

## Board of Trustees Meeting Agenda

11:00 a.m. | Friday, April 30th, 2021

Meeting Held Via ZOOM due to COVID-19 (Information Below)

- I. Call to Order
- II. Approval March 2021 Minutes
- III. Liaison Reports
  - College Senate
  - NCCCAP
  - CSEA
- IV. College Reports
  - Board Chair
  - Interim Vice President for Academic Affairs
  - Vice President for Marketing & Enrollment Management
  - Interim CFO
  - Interim Assoc. Vice President of Student Affairs
  - President
- V. Representative Reports
  - NCCC Association
  - NCCC Foundation
- VI. Old Business
- VII. New Business
- VIII. Public Comment\*
- IX. Executive Session
- X. Adjourn

An Executive Session of the Board of Trustees may be called pursuant to Article 7 of the Public Officer's Law to discuss *the Medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation and collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law. (Public Officers Law §105).*\* Public Comment: Visitors are requested to sign in before the beginning of the meeting. Provision is made at this point in the agenda for citizens of the community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time. No person, not a member of the Board, shall speak for more than five (5) minutes. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.

Topic: Board of Trustees | Public Access

Time: Apr 30, 2021 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting : <https://us02web.zoom.us/j/88999161616?pwd=ekJBd1lYWVWU4VUlXtkp4WndsZTNtZz09>

Meeting ID: 889 9916 1616 | Passcode: 308776

One tap mobile | +16465588656,,88999161616#,,,,\*308776# US (New York)



Board of Trustees Meeting Minutes | March 26<sup>th</sup>, 2021  
Meeting Held Via Zoom Due to the COVID-19 Pandemic

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Chris Knight, Erik Harvey, Tara Smith, Diana Fortune, Shir Filler, Lee Susice, Kim Irland, Kyle Johnston, Joe Pete Wilson, Dianna Trummer

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

#### Minutes

Pete Suttmeier made the motion to accept the February 26<sup>th</sup>, 2021 meeting minutes as they were presented. Mark Moeller seconded the motion. The February 26<sup>th</sup>, 2021 meeting minutes were unanimously approved (8-0-0).

#### College Senate

Shir Filler reported:

- The recent senate meeting was not as productive as usual due to technological difficulties.
- The Administration has been consistently open and inclusive. The Senate is a place to look at policy, documents, and college-wide discussions.
- Mary Irene Lee will attend the April 9<sup>th</sup>, 2021 meeting as a representative of the Board of Trustees.

#### NCCCAP

Lee Susice reported:

- There have been routine labor management meetings to go over MOU's, evaluations, and other materials. These meetings have been beneficial to both parties and will continue to meet weekly.

#### CSEA

Dianna Trummer reported:

- CSEA members are moving ahead with the election process of officers. Completion is anticipated by July 1<sup>st</sup>, 2021.

#### Board Chair Report

Steve Reed reported:

- Voiced appreciation on the Presidential Evaluation feedback. Final draft evaluation will be discussed in executive session today before it is shared publicly.
- He and Pete Suttmeier worked on potential edits for the Middle States report. Appreciation was voiced to those involved in creating the report.

#### Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Middle States draft report has been shared with the community for review. There is a lot more to do but the College is at a point where they can continue to move forward with success. It will be shared by April 1<sup>st</sup> with the Middle States liaison prior to their virtual visit.
- Fall 2021-2022 schedule has been shared with the Faculty for review and recommendations. This draft is anticipated to be completed soon as students will begin registering for classes in a few weeks.

- Anticipating a mix of educational experience between online, live-online and in person sessions.
- Advisory board meetings have been successful and in a virtual format.
- NYS Education Department approved a blanket approval for distance learning, with exception of licensure programs, for the 2021-2022 academic year.
- Members of the board spoke of the potential of offering a joint registration for a cyber security certificate. While not at an accelerated pace to get approved, it is still on the docket.
- Members discussed degree program tracks that are new to the College.
- There was discussion of students facing the pandemic and choosing the right educational path for them.

#### Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- The promotion of the transfer degree programs needs a strong push. The changes and addition of the tracks makes it interesting from a marketing standpoint. In the future there will be more availability online. The uptick of non-traditional students shows that these transfer degrees are becoming more lucrative. A campaign is currently running since the beginning of March 2021 and will continue for a couple of weeks.
- Next program campaign will begin next week with the focus of Environmental Science and Wilderness Leadership. The anticipation will be for this campaign to run through April 2021.
- All program pages on the website are continuously being updated to be more fluent, transparent, and highlighting the best options for the students anticipated needs based on previous data.
- The College is working to make the website virtual experience better. The web traffic this year has increased to 92,000 visitors.
- Enrollment Management process of North Country Navigator. Phase one; tools needed to apply, get accepted, and registered is almost complete. The premise behind the NCCC Navigator program is to set the students up for success as they navigate through all six phases.
- College is working on a three-part visit plan. There is a demand for students desiring to visit the campus in a safe way. Working to find process and protocols to make this happen with the desired start date of May 1<sup>st</sup>, 2021. The second part is to make a bigger commitment to virtual visits both scheduled and on-demand. The third part is a bigger commitment of working with programs with the option to create program specific virtual events, like the North Country Live program.
- Kyle shared the various avenues where advertising for these events and programs can be found and are actively running; members discussed.

#### Interim CFO:

Erik Harvey reported:

- Highlighted the financial reports with some explanation on using NYS funds.
- Hired the comptroller position. Brian Pelkey comes to us with 15 years as a progressive accountant. He comes highly recommended by Bill Chapin, former NCCC CFO. Looking forward to him joining us in 4-5 weeks.
- Members of the board spoke of the projection of the fund balance.
- Mary Irene Lee made a motion to approve the February financial report as it was shared and presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0)

#### Board moved to approve the following resolutions:

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the appointment of Brian Pelkey, to the full-time, 261-day, exempt appointment as Comptroller effective April 26, 2021 at a salary of \$65,000. The position is currently funded in the 2020/21 budget. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

#### Associate Vice President of Student Life

Kim Irland reported:

- Where there is still work, there is significant progress made in reopening the Athletics program.

- Expanding guidance on the website to navigate protections from Title IX, particular focus around the protection of women.
- Diversity Equity and Inclusion plan that SUNY has release is under review by the Diversity task force.

President's Report:

Joe Keegan highlighted his report:

- Extended his gratitude to the Board, Faculty and Staff for their continued support of the College.
- Hosted seconded Essex/Franklin hosted Vaccination Pod yesterday. It was a successful event. The counties were offered the space again if needed in the future.
- Students on-campus have been learning their craft and will soon go out to their clinicals.
- Stacie has been conducting a board policy inventory to get a full account of all the policies the board has developed over the years.
- The Board of Trustees biography page has been published to the website. Stacie shared the link in the chat.
- Facilities is working on a full campus-by-campus inventory of the College. This work will be invaluable data when moving towards capital and strategic planning.
- A professional HVAC has been working on the Saranac Lake Campus to find potential updated needs to our ventilation systems.

Board moved to approve the following resolutions:

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby supports the 2020-2023 Strategic Plan as it was presented. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the NCCCAP contract extension with the salary increase. The contract will expire on August 31, 2022. Mary Irene Lee seconded the motion. The motion was approved unanimously (8-0-0)

Dan Kelleher made a motion that the North Country Community College Board of Trustees hereby adopts the Gender-Neutral Restroom Policy. Jessica Kemp seconded the motion. The motion was approved unanimously (8-0-0)

Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves the SUNY Continuity of Operations Plan and the NCCC Addendum to the plan. Dan Kelleher seconded the motion. The motion was approved unanimously (8-0-0)

NCCC Association:

None

NCCC Foundation:

None

Old Business

None

New Business

None

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 11:58 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 (9-0-0). Joe Keegan was invited to join the meeting at 11:58 a.m.

