

BOARD OF TRUSTEES MEETING
10:00 a.m., Tuesday, November 22, 2016
Ticonderoga Campus
AGENDA

- I. Call to Order
- II. Oath of Office – Student Trustee
- III. Executive Session
- IV. Approval of October 28, 2016 minutes
- V. Liaison Reports
 - A. College Senate
 - B. NCCCCAP
 - C. CSEA
- VI. College Reports
 - A. Board Chair
 - B. Interim Vice President for Academic Affairs
 - 1. *Resolution 2016-17-54: Appointment in Business*
 - C. Dean of Admissions
 - D. Interim Vice President for Administration & Fiscal Operations
 - 1. Financial Statement ending 10/31/2016
 - E. College President
 - 1. *Resolution 2016-17-55: Contract for Architectural Renderings of Saranac Lake Campus Master Plan*
 - F. Representative Reports
 - 1. NCCC Association
 - 2. NCCC Foundation
 - G. Presentation of College's Diversity & Inclusion Plan - Kim Irland
- VII. Old Business
- VIII. New Business
- 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
October 28, 2016 – Saranac Lake Campus**

Board Members Present: Tim Burpoe, Barbara Dwyer, Mary Irene Lee, Anne McDonald, Stephen Reed (via FaceTime, Boston, MA), Mark Moeller
Excused: Jerry Griffin, Mary Kay Tulloch
Others Present: Dr. Steve Tyrell, Joe Keegan, Bob Farmer, Chris Tacea, Sarah Kilby (College Senate), Diana Fortune (NCCC Foundation), Lee Susice (NCCCAP), Diana Friedlander (Association), Joseph Costa (student-elect to Board of Trustees)

Chair, Barbara Dwyer, called the meeting to order at 10:00 a.m.

Executive Session

Tim Burpoe Tulloch made the motion to enter Executive Session at 10:05 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. Steve Tyrell was invited in to join executive session at 10:45 a.m.

Mary Irene Lee made a motion to close Executive Session and enter into Open Session at 11:15 a.m. Mark Moeller seconded the motion. The motion was passed unanimously.

Approval of Minutes

Mark Moeller made a motion to approve the September 23, 2016 minutes as submitted. Mary Irene Lee seconded the motion. The September 23, 2016 minutes were approved unanimously.

College Senate

Sarah Kilby circulated a written report for Chuck Van Anden highlighting the following from Chuck's written report:

- The Senate endorsed the FCCC's support of AAUP's policy on Trigger Warnings
- The Senate shared the Campus & Student Life Committee's October report and has asked the administration to respond to the recommendations. Steve Tyrell responded that President's Council would begin its review of the recommendations at the November 4th meeting of President's Council.
- The Senate passed two curriculum items: (a) on-line Business degree program and (b) radiological technology course outline changes
- Ticonderoga students appreciated the meeting with President Tyrell regarding a request for extended campus hours.
- The Senate is looking at creating an Awards Committee to oversee the Chancellor's Awards for Excellence.
- Senate members are reading the draft feasibility study for the Lowe's project.
- The Senate spent a considerable amount of time at its October meeting weighing the question posed by the President and in regard to who the next director of financial aid with report to – the Dean of Admissions or the Vice President for Administration. Sarah indicated that the conversation seemed to point to opinions split relatively equal between the two possibilities.

NCCCAP

Lee Susice reported that NCCCAP and the administration have been engaged in contract negotiations since July and that the last session on September 30th was positive. The union and the administration are proceeding with mediation on one contractual item.

Board Chair Report

Barbara Dwyer reported:

- She and Mary Irene Lee attended the NYCCT (New York Community College Trustees) meeting - October 21 and 22.
- NYCCT conference sessions were excellent. The session on Erie Community College's (ECC) audit by the State Comptroller's Office was very informative and will have implications for community colleges' board of trustees and their relationship with affiliated entities (Association and Foundation). Steve Tyrell shared copies of the ECC presentation handout with Board members and with members of the audience.
- Bill Daggett's presentation on the future of higher education was excellent and that it the College should look at bringing Bill to campus in January.

