee has convened to complete their work as assigned by NYS Education Law 129A and 129B. In addition, they will be working on implementing “shelter-in-place” training with our students and others at the College.
- 8) **Contract Negotiations** – the College's management team and the two collective bargaining units' negotiations teams continue to review proposals related to contract negotiations.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the President recommends the first term appointment of Kimberly Irland, to the full-time, twelve month, 261-day, exempt appointment as Dean of Student Life, for a one year term effective September 6, 2016 at an annual salary of \$65,806 and at Rank A3, Step 4.

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the first term appointment of Kimberly Irland, to the full-time, twelve month, 261-day, exempt appointment as Dean of Student Life, for a one year term effective September 6, 2016 at an annual salary of \$65,806 and at Rank A3, Step 4.

This position is currently funded in the 2016-2017 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the twelve-month term and will not be renewed.

2016/17 - 47

MOTION:

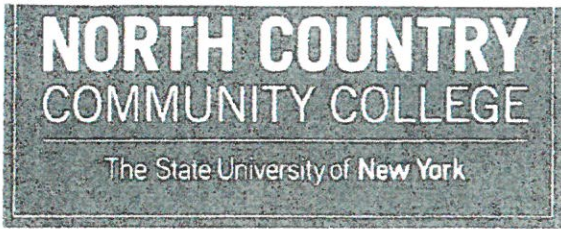
ACTION:

Yeas:

Nays:

Abstentions:

DATE:



August 24, 2016

SARANAC LAKE . MALONE . TICONDEROGA

Kim Irland
~~1618 Orr Street~~ 23 Clark Rd Apt. 2
~~Jamestown, NY 14701~~ P.O. Houghton, NY 12903


Dear Kim:

Pending approval by the North Country Community College Board of Trustees at their September 2016 meeting, I am pleased to offer you a temporary, full-time, twelve month (261 days), exempt appointment as the Dean of Student Life for a one year term during the 2016-2017 academic year.

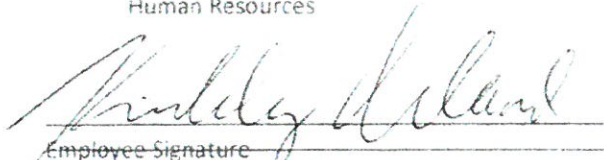
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining, unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment as a 164 day employee is Rank A3, Step 4 of the 2010-2015 CBA, which is \$41,350 annually at 164 days. As you are assigned to work 261 days, an additional 97 days will be added to your compensation. Your per diem rate at 164 days is \$252.13. The per diem rate for an additional 97 days totals \$24,456 plus the 164 day rate of \$41,350, equates to an annual compensation of \$65,806.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. I will serve as your area supervisor. To acknowledge the terms of your appointment, please sign and return this Letter of Appointment by no later than Monday, August 29, 2016.

Sincerely,


Steve Tyrell, Ph.D.
President

Cc: Personnel File
Human Resources


Employee Signature 8/25/16
Date
Office of the President . 23 Santanoni Avenue . PO Box 89 . Saranac Lake . NY . 12983
www.nccc.edu . president@nccc.edu . 518-891-2915 x1201

Kimberly Irland
1618 Orr Street
Jamestown, NY 14701
716.467.4603

Dear Search Committee,

I am pleased to submit my application for the Dean of Student Life at North Country Community College.

My collaborative supervision style paired with my eleven years of leadership experience in various higher education functional areas make me an excellent match for your student affairs administrative team. I feel fortunate to have a diversified background in residence life, new student orientation, campus activities, student leadership development, strategic planning, assessment, diversity education, policy enforcement, judicial appeals, budgeting, recruitment outreach, and retention initiatives. I've also served as an adjunct instructor of our first year experience student success seminar and designed a leadership engagement course.