Pete Suttmeier made a motion to adjourn executive session at 12:45 p.m. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

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

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

4/30/2021

Motion:

Second:

Action:

**Interim VPAA Report to the  
Board of Trustees  
April 30, 2021**

Please find the following report from the Academic Area below.

**Academic Planning, Programs and Policies**

- **Summer and Fall Course Registrations:** Continuing and new student registrations are underway for the fall semester. We see interest in both on-campus and online/remote classes. New student registrations began April 19<sup>th</sup> and will continue throughout the summer.
- **Professional Development:** Recent professional development workshops include a screening of the film *Resilience: The Biology of Stress & The Science of Hope* along with a question-and-answer session. Additionally, we had a four-part series from Landmark College on working with neurodiverse students, reducing cognitive load for better comprehension and retention of information, as well as creating courses with a lens toward universal learning design.
  
- **Program Advisory Boards**  
Academic program advisory boards concluded with three more successful meetings among the Massage, Nursing, and Human Services programs. Ideas and planning for future program changes and opportunities arise at each meeting, and they play a valuable role in program development and review each year.
  
- **New Programs**  
No new updates. We are waiting for NYSED approval for the AS Business track in Healthcare Administration.
  
- **Continuing Education**  
In conjunction with workforce development partners, we continue to explore opportunities and overlap between non-credit offerings and credit-bearing courses. Some areas of recent interest include childcare, certified nursing assistants, business applications and trainings, and peer advocacy programs in the human services area.
  
- **Middle States: Self-Study**
  - **Timeline:** Self-study virtual visit: October 4-6
  - **Team Chair Self-Study Visit:** Dr. Kristy Bishop facilitated a virtual visit on April 15-16<sup>th</sup>. She met with a few groups including President's Council, the Self-Study Steering Committee, and representatives from the Board of Trustees. During the visit, we discussed some key aspects of the self-study, and Dr. Bishop provided feedback on our draft along with some ideas as we move toward the full visit in October. A few observations that Dr. Bishop made: 1) we have clearly made progress in the areas of assessment and shared governance, and 2) it was clear in our draft and in our meetings that the College's primary focus was helping to support and educate students. Those remarks reinforce some synchronicity with our priorities and focus over the last few years.
  
- **College Bridge**



As with many of our processes, moving to fully remote processes created improvements and helped us identify areas of efficiency. We found that the College Bridge registration process was one where lessons learned from remote registration will create efficiencies moving forward. Observations of College Bridge instructors will continue throughout the remainder of the spring.

### Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** Registrations and scheduling for summer courses are underway. The more permanent funding model through PELL brings about a number of considerations for us as we look toward the future of the program.
- **Northern Borders Regional Commission Grant:** We received very positive feedback from the Department of Environmental Conservation regarding course materials and the plan for course delivery modules. Those materials along with a Blackboard course shell are in further development as we continue to look for instructors and develop plans for a non-credit course delivery.
- **PTECH:** PTECH planning is underway for the Fall 2021 semester.

Respectfully submitted,

Sarah Maroun  
Interim Vice President for Academic Affairs

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## Vice President of Marketing and Enrollment