Interim Vice President for Academic Affairs

Joe Keegan reviewed his printed report and highlighted:

- Rad Tech lab relocation across campus is near completion
- New Library classroom will be near completion when furniture arrives.
- College Bridge registrations for the fall semester are completed and we have enrolled more students this semester than fall 2015. Sarah Maroun has done a great job leading the effort.
- We have a number of grant-based activities underway. The Second Chance program for incarcerated individuals will launch in January 2017.
- Faculty met on October 7th to begin discussions on Academic Master Planning.
- A number of searches are underway. The next meeting is November 18th.

Barbara Dwyer asked Joe Keegan if the faculty was looking at offering education classes for students as a way for students to explore education as a career. Joe Keegan said there was a course on the books and he would look further into this request.

Stephen Reed recommended Resolution 2016/17-52 that the North Country Community College Board of Trustees approves the submission of a program proposal to SUNY and NYSED for NCCC to offer an *Associate in Science Degree in Business Administration* in a completely online format. Mary Irene Lee seconded the motion. The resolution was approved unanimously.

Dean of Admissions Report

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

- The October 6th College Fair was very successful with 60 colleges attending. His staff is now looking at how to offer a similar event in the Malone area and eastern Essex county area in the near future.
- Admissions has been on the road recruiting for fall 2017.
- Saranac Lake will host an Open House on October 28th.
- In response to a request from the faculty, Chris Tacea has posted the admission staff's recruitment visits on the employee SharePoint site.
- Financial Aid: Dawn Langdon will arrive from FAS the first week of November. The FISAP was completed by the end of September and submitted to the federal government.
- Pell and loan disbursements were processed after a two week- round the clock herculean effort by staff in financial aid, the business office and information technology. Students got their reimbursement checks in October.

Tim Burpoe recommended Resolution 2016/17-50 that the North Country Community College Board of Trustees hereby the extension for the temporary, full-time, 221-day, exempt appointment of Meredith Chapman to the position of Interim Associate Director of Admissions, at an annual salary of \$62,291.00 (Base salary 164 day - \$46,225.00; 221 day - \$62,291.00) at Rank A3 Step 6A through August 31, 2017. This position is currently funded in the 2016-2017 operating budget. Mark Moeller seconded the motion. The motion passed unanimously.

Anne McDonald recommended Resolution 2016/17-51 that the North Country Community College Board of Trustees hereby approves the extension for the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt to the position of Interim Assistant Director of Admissions, at an annual salary of \$49,152.00 (Base salary 164 day - \$36,475.00; 221 day - \$49,152.00) at Rank A4 Step 3A through August 31, 2017. This position is currently funded in the 2016-2017 operating budget. Mary Irene Lee seconded the motion. The motion passed unanimously.

Vice President for Administration/CFO:

- Bob Farmer distributed the Capital Projects 2016-17 report and reviewed the projects completed this past summer and fall semester, the breakdown of capital funds and matched State monies to support these projects and future projects in thru summer 2017. Through the work of the facilities staff, the business office, and the comptroller coordinating fund reviews with SUNY staff, the College has secured \$460,000 matched dollars from the State, largely due to processing the College's capital chargeback funds as match able funds. There is a remainder of \$1,030,858 in capital funds available for future projects. Bob Farmer presented the Capital Projects 2017-18 report and reviewed planned projects for the upcoming year.
- Bob Farmer distributed the September 30, 2106 Financial Report.

Stephen Reed recommended Resolution 2016/17-49 that the North Country Community College Board of Trustees hereby approves the updated 2016-17 annual appointments as follows: Official Newspapers: Adirondack Daily Enterprise, Malone Telegram, Press Republican, the Sun, and the Tupper Lake Press and the Official Bank Depositories: Community Bank, N.A., First Niagara Bank-Key Bank, and the National Bank and Trust Company. Anne McDonald seconded the motion. The motion passed unanimously.

President's Report:

Dr. Tyrell shared his written report and discussed:

- *State Advocacy* - The annual State budget advocacy effort is underway. SUNY is proposing a change in the State funding formula for community colleges. Instead of using the current formula (\$\$ per student FTE); the legislature would follow something close to the sponsoring county "maintenance of effort" model. Specifically, the level of funding the college in whole dollars would be the same amount for 2017-18. As community colleges have experienced lower enrollments, increases in the current funding formula (\$\$/FTE) has still resulted in a reduction in overall State funding for community colleges.
- *Fall Enrollment Update* – Scott Harwood shared with senior leadership this week that the College's enrollment is now trending toward 1,075 AAFTEs as a result of the completion of Fall Bridge Programs in the high schools. Our thanks to Sarah Maroun and the employees who assisted in class registrations in the high schools. 1,024 high school students registered for NCCC Bridge Program classes this fall semester.
- *ESD Lowe's Feasibility Study* – the draft of the School of Applied Technology feasibility study for the Lowe's facility was shared with the faculty in October. A response from the faculty

regarding their input on whether they support the College proceeding with this concept is expected at the end of the fall semester.