Organization, collaboration, assessment, and strategic planning are the pillars of my leadership in the Division of Student Development at my current institution. I excel at relationship building and inspiring a shared vision among my supervisees, peers and superiors. These talents are affirmed when I am frequently sought out for guidance and input on new or evolving initiatives by colleagues, both in and out of my division, because they know I have both the skills to see the bigger picture and be attentive to details. I've intentionally created accessible outcomes-based programming and initiatives that directly complement the academic mission of the college and support the holistic development and success of my students. Over the past six years, I have cultivated a network of partners among faculty, staff, administration and the student body to support objectives for my areas of responsibility as well as to benefit college-wide efforts, and I'm proud to say I've successfully extended my impact to our other college sites as well.

While my current role is within Campus Life, I have taken advantage of every opportunity to be involved with my institution at all levels. Within the Division of Student Development, I work closely with my vice president, dean and other colleagues to plan and implement prevention education and awareness campaigns on substance abuse, title IX sexual violence, as well as diversity and inclusion efforts. I also had the honor of serving as a staff representative on the President's Planning Advisory Council where I participated in early development of the college's strategic priorities under our new president. Among many committee roles, I have served as co-chair on the Student Affairs Committee for five years, a body which reviews updates to the Student Constitution and Code of Conduct. As co-chair, I've also moderated judicial appeal board hearings involving a range of behavioral issues and policy violations.

I believe my strengths in planning, assessment, communication and organizational management make me well suited for a leadership role at North County Community College. I value a supportive and inclusive environment for both staff and students, one that emphasizes a sense of community and lifelong growth. For me, the field of Student Affairs is not just a profession or a vocation; it's a purpose. Thank you for taking the time to consider my qualifications. I look forward to continuing our dialogue and learning more about each other.

Sincerely,

Kimberly Irland

KIMBERLY A. IRLAND

1618 Orr Street • Jamestown, NY 14701 • 716.467.4603 • kimberlyirland@gmail.com

- EDUCATION**
- Master of Arts in Social Science – Student Affairs and Diversity** 2005
Binghamton University, State University of New York
- Bachelor of Arts – Sociology and Journalism** 2004
State University of New York at Oswego – *Magna Cum Laude*
• Honors Program Graduate
- Study Abroad: James Cook University • Townsville, Queensland • Australia 2003
- EXPERIENCE**
- Director of Campus Life • Full-Time • 6/2011 – present**
Division of Student Development • Jamestown Community College
- Coordinate outcomes-based campus activities and student leadership development
 - Manage, support, and promote student organization/club participation and student engagement
 - Coordinate New Student Orientation programs and supervise Orientation Leaders
 - Manage programming and operations budgets for Office of Campus Life and Student Senate
 - Advise the Campus Activities Board, Student Senate, and Club Council
 - Supervise student employees and graduate interns
 - Co-Chair the Student Affairs Committee, which includes moderating judicial appeal hearings
 - Serve on various college-wide committees including FYE Retention Committee, Commencement Planning Committee, *Voices of Diversity* Residency Committee, Title IX Steering Committee, Faculty Student Association Activity Fee Board, College Program Committee, Social Media Steering Committee, Hispanic Outreach Task Force, and the Diversity Committee
- Assistant Director of Student Recruitment • Full-Time • 9/2010 – 5/2011**
Senior Project Manager – Marketing • Temporary Full-Time • 7/2010 – 9/2010
Recruitment Office • Jamestown Community College
- Coordinated open houses and other large on-campus recruitment events
 - Arranged campus tours and faculty meetings for prospective students and their families
 - Represented the college at on and off-campus events including college fairs and high school visits
 - Coordinated the student ambassador program, including recruitment, and training
 - Supervised one student employee
 - Co-chaired the Recruitment Support Fund review committee
 - Collaboratively developed strategic marketing-related projects
- Community Coordinator • Full-Time • 7/2007 – 5/2010**
First Year Residential Experience • Residence Life • University of Maine
- Supervised, trained and evaluated 16 resident assistants, 2 graduate assistants and 4 desk assistants
 - Coordinated two first year residence halls with 552 residents, including event planning, housing relocations, conflict resolution, facility management, and budget
 - Developed and implemented residential education focused on academic support, civic engagement, interpersonal skill development and community building
 - Coordinated special events for international students, athletes, wellness and outdoor adventure themed housing, and the entrepreneur-innovation living-learning community
 - Adjudicated judicial cases with students who allegedly violated the student code of conduct
 - Provided on-call support and crisis response to staff in residential area of 1,500 first year students
 - Served on departmental and division-wide committees, including co-chair of the Resident Assistant Training committee and founder of Division of Student Affairs coalition, No Place For Hate®