### Report to the Board of Trustees

Created April 26, 2021

#### Enrollment and Financial Aid Team Updates:

- Major project updates:
  - **SLATE CRM (Customer Relationship Management):** We now have a rough version of the future inquiry form that will be finalized and shared in May. We've started to setup our new North Country Navigator process and communications in SLATE which will stream-line everything we do and make many college processes easier for students.
  - **OMNI CMS (Content Management System):** We've started to design new program and degree plan templates for use on our website, marketing materials and college catalog. The aim is to use one design for each making this work much more efficient (and less costly). We took the best elements of our website and put them together in one template then identified a wish list of elements that we will still need to create. The two templates are currently being shared across the Academic division for further input.
  - **North Country Navigator:** This project is off-the-ground and the following stages have been detailed out: 1) Getting Accepted to North Country 2) Applying for Financial Aid 3) Getting Ready for Advising and Registration 4) North Country Online Orientation & Student Support 5) Information Technology (IT) Onboarding Checklist and 6) Buying Books and Paying for College. Heavy emphasis will be placed on stages 1-3 until June when we will start to push students through stages 4-6. The entire project can be viewed from the student perspective at [www.nccc.edu/navigator](http://www.nccc.edu/navigator).
  - **CampusReel Student Video Production:** We currently have 17 student-to-student videos that are complete. Our focus has now shifted to the leads that are being generated through this project and we will start to build out (script) the next round of videos early this upcoming summer. All of our videos can be viewed at [www.campusreel.org](http://www.campusreel.org) (just search for North Country).
- **The Enrollment Team** has been busy with a higher volume of applications since the first of this year. Comparatively speaking, we have seen 547 applications so far in 2021 for Fall 2021 compared to 426 at this time last year. Additionally, we now have a finalized plan to offer 1) In-person visits for all 3 campuses 2) Scheduled and on-demand virtual visits 3) Program-specific virtual visits. The public health departments at both counties looked at our plan and didn't require changes so we will open up for in-person visits in May.
- **The Financial Aid team** was able to start awarding Fall 2021 financial aid this past week which is a bit behind last year's start. We pushed out the start-date on this to ensure that all of the needed work in the Student Portal was complete and we also moved the 10 highest priority financial aid forms over to DocuSign to simplify the process for students, simplify the processing for us and take us to a higher level of security and compliance. We also now have a fully dynamic SUNY SmartTrack Letter for students. This has been an enormous lift for MaryEllen Chamberlain and her team along with Scott Harwood and the IT department. I still hope that I'll be able to report that aid was awarded in February next year. This work moves us much closer to that goal.

#### Marketing and Web Team Updates:

- The "Environmental Science and Wilderness Studies" campaign has been running throughout April and we are putting the finishing touches on the "Healthcare Programs" campaign for it to kick-off the first week of May. I will be bringing together groups to work on the "Art and Computer Graphics" and "Saints Athletics"



plans in early May as well. Additionally, we kicked off the “Summer Campaign” in mid-April to give this year’s summer session a full six weeks of promotion compared to four weeks last year. Last year our summer numbers were very strong so we are hoping to continue to build on that trend.

- We have been working with the North Country Live team to create a proposal for what we’ve been calling North Country Live 2.0. We’ve been able to steadily build on this initiative over the course of its first year and we’re seeking to make it sustainable for the college well into the future. We will be formalizing roles and will build a proposed budget that would expand the offerings and promotion of each series.



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# student affairs

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## April 2021 Board of Trustees Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE

JERRAD DUMONT – ATHLETICS FACILITY MANAGER

KENT EGGLEFIELD – SPORTS INFORMATION

KATHY GOODROW – OFFICE ASSISTANT

KIM IRLAND – INTERIM ASSOC. VICE PRESIDENT OF STUDENT AFFAIRS

BRUCE KELLY – COORDINATOR OF STUDENT LIFE

CHAD LADUE – ATHLETICS DIRECTOR

### Athletics Department News

- The 21-22 “Return to Play/Practice” and “Return to Compete” plans have been reviewed by Administration, the COVID task force, and Essec Country Department of Health. More shared governance review is forthcoming.
- 21-22 athletics budget planning and scheduling of fall competition is underway and recruitment of student athletes is in full swing for next academic year.
- The future of Volleyball is under review by shared governance.
- Maintenance and logo updates to the gym floor are being planned for as well as pool certification updates and preparations for life guard certification rentals.
- The Athletics Department continues to develop its new Student Athlete Handbook, Athletics Staff/Coaches Manual, and a Blackboard shell for student athletes.
- A comprehensive Athletics Program Review draft is almost complete.
- Athletic website edits continue to expand the [Where Are They Now alumni profiles](#) published each month and staff profiles are under development.
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### Diversity, Equity and Inclusion & Title IX News