- *Strategic Planning* - we have a working draft of a revised mission and vision statement. Working groups are underway drafting results and measurable outcomes for “community groups” to provide feedback. Community groups include the Board of Trustees.
- *Regional Community College Council* - Stacey Mascia-Susice and Dr. Tyrell participated in a teleconference meeting with colleagues from Clinton Community College and Jefferson Community College.
- *Diversity & Inclusion Plan* - Kim Irland, Dean of Student Life, and a working group of faculty, staff and students did a great job developing the College’s Diversity and Inclusion Plan. It will be filed with SUNY on November 1, 2016.

NCCC Foundation:

Diana Fortune reported:

- Pool lift was installed and our thanks to the Cloud Splitter Foundation for their generous support.
- The Annual Appeal is out the door.
- 50th anniversary planning is in full swing – Founder’s Day event is February 17th at 10Am in the Connector here in Saranac Lake. Board members are welcome to join us for this event – it is the 50th anniversary of our first Board of Trustees meeting.

NCCC Association:

Diana Friedlander reported:

- Some students have requested to move off campus mid-year and break their contract – that is not permitted.
- Working with the College on the bond refinancing project.
- 5 residence hall students have not paid this semester and will need to vacate the residence halls if they do not pay by November 14th.
- 94 students in the residence halls.
- We are doing a food survey; we have a lot of choices for food options for our students in the Connector.

Next meeting in Tuesday, November 22nd at the Ticonderoga campus.

Adjourn

Stephen Reed made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously. The Board meeting was adjourned at 12:53 p.m.

Respectfully submitted,

Steve Tyrell
President

UNAPPROVED



**Academic Affairs
Board of Trustees Report
North Country Community College
November 22nd, 2016**

Greetings to you all,

Happy Thanksgiving to you and yours. When we return from break, there will be less than three weeks left in the fall semester. It is flying by! Please find updates from our area here:

- ★ **Rad Tech Lab:** The lab is up and operating! The next time you are on the SL campus, please stop up and see it. It passed the final inspection and students are actively practicing there. Many thanks to Rick Heath and Becky LaDue for their work on this.
- ★ **New Library Classroom:** The furniture arrived a couple of weeks back and faculty members have been piloting some courses in the space to give us feedback on the layout. Over the next couple of weeks, IT will equip the room with computers and instructional technology and we will be launching full semester classes there this spring. This is the first new classroom on the SL campus in many years.
- ★ **Classroom Updates:** Scott Harwood and crew have been very active in updating instructional technology (instructor computers, Smartboards, podiums) in several classrooms. As the Board experienced at the last meeting, the video-conferencing equipment is a challenge for us as it is quite old and has taken hits over the years. This remains an area of continuing concern for us.
- ★ **17-18 Budgeting:** Departments have been working on their OTPS budgets for the 17-18 year.
- ★ **College Bridge:** College Bridge enrollment exceeded expectations for the Fall 16 semester. Sarah and colleagues built upon the foundation laid down by Maureen Sayles and we saw over a 10% increase in enrollment and 20% increase FTEs. That said, there are increasing pressures to connect more deeply with the high schools and we will be exploring just how to do that over the next semester or so.

Annual Headcount	FA-15	FA-16	Change from prior year
College Bridge	910	1024	11%

Annual AAFTE*	FA-15	FA-16	Change from prior year
College Bridge	144	186	23%

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS Vice President for Academic Affairs recommends the temporary appointment of Chad Czelusniak-Serviss, to the temporary, full-time, exempt appointment as Business / CIS Instructor for the Spring 2017 semester at a salary of \$18,725, a pro-rated amount under Rank A5, Step 6,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Chad Czelusniak-Serviss, to the temporary, full-time, exempt appointment as Business / CIS Instructor for the Spring 2017 semester at a salary of \$18,725, a pro-rated amount under Rank A5, Step 6.

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 Spring 2017 semester and will not be renewed.

