

Board of Trustees Meeting Agenda

11:00 a.m. | Friday, August 27th, 2021

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

- I. Call to Order
- II. Approval July 27th, 2021 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - MSCHE Self-Study Update
 - Resolution | Initial Term Appointment
 - Resolution | Temporary Term Appointment
 - Vice President for Marketing & Enrollment Management
 - Resolution | Initial Term Appointment
 - Interim CFO
 - July 2021 Financials
 - Interim Associate Vice President of Student Affairs
 - Resolution | Initial Term Appointment
 - President
 - Resolution | Initial Term Appointment
- 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: Aug 27, 2021 11:00 AM Eastern Time

Join Zoom Meeting | <https://uso2web.zoom.us/j/88577592000?pwd=am16Ymo3bFAvUXYoNoluY2tKTnlNZz09>

Meeting ID: 885 7759 2000 | Passcode: 024379

One tap mobile | +16465588656,,88577592000#,,,,*024379# US (New York)



Board of Trustees Meeting Minutes | July 29th, 2021
Hybrid Meeting: CL-012 & Zoom

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

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

Board Chair, Steve Reed, called the meeting to order at 11:06 a.m.

Minutes

- Pete Suttmeier made the motion to accept the June 24th, 2021 meeting minutes. Mary Irene Lee seconded the motion. The June 24th, 2021 meeting minutes were unanimously approved (8-0-0).

College Senate

Senate will not be meeting during opening week. They will meet the second Friday of every month throughout the academic year.

NCCCAP

No report

CSEA

No report

Board Chair Report

No report

Interim Vice President for Academic Affairs

Sarah Maroun reported:

- The College has completed the 6 room high flex installation. Great job to Scott Harwood and his team for their work on the project as well as to our Facilities staff!
- MSCHE have sent team roster of seven (7), essentially one team member per standard. Draft will be submitted August 23rd, 2021. The Board spoke briefly of the pending itinerary that will be performed via Zoom in October 2021. It will be shared with the board once it becomes available. Board/Joe discussion on potential questions in advance of the meeting.
 - Pete volunteered to review a draft prior to it being submitted in August. Joe requests a recommendation to perform mock dry-runs on questions and how the Board might respond. The Board agreed that it would be a beneficial virtual meeting.
 - There was some discussion on professional development with the State schools; the Board discussed possible incentives for faculty to enroll. It is item number one in the strategic plan and part of our middle states report. In addition, faculty are training on their own. There may be faculty to join those events when next held in August. There was discussion on P-Tech and the future of it as related to the College.

Board moved to approve the following resolutions: (BULK)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the

Board of Trustees Minutes | July 29th, 2021

temporary appointment of Courtnee Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for a one-year term for the 2021/22 academic year, at an annual salary of \$43,250. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Melinda Fredenburgh, to the fulltime, 164-day, exempt appointment as Science Instructor for 2021/22 academic year at an annual salary of \$44,602. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Tana Hare, to the full-time, 164-day, exempt appointment as the Director of the Nursing Program for the 2021/22 academic year at an annual salary of \$60,836. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the temporary appointment of Luke Hudak, to the full-time, 190-day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2021/22 academic year at an annual salary of \$48,660. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Jamie Strough to the full-time, 164-day, exempt appointment as Science Instructor for the 2021/22 academic year at an annual salary of \$44,6020. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Sarah Updegraft to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2021/22 academic year at an annual salary of \$48,660. Pete Suttmeier seconded the motion. The motion was unanimously approved (8-0-0)

Vice President for Marketing and Enrollment Management

Kyle Johnston reported:

- Incoming student numbers are improving – intake number for new/transfer/readmits are ahead when compared to last year’s numbers. To remain ahead the College needs to continue their efforts through August.
- Several campaigns are rolling for Fall 2021.
- The process to enroll students has turned into the ability to complete within one day. The process has been streamlined and successful.
- Outreach has been ventured through several avenues (online, paper, radio)
- Marketing emails and campaigns have been tied together and allows for a greater chance of follow-ups.
- Last year was a foundational year for starting campaigns and seeing the follow through. The “Time to Register” campaign will start this week and go through to the end of August.
- Starting this week, Enrollment has been working on scheduling visits online, in person (by person), deployed a visit page, program presentation, Financial Aid visit. Financial Aid is biggest barrier for students coming into college for the first time. Campus visits are already happening on each campus.
- The board discussed retention of students from first to second year (continuing students) and its current lag. It is not a new trend; the College continues to market to those students as well because the College cannot assume they will return. Campaigns will go to all current and potential students. Kyle stepped in to find a way to market to this cohort of students. These students haven’t been marketed before but there is no base to use for comparison. The College is looking to help these students see the return on their investment.
- Board spoke of outreach process to the students who have not registered. Registrar’s Office has been reaching out to these students to help them enroll. There are barriers such as COVID, financials, and other hurdles.
- The Board spoke about the nationwide uptick in enrollments and how the College is faring in comparison. NCCC

has been doing well the last couple semesters when compared to other community colleges.

- A member of the Board noted that the Adirondack Foundation recently discussed academia in the region. A recent event highlighted the hump in the North Country and surrounding towns in relation to thinking about higher education. There was discussion of working with their foundation in helping potential students think about colleges. The traditional recruitment effort to high schools is continuing but the College needs to expand on outreach efforts. The College stands by that the door is always open to anyone interested in enrolling into the College.
- Guidance counselors in the region meet monthly. It might be beneficial if a few enrollment folks could join one of the meetings. Fall back positions – maybe there is a tide beginning to rise for NCCC.
- Jerry Griffin spoke of rates of high school graduates and adults and their view on the college experience. Students are not having a successful experience when attending college away from home, things are changing due to COVID. The focus has been on students from 2019 and moving forward; another micro-campaign designed for that cohort.
- Jessica Kemp spoke of her experience with high school counselor and the visual presence of colleges. Kyle expressed that there are numerous marketing materials given to area high schools so they can share with potential students.
- Whatever the type of visit, NCCC will take it from there to ensure the potential students are seen and heard. A physical presence with a person is also happening in the high schools.
- It was discussed that a number of students desire to complete something- NCCC can create a message to that cohort to show that an experience with us could meet that desire.
- Kyle explained the intake numbers will likely increase when compared to their strength over the last three semesters. Especially with the inception of North Country Navigator – in the effort to help our students.

Interim CFO:

Erik Harvey reported:

- June operating results with zero surprises. The current forecast has not changed.
- Joe Keegan and Erik Harvey presented the proposed College 2021-2022 budget to the College's supporting counties of Essex and Franklin. To date, they have been well received after presentation and discussion. The College anticipates approval from the counties in the next couple weeks.
- The June 2021 financials were presented. Pete Suttmeier motioned for the NCCC Board of Trustees to approve the financials as they were brought to the floor. Mary Irene seconded on the motion. The motion was unanimously approved (8-0-0).

Associate Vice President of Student Affairs

No report

President:

Joe Keegan reported:

- Congratulations to Mark Moeller on continuing his appointment as a member of the board. Requested the board to email Stacie their Board bios and pictures.
- Strategic Plans continue with updates, there has been movement over the summer.
- At this time there has been no update regarding potential grants from Congresswoman Stefanik's office.
- Selina LeMay Klippel's position through the Perkins's grant was approved and her work will continue to benefit the College.
- COVID-19 reopening plans will need to be redrafted in relation to the new CDC guidelines regarding masking updates. Open forum on Monday, August 2nd, 2021, with the campus community. SUNY will follow suit with mandates for masking and vaccination. Messages to students to encourage to vaccination have been sent. College will continue to address these new mandates the best of their ability.
- JMZ scoping study contract has been signed. Their team is reviewing the proposed plans and are anticipating a visit to the Campus later in August. Dan Stec's office has been contacted requesting a change in DASNY dollars

to apply to other areas of need in the College.

- NCCCAP union negotiations with the College are underway. The College's supporting counties of Essex and Franklin approved the agreement to rollover current contract.
- Both Essex and Franklin meetings around the budget were supportive on the discussion around the proposed 2021-2021 budget.
- The board discussed the Academic Technology Coordinator position. The main support of this position is online for faculty/staff in the hybrid model.
- The Board discussed the six certifications offered by NCCC. While they are offered there is still discussion on workforce development needs. In order to offer a certification, the one stipulation is that there has to be opportunity for gainful employment in the area. There is ongoing discussion on rural healthcare and the potential for NCCC to create additional certifications.
 - There was brief discussion on whether tele-working would change the face of gainful employment. Currently there is no shift with the NYS Education.

Board moved to approve the following resolutions:

Jerry Griffin made a motion that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Matthew Trombly to the full time, twelve-month exempt position as IT Programmer/Analyst, for the 2021/22 academic year at an annual salary of \$43,250. Mary Irene Lee seconded the motion. The motion was unanimously (8-0-0)

NCCC Association:

Rob Rathburn reported:

- There have been a couple re-hire positions and new hire positions for the Association. Maryssa Romeo, who started the position as the Associate Director of Residence Life and Housing yesterday. Mary Riley seasonal position as bookstore clerk has started her work as well.
- There are staff assembled to reopen the dining hall. Three individuals from American Dining Creations have been rehired, plus five additional hires will join the team when the dining area opens. There is anticipation to hire students 5-10 hours a week.
- Saturday August 7th will kickoff the food service to cater to our Women's Soccer team once they arrive to campus.
- Housing demand is increasing, at this point there is not a problem to fill the rooms. There are opportunities to double up in rooms and students are being sought out for their approval.
- Book pick-up appointments have begun. Curb side will turn into controlled access to keep within social distancing protocols.
- Rob shared is overall confidence where the Association will be in serving the students when they arrive on campus.
- At this time, students in the dorms will not be required to be vaccinated. The Association will continue to listen to guidance from the FDA and CDC on potential and future mandates. They are collecting data on who is vaccinated and addressing suites based on this information. Though not mandated at this time, student vaccination is strongly encouraged.
- The College's 30-day vaccination campaign has begun though there are questions on what it exactly means for future students. The message to the students has been done and it continues to be encouraged. The Colleges supporting counties of Essex and Franklin have voiced they are both willing to offer vaccination clinics. The board continued the conversation on vaccination status and mandated testing.

NCCC Foundation:

Diana Fortune reported:

- \$42,000 has been granted additional scholarships for 44 students in the 2021-2022 academic year. The board of trustees voiced overwhelming appreciation an support.

Old Business

None

New Business

- Election of office:
 - Current board chair, Steve Reed proposed that the board of trustees rethink the assignments in January of 2022. The thought is to stay the course through Middle States. To date Steve Reed has held the position of Board Chair for 5 years. The current boards Vice Chair has been held by Mark Moeller. Jerry Griffin made a motion to hold position election to January 2022 as it was presented to the floor. Mary Irene seconded the motion. The motion was unanimously approved (8-0-0).
- Joe Keegan extended thanks for ongoing support of the College over the past year and half. He extended his gratitude of the hard work and dedication of the faculty and staff as well. The board expressed that its due to the leadership and relationships that Joe holds as the position of the president.

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 12:30 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mary Irene Lee seconded the motion. The motion was passed unanimously (8-0-0). Joe Keegan was invited to join the meeting at 12:30 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:30 p.m. Mary Irene Lee 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 promotion of Elaine Taylor-Wilde as it was brought to the floor. Mary Irene Lee seconded the motion. The motion was unanimously approved (8-0-0).

Adjourn

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

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

8/27/2021

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees
August 27, 2021**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

- **Academic Planning**
 - **Fall 2021:** Faculty returned on Monday, August 23rd to begin prepping for the new semester. With more on-campus classes this semester, we expect a livelier start.
- **Middle States**
 - **MSCHE Self-Study:** We submitted the Self-Study document and supporting evidence in preparation for the virtual visit on October 4-6, 2021. A seven-member team, led by Dr. Kristy Bishop will conduct meetings over the course of those three days. Additional participants include Dr. Terence Peavy, our Middle States liaison and Dr. Deborah Moeckel, SUNY Assistant Provost. We expect to receive requests for more documents over the next six weeks prior to the virtual visit.
- **College Bridge:** Registrations continue online for College Bridge this fall. We would like to make some visits to our high schools later in the semester if COVID-19 conditions improve.

Grants and Experiments:

Here is a brief update on our grants:

- **Second Chance PELL:** Access to the facilities looked promising; however, it appears that we may need to run classes remotely again for the fall. We did schedule in-person sections, so adjustments are being made as we get more information from the facilities.
- **Northern Borders Regional Commission Grant:** Planning for non-credit course delivery is underway. **No new updates.**
- **PTECH:** Our second PTECH cohort will be on campus for Fall 2021. We expect five new freshman and eight returning sophomores.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Instructor for the 2021/22 academic year, at an annual salary of \$44,602.

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 initial term appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Instructor for the 2021/22 academic year, at an annual salary of \$44,602.

This position is currently funded in the 2021/22 operating budget.

2021/22
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 12, 2021

Ms. Summer Dorr
80 Main Street, Apt B
Saranac Lake, NY 12983

Dear Ms. Dorr:

Pending approval by the North Country Community College Board of Trustees at their August 2021 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Humanities Instructor for the 2021-2022 academic year. Faculty members are expected to report on August 23, 2021.

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 Step 8 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$44,602. Your per-diem rate based on 164 days is \$271.96.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor/department chair is Bruce Rowe and your area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date

June 12, 2021

Colleagues, hello.

At present, I am finishing up my fourth year as a Temporary Full-Time Humanities Instructor with North Country Community College. Prior to the pandemic, I was teaching at Saranac Lake, Malone, Bare Hill and Franklin. These locations (just as each semester's classes) prove to be unique environments, and I welcome the multifariousness and challenge.

I have taught an array of humanities courses (e.g., composition, literature, film, philosophy, public speaking, drama), and so many (62 as of this summer)! I am an enthusiastic teacher with heaps of ideas. I consistently blend tried-and-true with innovation. My MA is in English and my MFA in Creative Writing, and, along with utilizing those degrees, I have years of experience in filmmaking, performance, multi-media art, on-air radio, journalism, and photography.

I am comfortable navigating sensitive topics, e.g., racism, cultural pluralism, religion, improvisation. I nurture pro-voice, empathetic, and inclusive environments. I routinely encourage the awareness that persons interpret texts (e.g., books, situations, humans) based on an amalgam of learned material and lived experience. I help students navigate communication clashes by facilitating discussions that have us sift out the nuances and triggers; I help students seek to better understand persons whose ideas are other.

Having taught TEFL in Chile, ESOL for refugees and asylees in Florida, years in medium-security prisons, and open-admission first year writing courses, I have observed people enter classrooms, maybe not knowing the same language as another, or disliking someone on sight, or for a slight, or sitting with concerns they are ill-equipped for college. With discernment, I endeavor to have all students sense acceptance by fostering a listening, question-asking group, with a common goal: to grow in openness and knowledge.

I believe people want to have conversations in which they are permitted to rebound from and understand verbal fumbles (theirs and others). I have known too many students, already daily discouraged by hardships (e.g., language barriers, structural racism, past mistakes, finances), and so I aim for my courses to enlarge each student in some way.

An incarcerated student once asked why I was teaching in a correctional facility; I replied because I am drawn toward marginalized populations. If asked again, I would elaborate that I learn as much as I teach each semester, and how I feel honored to aid, witness, and encourage my students' academic brilliance and empathetic growth; this is true of experiences at each NCCC location where I have taught.

NCCC is an institution that encourages growth, not just in its students; I would like to stay on.

Thank you for your time.

Sincerely,


Summer Dorr

sdorr@nccc.edu, 315-261-2542 (cell)

SUMMER DORR

9189 US Highway 11
 Potsdam, NY 13676
 sdorr@nccc.edu/315-261-2542

EDUCATION

Master of Arts, English, University of Alaska Fairbanks, Fairbanks, Alaska, 2017

Master of Fine Arts, Creative Writing, University of New Orleans, 2011
 (low residency program)

TEFL certificate, Bridge-Lingetech, 2007

Bachelor of Arts, Communication, Flagler College—St. Augustine, Florida, 2004
 (emphasis in Broadcast Journalism with a minor in Advertising)

TEACHING EXPERIENCE

Humanities Instructor, North Country Community College, NNY 2017-present
 (Adjunct from spring until fall 2017)

DRA 233, Acting II, spring 2019 (accelerated)

DRA 133, Acting I, spring 2018, fall 2019, spring 2020 (hybrid)

ENG 220, Drama, spring 2021 (online)

ENG 105, Introduction to Public Speaking, fall 2017

ENG 102, Composition II, spring 2020 (hybrid)

ENG 101, Composition I, summer 2021 (accelerated, online)

ENG 100, Effective Writing & Critical Reading, F017x2, F2018, F2019x3, scheduled for fall 2021x2

HUM 202, Film II: Aesthetics & Cultural Studies, spring 2019

HUM 145, Wilderness in Literature, Culture, and Identity, F2019 (accelerated/hybrid), F2020 (online),
 scheduled for fall 2021 (accelerated, online)

HUM 140, Pop Culture, fall 2018 (online)

HUM 101, Special Topics: Coming of Age Literature and Film, spring 2018

HUM 100, Intro to Film, spring 2020 (online)

PHI 115, Intro to Ethics, spring 2019 (accelerated)

PHI 110, World Religions, fall 2020 (online)

■ Second Chance Program, Correctional Facilities

DRA 133, Acting I, spring 2020

ENG 250, Nature Writing, summer 2021 (distance learning)

ENG 135, Fantastic Literature, summer 2018x2 (accelerated)

ENG 115, Modern Literature, spring 2020x2

ENG 108, Introduction to Creative Writing, fall 2017x2

ENG 105, Public Speaking, summer 2017x2, spring 2019x2

ENG 102, Composition II, SP2018, SU2018, SP2018, SU2018, F2019

ENG 101, Composition I, F2017, SU2018, SU2019, SP2020, SP2021x2 (distance), SU2021 (distance)

ENG 100, Effective Writing & Critical Reading, SP2017, SU2017, F2018, F2020, SU2021 (distance)

HUM 246, World Mythology, summer 2020x2 (accelerated, distance learning, and one partially online)
 HUM 101, Special Topics: Coming of Age Literature and Film, spring 2018x2
 HUM 101, Avant Garde/Experimental/Innovative Literature, fall 2020x2 (distance learning)
 HUM 100, Intro to Film, fall 2018, spring 2019
 PHI 140, Meanings of Life, spring 2021x2 (distance learning)
 PHI 115, Intro to Ethics, summer 2019x2 (accelerated)

Adjunct Instructor, State University of New York at Canton 2016-2017
 ENGL 309, Journalism, spring 2017
 ENGL 101, Composition and the Spoken Word, fall 2016x2, spring 2017