- A college-wide book discussion on our Common Read book “Uncomfortable Conversations with a Black Man” by Emmanuel Acho is scheduled for Friday, April 30. Free copies of the book are still available for employees – sponsored by SUNY Exploration in Diversity funding. [Sign up here!](#)
- Kelli, Cammy and Kim have joined forces to explore and develop non-credit professional development self-paced course modules for community members.

### Student Life and Campus Safety News

Top Incident Types	Total Incidents
ADA 504	74
Health Disclosure	19
COVID-19 Report	11
Academic Integrity Report	11
Student Behavior Report	8
Request for Student Support	7

- The 2021 Student Awards planning continues in partnership between Student Affairs and the Foundation.
- A SUNY contract with ThrivingCampus is launching at NCCC which provides our campus with a directory of counseling referrals and resources. More information at <https://nccc.edu/counseling/index.html>
- The Career Services program review is underway. An assessment survey is forthcoming soon and a demo of College Central Network has been scheduled for May.
- The Safety Committee has drafted a policy on Timely Warnings & Emergency Notifications – under review

### **Guardian case management data report for Spring 2021 as of April 23, 2021**

- *ADA 504 cases are the number of Students with Accommodations*
- *Health disclosure includes pregnancy/lacation, injury, or illness (non-covid)*
- *COVID-19 reports are reported positive cases or exposures*
- *Requests for student support are part of our Behavioral Intervention case load*
- *Student greivances and complaints are student reported complaints*
- *Student behavior reports are alleged policy violations*
- *Academic integrity reports are alleged policy violations*

**North Country Community College  
President's Report to the Board of Trustees  
April 30<sup>th</sup>, 2021**

Greetings to you all,

I hope this finds you and yours well. The Spring 2021 semester is quickly drawing to a close. Over the next couple of weeks, students will be wrapping up their course work, finishing projects, and completing their final exams. While this year was one that none of us anticipated, we will soon look back upon it with a certain degree of gratitude for lessons learned and tragedies avoided.

Despite the pandemic, our community was able to come together and deliver on our mission. It has taken the collective efforts of all: students, their families, our faculty, staff, administration, the Board, our county sponsors, SUNY, NYSED, MSCHE, our public health partners, to do so. How fortunate we are to get to do this work together!

Just around the corner is commencement and all the activities that surround it. I hope you will be able to join us on Saturday, May 15<sup>th</sup> at 11:00 am as we celebrate our students and their successes at graduation. Until then, please find updates on the College in the report below.

Respectfully yours,

Joe

★ **Presidential Evaluation**

Last month, I received my evaluation by the Board of Trustees. I want to extend my thanks to the Board and the Personnel Committee for the time and effort to develop what I believe was a fair and a thorough review of my performance. I appreciate the open, collaborative, and transparent process that was followed. Any successes I have enjoyed are shared ones and the result of hardworking and talented folks who care deeply about the College's mission and our students' success. I am honored to be a part of North Country CC and look forward to working with the Board and the College community on what lies ahead.

★ **COVID-19 Matters**

- *SUNY Surveillance Testing Policy*: Weekly surveillance testing is continuing for all students, MC employees and NCCCAP members who are on campus. Members of CSEA are also participating.

- *Protocols and Practices:* All of the protocols and practices are continuing during the Spring 21 semester including screening, testing, sanitation and mask-wearing requirements.
- *COVID-19 Task Force:* The Task Force is meeting every other week to help with the planning for the Fall 2021 semester. SUNY is continuing to evaluate what elements will be required for Fall 2021 plans. We are anticipating that the protocols noted above will be included. Much remains unclear and as it comes into focus, will share those details with the campus community.