2016/17 - 54

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

October 24, 2016

Chad Czelusniak-Serviss
79 Glenwood Dr
Saranac Lake, NY 12983

Dear Chad:

Pending approval by the North Country Community College Board of Trustees at their November 2016 meeting, I am pleased to offer you a temporary, full-time, exempt appointment as Business /CIS Instructor for the Spring 2017 semester.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Rank A5 Step 6 on Schedule C of the 2010-2015 CBA. The annualized base pay for this grade/step is \$37,450.00. As your appointment will be for one semester, your pro-rated salary will be \$18,725.00 paid out in bi-weekly amounts.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your Department Chair will be Lynne Kemp. Your area supervisor will be Joe Keegan, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than November 4, 2016.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File



Employee Signature

10/25/2016

Date

Clad J. Czelusniak-Serviss

79 Glenwood Dr., Saranac Lake, NY 12983 (603)209-1349 ddchadc@yahoo.com

Core Competencies & Skills

Sustainability

- Systems Thinking, Personal Mastery, Mental Models, Team Learning, Shared Vision, 5th Discipline
- Triple Bottom Line, Big Pivot

Management/Supervisory Skills

- Designing projects
- Program development
- Contracting, delegating, scheduling, assigning
- Bringing people together in cooperative efforts
- Evaluating people's effectiveness

Leadership Skills

- Able to make hard decisions
- Able to move into new situations independently
- Planning for/and effecting/initiating change
- Able to see and seize opportunities
- Dealing with the unexpected or critical
- Inspiring, motivating and leading others

Critical Thinking

- Identify Problems
- Gather evidence through research
- Evaluate options & derive conclusions

Communication Skills

- Communicating effectively
- Ability to explain difficult concepts
- Able to describe so that others can visualize

Platform Skills

- Addressing large or small groups
- Conducting public affairs and ceremonies
- Poise in public appearances

Skills

- MS Office Suite
- AutoCAD, 20/20 Tech, CAP & Giza Spec Program
- Datatel/Colleague, Razors Edge

Education

MBA in Sustainability & Sustainable Business Certificate
Antioch University New England (AUNE), 2016

Bachelors in Business with Focus in Project Management
Capella University, Suma Cum Laude, 2014

Associates of Applied Science in Interior Design
The Sage Colleges, 1995

Employment History

- Post Award Specialist - AUNE, 4/15 – 5/16
Grant Accountant, Created New Policies/Procedures/PI Checklist
- Graduate Assistant Institutional Advancement, AUNE, 8/15 – 5/16
- Graduate Assistant Financial Aid Office, AUNE, 9/14 – 8/15
- Interior Designer/Sales Associate, 4/14 – 4/15
The Brick House Tile Co., Keene, NH
- Senior Designer/Project Management, 3/13– 8/13
Innovations by VP Supply, Ballston Spa, NY
Worked primarily with Contractors and Architects
- Kitchen Designer/Sales Associate, 10/08- 3/13
Lowe's Home Improvement, Amsterdam, NY
Top Gross Margin Sales (average 15% - I was 20-25%)
- Outside Sales Rep. & Interior Designer, 2006-2008
Business Environments by Ras, Troy, NY
Steelcase Dealership
- Interior Designer/Sales Associate, 2003-2004
Thomasville Home Furnishings, Albany, NY
Commissioned sales position, sold an entire house worth of Furniture and accessories, shipped to Florida, \$68,000
- Commercial Interior Designer/Space Planner, 2001-2003
Albany Office Interiors, Rensselaer, NY
Herman Miller Dealership, designed the showroom layout and finish selections.
- Residential Interior Designer, 1999-2000
Cotter-Kroboth Interior Design, Locust Valley, NY
Furniture & Finish Selections - Mario Sbarro's Yacht.
- Junior Commercial Interior Designer, 1996-1999
Einhorn Yaffee Prescott Architect (EYP), Albany, NY
Healthcare & Education Facilities, US Embassy, Gov. Agencies

Special Interests

- *Certified Full-Bronze Ballroom Dance Instructor and 2nd Place Rising Star, Arthur Murray Studio, Latham, NY, 2002-2007.*
- *Dancing With the Local Stars in Albany, NY and Keene, NH to raise funds for Children.*
- *Net Impact - Member and AUNE's Chapter President; coordinated chapter events for MBA members during class weekends, and created an annual clothing drive to support the Keene Community Kitchen.*