Adjunct Instructor, State University of New York at Potsdam 2015-2017
 COMP 309, Screenwriting I (Independent Filmmaking), 4 credits, spring 2017
 COMP 302, Fiction Workshop I (Novel Writing), 4 credits, spring 2017
 COMP 202, Introduction to Creative Writing, 4 credits, spring 2016, fall 2016
 COMP 101, Writing & Critical Thinking, 4 credits, fall 2015x2, spring 2016, fall 2016
 LITR 100, Introduction to Literature, 3 credits, fall 2016

Teaching Assistant, University of Alaska Fairbanks 2014-2015
 ENGL 111, (solo instructed) Introduction to Academic Writing, fall 2014, spring 2015

Writing Tutor, UAF's Writing Center & Rural Student Services—Alaska, 2005-06; 2014-15
ESOL Instructor (for refugees and asylees), Catholic Charities of Jacksonville—Florida, 2012
ESOL Instructor, One English Academy—Santiago, Chile, 2008
TEFL Teacher (for fifth-eighth graders), Quintana Mansilla—Coyhaique, Chile, 2007

MEDIA and THEATRE EXPERIENCE

Actor, Ponderer/Narrator, in the short film *Their Chapter*, 2021
Actor, Fantastical Character, in the short film *And Then Okay*, 2019
Actor, Pattie, in *Kimberly Akimbo* (a play), Upper Jay Art Center, performances in July 2018
Featured Artist/Contributor, a five-photo spread, in *Blueline* magazine, Vol. 39, spring 2018
Videographer/Photographer, Emmaus— (various towns in) India, 2017
Freelance Writer/Photographer, *Juneau Empire*, a daily newspaper—Juneau, Alaska, 2014
Videographer/Photographer, Project for Hope, a nonprofit—Guatemala, 2014
Videographer/Photographer, 12x12 Love Project, a nonprofit—Guatemala, 2012-2013, 2014
Contributing Writer/Photographer, *Biddeford-OOB-Saco Courier*—Maine, 2013
Videographer/Grant Writer, Catholic Charities of Jacksonville—Florida, 2013
Music Host, North Country Public Radio—Northern New York, 2010-2011
Radio DJ, WPDM/WSNN—Potsdam, New York, 2009
Account Executive/Production/Voice-Over Talent, KFMG & KSRJ, Juneau, Alaska, 2005
Staff Writer, *Watertown Daily Times*, Northern New York, 2004-2005

CAMPUS SERVICE and CONFERENCES

—Curriculum Committee Member, Humanities Dept. rep, NCCC, 2020-present
 —Creator and maintainer of NCCC Humanities' Department Instagram page, 2019-present
 —Senate Vice Chair and /or Voting Member, NCCC, 2018-present

- Drama Club Advisor, Saranac Lake Campus, NCCC, 2018-present
 - “The Strange Case of Brenda Wolowitz,” a two-act play, performed live, spring 2018
 - “NoCo Film Festival,” the first annual short film and live performance event, spring 2019
- Diversity Task Force Member, North Country Community College, 2017-present
- Student Advisor, North Country Community College, 2017-present
- Presenter, *Their Chapter*, short film at the “Circus and Sideshow Culture II: Locating the ‘Other’ in Liminal Spaces and Exoticism” section of the Popular Culture & American Culture Association Conference, online, June 3, 2021
- Designed a colleague’s webpage and maintain/update site (susanhofferart.com), 2020-2021
- Organized a “(Dead) Wilderness Writers” reading event at NCCC, Oct. 30, 2019
- Co-Presented “Avoiding the Netflix and YouTube Spiral,” for NCCC orientation, fall 2019
- Attended the SUNY Developmental English Learning conference, Syracuse, NY, Feb. 2019
- Presented an original fiction piece at a “Faculty Reading Series,” SUNY Potsdam, 2016

COMPLETED WORK

Films

- Their Chapter*, short film screened in the “Circus and Sideshow Culture II” section of the 2021 Popular Culture & American Culture Association Conference
- And Then Okay*, short film, co-wrote and directed, 2019. An official selection in the Lake Placid Film Festival, October 2019
- Refugees in Adjust*, a short documentary film, sponsored by Catholic Charities of Jacksonville, FL, 2018
- Dissection of an Olive* (a produced, feature-length film), director, 2010

Articles

- Fiction Review: “[Effects of Kept Secrets](#),” regarding the novel *Return to Tamarlin*, for *Antipodes: a global journal of Australian & New Zealand Literature*, Volume 33/Number 1, June 2019.

Showcased Art (photo, mixed media, song)

- “Dragonfly” and “Rising,” mixed media art, featured in BluSeed Studio’s Juried “One Earth!” show, Saranac Lake, June 2019
- “Don’t Be Scared,” mixed media art featured in Lake Placid Center for the Arts, Juried Show, Lake Placid, NY, September-November 2018
- “In a Moment,” featured photo, *Don’t Take Pictures* (online), July 2018
- “Life” and “Another Life,” mixed media art, featured in BluSeed Studio’s Juried “Abstraction” show, Saranac Lake, June 2018
- “Songbird” and “In Autumn,” mixed media art, featured in Northwind Fine Arts Juried Show, Saranac Lake, NY, May 2018
- “Before a Change” and “Talking to God,” mixed media art, featured in the Adirondack Artists Guild Juried Show, Saranac Lake, NY, March-April 2018
- “Hobbled” (co-writer) and “Here and Not Now,” (writer), songs, produced and performed by William Nein, 2008 and 2017
- “Transition” (a two-page photo), published in *SHOTS* magazine, Autumn 2017
- “December Solstice” (a photograph series), published in *Birch* Magazine, Winter 2014

WORKS IN PROGRESS

- *Make Pretend Life*, a novel
- Direction from Jude and Addie, a web series
- "The Perimeters of Familial Affection, a literary example with *The Sooterkin*," an article

REFERENCES

Shir Filler, Professor of English at NCCC, Former English Department Chair, Senate Chair, sfiller@nccc.edu, 518-891-2915, ext. 1249, 518-637-9251(mobile)

Dr. Donald McNutt, Associate Professor at SUNY Potsdam, Former English & Communication Department Chair, *Blueline* Editor, mcnuttdj@potdam.edu, 315-267-2005, 315-265-2752 (mobile)

Dr. Richard Carr, Professor of English at UAF, Former English Department Chair, UAF Writing Center Director, rsarr@alaska.edu, 907-474-6361

Dr. Stacey Mascia-Susice, Professor of English at NCCC, smascia@nccc.edu, 518-354-5231

**NORTH COUNTRY COMMUNITY COLLEGE
FACULTY CLASSROOM OBSERVATION FORM**



Faculty Member: Summer Dorr Date: 12/12/2019

Peer Observer: Bruce Rowe
(Please Print)

Course Observed: DRA 133BHCF

RATINGS:

4 = Outstanding 3 = Exceeds Expectations 2 = Meets Expectations 1 = Approaches Expectations 0 = Does Not Meet Expectations

PRESENTATION	4	3	2	1	0	NOTES
Mastery of material	x					
Organization of presentation		x				
Clarity of presentation		x				
Effective use of class time	x					
Ability to maintain interest and attention	x					
Use of illustrative aids						NA
Clarity in questioning		x				
Stimulates students intellectual efforts	x					
Encourages student participation	x					
Deals effectively with student questions	x					
Values of class content	x					

MANAGEMENT	4	3	2	1	0	NOTES
Classroom management	x					
Student behavior	x					
Teacher-student rapport	x					
Quality of student participation	x					

INSTRUCTOR	4	3	2	1	0	NOTES
Sensitivity to students' needs	x					
Enthusiasm	x					
Self-confidence	x					
Flexibility/resourcefulness	x					
Innovation/creativity	x					
Tactfulness	x					
Organized		x				
Sense of humor	x					
Eye contact	x					
Voice quality	x					

Remarks: These numbers are all very high, but they reflect the quality of the particular class I observed and clearly reflect the value that Summer has brought to this course and to the lives of these men. She is a master teacher, and her teaching will have a lasting impact on her students.

OVER →

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FEB 21 2020
ACADEMIC AFFAIRS

**NORTH COUNTRY COMMUNITY COLLEGE
FACULTY CLASSROOM OBSERVATION FORM**



Faculty Member: Summer Dorr Date: 12/12/2019

Peer Observer: Bruce Rowe
(Please Print)

Course Observed: DRA 133BHCF

RATINGS:

4 = Outstanding 3 = Exceeds Expectations 2 = Meets Expectations 1 = Approaches Expectations 0 = Does Not Meet Expectations

PRESENTATION	4	3	2	1	0	NOTES
Mastery of material	x					
Organization of presentation		x				
Clarity of presentation		x				
Effective use of class time	x					
Ability to maintain interest and attention	x					
Use of illustrative aids						NA
Clarity in questioning		x				
Stimulates students intellectual efforts	x					
Encourages student participation	x					
Deals effectively with student questions	x					
Values of class content	x					

MANAGEMENT	4	3	2	1	0	NOTES
Classroom management	x					
Student behavior	x					
Teacher-student rapport	x					
Quality of student participation	x					

INSTRUCTOR	4	3	2	1	0	NOTES
Sensitivity to students' needs	x					
Enthusiasm	x					
Self-confidence	x					
Flexibility/resourcefulness	x					
Innovation/creativity	x					
Tactfulness	x					
Organized		x				
Sense of humor	x					
Eye contact	x					
Voice quality	x					

Remarks: These numbers are all very high, but they reflect the quality of the particular class I observed and clearly reflect the value that Summer has brought to this course and to the lives of these men. She is a master teacher, and her teaching will have a lasting impact on her students.

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FEB 21 2020

ACADEMIC AFFAIRS

Part II: Narrative

A. **Introduction** – This was the last class of the semester and the students were presenting their final projects, skits that they had written, revised, and performed. As the students entered the classroom, they signed in and greeted Summer and me, and it was clear from the respectful small talk and banter that the students were comfortable with Summer and with each other. Summer began the class by introducing me and explaining why I was there. Ten students with one absent.

B. **Description and Evaluation of Instructional Space** –

The classroom was a bit small for a performance space, but the students handled this with aplomb.

C. **Observations of Instructor/Instruction**

Summer began instruction by having the students create a beat. One student began a rhythm either by vocalizing or clapping or tapping and each had to contribute. They did this three or four times with a different student leader each time. (5 minutes)

The next activity, which generated hilarious results, was a game called Balderdash, in which the students picked nonsense words and had to explain their origins, derivations, and meanings. It gave the students the opportunity to think on their feet, to perform, and to act out in charades-like ways the content of the word's meaning. (20 minutes)

The next activity was called Keeping Your Composure. Students sat stoically in front of the class while others attempted to break their composure. Summer noted that this was a good activity to remember when performing as one never knows what sort of energy might happen during a performance, especially if the audience is flat or rowdy. (10 minutes)

The last activity before the skits was called Simultaneous Conversations, in which two students spoke different assigned roles at the same time, playing off each other and yet still trying to maintain their own narrative. (10 minutes)

The remainder of the class (90 minutes) focused around the students' own skits mentioned above. Some were still on-script, which Summer allowed, but most had their parts committed to memory. All students participated fully and well. I was impressed not only with the quality of the writing but also the acting, considering that this was the first acting class many of these men had ever taken. Summer's guidance throughout the class and clearly throughout the course gave them the opportunity to shine.

Since it was the last class of the semester, and for some of these men the last class before graduating, Summer gave them the opportunity at the very end to share any thoughts they had. All of them thanked her and spoke about how meaningful the course had been for them. Several noted that Summer had created a "safe space" for them to be who they really are, something they can't do in the rest of the facility. It was clear to me that Summer had connected with these students on a deep and meaningful level and has given them something they can take out into the world when they are released. (10 minutes)

D. Summary and Suggestions

I have no suggestions beyond noting that a couple of the activities began to drag a little as energy flagged (Balderdash could have been five minutes shorter). I have to say that Summer is an invaluable asset to our faculty here and in the prisons. I was moved by watching these men perform, by their clear connection to Summer and to each other, and especially by their spontaneous testimonials at the end.

This is a class that could have been a flop if not managed with expertise. It's not easy to connect with inmates sometimes, especially when you are asking them to do something that requires a commitment in the affective domain. Summer drew these men out with creativity, thoughtfulness, and challenging content. I can't offer anything other than my appreciation for her skill and care as an instructor

E. Evaluation of General Teaching Effectiveness (check one).

- 4. Outstanding X
- 3. Exceeds Expectations
- 2. Meets Expectations
- 1. Approaches Expectations
- 0. Does Not Meet Expectations

[Handwritten Signature]
Faculty Observer Signature

2/18/20
Date

[Handwritten Signature]
Observer Faculty Signature

2/18/2020
Date

**NORTH COUNTRY COMMUNITY COLLEGE
FACULTY CLASSROOM OBSERVATION FORM**



Faculty Member: Summer Dorr

Date: 11/14/18

Peer Observer: Lisa Williams

(Please Print)

Course Observed: English 100B

RATINGS:

4 = Outstanding 3 = Exceeds Expectations 2 = Meets Expectations 1 = Approaches Expectations 0 = Does Not Meet Expectations

PRESENTATION	4	3	2	1	0	NOTES
Mastery of material	x					
Organization of presentation	x					
Clarity of presentation		x				
Effective use of class time	x					
Ability to maintain interest and attention	x					
Use of illustrative aids	x					Great video on journaling
Clarity in questioning	x					
Stimulates students intellectual efforts	x					
Encourages student participation	x					
Deals effectively with student questions	x					
Values of class content	x					

MANAGEMENT	4	3	2	1	0	NOTES
Classroom management	x					
Student behavior	x					
Teacher-student rapport	x					
Quality of student participation	x					

INSTRUCTOR	4	3	2	1	0	NOTES
Sensitivity to students' needs						n/a
Enthusiasm	x					
Self-confidence	x					
Flexibility/resourcefulness	x					
Innovation/creativity	x					
Tactfulness						n/a
Organized	x					
Sense of humor	x					
Eye contact	x					
Voice quality	x					

Remarks:

OVER →

Part II: Narrative

Utilizing the observations recorded on the first page, faculty observers are to write a narrative of the experience for the faculty member being observed. Recall that observations, at their best, are honest assessments of relative strengths and weakness and, in the end, should help foster the development of the individual's instructional ability.

Ultimately, what is being observed and evaluated is one's ability to instruct at the college-level effectively. This involves a number of factors that should be considered in the assessment of the experience. Mastery of the material/content that is being covered coupled with effective methods of delivery/teaching are essential components of effective instruction. These are necessary but not sufficient. Other factors to be included are more material in nature, such as the physical space and whether or not it supports learning, while others still are more temperamental, such as the individual's ability to connect, read and respond to the class. When all is said and done, the narrative ought to address these issues and more. It should support and praise what is working, identify what is not and suggest steps to take to improve one's abilities and skills.

The narrative should include the following subheadings and address the questions covered within:

A. Introduction – Background information to set the stage (date and time of observation, faculty member and course observed, topic(s) covered, student information, general outline of class period)

I observed Summer Door's English 100B class on November 14, 2018, 10:00-11:50 am. The class meets in McCormick Hall, room C-10. There were thirteen students in class on this day. Summer had them sit in a circle and start with a check-in. The class discussed the novel they were reading, completed a free-write exercise, watched a video about journaling, worked in pairs on a writing exercise, and the instructor read passages of the book aloud.

B. Description and Evaluation of Instructional Space – How does the instructional space support/not support teaching and learning?

Room C-10 in McCormick Hall is an appropriate room for the class. There is a chalkboard at the front of the room, a projector mounted on the ceiling, and a white screen to use along with the projector. The chairs are on wheels which makes it easy to move students into groups or into a larger circle. The projector supports the use of technology.

C. Observations of Instructor/Instruction

1. What strong points characterize this instructor's teaching? Content? Methods? Give examples to illustrate.
2. What did you find wanting in the instructor's teaching? Give examples to illustrate.
3. Is the method of instruction observed the best for this learning situation? Why or why not?
4. In what ways does the instructor need to improve? Give two or three specific suggestions.

While observing Summer's class, I saw many strengths in the content and methods. One of the strengths I observed was the instructor's ability to connect with her students and for the students to connect with one another. I see this as building trust and community in a class. The first exercise that Summer did to open the class period was one called, Highs and Lows. While the students were sitting in a circle, Summer asked what was one of the high points or low points for them recently. Many people volunteered to share information. As each student did so, the instructor made a small comment; some comments were words of encouragement or congratulations for a recent accomplishment. This exercise did not take long, but served as a warm-up for the class to jump into the discussion about the material for that day. The students seemed comfortable with each other and with Summer. Another strength I observed was Summer's ability to effectively use a long block of time- 11:00-12:50. She did so by breaking the class period into small lessons. Each of these lessons focused on a different component of the course: journaling, group work, and discussion of the novel. Switching up what the students focused on kept the class moving at a good pace. The time moved quickly and the students paid attention and participated.

One additional strength I observed was Summer's ability to engage the students in critical thinking. She did this through the questions she asked during class discussions as well as through the writing prompts. For example, one of the writing prompts relating to the novel the students are reading, was, "Write down who you are." As the students wrote, the instructor walked around the room and pushed the students to think more deeply about the question, "Is there anything that makes you, you? "You are complex – any quirk, any experience? Think about it. I'm going to wait a minute. How's it going?" Once the students completed this exercise, they shared their ideas with a partner, then with the larger group. Summer tied their ideas of who they are to the novel, *The Diary of a Nobody*. The discussion of the novel, tied together the exercise done earlier in the period, as the instructor asked, "Do we seek out highs and lows? Why are we accepting and not seeking out? Do we get a sense that Charles seeks them?"

The class started and ended on the same theme. Summer skillfully brought the students to a place of self-examination that tied to the main character in the novel, and which ultimately helped the students to understand the character (and themselves) more clearly.

The methods of instruction were varied and effective. Summer used direct instruction and facilitated group work. She also used a Socratic approach of asking the students a series of questions and when they answered, she posed another question. By watching the students interact, and listening to their answers (and questions), my impression was that the approach and methods were effective.

One suggestion for the instructor is to frame each portion of the class in relation to the bigger theme. For example, when introducing a writing exercise, make the connection for the students as to why they are doing it. This is tricky because it needs to be done in a way that isn't spelling it out for them, but more so leading them to it. A few words about how the character in the novel doesn't really think about who he is in an honest and real way, and question are we able to? How many of us don't examine who we truly are, but may ignore things about us that we don't like? etc. This would be a way to make sure the students see the value and reason for an exercise. Although I am making this suggestion, I am not saying that the students did not grasp this. I hope that this may be useful in the future. The class was responsive and involved in all aspects of the lessons presented.

D. Summary and Suggestions

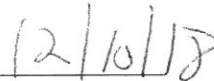
Summer is a talented instructor who clearly puts a great deal of thought and time into preparing lessons. The results are meaningful classroom experiences that students enjoy.