★ **Board Matters**

- *MSCHE Team Chair Visit:* many thanks to all who were willing to meet with Dr. Bishop, our Self-Study Team Chair, during her visit on April 15<sup>th</sup>. The Board's participation in and understanding of the self-study process speaks volumes. For those who were not able to participate, there will be other opportunities later in the year when the self-study team visit occurs.
- *Board Bios and Photos:* Many thanks to all who have submitted photos and bios to Stacie Hurwitch, Executive Assistant to the President. If you have not yet done so, please let us know if you need any help. We are updating the Board webpage and want to feature you all on that.
- *Board Policies:* Stacie Hurwitch is continuing to inventory of all approved Board of Trustees policies since the founding of the College. This is quite a project and one that will serve us well into the future.

★ **Campus and External Relations**

Here are some highlights of events, contacts, and interactions that I have participated in over the last few weeks:

<b>Date</b>	<b>With</b>	<b>Location</b>
29 Mar 21	Cammy Sheridan re Association Contract Update	Teams
29 Mar 21	Bonnie Black – Leadership Training	Zoom
30 Mar 21	Malone Campus Walkthrough (Academic Tech)	Malone
30 Mar 21	NCCCAP LMR	Teams
31 Mar 21	President's Council Special Meeting	Teams
31 Mar 21	SUNY President's with Chancellor	Zoom
01 April 21	Cammy Sheridan re Association Contract Update	Teams
01 April 21	Nursing Programs Advisory Board Meeting	Zoom
06 April 21	Franklin County Community Services Board	WebEx
07 April 21	Joe Pete Wilson, Essex County Liaison	Zoom
07 April 21	Jessica Kemp, Student Trustee	Teams
07 April 21	COVID-19 Task Force Meeting	Teams
08 April 21	President's Council	Teams
09 April 21	Breakfast Chat and Chew	Teams
09 April 21	Human Services Advisory Board meeting	Zoom
13 April 21	NCCCAP LMR	Teams
13 April 21	Malone Campus HVAC Walkthrough	Malone
14 April 21	SUNY NYCCAP Marketing Campaign meeting	Zoom
14 April 21	Bob Ross, St. Joseph's CEO	Saranac Lake
15 April 21	Dr. Kristy Bishop, MSCHE Self-Study Team Chair	Zoom
15 April 21	Landmark College – Intro to Neurodiversity	Zoom

15 April 21	All-NY PTK Awards	Zoom
16 April 21	Dr. Kristy Bishop, MSCHE Self-Study Team Chair	Zoom
20 April 21	NCCCAP LMR	Teams
21 April 21	Joe Pete Wilson, Essex County Liaison	Zoom
21 April 21	COVID-19 Task Force meeting	Teams
22 April 21	NCCC Retirees' Breakfast	Zoom
22 April 21	NAHEC Board meeting	Zoom
22 April 21	President's Council	Teams
23 April 21	Landmark College – Building a Neurodiverse Commy	Zoom
23 April 21	Association Board of Directors meeting	Zoom
23 April 21	Huston Engineering (Science Lab project)	Zoom
23 April 21	Hudson County CC (New Jersey)- Academic Tech tour	Webex
27 April 21	NCCC Foundation Investment Committee meeting	Zoom
27 April 21	NCCCAP LMR	Teams
27 April 21	SUNY O&E COVID Physical Preparedness Workgroup	Webex
28 April 21	Jessica Kemp, Student Trustee	Teams
28 April 21	LRSPC meeting	Zoom
29 April 21	SGA meeting	Zoom
30 April 21	NCCC Coffee Talk: <i>Uncomfortable Conversations with a Black Man</i>	Zoom

★ **Fall 2021 Enrollment**

Our enrollment team has been hard at work with several projects including program-specific marketing campaigns, on-campus visit planning, and the North Country Navigator project, which looks to make the student experience, from application to registration, a more personalized experience. Over the last couple of years, we have moved to a more on-demand style of registration for new students, which allows for us to enroll students earlier. Many thanks to all who are helping with these efforts.