Residence Director • Full-Time • 7/2006 – 5/2007
First Year Experience • Residence Life • SUNY Potsdam

- Supervised, trained, and evaluated 8 resident assistants and 8 live-in academic peer mentors
- Coordinated the management of one residence hall of 220 First Year Experience students
- Coordinated Hall Advisory Board meetings, annual community events, and managed hall budget
- Initiated first annual campus-wide *Relay for Life®* event and served as chair of planning committee

Resident Director • Full-Time • 8/2005 – 5/2006
College-in-the-Woods • Residential Life • Binghamton University

- Supervised, trained, and evaluated 8 resident assistants and one live-in academic assistant
- Coordinated the management of one residence hall of 250 first year and upper-class residents
- Served on Resident Assistant Training Committee and university Homecoming Committee
- Coordinated monthly in-services for 40 resident assistants in residential college area
- Advised Hall Council and coordinated large scale community building events with area council
- Served as judicial charging administrator for university policy violations within residence hall
- Served as departmental liaison to the Office of International Student and Scholar Services

**OTHER
EXPERIENCE**

Adjunct Instructor • Jamestown Community College • Part-Time • 8/2011 – present
• Develop curriculum, provide instruction, and assess learning outcomes for a one credit Student Success Seminar course to first-year, full-time students
• Design curriculum for one credit Leadership Engagement course for student leaders

PUBLICATIONS

- #Comm_College Series Editor • *StudentAffairsCollective.Org* • March 2016
- Contributor & Editor • *Tracking is Trending: A Survival Guide to Assessment in Student Affairs* • 2016
- #SAassess Series Editor • *StudentAffairsCollective.Org* • November 2015
- “#OrgAdvising – Two Year Harvest: Advising Student Orgs at a Community College”
 - published on the *StudentAffairsCollective.Org* • April 2014
 - published in *Beyond Meetings: Lessons and Successes in Advising Student Organizations*
- Regular contributor: studentaffairscollective.org/author/kimberly-irland/
- Bottom Line: Facing Mental Health Crises On Campus • *About Campus* • January 2008

**PROFESSIONAL
INVOLVEMENT**

- CSPA-NYS New York Leadership Educators Conference (NYLEC) planning committee • 2016
- SUNY Student Assembly spring conference co-presenter • *Expectations of Advisors* • 2016
- CSPA-NYS Community College Institute 2014 co-chair • *Minority Student Success* • 2014
- APCA conference presenter • *Developing Your Diversity Competency* • 2014
- SUNY Student Assembly fall conference presenter • *Developing Multicultural Competence* • 2012

TRAININGS

- Bringing in the Bystander (Train-the-Trainer) • UNH Prevention Innovations • January 2016
- Mid-Level Managers Institute participant • CSPA-NYS • 2013

KIMBERLY A. IRLAND

1618 Orr Street • Jamestown, NY 14701 • 716.467.4603 • kimberlyirland@gmail.com

REFERENCES

Dr. Eileen Goodling

Vice President of Student Development
Jamestown Community College
Office: 716.338.1025
eileengoodling@mail.sunyjcc.edu

Tammy Smith

Dean of Student Development
Jamestown Community College
Office: 716.338.1054
tammysmith@mail.sunyjcc.edu

Ellen Ditonto

Executive Director
Faculty Student Association
Jamestown Community College
Office: 716.338.1199
Cell: 716.490.5464
ellenditonto@mail.sunyjcc.edu