E. Evaluation of General Teaching Effectiveness (check one).

- 4. Outstanding
- 3. Exceeds Expectations
- 2. Meets Expectations
- 1. Approaches Expectations
- 0. Does Not Meet Expectations



Observer Signature



Date

Faculty Signature

Date

A few commentary excerpts from NCCC student evaluations:

“[Her] strengths included the encouragement of reading and creative thinking, so that students can apply these skills into other classes.”

—ENG 102, Composition II, Malone, spring 2020

“Ms. Dorr is very respectful and comes to work with high energy ready to teach each class. Positive vibes and she makes learning fun.”

—DRA 133, Acting I, Bare Hill, fall 2019

“Asks questions of everyone and feels out the atmosphere of everyone in class. Then decides what way to teach for the day. Straight forward teacher in getting everyone involved in the material being taught. Also helped me to stretch my limits [re:] doing things that I wasn’t comfortable doing before. Thanks for making the class eventful.”

—DRA 133, Acting I, Bare Hill, fall 2019

“I never really knew what Ethics was and took this course to broaden my horizons. It has definitely opened my mind a bit more and made me aware of a lot of things. I am very glad [I] took this course. Miss Dorr is a very knowledgeable person and communicates very well. I overall have enjoyed this class very much!”

—PHI 115, Ethics, Malone, spring 2019

“Expanded my knowledge of screen work and movies.”

—HUM 202, Film: Aesthetic and Cultural Studies, Saranac Lake, spring 2019

“Mrs. Dorr was great; she] gets you to become more confident and be more bold. I enjoyed this class a lot.”

—DRA 233, Acting II, Saranac Lake, spring 2019

“Ms. Dorr is a very wonderful intellectual instructor. She loves her job in teaching and taught me how to be confident and comfortable to speak in front of an audience.”

—ENG 105, Public Speaking, Bare Hill, spring 2019

“Very outspoken person [who] through a very unique way of persuasion encourages students to engage in discussions, while providing critical thinking opportunities. I believe this professor to be:] very articulate and professional in her career, while having limited resources in order to conduct classroom studies.”

—HUM 100, Intro to Film, Franklin, spring 2019

“Ms. Dorr is super knowledgeable in writing. I have bec[o]me more confident in speaking because of Ms. Dorr. The material (reading) was very thought provoking and I learned to appreciate literature. She brings out the hidden talent in people. We have great in class discussions on a range of topics. She also has a great sense of humor. Her assignments [are] a little intense but effective. Great!”

—ENG 102, Composition II, Bare Hill, spring 2018

“[T]he instructor does an excellent job to broaden the mind[s] of the students. I find this course to be a journey in understanding the purpose of my own life. When I [had a] coming of age moment. The instructor helped me to understand life in areas we don’t normally search for understanding[.] [T]his is a great course. The techniques of educating used by this instructor assist in bring out the best in a person.”

—HUM 101, Special Topics: Coming-of-Age Literature, Bare Hill, spring 2018

“This course was unlike any other class I’ve taken so far. Discussing the required texts really made me aware of the meanings of coming-of-age and human existence.”

—HUM 101, Special Topics: Coming-of-Age Literature, Malone, spring 2018

“Appreciates hard workers and promote[s] ways to get more out of every student. Very smart instructor.”

—HUM 101, Special Topics: Coming-of-Age Literature, Franklin, spring 2018

“One of my favorite teachers[;] she always was interested in the subject and wanted the whole class to pass.”

—ENG 100, Effective Writing & Critical Reading, Saranac Lake, fall 2017

“[G]reat teacher, can tell she cares about the class and the students.”

— Effective Writing & Critical Reading, Saranac Lake, fall 2017



**NORTH COUNTRY COMMUNITY COLLEGE
NCCCAP EVALUATION
2018-2019 Academic Year**

This is a self-evaluation.

This is a Supervisor's evaluation.

Name: Summer Dorr

Date: 4/23/2019

Title: English Instructor

Department: Humanities

Date of Hire:

Supervisor: Bruce Rowe, Dept. Chair

PURPOSE OF THIS EMPLOYEE EVALUATION: To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these evaluations will provide a history of development and progress.

TWO COMMON MISTAKES IN RATING ARE: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The rater should use the ends of the scale as well as the middle, and (2) The "Halo Effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the rating scale.

RATING SCALE:

NOTE: RATINGS MUST OCCUR IN ALL CATEGORIES.

***Does Not Meet Expectations** - Performance is less than adequate. Requires constant monitoring.

Approaches Expectations - Is able to meet major goals, but does not function fully in all ranges of job responsibility. Occasionally falls below normal standards or requirements.

Meets Expectations - Consistent performance meets the job expectations and is what is expected of a qualified employee performing the responsibilities of the job.

Exceeds Expectations - Exceeds most major goals and functions well in all ranges of job responsibilities.

***Outstanding** - Exceeds goals in all major job responsibilities by consistently functioning in an outstanding manner.

***Justify this rating with examples.**

A. Position Effectiveness (*Faculty: teaching and academic advising; Non-teaching Professionals: major functions of position*)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
------------------	------------------------------	----------------------------	---------------------------------	------------------------------------

Teaching/Instruction:

4 - Outstanding

Summer's teaching is but one of her many strengths; she is always working to improve her practice and her pedagogy. She has expanded her repertoire this academic year into online and hybrid teaching (more below) and is constantly offering old courses with new material and/or bringing back rarely offered courses in new modalities that attract students with her innovative, challenging, and downright fun approach. She is personable, concerned, and open, and this creates a community of trust in her classes.

One of her stated goals this year was to teach online for the first time, using the Blackboard platform. From her updated PGP: "It was a learning curve indeed!" All of us who have taught online had a starting point, and there is so much to learn about how to present material, interact with students, handle IT glitches, etc., and Summer came through the trial well indeed. So much so, in fact, that she taught one hybrid course this Spring along with two fourth quarter courses with Blackboard components.

The POP observation done in November by Lisa Williams lauds Summer's teaching style, the content of her class, and her use of "varied and effective" techniques. The class observed was ENG 100, and in order to engage these developmental writers, Summer used class discussion (they were reading the novel *The Diary of a Nobody*), free-writing, a video about journaling, group work, and oral readings from the text. The observer noted "many strengths in the content and methods" employed and praised Summer's "ability to connect with her students and for the students to connect with one another." She also commented on Summer's use of the Socratic method, her "switching up what the students focused on" as this helped keep "the class moving at a good pace." Last, Summer was consistent in engaging the students in critical thinking and "skillfully brought [them] to a place of self-examination that tied to the main character in the novel."

Summer's students echo this assessment: "She knew what we needed to get out of this course, [and] I feel better now going into 101"; "She is an excellent instructor and I am so grateful to have had her as my teacher!!!"; "I learned a lot about grammar and punctuation that I never did in high school"; "I learned how to write a well thought out essay. I am glad I took this class"; she "was extremely communicative with me and others regarding assignments, questions or issues of any nature related to the course."

In addition to her campus-based, hybrid, and on-line offerings, Summer teaches in our Second Chance Pell Program and receives accolades from our coordinators and site managers.

Academic Advising:

Summer's stated goal was to "more effectively reach out to my advisees and better understand their short/long-term goals," and with her office in Saranac Lake near an entrance of the Science Wing, she had many students and advisees drop by to chat and touch base. This also made it easy for her to be more proactive as well.

On a special note, Summer handled a very difficult advisee issue (the advisee was struggling with both personal and educational issues) with the utmost care for the student's needs and with the utmost professionalism. What could have become a very thorny mess had a positive outcome for all involved and a lot of that outcome resulted from Summer's patience and willingness to work with this student.

B. Department/Division Effectiveness (Contributions to the life and functioning of the department/ division or area one is assigned to)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations

4 – Outstanding

Summer is always coming up with creative and thoughtful new ideas and approaches to departmental concerns. Her focus on the arts (visual, written, film, drama) has helped to keep those offerings before the students, and her encyclopedic knowledge of contemporary literature, film, and pop culture keeps the rest of us, her colleagues, on our toes. For example, Summer has taken it upon herself to create, curate, and maintain our departmental Instagram account (<https://www.instagram.com/nccchumanities>) as a way to attract attention and interest among the younger population. We are creating a link to the NCCC webpage and already have 48 followers (two weeks in). Summer has also been instrumental in our other outreach efforts to advertise our departmental classes.

C. Service to College (Contributions to the life and functioning of the College through such activities as governance and committee work)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations

4 – Outstanding

Summer has increased her service activities to the College in many significant ways this academic year. She continued to serve as the SL Drama Club advisor and through this was able to offer DRA 233, Acting II, as a hybrid fourth quarter course. She actively recruited students into the course and lobbied for a change to the prerequisite formula for the course, allowing more students to be involved in our drama courses and programs at the SL campus. Also as part of the Drama Club activities, the students produced short films and will be presenting them at the "NoCo Short Film Festival" Friday, April 26. What a great opportunity for our students and the program!

In addition to her student focused activities, Summer became much more involved in shared governance, becoming a voting member and Vice-Chair of the College Senate (she even ran her first full Senate meeting, substitution for the Chair, who was away from campus). As Vice-Chair, Summer has very effectively contributed to the Executive Committee as well as to the running of the Senate.

She has also been a valuable member of the Diversity Task Force and is looking for other opportunities to participate in governance committees.

D. Professional Development (activities such as pursuit of further education, training, certification; attendance and participation in conferences and workshops)

RATING				
4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
4 – Outstanding				
<p>Summer has focused much of her professional development activities around her individual publishing, art work, and academic development. She is working on a novel, <i>Make Pretend Life</i>, that she hopes to finish in draft form by the end of 2019. She is also reshaping a chapter of her MA thesis into a critical essay for hoped for publication. She will be publishing a book review of <i>Return to Tamarin</i> in <i>Antipodes: A Global Journal of Australian and New Zealand Literature</i> in their June 2019 issue. Last—as if that was enough for one person in one short year!—Summer has obtained a producer and some funding to develop a film she wrote into a full-length narrative production. She has turned over the script to another writer for edits and additions and will be the director, art director, and (maybe) a supporting actor, which will begin filming in July 2019 with a goal to finish production summer 2020. Our standing joke in the department is that whereas everyone else's day has 24 hours, Summer's days are at least 28 hours long. It's remarkable how much she accomplishes and yet maintains her teaching at such high levels of effectiveness.</p> <p>In addition to her artistic and publishing output, Summer attended three conferences, two from the Developmental English Learning Community (Saratoga Springs in November and Syracuse in March) as well as a SUNY Voices Shared Governance conference in November.</p>				

E. Administrative/Supervisory Effectiveness (*leadership of area including timely and effective addressing of tasks. For faculty, this includes course schedules, budgets and the like. Also includes working effectively with staff and evaluation of staff*)

RATING				
4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
NA				

F. Service to Community (*activities outside the scope of one's position at the college that enriches the community and serves to represent the college in a positive light*)

RATING				
4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
3 – Exceeds Expectations				

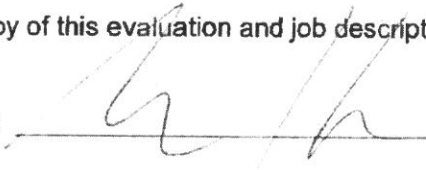
Summer has become involved with *Adirondack Life*, taking photos re a local business last June and wandering a trail with a mushroom forager. She has also regularly submitted visual arts pieces to a show at Bluseed (with plans to do so again in May 2019), had a piece juried into an art show at the LPCA, donated two pieces to the Zonta Club of the Adirondack, and established an on-line art and vintage store featuring local models and resulting in some sales.

SUMMARY:

Summer is truly an extraordinary instructor and a wonderful asset to the Humanities Department and to North Country Community College. She devotes herself to her teaching, departmental contributions, campus involvement, and professional development with energy and verve, and her ability to connect with her students and colleagues makes her an invaluable member of the NCCC community.

I have received a copy of this evaluation and job description and had an opportunity to discuss it with my supervisor.

Employee Signature: _____

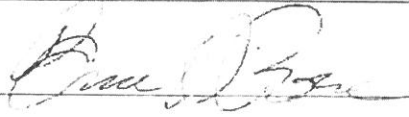


Date: _____

4/30/19

Employee Comments: _____

Supervisor Signature: _____



Date: _____

4/30/2019



NORTH COUNTRY COMMUNITY COLLEGE
NCCCAP EVALUATION
2017-2018 Academic Year

This is a self-evaluation.

This is a Supervisor's evaluation.

Name: Summer Dorr

Date: April 21, 2018

Title: Temporary Full-time Instructor

Department: Humanities

Date of Hire:

Supervisor: Bruce Rowe, Humanities Chair

PURPOSE OF THIS EMPLOYEE EVALUATION: To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these evaluations will provide a history of development and progress.

TWO COMMON MISTAKES IN RATING ARE: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The rater should use the ends of the scale as well as the middle, and (2) The "Halo Effect," i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the rating scale.

RATING SCALE:

NOTE: RATINGS MUST OCCUR IN ALL CATEGORIES.

***Does Not Meet Expectations** - Performance is less than adequate. Requires constant monitoring.

Approaches Expectations - Is able to meet major goals, but does not function fully in all ranges of job responsibility. Occasionally falls below normal standards or requirements.

Meets Expectations - Consistent performance meets the job expectations and is what is expected of a qualified employee performing the responsibilities of the job.

Exceeds Expectations - Exceeds most major goals and functions well in all ranges of job responsibilities.

***Outstanding** - Exceeds goals in all major job responsibilities by consistently functioning in an outstanding manner.

***Justify this rating with examples.**

RECEIVED

APR 24 2018

ACADEMIC AFFAIRS

A. Position Effectiveness (*Faculty: teaching and academic advising; Non-teaching Professionals: major functions of position*)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
	X			

Comments/Examples

Teaching:

Summer has done an excellent job in her teaching duties this year and is a great asset in many ways to the department. She offers courses that have languished in recent years (DRA 133, Acting I, for example) and reimagines courses in fresh new ways. Her take on HUM 101, "Coming of Age in Literature and Film," for example, gave students the opportunity to read literature one ordinarily finds in the curricula of four-year colleges. I observed this class in mid-April and was very impressed with not only the students' comfort and confidence grappling with a hard text, but also with how Summer conducted the class: part lecture, part small group discussion, and "circling up" as a whole class to discuss. Her entire approach to the class, from her engaging students by name, asking generalized questions then honing in using a Socratic questioning approach, and letting silences stretch till the students, rather than she, fill them, demonstrate Summer's excellent grasp of pedagogy and teacher effectiveness.

All told, Summer has taught 36 credits this year. Initially I was somewhat concerned with her willingness to take on so much; however, Summer seems to thrive on activity (see information below), and I have no worries at all about her ability to handle large loads and multiple preps. In fact, I have very high confidence in everything Summer chooses to do!

In addition to her teaching on two campuses, SL and Malone, Summer also teaches very effectively in the 2nd Chance Pell Program at Bare Hill and Franklin correctional facilities.

Summer's comments from her students (Fall '17) are remarkably in line with what I saw when I observed Summer's class. Here is a sampling:

"[G]reat teacher, can tell she cares about the class and the students."

"She was one of my favorites and does everything perfectly."

"Great instructor. She makes sure to start the class off right and keep energy."

"[W]ish there were more like her."

"[S]he always was interested in the subject and wanted the whole class to pass."

"Ms. Dorr was so much fun and helped make public speaking bearable. She is great at making you feel comfortable in her class."

"Favorite class... Summer was great at getting the students to come out of their shells."

Finally, from Summer's Peer Observation Pool report of ENG 105A, Speech Fundamentals completed 11/8/2017, Kelli Rodriguez, the peer observer noted many of the same aspects to Summer's teaching that I and the students have observed, adding that, for a speech class Summer focused on creating "a warm, encouraging, comfortable, and safe environment" that puts the students first and builds rapport between her and the students and among the students themselves. Kelli pointed out how at the start of the class Summer got the students to run through a number of "Nervous" and "Vocal" exercises to prepare for their recitations and that throughout the class she gave the students several chances to speak. When students weren't focused or engaged in side talk, she "was tactful and effective in redirecting" them. Overall, Kelli rated the lesson as a 4 – Outstanding.

Advisement:

Anecdotally, I have heard from a couple students that, in the Fall semester, Summer struggled somewhat with the advising part of her job. I know she has taken on a load of advisees for the Spring and have

heard no negative comments. There is a steep learning curve with advisement, and we need as a College to work on training our new instructors more fully.

B. Department/Division Effectiveness (*Contributions to the life and functioning of the department/ division or area one is assigned to*)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
	X			

Comments/Examples

Summer has attended every department meeting and function this year, participated in our assessment activities, and contributed helpfully, thoughtfully, creatively, and wisely in all ways. As the most recent graduate from grad school, Summer is knowledgeable about current pedagogy and best practices in our composition courses, and she brings those observations and that knowledge-base to our departmental discussions and decision-making process. As noted above, Summer brings new ideas to the table and has brought the drama/performance aspect back to our catalogue offerings, including her revitalizing of the Saranac Lake Campus Drama Club.

I look forward to Summer's continued contributions at the departmental level.

C. Service to College (*Contributions to the life and functioning of the College through such activities as governance and committee work*)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
		X		

Comments/Examples

For a first year, temporary full-time instructor, Summer concentrated, rightly, on her teaching duties. I would expect nothing more than that in any new employee and applaud her focus.

But, as is clear already, Summer is a person of incredible energy. As the year progressed she became involved in the work of the Diversity Task Force, and her contributions on that committee (I am a member, and so I have seen them at first hand) have been thoughtful and invaluable.

In addition, and as noted above, Summer taught DRA 133 with such charisma and success that she has revitalized our drama offerings and has re-established and brought new life to the Saranac Lake Campus Drama Club. We are offering DRA 233 (Acting II) on the SL campus for the first time in several years. (See below for Summer's personal involvement in local theater.)

She has also been nominated to be a voting member and Vice Chair of the College Senate for next year and so may have the opportunity to participate more fully in our shared governance structures.

D. Professional Development (*activities such as pursuit of further education, training, certification; attendance and participation in conferences and workshops*)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
X				

Comments/Examples

Summer is very active in the arts in a variety of forms, including writing, photography, drama, and film. All of these activities enhance her qualifications for teaching in the humanities as well as contributing to the life of the College and the broader community. Amongst her publications and projects just this academic year are: publishing a two-page photograph in SHOTS magazine (Fall '17); directing a short documentary, *Refugees in Adjust* due to be published online in May; publishing also in May a five-photo spread as one of two featured artists in *Blueline*, a literary/arts magazine. By invitation, Summer will also be writing a book review for *Antipodes: A Global Journal of Australian and New Zealand Literature*, working on her own novel *Make Pretend Life* along with the second chapter of her thesis.

Summer completed her MA in English through the University of Alaska, Fairbanks, in December 2017.