★ **20-21 College Budget**

As anticipated, the state:

- released the 20% holdback from the 4<sup>th</sup> quarter of 2019-20,
- released the 20% holdback for the 2020-21 year,
- released the 20% holdback of TAP funding (already awarded to students), and
- retained a one-time cut of \$147/FTE for this 20-21 year (that loss will be largely ameliorated by the restoration of the 4th quarter funding from 19-20)

This changed our current budget picture to reflect a roughly \$220,000 deficit rather than \$800,000 as projected earlier.

★ **2021-2022 Budget**

The 2021-2022 NYS budget passed in early April 2021 which allows us to finalize our 2021-2022 budget with some confidence about the revenue assumptions. Some highlights as it pertains to the College include:

- the Tuition Assistance Program (TAP) was not only maintained but increased for students, providing additional resources to pursue higher education,
- either a \$50 dollar increase in FTE rates or 98% floor of approved 2020/21 Base Aid,

- restoration of the cuts to Rental Aid (which helps our operations at our branch campuses in Malone and Ticonderoga), and
- our capital funding, modest though it is, remained untouched.

Finally, I reached out to our state representatives, Billy Jones, Matt Simpson, and Dan Stec, to thank them for their support of our efforts.

In other budget-related news:

- *Expanded Pell Eligibility to Incarcerated Individuals*: Second Chance Pell is continuing with no updates on the anticipated start of the expanded Pell program, which must start by July 1, 2023. We (Sarah Kilby) submitted our annual budget planning request from the USDOE Experimental Sites earlier this month.
- *Supplemental CARES Funding*: The College was allocated \$2.2 million in supplemental funding of which \$555,641 for the neediest of our students. A plan for distributing the *student portion* was developed by our Director of Financial Aid, Mary Ellen Chamberlain, and our Bursar, McCayla Quinn, and that aid is or will so be going to students soon.

Guidance on the use of the remaining \$1.66 million (the *institutional portion*), was received from SUNY in mid-April. Those funds can be used to defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll. We expect to use some of that funding to update classrooms on each campus, outfitting them with technology that will support high-flex instruction.

### ★ **CARES Act Funding**

Regarding CARES:

- *Student funding*: We have dispersed all of our original CARES Act funding for students (\$555,641)
- *Institutional funding*: The Coronavirus Response and Relief Supplemental Appropriates Act (CRRSAA) aka CARES Supplemental Funding aka CARES II, allows for the unspent funding to be used consistent with the new regulations that guide CRRSAA funds. The \$190,000 that was remaining from CARES has been added to our CRRSSA funding and will be used to help absorb costs associated with responding to COVID-19.

### ★ **Strategic Plan**

Our administrative team is prioritizing initiatives and exploring how various departments/areas will contribute to help us put those into action. Some initiatives are already underway including:

- Ongoing Professional Development (a 5-part professional development series on diverse learners took place from April 15<sup>th</sup> through April 23<sup>rd</sup>)
- New academic programs (the AS Business Administration – Healthcare Administration track was approved by NYSED)
- Create 1-2 state-of-the-art classrooms to support high-flex model of teaching and learning (see above)

- Submitted a grant request to modernize Nursing Labs on all three campuses
- Development of the College Navigator proposal, and
- Common Read is underway with goal of integrating it into the First-Year Seminar.

#### ★ **Opportunities and Partnerships**

- *Community Projects Funding requests:* we submitted two requests for funding to Congresswoman Stefanik's office, one to upgrade the nursing labs at our three campuses, and the second to modernize the Saranac Lake library.
- *Wastewater Basic Operations Course:* Selina LeMay-Klippel, our CTE Coordinator, continues to advance the Basic Wastewater Operations course that the *Northern Border Regional Commission* grant will fund. We are continuing to search for instructors which has been more of a challenge than we had expected.
- *North Country Live* – The Spring 2021 edition of North Country Live ended on Thursday, April 29<sup>th</sup>. This has been a bright spot all year and the efforts of the Opportunity group are much appreciated. The presentations are available at this link: <https://www.nccc.edu/live/>.
- *The North Country CC-Workforce Development Partnership* meets next week.