Admissions Report to the Board of Trustees
November 16, 2016
Chris Tacea, Dean of Admissions

Admissions Activities:

1. Spring 2017 Application Update: Spring 16 = 133, Spring 17 = 163, +30/22.6%
2. 2nd Chance PELL Application Update: FCI = 58, Adirondack = 23, Bare Hill = 45, Franklin = 48, Total = 169
3. Saranac Lake Open House was on Oct. 28th, Malone Visit Day was the Nov. 14th, and Ticonderoga's was November 16th.
4. New Spring Student Registration is on Saturday Nov. 19th in SL & Malone
5. Marketing efforts for: Spring Semester 2017 Registration, and College's 50th Anniversary are rolled out and public.

Financial Aid Report:

1. FAS temporary hire (Dawn Langdon) has been on campus in the Director of Financial Aid's position for two weeks.
2. Solved issues with student loans exporting to COD (dept. of Ed.)
3. Cleaning up Gainful Employment Report past due to the Feds.
4. Working on direct loan processing/reconciliation.
5. Resolving TAP/APTS processing/concerns.
6. Looking deeper into compliance risks.
7. Site visit to Clinton Community College's Financial Aid Office for CAMS overview.
8. Director's Search: The search committee has invited a candidate to campus for the 1st week of December.

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



NORTH COUNTRY COMMUNITY COLLEGE

Board of Trustees October 2016 Financial Report

North Country Community College
Revenues & Expenditures
October 31, 2016

Annual Budget	Actual YTD	Budget YTD	Budget Var YTD
------------------	---------------	---------------	-------------------

Revenues

Tuition & Fees	\$ 4,436,500	\$ 2,688,851	\$ 2,700,000	\$ (11,149)
Sponsors' Contribution	\$ 2,480,000	\$ 611,667	\$ 620,000	\$ (8,333)
Chargebacks	\$ 622,800	\$ 461,099	\$ 450,000	\$ 11,099
Out-of-State Tuition	\$ 596,750	\$ 272,785	\$ 280,000	\$ (7,215)
State Aid	\$ 3,787,682	\$ 1,049,031	\$ 1,050,000	\$ (969)
Offset To Expense	\$ -	\$ -	\$ -	\$ -
Contributions	\$ 947,450	\$ 86,521	\$ 157,908	\$ (71,387)

Total Revenues

\$ 12,871,182	\$ 5,169,954	\$ 5,257,908	\$ (87,954)
---------------	--------------	--------------	-------------

Expenditures

Salaries	\$ 6,055,541	\$ 1,181,922	\$ 1,009,257	\$ 172,665
Payroll Taxes	\$ 460,281	\$ 87,897	\$ 76,714	\$ 11,184
Medical	\$ 1,547,849	\$ 278,000	\$ 257,975	\$ 20,025
Retirement	\$ 570,716	\$ 89,837	\$ 95,119	\$ (5,283)
Other	\$ 177,557	\$ 30,565	\$ 29,593	\$ 972
Equipment	\$ 53,165	\$ 11,849	\$ 8,861	\$ 2,988
Facility Leases	\$ 1,456,200	\$ 238,324	\$ 242,700	\$ (4,376)
Utilities	\$ 510,300	\$ 35,677	\$ 85,050	\$ (49,373)
Maintenance	\$ 253,310	\$ 52,813	\$ 42,218	\$ 10,595
Office & General Supplies	\$ 103,156	\$ 4,760	\$ 17,193	\$ (12,433)
Advertising	\$ 214,675	\$ 29,583	\$ 35,779	\$ (6,196)
Professional Services	\$ 198,530	\$ 33,738	\$ 33,088	\$ 650
Information Technology	\$ 154,162	\$ 38,828	\$ 25,694	\$ 13,134
Library & Instructional Supplies	\$ 228,255	\$ 25,526	\$ 38,043	\$ (12,517)
Scholarships	\$ 340,000	\$ 157,340	\$ 170,000	\$ (12,660)
Travel	\$ 184,075	\$ 32,218	\$ 30,679	\$ 1,539
Property & Liability Ins.	\$ 145,000	\$ 32,915	\$ 24,167	\$ 8,748
Miscellaneous	\$ 216,887	\$ 19,492	\$ 36,148	\$ (16,656)

Total Expenditures

\$ 12,869,659	\$ 2,381,284	\$ 2,258,277	\$ 123,007
---------------	--------------	--------------	------------