E. Administrative/Supervisory Effectiveness (*leadership of area including timely and effective addressing of tasks. For faculty, this includes course schedules, budgets and the like. Also includes working effectively with staff and evaluation of staff*)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations

Comments/Examples

NA

F. Service to Community (*activities outside the scope of one's position at the college that enriches the community and serves to represent the college in a positive light*)

RATING

4 Outstanding	3 Exceeds Expectations	2 Meets Expectations	1 Approaches Expectations	0 Does Not Meet Expectations
	X			

Comments/Examples

Summer's activities outside of the College benefit the community and reflect well on the College. In addition to her publications and other projects, she has been cast in *Kimberly Akimbo*, a summer production at the Upper Jay Art Center (the Recovery Lounge). She is also showing visual work at the Adirondack Artists Guild Gallery (SL) and is submitting work for the Juried Arts Show at the NorthWind Fine Arts Gallery (SL).

SUMMARY:

Summer is a terrific addition to the Humanities Department here at NCCC. She maintains both an overload teaching schedule and a remarkably busy schedule with her artistic endeavors and still found time to revitalize the moribund Drama Club at the SL campus and form peer tutoring groups at both Malone prisons. She conducts her classes with great interest in helping her students succeed, spends many hours meeting with and helping her students outside of class, and is well-liked and respected by her colleagues and students alike. We are very lucky to have her!

I have received a copy of this evaluation and job description and had an opportunity to discuss it with my supervisor.

Employee Signature: 

Date: 4/27/2018

Employee Comments: _____

Supervisor Signature: 

Date: 4/27/2018

June 12, 2021

Dear Colleagues:

I am writing to highly recommend Summer Dorr for a continuing appointment as a full-time Humanities instructor. I consider hiring Summer as an adjunct in the Second Chance Pell program to be one of my greatest accomplishments as chair of the Humanities Department. It is hard to describe the energy and creativity she has brought to the job and to all of us who work with her. As a full-time instructor for the past four years, she has had even more opportunity to teach and inspire.

In the classroom, Summer displays a rare mix of professionalism and personal care for students. She describes herself as “pro-voice”, encouraging all students to speak and write their true thoughts, but she is also able to gently guide them to doing so in an appropriate manner. She is not an easy teacher. As one student wrote, “Her assignments are a little intense but effective.” Another wrote that Summer “appreciates hard workers and promotes ways to get more out of every student.”

Most students also comment on how knowledgeable Summer is and how that knowledge has helped them learn things they never thought they could. One of the above students also wrote, “She brings out the hidden talent in people.” I have to say that this is true not only for her students but for everyone around her. She has shanghaied friends and colleagues as well into acting, modeling, artmaking, and writing, pushing many of us well beyond our comfort zones.

In one of Summer’s stellar evaluations, current Department Chair Bruce Rowe wrote that we were all in awe of how much Summer can accomplish in a day – teaching an overload of classes in multiple locations and modalities (and doing it well); advising students, not just academically but in the Drama Club; performing as an actor herself; writing; and making art, among other creative pursuits. She is not satisfied with simply inspiring and teaching her students. Her encouragement has motivated several of us in the department to return to our own creative work, and we meet weekly to write and share our writing. I can’t speak for everyone, but this has rejuvenated my commitment to writing and has inspired me to publish several pieces of my own, which has also renewed my teaching. I can only imagine what it must be like to be one of her students.

In sum, I have to highly recommend my wonderful colleague Summer Dorr for this full-time position. She has proven herself in the classroom and out. In addition to everything described above, she has also served as Senate vice chair for the past two years, bringing her unique, “pro-voice” perspective to the executive committee; and she has been a creative idea-giver on the Diversity Task Force as well. She has helped to promote the humanities with her beautiful photographs of faculty members on the bulletin board in Mulholland Hall as well as by creating an Instagram page for the department to attract more students to our course offerings. She established and produced the “NoCo Film Festival” on campus, featuring films by students and alumni, and she connected the Humanities Department and our students with the Lake Placid Film Festival.

The above is a woefully incomplete catalog of all that Summer has brought to NCCC. It seems that most of the 28 hours she manages to squeeze into every day are devoted to the cultivation of others’ talent and creativity, whether those others are her students, her colleagues, or her friends. I can’t even imagine the college without her bright light shining in it!

Thank you for your consideration.

Sincerely,



Shir Filler
Professor of English
College Senate Chair



THE STATE UNIVERSITY OF NEW YORK

January 23, 2020

Potsdam

Dear Colleagues,

I'm delighted to recommend Summer Dorr, an exceptionally talented teacher and artist with expertise in a variety of genres and media. While I served as Department Chair of English and Communication at SUNY Potsdam (from 2015-18), I supervised Summer as she taught as an adjunct from fall 2015 to spring 2017. During her semesters at Potsdam, Summer established a reputation as a highly effective and versatile teacher of Writing, Literature, and Creative Writing.

Summer excelled in teaching COMP 101, "Writing and Critical Thinking," LITR 100, "Introduction to Literature," COMP 202, "Introduction to Creative Writing," and COMP 302, "Fiction Workshop" (Novel Writing), COMP 309, "Screenwriting" (Independent Filmmaking). In her lower-division service courses and in her upper-division workshops, Summer's students benefitted greatly from her extensive set of critical and aesthetic skills. Summer shaped each of these courses by drawing upon her professional studies in Literature, Writing, Film, and Journalism.

I was honored to visit one of Summer's COMP 101 classes in spring 2016. Her students were quite comfortable responding to her questions about Flannery O'Connor's "Good Country People": as she focused on the characters' motivations, a lively but focused discussion ensued. Summer encouraged her class to think about writing a critical essay on what "good" meant in the story: she gave a description of effective argumentation in writing and then shifted the focus toward the larger question of how we can or sometimes cannot judge others, a theme the class had discussed in other contexts. Summer kept her class moving through this free-associational teaching style, but she continually generated the instruction out of students' responses to her encouraging questions.

Her classroom management skills were honed as well. When a student made a humorous remark, provoking some levity, Summer acknowledged the joke but kept the whole class on task by turning their attention back to the theme of lies and distrust in the story, pointing to a specific passage. In a word, Summer's a natural as a college teacher.

This was confirmed to me through many students' enthusiastic comments about Summer's other classes. Her reputation among Creative Writing students was especially excellent. Even with her high teaching load, Summer insisted on meeting individually with each of her students, several times each term, coaching them in everything from generating ideas to shaping effective paragraphs or dialogue to polishing for proper grammar or vigorous phrasing.

In reviewing Summer's current *c.v.*, I'm not at all surprised to see how thoroughly she has applied her knowledge and professional experience at NCCC. The range of courses she has taught to date at NCCC is truly impressive. Her online and hybrid courses cover important and interesting interdisciplinary topics. Her commitment to higher education is equally clear in her service to the Second Chance Program for incarcerated students seeking degrees through NCCC.

Department of English and Communication • Phone: (315) 267-2005 • Fax: (315) 267-3256

44 Pierrepont Avenue • Potsdam, New York 13676-2294 • www.potsdam.edu

In addition to her accomplishments as a teacher, Summer is also a productive and dynamic artist. In my view, her photographs and mixed media portraits are unique and vibrant. In 2018, I published several of Summer's regional photos in *Blueline: A Literary Magazine Dedicated to the Spirit of the Adirondacks*. I also enjoyed viewing Summer's recent short film, *And Then Okay*, which reinterprets the "portrait of an artist as a young man" motif in truly original ways. The film merges rural realism with the kind of fantastical elements that Summer examined in her Masters Thesis, which focused on Kafka's "The Metamorphosis," Gilling's *The Sooterkin*, and Marquez's "A Very Old Man with Enormous Wings."

As a teacher, writer, artist, and filmmaker, Summer Dorr has tremendous potential to continue engaging and inspiring students in the North Country. I highly recommend her with no reservations, and I wish her well.

Sincerely,



Dr. Donald J. McNutt
Associate Professor of English
Editor-in-Chief, *Blueline Magazine*
SUNY Potsdam

menuttdj@potdam.edu
(315) 267-2044 (office)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim VP of Academic Affairs recommends the temporary appointment of Robin McGrath to the full-time, 164-day, exempt appointment as Business Instructor for the 2021/22 academic year at an annual salary of \$43,250,

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 Robin McGrath to the full-time, 164-day, exempt appointment as Business Instructor for the 2021/22 academic year at an annual salary of \$43,250.

This position is currently funded in the 2021/22 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2021/22 academic year and will not be renewed.

2021/22
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 24, 2021

Mrs. Robin McGrath
154 Lake Road
Putnam Station, NY 12861

Dear Mrs. McGrath:

Pending approval by the North Country Community College Board of Trustees at their August 2021 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Business Instructor for a one-year term during the 2021-2022 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 appointment, your pay grade for this appointment is Step 7 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$43,250. Your per-diem rate based on 164 days is \$263.72.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Ticonderoga. Your immediate supervisor/department chair is Kim Duffey, Associate Professor, and your area supervisor is Sarah Maroun, Interim Vice President for Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than September 3, 2021.

Sincerely,

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date

Robin McGrath
154 Lake Road
Putnam Station, NY 12861
(518) 547-8224

PROFESSIONAL EXPERIENCE

Sugar & Spice Country Shoppe

Ticonderoga, NY

Owner

November 2007 – Current

Responsible for the day-to-day operations of a retail gift shop

Duties include purchasing & tracking inventory, displaying, marketing, advertising, employee hiring & evaluation, keeping financial records, secretarial duties, travel, special events.

Viscardi, Howe, & Rudgers

Ticonderoga, NY

Secretary in local law office for retired Supreme Court Judge and lawyer

January 6, 2016 - April 15, 2016

Duties included answering phone, taking dictation, writing business letters, assisting with legal documents, financial deposits and record-keeping

Ticonderoga High School

Ticonderoga, NY ,

Business Teacher

September 2003 – September 2007

Responsible for lesson planning and teaching various business courses including Keyboarding, Accounting 1, Accounting II (College Level), Business Law, Marketing, and Intro to Business

I also took our top business students to the Adirondack Community College Business Day where they competed in a variety of business competitions. I was a THS (Teachers Helping Students) advisor as well.

Ticonderoga Middle School

Ticonderoga, NY

Long Term Substitute Teacher, Mathematics Grade 7

Feb 2003- June 2003

Responsible for the daily teaching of Grade 7 Mathematics & assessments

I filled in a maternity leave for the classroom teacher and was responsible for all teaching assignments, parent conferences, grades, and final exams

RECEIVED

OCT 10 2016

ACADEMIC AFFAIRS

Putnam Central School

Putnam Station, NY

Pre-Kindergarten, Kindergarten-First Grade Teacher & Teaching Assistant

September 1994 – June 2001

I was first hired as a teaching assistant for Pre-Kindergarten where I assisted the teacher in daily management of the classroom setting. The following year, a Kindergarten-First Grade multi-age classroom position became available and I was hired as the teacher. I was responsible for producing lesson plans for a fully-inclusive, multi-age classroom, working with special education students within the classroom setting, working with an aide & designing successful, age-appropriate lesson plans & teaching all subject areas. I also served on several committees including the Curriculum Committee, Pre-Kindergarten Screening Program, Technology Committee, and many more.

EDUCATION

College of St Joseph's

W. Rutland, VT

Masters In Education, May 1998

State University of New York at Oswego

Oswego, NY

Bachelors of Science, Business Distributive Education, December 1991

State University of New York at Cobleskill

Cobleskill, NY

Associates, Business Administration Dec 1991

REFERENCES

Dominick Viscardi, Esq.

Ticonderoga, NY

518-585-6737

William Morse, Business Teacher

Ticonderoga, NY

fishermanpike@yahoo.com

Matthew Courtright, Chamber President

Ticonderoga, NY

mcourtright@ticonderogany.com

518-585-6619

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created August 20th, 2021

Enrollment and Financial Aid Team Updates:

- Major project updates:
 - **SLATE CRM (Customer Relationship Management):** We're now sending all of our email campaigns out of Slate and are monitoring the effectiveness on all of them. We have seen some good response through these emails and recently had 9 students complete their enrollment within 24 hours of receiving their LastChance2Enroll email. This is a good start to build from.
 - **OMNI CMS (Content Management System):** Most of our current work has been helping staff and faculty get everything updated within their content areas prior to the semester start. We've also been helping to get our web presence ready for the upcoming Middle States visit. We do not start any new projects in August because we need to be responsive to short-turnaround requests for the upcoming semester.
 - **North Country Navigator:** No new updates but we will circle back to this project after the semester starts to see where we did well and did not-so-well to make further improvements.
- **The Enrollment Team** has been busy following-up on inquiries (leads) and applications. We are a bit short-handed this year compared to past years but our new technologies and processes are helping us to do more with less human resources. This summer's intake numbers have out-paced last year so we hope that trend continues through the first week of class. We also have been looking at the fall visit/fair schedule and most are once again up-in-the-air with new precautionary measures coming. It looks like travel will be very limited as some of the scheduled college fairs are already being canceled.
- **The Financial Aid team** is busy as always but we have once again brought in a retired FA employee to help out with the load. She will help us over the course of the next two months to ensure we can continue to provide same-day-service (processing and replies) to all students.

Marketing and Web Team Updates:

- The Entrepreneurship Certificate (www.nccc.edu/business) campaign has recently concluded. This campaign (which also features the rest of the business programs) performed well as the site traffic and click-through rates were stronger than most other campaigns. The Fall campaign (www.nccc.edu/fall) recently gave way to the "LastChance2Enroll" campaign which will run right up to the first week of classes.
- We've continued work on the "Athletics Re-Branding Project" utilizing feedback from our shares along-the-way. We're down to 3 enhanced designs that will be presented to our college community and other external partners on Friday the 27th @ 2PM. Once finalized we will work on secondary logo options, marketing pieces and signage.
- The North Country Live team is very close to having the sessions finalized for this upcoming fall series. We are on track to start our promotional efforts in September to get the word out in our communities.

Application Pipeline

Current Year: 2021																					
Data Date: 8/16/2021 *Rough estimate based on available data in CAMS																					
	Fall 2011 YTD	Fall 2012 YTD	Fall 2013 YTD	Fall 2014 YTD	Fall 2015 YTD	Fall 2016 YTD	Fall 2017 YTD	Fall 2018 YTD	Fall 2019 YTD	Fall 2020 YTD	Fall 2021 YTD	Fall 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2015 Final	Fall 2016 Final	Fall 2017 Final	Fall 2018 Final	Fall 2019 Final	Fall 2020 Final	
Fall Applications (YTD)	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802	1,713	1,565	1,425	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802	1,713	1,671
Deposits	449	479	351	481	472	533	451	405	390	595	570	449	479	351	481	472	533	451	405	390	613
Admits	696	653	771	797	694	762	724	522	572	331	308	696	653	771	797	694	762	724	522	572	304
Wait List (Nursing, RAD)	27	4	24	38	63	39	59	17	49	3	30	27	4	24	38	63	39	59	17	49	0
Other Application Status	16	253	32	3	1	3	0	0	0	0	0	16	253	32	3	1	3	0	0	0	0
Received Applications	2	4	9	1	24	7	4	8	12	1	10	2	4	9	1	24	7	4	8	12	0
Incomplete Application	170	217	390	14	233	342	597	367	280	238	170	217	390	14	233	342	597	367	280	187	
Application Withdrawn	131	109	76	581	181	68	74	237	321	276	183	131	109	76	581	181	68	74	237	321	390
Inactive Application	0	0	0	0	0	167	260	12	1	78	86	0	0	0	0	167	260	12	1	78	176
Application Rejected	352	21	20	6	214	6	4	4	1	1	0	352	21	20	6	214	6	4	4	1	1
Registered First Time, Trans	628	640	510	575	469	443	456	426	455	384	383*	628	640	510	575	469	443	456	426	412	422
											*152 continuing students also	34%	37%	30%	30%	25%	23%	24%	24%	24%	25%

Enrollment Pipeline

Report Date: 8/16/2021	Final at verificati	Final at verificati	Final at verificati	Final at verificati	Final at verificati	Final at verificati	Final at verificati	Final at verificati	Final at verificati	Final at verificati	YTD	2 years prior YTD	1 year prior YTD
	FA-12	FA-13	FA-14	FA-15	FA-16	FA-17	FA-18	FA-19	FA-20	FA-21	FA-21	FA-19	FA-20
First Time	338	306	339	285	276	254	234	241	212	195	195	230	194
Re-Admit	166	89	106	91	67	90	71	83	116	89	89	67	95
Transfer	136	115	130	93	100	104	97	88	86	110	110	95	71
Continuing	482	501	469	455	442	416	417	355	349	302	302	417	382
Total:	1122	1011	1044	924	885	864	819	767	763	696	696	809	742
Intake Total:	640	510	575	469	443	448	402	412	414	394	394	392	360

New "On-Call Advising"

8:30-4:30	Tuesday 8/10	Kim Duffey	Reg 6
8:30-4:30	Wednesday 8/11	Kate Wells	Reg 6 and 3 add/drop
8:30-12:30	Thursday 8/12	Elaine	Reg 3 and 1 add/drop
12:30-4:30	Thursday 8/12	Sarah K	Reg 7
8:30-12:30	Monday 8/16	Elaine	Reg 1 and 1 add/drop
12:30-4:30	Monday 8/16	Sarah K	Reg 2
8:30-4:30	Tuesday 8/17	Kathleen	Reg 5 and 2 add/drop
8:30-4:30	Wednesday 8/18	Kathleen	Reg 4 and 3 add/drop
8:30-4:30	Thursday 8/19	Sarah K	Reg 8



Fall semester 2021 is coming fast at North Country Community College! The good news is that it's not too late.

Apply NOW and get registered.
First day of classes is August 30th!

- Our college offers quality education at an affordable price
- Check out our unique selection of programs at [NCCC.EDU/PROGRAMS](https://www.nccc.edu/programs)
- Learn about the ways we'll support you through your college journey at [NCCC.EDU/STUDENT-SUPPORT](https://www.nccc.edu/student-support)
- Explore financial aid and scholarship opportunities at [NCCC.EDU/PAYING-FOR-COLLEGE](https://www.nccc.edu/paying-for-college)

Review all of our flexible course offerings at [NCCC.EDU/FALL](https://www.nccc.edu/fall) or give us a call at 888-TRY-NCCC!



Fall semester 2021 is coming fast at North Country Community College! The good news is that it's not too late.

Join us for our virtual Last Chance 2 Enroll events:
August 23rd, 24th & 25th

We'll be ready to help you with whatever you need to get prepared for classes. Have your transcripts ready so you can apply, get accepted and register all in the same day! Financial Aid assistance will also be available. For the best service please RSVP at [NCCC.EDU/FALL](https://www.nccc.edu/fall) or give us a call at 888-TRY-NCCC!



Last Chance 2 Enroll:

NC North Country Community College ...
Sponsored · 🌐

The next chapter starts now! North Country Community College invites you to enroll for the Fall 2021 semester. Apply NOW and register!



NCCC.EDU
Last Chance 2 Enroll
Reach Higher. Own Your Future!

LEARN MORE

NC North Country Community College ...
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North Country Community College wants to see you for the Fall 2021 semester. Reach Higher. Own Your Future. Enroll now.