#### ★ **Facilities Planning**

- *Facilities Inventory:* Our Facilities Department is continuing to inventory our campuses, identifying the current state of the infrastructure and cataloging it uniformly. While it is in the early stages, we expect that this will aid us in capital and other planning going forward.
- *Classroom and IT Upgrades:* As part of our goal to improve our facilities to support our academic enterprise, Sarah Maroun, our Interim VPAA, and Scott Harwood have developed a proposal to upgrade academic technology in classrooms and our facilities team will be upgrading each classroom to support these changes. The first room, HH-105 is in progress and we have identified additional rooms on each campus. The CRRSAA funds will be used on this project allowing us to strengthen our ability to serve students looking to integrate online learning as part of their courses, including in hybrid and high-flex options.
- *Ventilation Systems:* Rick Heath, our Superintendent of Buildings and Grounds, contracted with an HVAC engineering firm to assess our ventilation system in Mulholland and McCormick Halls. The firm, CT Male, also conducted a walk-through of our Malone and Ticonderoga campuses and we are exploring some other engineering firm assessments. Relatedly, we met with another firm, Huston Engineering (see below) as well.
- *DASNY Science Labs Projects:* we reached out to DASNY and JMZ Architects regarding the science lab projects proposal. That led us to meet with Huston Engineering, a firm that has worked with JMZ and who we are expecting will offer an assessment of the HVAC needs for the project.

#### ★ **Information Technology (IT)**



- *IT Restructuring*: Over the last several weeks, Scott Harwood, Associate Dean of Information Technology and Institutional Research, has been implementing several changes in the IT area including:
  - ✦ hiring a Student Support professional who is expected to join us in August,
  - ✦ preparing to hire a Help Desk Technician to support our Malone campus students, faculty, and staff, and
  - ✦ preparing to fill a vacancy for a Hardware Support position.
- *Academic Technology*: See above under Facilities.
- *Infrastructure*: A capital project to upgrade switching in Saranac Lake is taking place. Many other infrastructure upgrades have been occurring to support the increased reliance upon IT for nearly all operations at the college.

★ **Middle States/SUNY/NYSED**

**MSCHE Updates**

On April 15<sup>th</sup> and 16<sup>th</sup>, our Self-Study Team Chair, Dr, Kristy Bishop, visited us virtually to meet and assist us as we finalize our self-study. During her visit, she met with the Steering Committee, Team Chairs, President's Council, and representatives from the Board of Trustees. In my exit interview with her, Dr. Bishop remarked how much she enjoyed meeting with all parties and how she gleaned from those meetings the commitment to and care for our students that was evident in all areas of the College. Next steps for the College include taking Dr. Bishop's observations and use them to further improve the self-study document. For MSCHE, they will be rounding out our self-study team at some point over the next couple of months.

**SUNY**

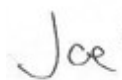
SUNY was a good advocate on our behalf during the budget process. Over the last several weeks, there is little to report.

- *Educational Opportunity Program proposal*: SUNY offered to include us in a funding request to an EOP in a push to ensure that EOPs were available at every community college. We are awaiting to hear more on whether we will be included in the funding that was awarded to SUNY.
- *NYSED Program Registration Change Proposal*: while SUNY advocated for a change to the regulations requiring NYSED review of new programs and certificates that a) don't involve licensure, and b) don't require a change to our master plan, it was not supported by either the Assembly or the Senate.

★ **Resolutions**

There are no resolutions from our area at this time.

That's all for now. Gratefully yours,



Joe Keegan  
President  
North Country Community