Surplus / (Deficit)

\$ 1,523	\$ (210,961)
----------	--------------

North Country Community College
Balance Sheet
October 31, 2016

		Balance October 31, 2016
Assets		
Cash	\$	2,938,073
Accounts Receivable	\$	914,614
Due From NCCC Association	\$	53,571
Due From NCCC Foundation	\$	540,454
Due From Other Funds	\$	496,714
Due From Governments	\$	3,624,104
Prepaid Expenses	\$	427,756
Total Assets	\$	8,995,286
Liabilities		
Accounts Payable	\$	192,775
Payroll & Benefits Liabilities	\$	309,265
Due to NCCC Association	\$	718,228
Due to NCCC Foundation	\$	268,459
Due to Other Funds	\$	347,795
Due to Retirement	\$	204,724
Compensated Absences	\$	277,365
Other Liabilities	\$	28,986
Total Liabilities	\$	2,347,597
Fund Balance	\$	6,031,080
Total Liabilities & Fund Balance	\$	8,378,677
Fund Balance Summary		
Fund Balance as of 9/1/15	\$	3,242,410
YTD Results	\$	2,788,670
Fund Balance as of 10/31/16	\$	6,031,080

* 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.



President's Report to the Board of Trustees

November 17, 2016

Dr. Steve Tyrell

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

Date:	With:	Location:
October 28 th	Annual Haunted Hallways Program	Ticonderoga campus
November 1 st	Check Disbursement Challenge Staff Thank You Reception	Saranac Lake, NY
November 1 st	Donor Meeting	Ticonderoga, NY
November 2 nd – 3 rd	SUNY Board of Trustees Meetings	Albany, NY
November 4 th - 5 th	Quantway Exploration Session	Saratoga, NY
November 8 th	Open House – Radiologic Technology Lab	Saranac Lake, NY
November 14 th - 16 th	Community College Business Officers Association Meeting	Cooperstown, NY
November 20 th	NCCC Annual Craft Fair	Saranac Lake, NY
November 21 st	Regional Community College Council	Conference Call
November 22 nd	Ticonderoga Student Government's Thanksgiving Dinner	Ticonderoga, NY

- 2) **2017-18 State Budget Advocacy** – Assistant Vice Chancellor Josh Sager reported this week that State revenues are reportable down from what was projected for the 2016-17 fiscal year. Although State operated campuses were not expecting a mid-year; the State revenue shortfall could have a negative impact on the community college budget ask for 2017-18. We will need to continue to lobby our local State representatives to support our community college in the month of December and then into the Spring semester.
- 3) **Strategic Planning Process** – The College continue to move forward with strategic planning. Working Group teams have been drafting results and measurable outcomes for current Strategy Steps shared with the College community in September. Community Groups (the Board of Trustees is one of seven community groups) will receive drafts shortly and we would like Community Groups to provide feedback to Working Groups thereafter. In addition, we will convene a College wide meeting on Tuesday, December 20th at 1:30PM. We will review progress on all drafts at that time and discuss next steps.
- 4) **Fall Enrollment and Positive Budget Condition** – President's Council reviewed the first draft of potential one-time and reoccurring expenditures that reflect some of the budgetary concerns raised over recent years at our November 18th meeting. Thereafter, Bob Farmer will circulate this list to the College community for additional input and then share a final list with everyone in December. It is our goal to collect this information and complete these discussions before Spring census day (around the mid-point of February). We also believe these discussions are

timely in respect to department heads preparing their 2017-18 budget requests and with the strategic planning process underway.

- 5) **Lowe's Feasibility Study** – A draft report on the Lowe's feasibility study was sent to all faculty for review in October. The feasibility study explores the viability for creating a school of applied technology in the vacant Lowe's facility in Ticonderoga. The school of applied technology would provide career focused training and programs to meet any demonstrated need in the region. The study determines the cost-effective to pursue this concept and if so, what would be the startup costs for a college to launch this initiative. I invite all to review the draft report and provide comments on how we can improve the draft before we send it to Empire State Development (ESD) in mid-January. ***Equally important, we need to hear from you on whether this College can pursue this concept further irrespective of the results of the feasibility study. The answer to that question rests with the faculty.*** In mid-January, 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. At the November 17th meeting of the College Senate, the Senate requested that the College host a College-wide meeting with the faculty to discuss the report. The meeting will be scheduled to occur soon after the Thanksgiving break.