NCCC.EDU
Enroll at NCCC Now
Reach Higher. Own Your Future!

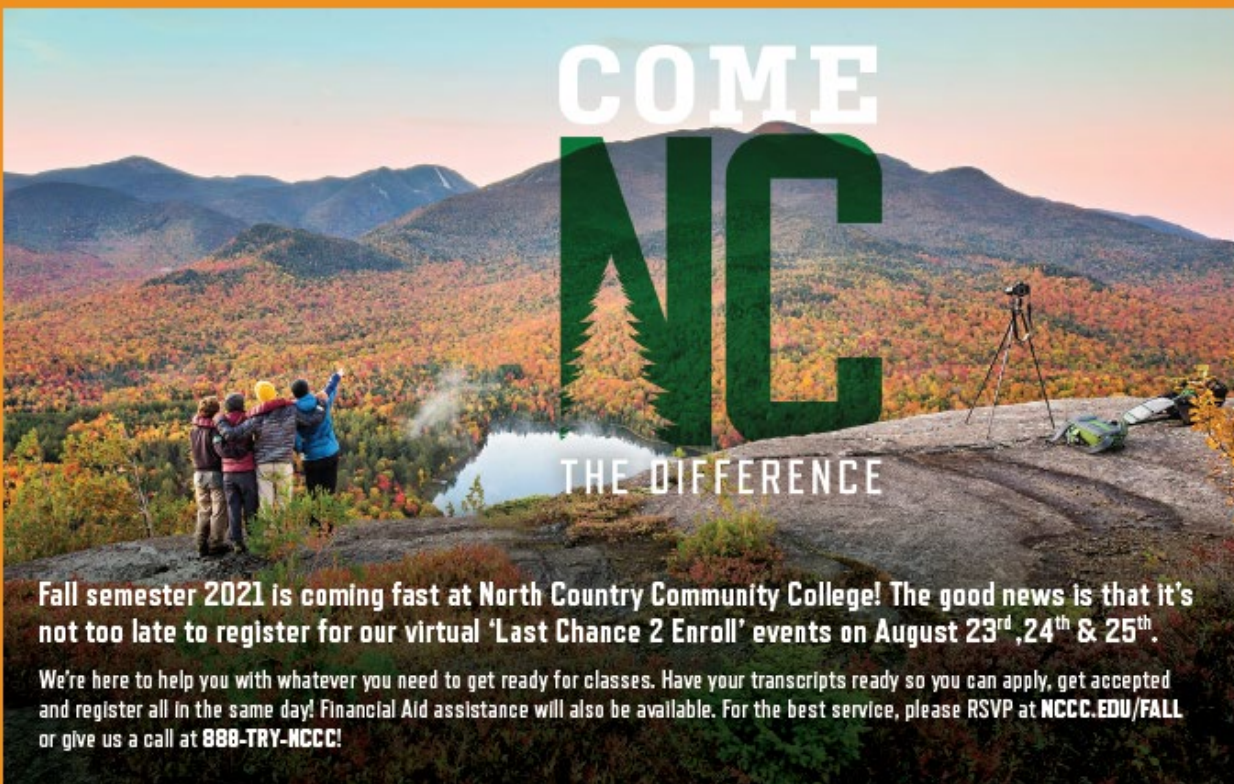
LEARN MORE



TIME² REGISTER

You're eligible to register for the upcoming semester's courses! To set up a meeting with your advisor, please call **888-TRY-NCCC** or email **ADMISSIONS@NCCC.EDU**.

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK



**COME
NC
THE DIFFERENCE**

Fall semester 2021 is coming fast at North Country Community College! The good news is that it's not too late to register for our virtual 'Last Chance 2 Enroll' events on August 23rd, 24th & 25th.

We're here to help you with whatever you need to get ready for classes. Have your transcripts ready so you can apply, get accepted and register all in the same day! Financial Aid assistance will also be available. For the best service, please RSVP at **NCCC.EDU/FALL** or give us a call at **888-TRY-NCCC**!



JULY 2021 PARTNER INSIGHTS REPORT

SUNY North Country Community College

Your Monthly Insights Report is designed to give you an in-depth, transparent view of how your school is performing on Niche. We help schools improve brand awareness, increase engagement, and make meaningful connections with prospective students and families.

[View Your School's Profile](#)

281
people viewed your profile
in July

10
people clicked to your
website or social media in July

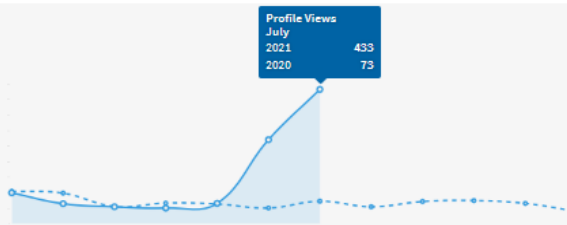
0
people generated an inquiry
for your school in July

[Awareness](#) [Connect](#) [Inquiries & Prospects](#) [Competitors](#) [Performance Details](#) [Contact](#)



Awareness

281 people viewed your profile in July



The data file "SUNY North Country Community College_2021-08-16.csv" has been successfully imported.

Started: 08/16/2021 12:22:42 PM ET
 Stopped: 08/16/2021 12:22:46 PM ET
 Execution Time: 0.07 minutes
 Rows Imported: 1 / 1
 Result Code: success

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**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Marketing and Enrollment recommends the initial term appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for the 2021/22 academic year at an annual salary of \$59,484,

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 initial term appointment of Amy Tuthill to the full time, twelve-month exempt position as Associate Director of Recruitment for Adult Learners, for the 2021/22 academic year at an annual salary of \$59,484.

This position is currently funded in the 2021/22 operating budget.

2021/22
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 12, 2021

Ms. Amy Tuthill
8030 State Route 3
Vermontville, NY 12989

Dear Ms. Tuthill:

Pending approval by the North Country Community College Board of Trustees at their August 2021 meeting, I am pleased to offer you an initial term, full-time, twelve-month (261 days) exempt appointment as Associate Director of Recruitment for Adult Learners for the 2021-2022 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 appointment, your pay grade for this appointment is Step 19 on Schedule C of the 2021-2022 CBA, which is an annualized salary of \$59,484.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate and area supervisor is Kyle Johnston, VP of Marketing and Enrollment.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date

Amy Tuthill
8030 State Route 3
Vermontville, NY 12989

June 17, 2021

Search Committee
Associate Director of Recruitment for Adult Learners
North Country Community College
23 Santanoni Avenue, P.O. Box 89
Saranac Lake, NY 12983

Dear Search Committee:

Please accept this as my Letter of Intent to apply for permanent appointment to the position of Associate Director of Recruitment for Adult Learners.

Having been honored with the opportunity to pilot this position, I have strived to create a model that recognizes the unique challenges adult learners face. Deciding to pursue an education, while balancing multiple life obligations, often creates barriers to a student's dream of attaining a degree. By focusing on the need for greater customer service and placing an emphasis on finding ways to overcome financial and logistical hurdles, I have helped to shape our initiative to recruit adult students and convey their value as members of our college community.

Being a trusted resource, providing high-touch and intentional support, and helping to ease the transition our adult students face when beginning their academic career has been extremely rewarding. My passion for this work comes from my own experience as an adult learner. I have never forgotten my journey and those who helped me along the way. Navigating the college admissions and financial aid processes can sometimes be daunting, understanding this is the foundation of my commitment to our mission and passion for the work we do.

In closing, it would be my honor to continue in the position that brought me to North Country two years ago. I have accomplished much, but we as a campus community have more to do and I would be proud to be a part of the Enrollment team for many years to come.

Thank you in advance for your consideration. I look forward to hearing from you soon.

Best Regards,

Amy M. Tuthill

Amy M. Tuthill
enc.

Amy M. Tuthill
8030 State Route 3
Vermontville, NY 12989
(518) 891-5691 (H) (518) 524-5691(C)
amy.m.tuthill@gmail.com

CAREER OBJECTIVE

Higher Education professional with over 20 years of progressive experience in admissions, veterans' affairs, and concurrent enrollment administration. With 12+ years of experience in veteran recruitment and retention, along with a thorough background in federal Veterans Administration (VA) education benefits, I am uniquely qualified to promote and increase adult college enrollment. Seeking to further the mission of North Country Community College through the recruitment of adult students.

PROFESSIONAL EXPERIENCE

North Country Community College, Saranac Lake, NY

Associate Director of Recruitment for Adult Learners – 2019 to Present

- Recruit adult and military-affiliated students for all NCCC campuses and programs. Develop and maintain relationships with regional businesses and organizations to promote educational opportunities for their employees and clients. Support enrollment initiatives to promote a culture of customer service from the student's first point of contact to enrollment. Facilitate communication between students and campus resources, such as Financial Aid, IT, Registrar and Student Accounts. Support Second Chance Pell program with timely processing of applications. Responsible for accurate and timely submission of certifications for all military and veteran connected education benefits, including follow up with federal and state providers. Advocate for military/veteran students regarding receipt of benefits. Provide pre-academic counseling to military/veteran students to ensure compliance with all VA, military, and state education benefit guidelines. Ensure college's compliance with federal regulations outlined in the Department of Defense Memorandum of Understanding and complete annual recertification process with the New York State Approving Agency. Complete annual training as mandated by federal regulations to maintain appointment as a VA School Certifying Official. Serve as a campus and community resource for veteran and military education-related issues. Assist Vice President in projects to market the college and its programs. Supervise and mentor Admissions Counselors as assigned.

Paul Smith's College, Paul Smiths, NY

Director, Veteran and Enrollment Services – 2012 to 2019

Advanced Studies Program Coordinator – 2002 to 2019

Assoc. Director for Veteran Recruitment and Retention – 2009 – 2012

Tutor Coordinator – 2004 – 2009

Assistant Director of Admissions – 2000 - 2004

- Successfully developed and grew the Veteran Services program. Responsible for the recruitment and retention of student veterans. Develop and implement travel schedules to recruit student veterans. Certify student VA and military education benefits. Primary point of contact for Veterans Administration, Department of Defense, and New York State Approving Agency related issues. Ensure compliance with all federal and state reporting requirements to maintain the college's ability to receive funding through federal and state funding streams. Maintain current knowledge of changes in federal and state legislation affecting veteran's affairs. Develop and manage external relationships on the local, state and federal level with influencers of prospective students. Advise students on all aspects of GI Bill and federal Tuition Assistance, including course selection and satisfactory academic progress. Evaluate academic and military transcripts for potential transfer credit. Serve as liaison to campus offices involved in all aspects of the student veteran experience at the college. Advocate and promote awareness across campus regarding issues facing veterans as adult/non-traditional students. Provide local resource information for successful transition into the college and local community.
- Assumed responsibility for administration and growth of the Advanced Studies program. Successfully expanded the college's footprint from one partner school to its current size of 17 participating schools. Responsible for all aspects of program administration, including registration, billing, grade submission, and adjunct approval. Coordinate campus visit days for students enrolled in Advanced Studies Program courses. Serve as Admissions Counselor for prospective students from partner schools.
- Coordinated academic support services for students, including tutoring, writing support, and group sessions. Mentored students on academic probation. Supervised and trained student employees.

Adirondack Community Action Program, Elizabethtown, NY

Family Worker, Saranac Lake Head Start Program – 1991 – 2000

- Conducted home visits to establish rapport with parents of participating students. Collaborated with parents to assess individual and family goals throughout the school year. Provided guidance to parents seeking to further their education in order to obtain their G.E.D. or enroll in community college. Referred parents and families to appropriate agencies for assistance. Advocated for families using community resources. Assisted in crisis intervention and case management. Participated in multi-disciplinary case conferencing. Prepared monthly reports for administrative staff. Coordinated fund raising and volunteer activities. Developed and maintained community relationships. Facilitated regular Parent Committee meetings. Served on agency-wide strategic planning committees.

EDUCATION

B.S., Human Services (1993), State University of New York, Plattsburgh, NY

A.S., Data Processing (1982), Canton Agricultural & Technical College, Canton, NY

A.S., Business Administration (1981), Canton Agricultural & Technical College, Canton, NY

PAUL SMITH'S COLLEGE COMMITTEE INVOLVEMENT

- Co-Chair Staff Advisory Council (2007-2011)
- Middle States Accreditation (2006) External Community
- Curriculum Standards Committee – Admissions Representative
- Chamberlain Award Selection Committee (Recipient-*H. David Chamberlain Merit Award for Staff*. 2009)
- Strategic Planning Committee (2015) Off-Site Learning
- Strategic Planning Committee (2011) Build the Franchise
- Strategic Planning Committee (2009) Our Culture

COMMUNITY INVOLVEMENT

- Homeward Bound Adirondacks, Board of Directors (2019-Present)
- Patriot Hills/Homeward Bound Community Advisory Committee (2010-2016)
- Women's College Scholarship Fund (2009-2013)

June 14, 2021

Search Committee
Associate Director of Recruitment for Adult Students
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983

Dear Search Committee Chair:

It is my great pleasure to write this letter of support for Amy M. Tuthill for the position of Associate Director of Recruitment for Adult Learners. I have observed that Amy is one of the hardest working individuals that I have ever had the pleasure of working with. Allow me to provide a couple of examples.

First, when Amy began at North Country Community College, she made it a point to visit all the branch campuses and meet with staff to gather information that could assist her with her position, which was to recruit students to NCCC. No one from the Enrollment Office had ever done that, at least since I have been at NCCC. I was very impressed with her knowledge, her people skills, and her desire to make North Country a growing and better institution. As time went by, Amy continued to visit the branch campuses and keep in close contact with many of the staff at the branch campuses. I found that I learned a great deal from Amy about our recruitment efforts and things that I could do to help in that area.

Perhaps the most impressive accomplishment that I witnessed first-hand was Amy's recruitment efforts with the Saint Regis Mohawk Tribe. I have long had a great working relationship with the Higher Education Department at the Saint Regis Mohawk Tribe, and a few years ago, while Joe Keegan was the VP for Academic Affairs, he and I made a concerted effort to not only recruit students from the SRMT, but to look into the possibility of offering classes at the Tribal facility. We made tremendous inroads and were on the brink of getting a program established when Amy Tuthill arrived on the scene. Amy was brought up to speed about our plans with the Saint Regis Mohawk Tribe and, without hesitation, said "how can I help"? She was indeed a huge help!

Amy jumped right in with both feet – accompanying me to the SRMT to meet the key players – namely Stephanie Cook and Joni Cole. Again, I was very impressed with Amy's people skills as she immediately hit it off with both Stephanie and Joni. Before long, we were setting up visits to the Tribal Facility for Amy, discussing registration dates where members of the NCCC staff would come to the Saint Regis Mohawk Tribal Facility to enroll students on the spot! It was tremendous, and Amy deserves a great deal of credit for it. As a side note, I went with Amy on a couple of her tabling visits in the lobby of the Tribal Facility and before long many of the staff

were walking by saying “Hi Amy, how are you today” and Amy would respond “Oh, Hi Charley”, or “Hi Betty” and that sort of thing. It was great!

The program with the Saint Regis Mohawk Tribe has slowed a bit because of the COVID pandemic, but Amy continues to maintain regular contact with Stephanie Cook and Joni Cole so that we will continue our great relationship once the pandemic is over.

In closing, let me just say that Amy Tuthill is one of the greatest assets that our Enrollment Office has and we cannot afford to lose her. I wholeheartedly support the hiring of Amy Tuthill as Associate Director of Adult Enrollment at North Country Community College.

Thank you.

Bruce Kelly
Coordinator, Campus and Student Life
NCCC Malone Campus

North Country Community College Foundation

P.O.Box 89 • 23 Santanoni Avenue • Saranac Lake, NY 12983 • (518) 354-5261 • foundation@nccc.edu

Board of Directors

June 11, 2021

Charles Van Anden
President

Richard F. Godin
Vice President

Catherine Werley
Secretary

Matthew Foley
Treasurer

Susanna Cantwell

Erik Harvey

Joseph Keegan

Frederick G. Smith

Richard P. Suttmeier

Mary Kay Tulloch

Natalie S. Zurek

Search Committee
Associate Director of Recruitment for Adult Learners
North Country Community College
P.O. Box 89
Saranac Lake, NY 12983

To Whom It May Concern:

It is my pleasure to write a letter of support for Amy Tuthill's appointment to the permanent position of Associate Director of Recruitment for Adult Learners.

From my perspective as Director of the NCCC Foundation, I have seen Amy bring to the College the kind of enthusiasm, professionalism, demeanor and willingness to "go the extra mile" that builds solid relationships and opportunities for trusted collaborations with students, colleagues and our communities.

I have personally worked with Amy to introduce adult students to the college, share information on the Foundation's Opportunity Scholarship for adult learners, and on veterans' award opportunities. Amy's ability to build trust, engage hesitant students to be comfortable and believe success is possible, is stellar. She is easy to talk with and her kind, calm presence addresses many challenges adult students face. I believe the College and the community have been well-served by her efforts to showcase and explain how North Country Community College can change lives.

Amy's thoughtful understanding of the needs of adult students adds great value to NCCC and makes the student journey through the maze of processes they face to attend seem manageable. I believe Amy brings very special skills needed for this position and the interests of the College and the Foundation.

Sincerely,



Diana M. Fortune
Director



NORTH COUNTRY WORKFORCE DEVELOPMENT BOARD

June 14, 2021

Search Committee for Associate Director of Recruitment for Adult Students
North Country Community College
23 Santanoni Ave.
Saranac Lake, NY 12983

Dear Committee,

It is with great pleasure that I am submitting a letter of support for Amy Tuthill's position, Associate Director of Recruitment for Adult Learners, as North Country Community College evaluates her three-year tenure.

From the North Country Workforce Development Board's position, Amy has been instrumental in ensuring communication between NCCC and the OneWorkSource Centers. Her work highlights the importance of building relationships between our organizations and specifically with the OneWorkSource Centers as well as being an active partner in workforce development efforts in the North Country.

This partnership enables adult students access higher education to meet the employers' demand for a trained workforce.

In that position, Amy has proven to be a visionary in bringing forth different approaches that enable goals to be accomplished. On a personal note, I have found Amy to be professional, dedicated, passionate and a joy to work with.

Do not hesitate to contact me should you have questions regarding this letter of support. And as always, I look forward to our continued partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Sylvie Nelson". The signature is fluid and cursive.

Sylvie Nelson, IOM
Executive Director

June 15, 2021

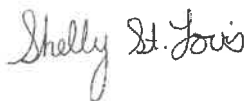
To Whom It May Concern:

It is with pleasure I write this letter of recommendation for Amy Tuthill. I have only known Amy for a couple of years; however, we connected from the day she started at NCCC. Amy came to the College with an abundance of experience in her department, however, we have also leaned on her for Registrar and Financial Aid guidance. I have witnessed Amy always going above and beyond for every student she interacts with.

Amy's positive attitude, dedication to student success, and her willingness to be part of a team are a few of the many reasons I feel she is deserving of this position.

Please feel free to contact me if more information is needed at the number below.

Sincerely,

A handwritten signature in cursive script that reads "Shelly St. Louis".

Shelly St. Louis
Registrar
North Country Community College
518-891-2915 ext. 1278



June 17, 2021

To The Search Committee for Associate Director for Recruitment of Adult Learners,

I take great pleasure on writing this letter on behalf of Amy Tuthill. Amy has been in service to the Veterans in our program for several years. Her willingness to advocate for our residents' unique needs goes beyond reproach. Amy's knowledge and breadth of experience, eases the many burdens our gentleman face, when it comes to beginning their academic careers. She is genuinely interested in helping others and provides an excellent work ethic, in a skillful manner. Every Veteran we work with at our facility has nothing but positive words for their experience with Amy.

I know Amy to be dependable, responsible, honest, and courteous. It is apparent, that she takes great pride in serving the Veteran population and it shows in everything she does. It is our hope we can continue to work with Amy in the future. She is an inspiration to our gentleman and instills in them the hope and inspiration they need to begin their new chapters in life.

As you can see, I think highly of this individual. Amy would be an asset for any organization, and I am happy to give her my wholehearted endorsement. Please do not hesitate to contact me with any further questions or concerns.

Sincerely,

Danielle Mangold, LMHC, NCC, CASAC
Program Director
Col C David Merkel Veterans Program
St. Josephs Addiction Treatment and Recovery Center
(Email) -dmangold@stjoestreatment.org



Multiple Year Designee

Col. C. David Merkel, MD Veterans Residential Program
444 Kiwassa Lake Road
Saranac Lake, New York 12983
(518) 891-8387 ▪ www.stjoestreatment.org

SARANAC LAKE | MALONE | TICONDEROGA

**North Country Community College
Interim CFO's Report to the Board of Trustees
August 27, 2021**

Greetings,

As always, I hope this report finds you well. This month's report will again be brief and simply present the July operating results, a final projection for 2020-21, and a quick update on the 2021-22 budget.

I would like to ask for the board's approval of the July financial statements, included below, for the month ending July 31, 2021.

The 2020-21 forecast has moved to a surplus of \$320K vs. the last forecast that projected a breakeven scenario. The surplus is related to 1) \$65K higher summer tuition and fee revenue than projected coupled with less negative revenue adjustments than usual, 2) \$50K invoicing a higher chargeback rate to counties as approved by the SUNY Chancellor, directly related to the 5% reduction in NYS aid, and 3) \$200K in labor and benefits savings over what was projected. We are looking into why salaries were \$140K lower than anticipated over the summer. Medical and Retirement closeouts are coming in slightly better than projected. On a high level the college's revenue for 2020-21 will be essentially flat to budget and expenses were reduced by \$370K during the pandemic. The fund balance is now expected to finish on August 31 at \$4.6 million maintaining a 31% of normal net operating cost ratio.

The 2021-22 budget was approved by both Essex and Franklin counties and is now being sent onto SUNY for their consolidation and approval process. There were no public comments or questions at either county hearing.

Best regards,



Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of July 31, 2021

SUBMITTED TO THE BOARD OF TRUSTEES

August 27, 2021

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet JULY 31, 2021			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 4,049,714	\$ 3,906,597	\$ 143,118
Accounts Receivable-Students	273,360	(84,754)	358,114
Due From NCCC Association	445,761	274,115	171,646
Due From NCCC Foundation (Contributions)	898,001	1,064,645	(166,644)
Due From Other Funds	783,288	609,530	173,758
Due From Governments (State & Fed Fin Aid)	653,486	746,085	(92,599)
Prepaid Expenses	60,978	95,404	(34,426)
Total Assets	\$ 7,164,588	\$ 6,611,622	\$ 552,966
Liabilities			
Accounts Payable	\$ (14,751)	\$ (8,219)	\$ (6,532)
Payroll & Benefits Liabilities	(109,944)	122,646	(232,589)
Due to NCCC Association (Room, Meals, Books)	-	4,680	(4,680)
Due to NCCC Foundation (Rent)	265,983	489,587	(223,604)
Due to Other Funds	60	120	(60)
Due to Retirement	325,652	393,530	(67,878)
Compensated Absences	289,672	256,362	33,310
Other Liabilities	284,467	303,935	(19,467)
Total Liabilities	\$ 1,041,141	\$ 1,562,641	\$ (521,500)
Month End Equity	\$ 6,123,447	\$ 5,048,981	
Total Liabilities & Equity	\$ 7,164,588	\$ 6,611,622	
Fund Balance Summary			
Prelim Fund Balance as of 09/01/20	\$ 4,283,578		
Estimated 20-21 Surplus (Deficit)	\$ 319,830		
Projected Fund Balance as of 09/01/21 ¹	\$ 4,603,408		
¹ GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits". Currently, NCCC would be responsible for \$15,856,548.			

North Country Community College Revenues & Expenditures JULY 31, 2021				
	Annual <u>Budget</u>	YTD <u>Actual</u>	19-20 Actual <u>M (L)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 5,330,393	\$ 6,161,353	\$ 830,959	116%
Sponsors' Contribution	2,380,000	2,177,500	(202,500)	91%
Chargebacks	695,600	757,770	62,170	109%
Out-of-State Tuition	747,053	420,584	(326,469)	56%
State Aid	4,050,609	3,859,437	(191,172)	95%
Contributions	1,153,500	1,070,585	(82,915)	93%
Total Revenues	\$ 14,357,155	\$ 14,447,228	\$ 90,073	101%
Expenditures				
Salaries	\$ 7,134,020	\$ 6,179,018	\$ 955,002	87%
Payroll Taxes	545,752	423,413	122,339	78%
Medical	2,057,012	1,699,022	357,990	83%
Retirement	620,050	587,769	32,282	95%
Other	107,535	131,784	(24,249)	123%
Equipment	34,050	24,916	9,134	73%
Facility Leases	1,448,480	1,422,635	25,845	98%
Utilities	301,500	237,778	63,722	79%
Maintenance	167,150	116,320	50,830	70%
Office & General Supplies	69,810	31,871	37,939	46%
Advertising	206,050	118,884	87,166	58%
Professional Services	118,200	101,995	16,205	86%
Information Technology	291,370	275,503	15,867	95%
Library & Instructional Supplies	347,510	205,400	142,110	59%
Scholarships	485,000	777,022	(292,022)	160%
Travel	101,550	3,661	97,889	4%
Property & Liability Ins.	145,000	108,607	36,393	75%
Miscellaneous	207,817	264,621	(56,804)	127%
Total Expenditures	\$ 14,387,856	\$ 12,710,218	\$ 1,677,639	88%
Operating Surplus (Deficit)	\$ (30,701)	\$ 1,737,011	\$ 1,767,712	-5758%
Non-Operating Activity	-	102,859	102,859	NA
Total Fund Surplus (Deficit)	\$ (30,701)	\$ 1,839,870	\$ 1,870,571	-6093%

North Country Community College

August Forecast

For the year ending August 31, 2021

FTE	Budget	Forecast	More (Less) vs. Budget	
In-State	575	581	6	1%
Out of State	60	31	(29)	-92%
In/Out of State FTE	635	612	(23)	-4%
Concurrent Enrollment	250	234	(16)	-7%
Core Operating FTE	885	847	(38)	-5%
Pell Prison Program	165	133	(32)	-24%
Total FTE	1,050	980	(70)	-7%

Unrestricted Fund <i>(in thousands)</i>	Budget	Forecast	More (Less) vs. Budget	
Revenues				
Tuition	\$ 5,107	\$ 5,377	\$ 270	5%
Fees	1,210	1,175	(35)	-3%
Sponsor's Contribution	2,380	2,380	-	0%
Chargebacks to Other Counties	696	758	62	9%
State Aid	4,051	3,846	(205)	-5%
Contributions & Other Income	1,154	1,128	(26)	-2%
Reserve for Bad Debt	(239)	(325)	(86)	36%
Total Revenues	14,357	14,339	(18)	0%
Expenditures				
Salaries	7,134	6,763	(371)	-5%
Payroll Taxes	514	464	(51)	-10%
Medical	2,025	1,853	(172)	-8%
Retirement	600	641	42	7%
Other	191	158	(34)	-18%
Equipment	34	30	(4)	-13%
Facility Leases	1,448	1,551	103	7%
Utilities	302	252	(50)	-17%
Maintenance	167	120	(47)	-28%
Office & General Supplies	70	70	-	0%
Advertising	206	202	(4)	-2%
Professional Services	118	140	22	18%
Information Technology	291	289	(2)	-1%
Library & Instructional Supplies	188	200	12	7%
Scholarships	485	383	(102)	-21%
Scholarships - Concurrent Enrollment	-	392	392	NA
Travel	64	4	(60)	-94%
Property & Liability Ins.	145	142	(3)	-2%
Miscellaneous	406	366	(40)	-10%
Total Expenditures	14,388	14,019	(369)	-3%
Unrestricted Fund Surplus / (Deficit)	\$ (31)	\$ 320	\$ 351	1142%

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Associate VP of Student Life recommends the initial term appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for the 2021/22 academic year, at an annual salary of \$52,720.

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 initial term appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for the 2021/22 academic year, at an annual salary of \$52,720.

This position is currently funded in the 2021/22 operating budget.

2021/22
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 19, 2021

Ms. Angela Brice
5605 Sutton Road
Avon, NY 14414

Dear Ms. Brice:

Pending approval by the North Country Community College Board of Trustees at their August 2021 meeting, I am pleased to offer you an initial term, full-time, 221-day exempt appointment as Assistant Director of Student Life for the 2021-2022 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 is Step 14 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$52,720.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate and area supervisor is Kim Irland, Interim Associate VP of Student Life.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2020.

Sincerely,

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date

Angela M. Brice

585-738-1357 | angelambrice@gmail.com

June 21, 2021

Dear Search Committee,

It is with considerable interest that I submit my application for the Assistant Director of Student Life. After reviewing the job description, I believe I am capable of fulfilling all responsibilities, providing leadership and collaboration within the Department of Student Life.

Based on the position announcement I meet all of the required and preferred skills for this position:

- ✓ M.Ed. Master of Education in Mental Health Counseling, 2012
- ✓ BA, Bachelor of Arts in Psychology, 2009
- ✓ Over 10 years of experience in Student Affairs
- ✓ Skills in developing and managing budgets, inventory systems and procedures
- ✓ Experience with supporting students as they transition to College, Title IX regulations, project management and staff training/supervision.
- ✓ Ability to demonstrate intermediate to advanced marketing/branding skills
- ✓ Provide support and direction to student groups, organizations and advisors through leadership and organizational development.
- ✓ Experience with evaluating and assessing student learning in co-curricular settings
- ✓ Experience coordinating and implementing of campus wide engagement activities
- ✓ Crisis intervention, management, and conflict resolution skills.
- ✓ Experience advising Campus Activities Board and Student Government Organizations
- ✓ Experience developing and implementing student leadership programs and civic engagement opportunities

As indicated in my resume, I am currently the Assistant Director of Student Life at North Country Community College. My current role affords me the opportunity to enhance the overall student engagement experience by developing signature programs that are student centered, creating assessment that provides qualitative/quantitative data for benchmarking, and using student development theories to better support students. I have had the privilege to develop consciousness student leaders who have attended regional and national conference to better the overall student experience, while continuing to advocate for change within the campus community. Through my experience, I have been able to collaborate with faculty and staff to enhance learning inside and outside of the classroom.

I am a dedicated professional with experience working through obstacles and managing change. My education, employment experiences, volunteer activities and passion are in alignment with the duties and responsibilities of the Assistant Director of Student Life position.

Thank you for your time and consideration and I look forward to an opportunity to discuss how I can continue to contribute to NCCC's success.

Sincerely,

Angela M. Brice

Angela M. Brice

ANGELA BRICE

585.738.1357

angelambrice@gmail.com

EDUCATION

MAY 2012

MASTERS OF EDUCATION, BRIDGEWATER STATE COLLEGE

LICENSED MENTAL HEALTH COUNSELOR CANDIDATE

CACREP ACCREDITATION

MAY 2009

BACHELORS OF ARTS, SUNY COLLEGE AT BROCKPORT

SKILLS

Student Conduct
Residence Life and Housing
Community Development
Student Advocacy and Support
Staff Supervision
Leadership Development
BANNER

Student Engagement
Organized and Detailed
Communication and Collaboration
Emergency and Crisis Mangement
Budget Management
EREZLIFE
Civic Engagement

EXPERIENCE

AUGUST 2017– PRESENT

ASSISTANT DIRECTOR OF STUDENT LIFE, NORTH COUNTRY COMMUNITY COLLEGE

- Establishes and maintained procedures for clubs/organizations that are responsive to current student needs, efficient and effective
- Maintains fiscal responsibility of budgets containing revenue and expenditures from multiple sources
- Supervise and advise staff who manage student events, meetings, student activities, campus tours, intramural sports, and student newsletter
- Advises student leaders on their curricular, co-curricular and career-related endeavors utilizing knowledge of relevant student development, leadership and career theories
- Creates and implements strategic vision for Student Leadership Programs and Civic Engagement opportunities for students
- Works closely with students to resolve concerns and communicates suggestions and problems to the appropriate departments and follow up with students providing next steps for resolution
- Responsible for managing over 20 student organizations including events, meetings, fundraisers and budgets (using web surveys, Microsoft Excel, and Jotform)
- Served as direct support to Associate Vice President of Student Affairs and Executive Director of Association
- Supervises work and international assistantship students for the Student Life Office

- Represents the college and department at local, regional, and national conferences in relation to student affairs, student leadership development, campus activities, and shared governance
- Collaborates with faculty, staff and community agencies and resources to enhance the programmatic efforts for the current student population
- Serves as a member of the Student Conduct Appeals Board as well as Title IX Investigator as needed
- Coordinates, plans, executes, and evaluates multiple programs designed to facilitate growth in leadership skill and knowledge development and recognition including the Student Government leadership retreats and various leadership trainings
- Developed and implements Mindfulness and Wellness based programmatic efforts at a college wide level via semesterly Wellness Challenge, Mindfulness Mondays and Gratitude Challenges
- Serves as the Housing Officer overseeing all facets of the Residence Life Program

JUNE 2015 – AUGUST 2017

ASSOCIATE DIRECTOR OF CAMPUS LIFE RESIDENTIAL SERVICES, NORTH COUNTRY COMMUNITY COLLEGE

- Coordinated housing selection and assignment processes for students, monitor and report housing occupancy and projections, and coordinate/approve room changes
- Maintained accurate data in CAMS information system for all Residence Life operational needs
- Served as a member of the Behavioral Intervention Team to coordinate student outreach and support
- Developed and implemented recruitment, selection, training and evaluation of paraprofessional staff
- Oversaw the On Call Professional Staff Rotation, including training, scheduling and provided on-call consultation and/or response for emergency situations and/or mental health emergencies after hours, and for the residence hall community
- Served as an Administrative Hearing officer for violations of the Student Code of Conduct, as well as served as the Chair of the Conduct Board
- Collaborated with the Dean of Students to develop short and long-range housing plans, implemented and developed departmental goals, vision and mission.
- Provided training and support for faculty, staff and students
- Developed and sustained liaison relationship with Information Technology, Facilities, Student Accounts, Financial Aid, Dining Services, Admissions, Athletics and Health Services
- Served on college committees including but not limited to the Behavioral Intervention Team, Safety Committee, Long range Planning and Budget Committee and Professionals Promotions Committee

JULY 2014 – JULY 2015

RESIDENCE HALL DIRECTOR, SUNY CORTLAND

- Select, train, supervise, evaluate, and facilitated staff development for seven Resident Assistants, and Student Administrative Assistant through weekly staff and one-on-one meetings
- Maintained a programming and staff development budget of over \$2,500
- Served as conduct officer and managed the conduct process for low and mid-level policy violations
- Updated rooming assignments utilizing a Banner System
- Assisted with SUNY Cortland's Student Staff Recruitment process, by developing a streamlined application and interview process
- Co-Advised Residence Hall Association, working closely with the NCC
- Oversaw and maintained a Residence Hall Association budget of \$50,000, as well as practice record keeping procedures to balance the budget

AUGUST 2013 – MAY 2014

PSYCHOLOGY ADJUNCT FACULTY, SUNY SULLIVAN

- Organized, prepared and revised (as needed) course materials
 - Ensured content level of course materials in exams has been covered in class
 - Designed, administered and graded exams and written papers
 - Incorporated a variety of teaching methodologies within the classroom

JULY 2012 – JULY 2014

RESIDENT DIRECTOR, SUNY Sullivan

- Responsible for the daily functioning and management of an upperclassman and first year residence hall with 350 students
- Developed and implemented both August and January staff trainings
- Fostered a residence hall environment conducive to residents' academic success and personal development
- Maintained budgets for trainings (\$5,000) and staff programming (\$5,000)
- Supervised, 8 Resident Assistants, 4 Assistant Resident Assistants and 3-7 work study students
- Created a new programming model that encourages holistic student development
- Adjudicated mid-level conduct cases
- Co-facilitated Resident Assistant Staff recruitment
- Advised Residence Hall Council and maintained a \$ 8,000 budget

AUGUST 2011 – MAY 2012

RESIDENT DIRECTOR, Dean College

- Responsible for the daily functioning and management of an upperclassman and first year residence hall
- Served on an on-call duty rotation, responding to crisis situations
- Facilitated educational, social and safety programs that encourage a healthy transition into college
- Supervised, Community Advisors directly as well as indirectly that are on staff

JANUARY 2010 – JULY 2011

RESIDENCE LIFE COORDINATOR FOR LEADERSHIP & STUDENT INVOLVEMENT, BECKER COLLEGE

- Responsible for the daily functioning and management of three first year residence halls
- Served on an on-call duty rotation, responding to crisis situations
- Directly supervised 4 Resident Assistants and designed/implemented the Resident Assistant duty schedule
- Managed and work with a \$3000 programming budget, with a staff of 14 RAs

ANGELA BRICE

585.738.1357

angelambrice@gmail.com

References

Shannon Warren
Former Executive Director of the NCCC Association
Saranac Lake, New York 12983
(410) 63-0300

Amy Porter
Assistant Director of Housing & Res Life for New Student Enrollment and Conduct
Northampton Community College
3855 Green Pond Road
Bethlehem, PA 18020
(518) 421-4912

Mary Ellen Chamberlain
Director of Financial Aid
North Country Community College
23 Santanoni Ave, PO Box 89
Saranac Lake, NY 12983
518-891-2915 ext. 1285

**North Country Community College
President's Report to the Board of Trustees
August 27th, 2021**

Greetings to you all,

I hope this finds you well and enjoying these late summer days. The rains have been bountiful, the days and evenings warm, and the fruits of the garden plenty. For those of us in education, that can only signal one thing...it is time to return to school.

Students have been starting to trickle on campus and we will have our residential students coming later today and tomorrow. The semester commences this upcoming Monday, August 30th, 2021.

We thank you for your ongoing support and look forward to a safe and successful year filled with great things for our students, our employees, and our communities.

Stay well!

Joe

★ **Board Matters**

- *Board Bios and Photos:* Many thanks to all who have submitted photos and bios to Stacie Hurwitch, Executive Assistant to the President. The Meet the Board page is looking good and if you have not had a chance to see it, I encourage you to hop over and do so... <https://www.nccc.edu/about/board-of-trustees/Board%20Biographies.html>
- *Board Policies:* Stacie Hurwitch is continuing to inventory of all approved Board of Trustees policies since the founding of the College. She is nearly ¾ complete with it and hope to have a report for you to review this semester.

★ **Campus and External Relations**

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

Date	With	Location
7/29/21	TruNorthern Federal Credit Union – Reopening	Malone, NY
8/2/21	College-wide Fall Reopening Plan/Forum	Zoom
8/2/21	Board of Supervisors Proposed 2021-2022 Budget	Etown, NY
8/3/21	Essex County Supervisor Meeting Joe Pete Wilson	Zoom
8/3/21	Former NCCC College President Fred Smith	Silver Lake, NY

8/5/21	Board of Legislators Proposed 2021-2022 Budget	Malone, NY
8/10/21	Board of Trustees, Chair Steve Reed	Saranac Lake, NY
8/11/21	New Visions Applied Engineering Meeting	MS Teams
8/11/21	MSCHE Annual Institutional Update Meeting	MS Teams
8/11/21	Fall 21 Informational Session with Students	Zoom
8/12/21	SUNY President's Meeting	Zoom
8/18/21	JMZ Huston Engineering – Campus Meeting	Saranac Lake, NY
8/16/21	Fall 21 Information Session with Students	Zoom
8/23/21	Correspond with Cali Brooks, Adirondack Foundation	Saranac Lake, NY
8/24/21	Meeting with Jim Brooks	Lake Placid, NY
8/24/21	Meeting Jay Rand	Saranac Lake, NY
8/24/21	NYCCAP Advocacy Meeting	Zoom
8/24/21	NCCC Virtual New Student Orientation	Zoom
8/25/21	Opening Day Welcome Back Faculty & Staff Meeting	Hybrid
8/25/21	Fall 21 Information Session with Students	Zoom
8/26/21	NCCC Retirees Breakfast	Saranac Lake, NY
8/26/21	Fall 21 Information Session with Students	Zoom
8/27/21	World University Games Meeting	Zoom

★ **Fall 2021 Enrollment**

The Enrollment team is in the final recruitment push for the Fall 2021 semester. Dubbed, the *Last Chance 2 Enroll*, it will continue through the upcoming week. Preliminary numbers suggest a decline in enrollment, but whether that remains and/or how much should be clear after the verification period which ends after the 3rd week of classes. The team will soon pivot and begin preparing for Spring 22 and Fall 22 classes.

★ **2021-2022 Budget**

Essex County and Franklin County approved our 2021-2022 budget earlier this month. Many thanks to all who played a part in its construction and to the Board for your support. It now goes to SUNY for review and approval, which we expect will take place over the next month or so.

★ **Foundation**

The search for a *Foundation and Development Director* continues. The Search Committee has moved to the interview phase and the next steps will involve recommending and inviting finalists to campus, including meeting with the campus community, the Foundation Board, and you, the Board of Trustees.

★ **Strategic Plan**

Our administrative team continues to prioritize initiatives and explore how various departments/areas can contribute to help put those into action. Some initiatives underway including:

- *Ongoing Professional Development* (several professional development opportunities for the faculty have been offered over the summer break),
- *New Academic Programs* (the AS Business Administration – Healthcare Administration track remains at NYSED; new programs in graphics and animation, and healthcare related fields are being explored; through Perkins

funding we are able to continue to support Selina LeMay Klippel's position as a CTE Coordinator),

- ❑ *Create 1-2 state-of-the-art classrooms* to support high-flex model of teaching and learning (this work is completed on six (6) classrooms and training the faculty and others in using it is slated for the next couple of weeks),
- ❑ *Streamlining and improving the College's student onboarding*: through the North Country Navigator program is underway,
- ❑ Submitted a second grant request to *modernize Nursing Labs* on all three campuses as well as a grant for additional scholarship funding for non-traditional students,
- ❑ *Alternative revenue streams*: exploring how the Foundation and College can rethink the Foundation and its role in helping the College remain sustainable,
- ❑ *Improved Institutional Research capabilities*: Initial steps include standardized data needs for all academic programs as part of ongoing program assessment, and
- ❑ *Reinvest in health careers and health science programs*: aforementioned nursing lab modernization and new academic program work.

★ **Opportunities and Partnerships**

- ❑ *Community Projects Funding requests*: no update on the request to update our nursing labs proposal for \$975K. Rep. Stefanik moved it to the House Appropriations Committee as one of ten projects from her office.
- ❑ *Congressionally Directed Spending proposals*: Senator Schumer advanced our two requests for funding to the Senate Committee on Appropriations. As a reminder they are for 1) the nursing labs renovation proposal for \$1.8M, and 2) \$100K to fund non-traditional scholarships for the 2022 year. Both requests align with our strategic plan objectives.
- ❑ *Perkins Grant (2021-2022)*: no updates on our Perkins Grant application though we expect it to be approved. The grant is aligned with previous assessments and with strategic objectives in areas related to new academic programs (CTE Coordinator), improved IR reporting on alumni, career services supports, and professional development for faculty members related to supporting diverse learning styles.
- ❑ *The North Country CC-Workforce Development Partnership*: We are planning to hold our next meeting early this Fall 2021 semester.

★ **COVID-19 Matters**

If the COVID-19 pandemic has taught us anything, it is the need to be flexible and prepared to shift at a moment's notice. The strengthening of the Delta variant of the coronavirus and the subsequent declaration by the CDC of our counties as areas of "high" transmission, coupled with the FDA's move to grant full approval of the Pfizer/BioNTech vaccine prompted us to make changes to our Fall 2021 reopening plan. Here is a brief summary of what we are planning for and a link to the details <https://www.nccc.edu/fall-2021/>:

- ❑ *Masking*: we returned to universal masking when inside buildings with the exception of one's personal space. Masks will be available at the major entry points of College buildings.

- *Vaccine Requirements*: the granting of full approval for the Pfizer/BioNTech vaccine triggered the New York State mandate requiring students attending, residing, or participating in any on-campus activity, including classes at a SUNY school, including North Country, *to be vaccinated against COVID-19 (either completion of a two-dose series of Moderna or Pfizer vaccine, or the one dose Johnson and Johnson vaccine)*. All students who expect to be on campus in whatever form, are required to be fully vaccinated against COVID-19 **by Monday, September 27th, 2021.**
- *Protocols and Practices*:
 - ★ *COVID-19 Mandatory Testing*: no longer required for those who are vaccinated. It will be required weekly for unvaccinated students, and we expect it to lessen as more students become vaccinated. Those granted an exemption from the vaccine will be required to test weekly.
 - ★ *COVID-19 Daily Screening*: the electronic version is no longer required for employees, students, or visitors, though all are encouraged to self-screen.
 - ★ *Physical Distancing*: New York has retained social distancing guidelines of 6' for those who are not vaccinated inside all College buildings and outside on any College property where distancing cannot be maintained. As with testing and masking, we are trusting our employees and colleagues to follow those guidelines on the honor system.
 - ★ *COVID-19 Cleaning and Sanitation Protocols*: these are relaxed. We will assess which have value, retain those and no longer perform the others.

While we expect and hope that these measures will contribute to our community remaining healthy and safe, there remains much uncertainty about the course the virus will take, particularly as the colder weather returns and we begin to spend more time indoors. We will continue to plan for possibilities of tightening of restrictions in the future if need be.

★ Facilities

Rick Heath and the Facilities crew have been very active in readying us for Fall 2021. In addition to the usual grounds and maintenance work, they have been involved with:

- *Classroom and IT Upgrades*: In a joint effort between IT and Facilities, we were able to complete classroom upgrades this summer providing state-of-the-art high flex classrooms on each campus. This level of upgrade and investment has been unprecedented and thanks to federal stimulus funds that allowed for investments in technologies to support distance learning, we were able to do. Many thanks to all who made this happen.
- *JMZ*: JMZ Architects have started the scoping study for us. Craig Huston, of Huston Engineering conducted a walk-through of our SL and Malone campuses last week, focusing on HVAC needs. Karin Green, of JMZ, is expected to be on campus next Wednesday, September 1 or Thursday, September 2 to look more closely at the SL science labs project and the nursing lab upgrades in SL and Malone. The plan is for them to return once

the faculty do to meet with departments, especially Nursing and Science, to gather their input.

- *Facilities Inventory*: Our Facilities Department has largely completed the inventory of our campuses, identifying the current state of the infrastructure and cataloging it uniformly. This has been quite a project but one we hope will pay dividends in the future.
- *Classroom Building Hallway*: New lights and ceiling tiles
- *Malone Campus Mailroom*: renovated.

★ **Information Technology (IT)**

Scott Harwood and the IT Department have been very active preparing for the new academic year as well. We are indebted to them for their work on many projects from the high-flex classrooms to updating the switching that will permit hosting that technology.

- *Student IT Onboarding*: last year laid bare the need for more intensive IT onboarding of students to assure that they are equipped and prepared technologically (e.g. access to the internet, access to a computer) to be successful in class. The IT team has been actively assisting with this.
- *IT Staffing*:
 - ✦ a newly hired Student Support professional, Kelly O'Shields has joined us
 - ✦ Scott is preparing to hire a second Help Desk Technician to support our students, faculty, and staff, and
 - ✦ preparing to fill a vacancy for a Hardware Support position.
- *Academic Technology*: See above under Facilities.
- *Infrastructure*: Capital projects to upgrade switching in Saranac Lake is mostly complete. An upgrade of our telephones and new cabling to support improved wireless in the residence halls is also taking place.

★ **NCCCAP** **Negotiations**

Negotiations with NCCCAP for a successor contract to the 2019-2021 CBA took a hiatus in August, permitting us to take the time and focus on wrapping up our self-study and prepare for the fall. They have been going well and we expect them to continue into through the fall.

2019-2021 Contract Extension

A one-year extension of the NCCCAP contract was approved by both Essex County and Franklin County earlier this month. This extended contract will cover the 2021-2022 academic year.

★ **Middle States/SUNY/NYSED** **MSCHE Updates**

On Tuesday, August 24th, 2021, Sarah Maroun, our Interim VPAA and Accreditation Liaison Officer, submitted the full self-study report and supporting evidence to Middle States and our self-study team leader, Dr. Kristy Bishop. Like so many things at the College, the report represents the work of the collective – our campus community - and reflects upon and catalogues our compliance with the MSCHE

standards. Many thanks to all who played a role and to Sarah for efforts in shepherding this process on behalf of the College.

SUNY

In SUNY matters:

- *Vaccinations Plan*: Earlier this week, the SUNY BoT approved the COVID-19 vaccination policy which you can find here (https://www.suny.edu/sunypp/documents.cfm?doc_id=900)
- SUNY, and North Country CC extend our best wishes to Governor Hochul as she assumes the reins of power in New York State and becomes the first female to serve as governor of the state. She has been supportive of SUNY, including community colleges, and we are expecting that she will continue to be.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Assistant Dean of Institutional Research and Support recommends the initial term appointment of Terrance Kemp to the full time, twelve-month exempt position as Academic Technology Coordinator, for the 2021/22 academic year at an annual salary of \$64,895,

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 initial term appointment of Terrance Kemp to the full time, twelve-month exempt position as Academic Technology Coordinator, for the 2021/22 academic year at an annual salary of \$64,895,

This position is currently funded in the 2021/22 operating budget.

2021/22

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 19, 2021

Mr. Terrance Kemp
50 Shepard Ave
Saranac Lake, NY 12983

Dear Mr. Kemp:

Pending approval by the North Country Community College Board of Trustees at their August 2021 meeting, I am pleased to offer you an initial term, full-time, twelve-month (261 days) exempt appointment as Academic Technology Coordinator for the 2021-2022 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 appointment, your pay grade for this appointment is Step 23 on Schedule C of the 2021-2022 CBA, which is an annualized base salary of \$64,895.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate supervisor is Scott Harwood, Assistant Dean of Institutional Research and Computer Support. Your area supervisor is Joe Keegan, NCCC President.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2021.

Sincerely,

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date

Terrance M. W. Kemp
50 Shepard Avenue
Saranac Lake, NY 12983

Home phone : (518) 891-7075
Mobile phone : (518) 572-4598
Home email: kempfam@roadrunner.com

July 1, 2021

Ms. Tara Smith
Director of Human Resources / Campus Safety Officer
North Country Community College
P.O. Box 89
Saranac Lake, NY 12983

Dear Ms. Smith,

I am writing to apply for the Academic Technology Coordinator position at North Country Community College (NCCC) that was announced in the campus-wide email on June 10, 2021. Since being hired as Academic Technology Coordinator on a temporary contract two years ago, I have done a great deal to support and advance the use of the technological resources in the delivery of instruction here at the college.

One of my first tasks was to oversee the transition from MoodleRooms to Blackboard Learn (Blackboard) as the primary Learning Management System (LMS), including creating import cartridges for all the courses NCCC faculty delivered on the MoodleRooms platform so existing courses could be imported into Blackboard, facilitating faculty's ability to build their courses in Blackboard. This transition to Blackboard required that I work extensively with faculty to train them to use the tools of Blackboard that were particular to their needs, to deliver their course content in an online environment. I conducted both individual and group training sessions and created "How-to Guides" with step-by-step instructions for the most common tasks related to working in Blackboard. These resources, along with others, were curated in a repository I created within NCCC's instance of Blackboard for instructors to reference as needed. To aid instructors in creating their courses, I also created a modified course template that instructors could edit to contain the content they needed rather than start from scratch. I also worked extensively with faculty to troubleshoot and resolve the difficulties they and their students experienced as they became accustomed to the new LMS. Additionally, I conducted training sessions for students during orientation and assisted in developing an online orientation for students to access in Blackboard.

As the System Administrator for Blackboard, I also worked with faculty to integrate publisher and other third-party tools into our instance of Blackboard. I customized the generic Blackboard platform to incorporate the branding efforts of the college. To streamline administrative procedures for creating new course shells in Blackboard and populating the rosters, I worked with the Records department to create files to allow batch creation and population of course shells in Blackboard. I also worked with Financial Aid and Academic Affairs to harvest data from the LMS, and to provide information to instructors about students' activities in their courses.

After the Covid-19 restrictions were imposed by the State University of New York (SUNY), the task of training faculty and students was amplified to include faculty who had not participated in adopting Blackboard before. Fortunately, as a default practice, I had created course shells in Blackboard for all courses offered, in case instructors wished to use Blackboard. When instruction was forced to move online, the course shells were already in place and populated with enrolled students. As I learned in meetings with the SUNY-wide Blackboard Administrators group, many of the SUNY schools were scrambling to create and populate courses in their LMS. In addition to making sure the courses were up and populated, I worked with the other members of the IT department to ensure that faculty had the technological hardware and software they needed to transition to

remote instruction. The move to online instruction also increased the need for me to support students, as many of them had not intended to take online classes and struggled to understand how to work successfully in the LMS.

In February of 2020, I was asked to also assume the responsibilities of the Electronic and Information Technology (EIT) Accessibility Officer for NCCC. In this role, I worked with a committee of stakeholders to create a draft plan for ensuring that our electronic and information technology will be accessible to divers-abled users in accordance with the EIT Policy adopted by SUNY on June 20, 2019. We created a draft plan that was submitted to SUNY at the end of 2020. I am currently working on revising the draft plan based on feedback from SUNY.

Looking to the future, I can help the Information Technology department use the lessons learned from the shift to online learning caused by the COVID-19 restrictions to move forward, as we face new known and unknown challenges. Installation and adoption of the equipment for the HyFlex classrooms will provide another opportunity for me to help faculty at the college learn to use new technology. Also, SUNY has chosen to contract with a different LMS provider, and if NCCC chooses to follow suit, the knowledge I gained from the transition to Blackboard would make the transition to another platform that much smoother.

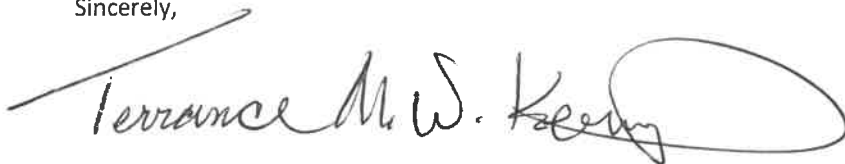
Thank you for giving me the opportunity to apply for the permanent appointment to the Academic Technology Coordinator position. It has been a tumultuous two years that has required a great deal of flexibility on everyone's part. No matter the circumstances, it has always been a priority of mine to provide timely, patient, and informed assistance in my role as Academic Technology Coordinator to help faculty and students achieve their educational objectives. I will be happy to discuss any outstanding questions you may have about my application and qualifications for this position.

A current resume containing the names and contact information for my references is attached, along with the following supporting documentation:

- Schedule of Blackboard training sessions delivered
- Screen snip of BIRo-Blackboard Information Resources, the repository of Blackboard resources for instructors
- Copies of thank-you emails from faculty and students

Performance evaluations for the past two years are pending submission from Scott Harwood, Assistant Dean of Institutional Research and Information Technology.

Sincerely,

A handwritten signature in black ink that reads "Terrance M.W. Kemp". The signature is written in a cursive style with a large, looping flourish at the end.

Terrance M.W. Kemp

Terrance M. W. Kemp
50 Shepard Avenue
Saranac Lake, NY 12983
h: (518) 891-7075 m: (518) 572-4598
kempfam@roadrunner.com

EXPERIENCE:

North Country Community College, Saranac Lake, NY, 2019 – Present Academic Technology Coordinator

- Responsible for all aspects of administration and support of the Blackboard Learn Learning Management System
 - Provide training sessions to, and materials for, faculty
 - Perform the migration of course content from MoodleRooms to Blackboard Learn as needed
 - Create user identities, academic course shells, and organizational shells
 - Manage course and organizational shell enrollments
 - Provide support to faculty and students
 - Assist faculty with grade reporting in CAMS and Blackboard Learn
 - Manage third-party integrations
 - Assist faculty with the use of third-party tools
 - Harvest data to support institutional requests
 - Participate in training sessions with Blackboard and SUNY trainers
 - Participate in SUNY-wide groups for Blackboard Systems Administrators
 - Construct and maintain a repository of informational and instructional material for faculty
 - Communicate issues, updates and changes in Blackboard Learn to faculty and students
- Monitor and assist with requests through Help Desk email and phone
- Serve as Electronic and Information Technology Accessibility Officer
- Perform additional tasks as directed by the Assistant Dean for Information Technology

North Country Community College, Saranac Lake, NY, 2018 – 2019 Technology Contractor

- Participated in Blackboard training sessions with Blackboard and SUNY trainers
- Administered NCCC's transition from MoodleRooms to Blackboard Learn
 - Provided training sessions to, and materials for, faculty
 - Created user identities and academic course shells
 - Provided support to faculty and students
 - Coordinated the initial migration of course content

North Country Community College, Saranac Lake, NY, 2011 - 2019 Learning Assistance Center Tutor

- Provided tutoring in mathematics, computer applications, biology, and business
 - Administered Accuplacer exams in the Learning Assistance Center (LAC) and during new student registration
 - Promoted the LAC service to new adjunct instructors
 - Created "drop in math tutoring"
 - Worked to streamline data collection and analysis
 - Created and ran the "math for meds" tutoring sessions for nursing students
-

Fisher & Kemp Building Services, Saranac Lake, NY, 1994 - present
Owner, Operator

- Provide design, construction and maintenance services
- Maintain a twenty-five-year relationship with residential caretaking customers
- Supervised and scheduled up to nine employees
- Perform billing and budgeting of customer accounts
- Assure compliance with local, state and federal building codes and recording requirements

North Country Community College, Saranac Lake, NY, 2002 - 2005, 2011 - 2017
Adjunct Math Instructor

- Created and taught lesson plans for Prealgebra, Elementary Algebra, Introduction to Mathematical Concepts, and Technical Mathematics
- Initial investigator of, and pilot instructor for, the Quantway remedial math program
- Provided individual and group tutoring sessions

Saranac Lake Central School District, Petrova Elementary School,
Saranac Lake, NY, 2007 - 2010
Long-Term Substitute Teacher

- Responsible for lesson design, preparation, implementation, and assessment. Worked closely with allied teachers, therapists, assistants, and parents to create an inclusive learning environment for students with special needs
 - Five-month appointment as a first grade teacher
 - Four-week appointment as a fourth grade teacher
 - Three-month and ten-month appointments as a physical education teacher

Saranac Lake Central School District, Saranac Lake, NY, 2005 - 2009
Elementary School Substitute Teacher

- Substituted for regular classroom teachers, special education, art, and physical education teachers in the Bloomingdale, Petrova, Lake Clear, and Lake Colby buildings

L.P. Quinn Elementary School, Tupper Lake, NY, 2008 - 2009
Elementary School Substitute Teacher

- Substituted for regular classroom teachers in grades K through 6

EDUCATION:

Master of Science for Teachers with a Science Concentration, 2007
State University of New York, Plattsburgh, NY

Bachelor of Arts in Psychology, 1983
State University of New York, Potsdam, NY

PROFESSIONAL DEVELOPMENT:

SUNY Technology Conference: 2021

Curating and Evaluating Resources for Faculty: Online Learning Consortium 2019

SUNY Conference on Instruction and Technology: 2019 and 2021

Blackboard World (Blackboard Inc.'s annual international conference): 2019 and 2020

SUNY Electronic Information Technology Accessibility Conference: 2020 and 2021

ADDITIONAL INFORMATION:

- Perform in, and assist with, theatrical productions of professional and community theatre organizations
- Past tutor in mathematics to students in the New York State Ski Federation program
- Provided videography, editing, and reproduction services for Saranac Lake High School musicals, eight years
- Coached in the Saranac Lake Youth Soccer program, five summers
- Taught Sunday school at the First Presbyterian Church in Saranac Lake
- Resident Assistant at SUNY Potsdam, 1980 - 1981

REFERENCES:

Ms. Donna Whitelaw
Assistant Professor of Science
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915 Ext. 1307
dwhitelaw@nccc.edu

Mr. David Lee Howe
Lecturer II, Business Department
1032 Holly Ridge Road
Keswick, VA 222947
(607) 351-1853
dhowe@nccc.edu

Ms. Tana Hare
Assistant Professor of Nursing
Interim Program Director, Nursing
Department
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915 Ext. 1321
thare@nccc.edu

Blackboard training sessions offered:

Faculty group training: 9:00 – 4:00

Monday, 8/12/19, Saranac Lake
Tuesday, 8/13/19, in Malone
Thursday, 8/15/19, in Ticonderoga
Friday 8/16/19, in Saranac Lake

Faculty drop-in: 9:00 – 4:00

Monday, 8/19/19, in Malone
Tuesday, 8/20/19, in Saranac Lake
Wednesday, 8/21/19, in Ticonderoga

Tuesday, 3/10/20, in Malone
Wednesday, 3/11/20 in Ticonderoga
Thursday, 3/12/20 in Saranac Lake
Friday, 3/13/20 in Saranac Lake
Tuesday, 3/17/20 in Saranac Lake

Faculty and student drop-in: 9:00 – 4:00

Monday, 8/26/19 in Saranac Lake
Tuesday, 8/27/19 in Ticonderoga
Wednesday 8/28/19 in Malone
Thursday, 8/30/19 in Saranac Lake
Friday, 8/31/19 in Ticonderoga
Tuesday, 9/3/19 in Malone
Wednesday, 9/4/19 in Saranac Lake
Thursday, 9/5/19 in Ticonderoga
Friday, 9/6/19 in Malone

Nursing Department training

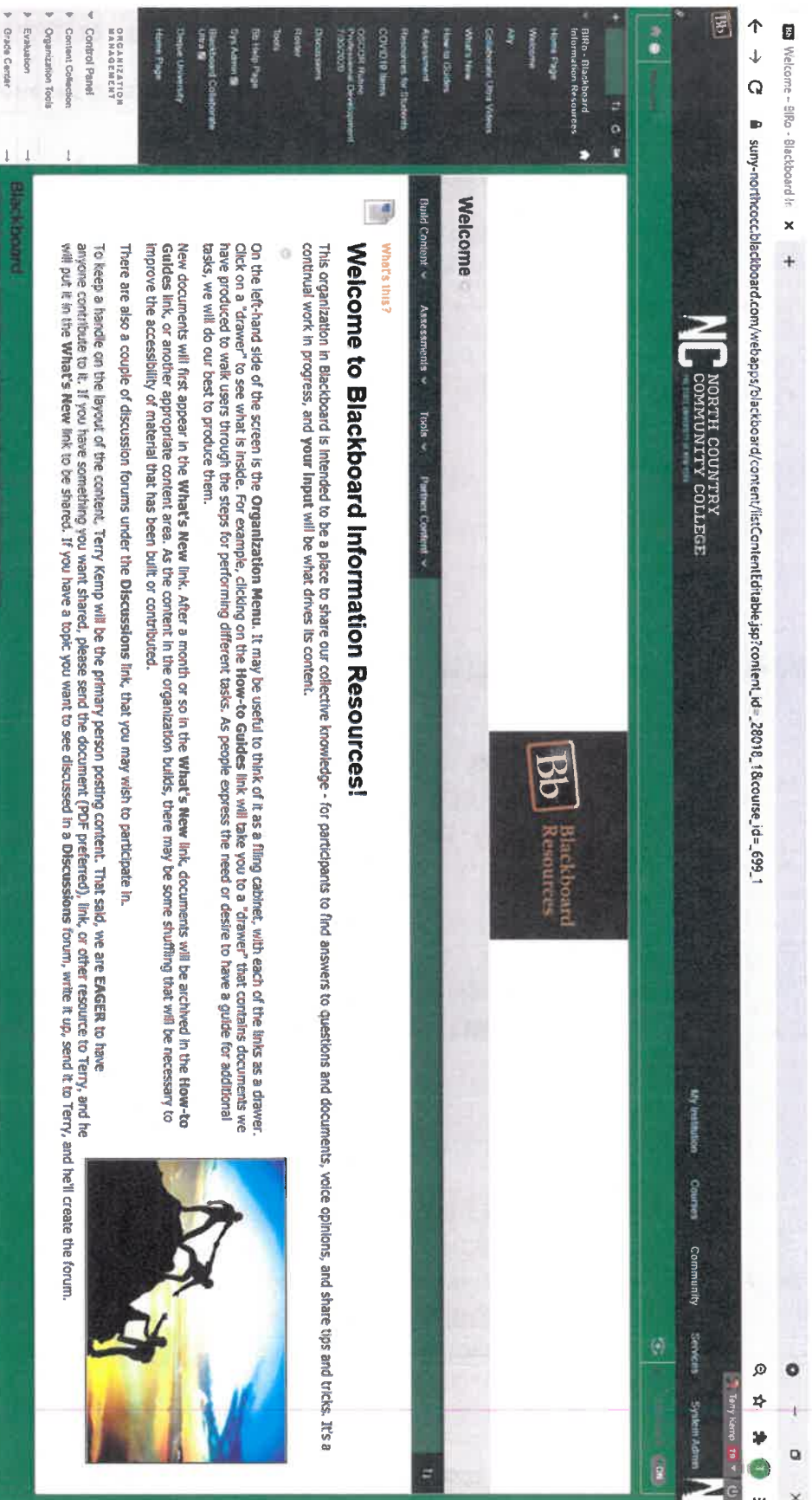
3/16/2020 9:30 – 12:00, in Saranac Lake

Student Orientation:

8/23/2019 – Four 20-minute sessions in Saranac Lake

Screen snip of the BIRo-Blackboard Information Resources organization landing page:

This organization is the repository for faculty containing information for working in Blackboard Learn and is housed in the NCCC instance of Blackboard Learn at: https://suny-northcocc.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_28018_1&course_id=_699_1



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Re: Virtual Offices

From: Hare, Tana <thare@nccc.edu>
Sent: Thursday, July 30, 2020 4:12 PM
To: Kemp, Terry <tkemp@nccc.edu>; Shepard, Michael <mshepard@nccc.edu>; Sullivan-Marin, Marcie <msullivan@nccc.edu>; Fleming, Mathew <mfleming@nccc.edu>; Updegraff, Sarah <supdegraff@nccc.edu>; LaVallie, Kara <klavallie@nccc.edu>; Gothard,

Sandra <sgothard@nccc.edu>
Subject: Re: Virtual Offices

You are the bomb Terry!!
Thanks SO much!
t

.....

Tana Hare MSN, RN *Assistant Professor Nursing*
Office: Clermont CL 006 | 23 Santanoni Ave., Saranac Lake Campus
Mailing address: PO Box 89, Saranac Lake, NY 12983
[888-TRY-NCCC](tel:888-TRY-NCCC) | 518-891-2915 Ext. 1321 | nccc.edu
<Outlook-xwvjy431.png>

From: Kemp, Terry <tkemp@nccc.edu>
Sent: Thursday, July 30, 2020 3:38 PM
To: Shepard, Michael <mshepard@nccc.edu>; Sullivan-Marin, Marcie <msullivan@nccc.edu>; Fleming, Mathew <mfleming@nccc.edu>; Updegraff, Sarah <supdegraff@nccc.edu>; Hare, Tana <thare@nccc.edu>; LaVallie, Kara <klavallie@nccc.edu>; Gothard, Sandra <sgothard@nccc.edu>
Subject: Virtual Offices

Hi Nursing Staff,

The cyber construction crew has been working hard building, painting and carpeting your virtual offices. The last coat of paint should be dry and I'm ready to hand out the keys. No fighting, each office is exactly the same, no one gets the corner office (that's mine). Before I hand out the keys, I want to remind you that it is best to access your virtual office via Google Chrome. I suggest adding the link to you office in your email contact like I have, so that it's always available to your students or others you would like to meet with virtually. It's worth explaining that students, etc. have to schedule a time to meet with you so that they are sure you will be there, and also so they don't drop in while you're meeting with someone else. It's very important that who ever is meeting you through your email link also access their email through Google Chrome before clicking on the link.

You may want to edit the settings. For example, the default setting for guests to

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Log-in Report



Maroun, Sarah
Tue 9/1/2020 8:20 AM
To: Kemp, Terry

👍 ↩ ⏪ → ⋮

Good morning, Terry,

I wanted to let you know that not a day goes by without someone saying, "Terry Kemp is amazing" or "Terry Kemp is on it" or "Thank God for Terry Kemp". Thank you--this has made everyone's work world better:)

Is it possible to get a report of all students who have (or haven't) logged in to BB yet? We're starting the call campaigns to students in the next few days and want to prioritize those students first. I'm happy to run it if you point me in the right direction.

Thanks!
Sarah

.....

Sarah Maroun, Interim Vice President For Academic Affairs
Associate Professor of English

Office: Hodson Hall, Room 1 | 23 Santanoni Ave., Saranac Lake campus

Mailing address: PO Box 89, Saranac Lake, NY 12983
888-TRY-NCCC | 518-891-2915 Ext. 1202 | nccc.edu



Reply Forward

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Re: SOUND

BJ

Baldasare, Joanne

Fri 9/4/2020 6:55 PM

To: Kemp, Terry

👍 ↩ ⏪ → ...

Hi Terry,

I saw you were there! thank you so much for everything you do; you are appreciated more than you know. I played around and the sound was much better.

Hope you have a restful weekend; im sure we'll be in touch next week some time. Lori had mentioned you were working on somethings.

thank you again

Joanne

From: Kemp, Terry <tkemp@nccc.edu>
Sent: Friday, September 4, 2020 5:49 PM
To: Baldasare, Joanne <jbaldasare@nccc.edu>
Subject: Re: SOUND

Hi Joanne,

I will join your course at 6:00 to sit in for the start to see if I need to address any issues.

.....

Terry Kemp, *Academic Technology Coordinator*

Office: Hodson Hall, Room 013 | 23 Santanoni Ave., Saranac Lake campus

Mailing address: PO Box 89, Saranac Lake, NY 12983

888-TRY-NCCC | 518-354-5286 | nccc.edu

Virtual Office: <https://us.bbcollab.com/guest/8e5caee7adfe4835a97eaf1bbf74dd29>



From: Baldasare, Joanne <jbaldasare@nccc.edu>
Sent: Friday, September 4, 2020 3:27 PM
To: Kemp, Terry <tkemp@nccc.edu>
Subject: SOUND

 Reply   Delete  Junk  Block 

Thank you!

BS Brewer, Steven
Sat 12/19/2020 10:18 AM
To: Kemp, Terry

Hi Terry,

Thank you for all your assistance with Blackboard this semester. Your expertise was a lifeline for me.

I hope you and your family have a great holiday season!

Steve

[Reply](#) [Forward](#)

Reply Delete Junk Block ...

Re: PowerPoint Recordings.....

You replied on Fri 4/30/2021 8:21 AM

MM

Miller, Ellen M
Fri 4/30/2021 8:06 AM
To: Kemp, Terry



Dear Terry,

Hi. I owe you big time! Thank you so much Terry. I greatly appreciate all your help with this assignment. It was definitely a challenge, but I got it done thanks to you. I have no idea how you got the audio on this PowerPoint. Thanks again for everything.

Sincerely,
Ellen

From: Kemp, Terry <tkemp@nccc.edu>
Sent: Thursday, April 29, 2021 1:08 PM
To: Miller, Ellen M <emiller133837@nccc.edu>
Subject: Re: PowerPoint Recordings.....

Hi Ellen,

Attached please find your PowerPoint presentation with audio. I'm sorry this has been such a challenge to get completed.

Let me know if you have any questions.

Best,
Terry Kemp

.....

Terry Kemp, Academic Technology Coordinator
Office: Hodson Hall, Room 013 | 23 Santanoni Ave., Saranac Lake campus
Mailing address: PO Box 89, Saranac Lake, NY 12983
888-TRY-NCCC | 518-354-5286 | nccc.edu
Virtual Office: https://us.bbcollab.com/guest/8e5caee7adfe4835a97eaf1bbf74dd29



AUGUST 2021 BOARD REPORT

ROBERT RATHBUN, EXECUTIVE DIRECTOR

BOOKSTORE:

Mary Riley joined us during July through October 1, 2021 to assist with student purchases and bookstore sales.

Candy Merritt, bookstore manager, Saranac Lake
Kim Gonyo, bookstore manager, Malone

The system put in place to allow students to order, view and pay for their materials is working well. We have a separate company that hosts the website for this activity. The bookstore is "open" in the sense that students can come into the bookstore, but no more than 3 at a time.

Most students are booking appointments to pick up their books from the loading dock, or making appointments to pick up their books in the store.

There are some shipping delays with required textbooks that is causing some anxiety. The other issue, one that we have encountered numerous times in other areas, is that we have discovered unresolved credit balances with 4 different publishers.

With our contracted bookkeeper these credit balances are being addressed but it takes time.

RESIDENCES:

In late July of this year, Maryssa Romeo joined the Association as the new Associate Director of Residence Life & Housing.

Obviously this is a very busy time of year for both Angela and Maryssa. The housing numbers provided to me look very strong; I do know that several students have agreed to double booking rooms in exchange for a lower housing expense.

My understanding, as I write this, is that we have 85 students signed up for housing.

It is a fluid situation, but my expectation is that we will be full this semester.

Covid-19 and its variants pose the greatest challenge. I know that Maryssa and Angela will be focused on ensuring that the students abide by campus policy outlined by NCCC.

FOOD SERVICE:

The NCCC Association was issued a permit to operate a food service establishment by the New York State Board of Health, Saranac Lake office, on August 5 2021. I want the board to know that the appropriate permits have been issued.

As regards our food service program, I presented a detailed outline separately. However, I do wish to introduce the team that is in place.

Sam Beaulieu – Sous Chef; a returning employee from ADC. Sam is taking on the responsibility of ordering, developing menus with me, sanitation and food safety (daily tracking of key variables, such as equipment temperatures, dish machine rinse temperature, and the 3 bay sink rinse sanitation recording). He will also be developing our 3 week menu rotation.

Sam Maitland – Lead Cook; also a returning employee from ADC. Sam will be handling the bulk of food preparation and service for morning and lunch service.

Montana Burrell – Weekend Supervisor and Dining Room Associate. Montana also returns from ADC. She has an important role in taking on the responsibility for management of the dining hall on the weekends.

Tito Valentin – Garde Manger. Tito is a new hire, and a veteran of the restaurant scene locally. I am counting on him to manage the production for the salad bars and deli.

The additional staff I need I am counting on recruiting from our student population. A number of students have indicated interest in working at the dining hall. As they get settled in over the next two weeks, I will be ramping up recruitment efforts. My goal is 5 to 6 part-time staff, each working 8-10 hours per week.

In the meantime, I will be spending a lot of my time in the kitchen supporting Sam and working the POS. Which brings me to my last area of concern:

The Atrium Point of Sale system is in the process of being installed. Admittedly we are not exactly where we would like to be, but our IT department, most Scott Harwood, have been really stretched thin over the last month. I am working with Scott as he is available to get the information system part of the dining hall up and running.

I can assure everyone that students will be fed, and their consumption of food will be manually tracked if indeed the POS is not functional on August 26. There may be a slight delay in taking cash and credit card transactions.

**NCCC Foundation
Director's Report**

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

- Submitted by Diana Fortune, August 2021