- 6) **Reporting Relationship for the Director of Financial Aid?** – At the November 17th meeting of the College Senate, the Senate voted to recommend that I not change the reporting relationship of the Director of Financial Aid. President's Council will provide their recommendation on November 18th and I will render a final decision thereafter.

- 7) **October 21st Report from the Senate's Committee on Campus & Student Life** – President's Council met on November 4th and began its review of the recommendations contained in the committee's October report. We will continue our review this Friday at our November 18th meeting of President's Council. Here are President's Council's response to the first 7 (of 14) items reviewed on November 4th:
 - a) *Tobacco-Free College* – Kim Irland will convene a group to develop policies and an implementation plan for the College to consider.
 - b) *On-going Shelter-in-Place Training* – An Orientation Committee will be established by Kim Irland and the Committee will also take up where and when (new) students are provided Shelter-in-Place training.
 - c) *Following the 'One-College 3 Campuses' Motto – Transfer Fair* – Admissions is already working on similar programs for the students attending the Malone and Ticonderoga campuses
 - d) *Following the 'One-College 3 Campuses' Motto – Candidates Interviews Only on Saranac Lake campus* – President's Council agreed to insure that at a minimum, candidates interviewed must do so at the position's designated "base" campus.
 - e) *Improve Orientation* – As noted earlier, Kim Irland will form a New Student Orientation Committee. It is unlikely that the Committee will be able to provide its findings and proposed changes to fall 2017 orientation by the end of the Fall 2016 semester. When the Committee's work is done, it will forward it onto the College community for feedback.
 - f) *Creation of Private, Gender-Neutral Bathrooms* - President's Council has assigned this initiative to the soon-to-be-established "Diversity Council" for their review and action.

- g) *Lactation Areas* – President’s Council supports this recommendation; we will continue our conversation at our next meeting regarding how best to move this item forward.
 - h) *Open Campus Opportunities* – students at Ticonderoga requested extended hours. The administration agreed to initiate a pilot here and then use the lessons learned to look at how to consider a similar program in Malone and Saranac Lake. Discussions are continuing on how to launch this pilot effort.
 - i) *BIT (Behavioral Intervention Team)* – President’s Council agreed to move forward with this recommendation. Kim Irland is currently investigate how best to pilot a mental health counseling presence at each of the three campuses and as soon as possible.
- 8) **2010 Capital Master Plan** – As I shared with the College Senate on November 17th, President’s Council discussed the 2010 Capital Master Plan for Saranac Lake on November 18th. We discussed how best we will move the current bond match forward and also how we need to begin fundraising support for Phase 1 of the 2010 master plan. As you know, the current 9 million dollar bond match proposal needs to be addressed with our sponsoring counties. We also need to begin seeking private donations to support our master plan for the Saranac Lake campus. We have begun discussion with JMZ, the architectural firm that assisted the College in 2010 with the design of the capital master plan. Initially, we need to develop materials to present to potential donors for the proposed Allied Health facility, Student & Learning Commons and the Faculty & Staff Office Building.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

- WHEREAS the 2010 Capital Master Plan for the Saranac Lake campus was revisited by the College community in fall 2015, and
- WHEREAS the College community and the Board of Trustees reaffirmed the College Master Plan with approval of the revised \$9 million dollar bond-match proposal, and
- WHEREAS the 9 million dollar bond-match proposal largely addresses infrastructure needs and rehabilitation of current facilities and largely does not include funding for any of the new buildings identified in phase 1 of the master plan, and
- WHEREAS the President and staff are encouraged to seek private funding sources to support new facilities identified in phase 1 of the Capital Master Plan, and
- WHEREAS JMZ Architects and Planners developed the planning documents for the 2010 Capital Master Plan for the Saranac Lake campus, and the College has re-engaged JMZ for the purpose of developing architectural renderings to support the College's fundraising efforts.

NOW, THEREFORE, BE IT

- RESOLVED that the North Country Community College Board of Trustees hereby approves a contract between the College and JMZ Architects and Planners to develop 3-4 campus renderings for the College and that these renderings reflect recent conversations regarding new buildings (Allied Health Building & Academic & Faculty Office Building) in Phase 1 of the 2010 Capital Master Plan for the Saranac Lake campus. This contract is not to exceed \$11,200.

2016/17- 55

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE: