

Board of Trustees Meeting Agenda

11:00 a.m. | Friday, August 26th, 2022

Hybrid: Hodson Hall 105, Saranac Lake Campus | Zoom

- I. Call to Order
- II. Approval July 28th, 2022 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Resolution | Continuing Appointments
 - Resolution | Temporary Appointments
 - Resolution | Nursing Instructor
 - Vice President for Marketing & Enrollment Management
 - Resolution | Enrollment/Financial Aid Counselor
 - Interim Chief Financial Officer
 - July 2022 Financial Report
 - Interim Associate Vice President of Student Affairs
 - President
 - Resolution | 2022-2025 Proposed CSEA Contract
- V. Representative Reports
 - NCCC Association
 - NCCC Foundation
- VI. Old Business
- VII. New Business
- VIII. Public Comment*
- IX. Executive Session
- X. Adjourn

An Executive Session of the Board of Trustees may be called pursuant to Article 7 of the Public Officer's Law to discuss *the Medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation and collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law. (Public Officers Law §105).*

* Public Comment: *Visitors are requested to sign in before the beginning of the meeting. Provision is made at this point in the agenda for citizens of the community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time. No person, not a member of the Board, shall speak for more than five (5) minutes. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.*



*Board of Trustees Meeting Minutes
July 28th, 2022 | 11:00am
Hybrid Meeting: HH-105 & Zoom*

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

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Kyle Johnston, Chris Knight, Kim Irland, Allison Warner, Karin Green (JMZ Associate)

Vice-Chair, Mark Moeller called the meeting to order at 11:04 a.m.

Minutes

Pete Suttmeier made the motion to accept the June 30th, 2022, meeting minutes. Mary Irene Lee seconded the motion. The June 30th, 2022, meeting minutes were unanimously approved (6-0-0).

College Senate

No report.

NCCCAP

No report.

CSEA

No report.

*Donna Wadsworth joined the meeting at 11:07 a.m.

Board Chair Report

Steve Reed reported:

- Personnel Committee will meet in August to organize an annual evaluation of the President as part of the contractual obligation.
- Reviewed four board policies, they will move forward for approval soon. A review plan of board related policies was also created.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Received NYSED approval for Certificate of Digital Advertising and Design
- Applied for SUNY funding for EMT/AEMT courses – the college was awarded approximately \$137K to offset equipment and instructional costs.

Vice President for Marketing and Enrollment Management

Kyle Johnston expanded on his written report:

- Recently reached 1,350 applications for the 2022-2023 academic year. Nearing the college's goal of 1,400 by the beginning of the Fall 2022 semester. Members of the board spoke of the current numbers and how they compare to past years.
- Fall and other targeted campaigns continue. Last Chance2Enroll will begin mid-August prior to the semester start and will go through Wednesday of the first week of classes.
- Strategic Enrollment Management (SEM) plan continue efforts to grow through various avenues of providing notification to prospective students.
- Planning for Fall 2023-2024 will begin in September 2022; currently it is the biggest marketing project with a fresh look. Hosting and attending college fairs are in the planning process.
- Reported what was learned through SLATE on where the dollars should be shifted in marketing outreach to students.
 - Members of the board provided feedback on the marketing efforts made by Kyle's department.

Interim CFO:

Erik Harvey highlighted:

- June 2022 financials as they were shared in his report.
- Updated the Board on the 2022-2023 Budget and NCCCAP Contract agreement. He noted they were shared with both our sponsoring counties of Essex and Franklin. They are in the approval process and will be moving to a final decision in August 2022. Per the annual requirement, the college is on track to have final budget approval sent to SUNY.
 - Members of the board spoke briefly of funds that would be contributed.

Board moved to approve the following resolutions:

Mary Irene Lee made motion to the floor that North Country Community College Board of Trustees approve the June 2022 financials as they were presented. Pete Suttmeier seconded the motion. The motion was unanimously approved (7-0-0).

Associate Vice President of Student Affairs

No report.

JMZ Associate Karin Green

Presented the NCCC Capital Project plans to the members of the Board which highlight the Nursing and Science Lab Renovation recommendations. Project goals, concept plans, budget, and cost estimates as well as other highlights were shared. It was noted these plans encompass majority of the upgrades to both the Saranac Lake and Malone campuses. Minor upgrade recommendations were made for the Ticonderoga nursing lab was shared as well.

- Meeting attendees asked for clarification on certain proposed upgrades and shared ideas.
- Members of the board discussed:
 - Proposed budget
 - Project priorities
 - Equipment or other needs that may not be covered in the budget
 - Contractors needed to complete the project; electrical, HVAC, etc.
 - Groundbreaking and other timelines

Members of the Board extended their thanks to Karin for her presentation and work on developing a comprehensive plan for upgrades.

President:

Joe Keegan reported:

- Thanked the board for their ongoing support.
- Highlighted the positive working relationship with JMZ.
- Thanked the Board Executive Committee that met to discuss the board policy reviews and how to proceed in the new process.
- Shared the college's experience with the process of sharing the budget with the sponsoring counties managers first. He noted the support from county managers and the county representatives has been good.
- Followed up with SUNY board of trustee position appointments; upcoming and outstanding positions are still in the pipeline for approval by the Governor.
- Congratulations to Sarah Maroun and Scott Harwood for obtaining the award of SUNY funding for much needed AEMT and Nursing equipment upgrades.
- Shared enrollment pipeline data and highlighted what is in his written report, expanding on Kyle's comments.
- Joe noted that Second Chance Pell disbursement is still significant and helpful. FCI Ray Brook has increased their census, showing there is potential for more students.
- Members of the board commented on Joe's report as it was presented regarding enrollment and the comparison to other community colleges.

NCCC Association:

No report.

NCCC Foundation:

Mark Moeller noted in Erin Walkow's absence that the Foundation Board requests a joint meeting with NCCC Board in September 2022. More information to follow.

Old Business

None

New Business

The board discussed the annual elections and responsibilities for the Board of Trustees Chair and Vice-Chair positions.

- Dan Kelleher nominated Steve Reed as Board Chair for the 2022-2023 year. Steve Reed accepted the nomination. Pete Suttmeier seconded the recommendation. The recommendation was approved (6-0-1).
- Dan Kelleher nominated Pete Suttmeier for Vice Chair for the 2022-2023 year. Pete Suttmeier accepted the nomination. Steve Reed seconded the nomination. Members of the board discussed this position in detail. The nomination was approved (6-0-1).
- Pete Suttmeier nominated Mark Moeller as Secretary for the 2022-2023 year. Mark Moeller accepted the nomination. Steve Reed seconded the nomination. The nomination was approved (6-0-1).
- Steve Reed made a motion to the floor that the North Country Community College Board of Trustees hereby approve the 2022-2023 Board of Trustee Meeting Schedule as it was presented by Stacie Hurwitch. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0)

Public Comment

None

Executive Session

Mary Irene Lee made the motion to enter Executive Session at 12:27 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. Pete Suttmeier seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 12:27 p.m.

Adjourn

Mary Irene Lee made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:15 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch
Board of Trustees, Asst. Secretary

PENDING APPROVAL | 8/26/2022

Motion:

Second:

Action:



**Interim VPAA Report to the
Board of Trustees**

August 26, 2022

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

○ ***Academic Planning and Programs.***

Fall Classes: The initial schedule contained about a 70%/30% split between face-to-face classes and online courses (including live-online). As we moved toward the start of the semester, we canceled a number of sections that had low enrollments. The current breakdown is closer to 60% face-to-face and 40% online. We will continue to solicit feedback from students to try to serve both learning needs and student preferences as we move out of the pandemic-related course delivery modes.

New Program Initiatives: The newly approved Digital Advertising & Design Certificate is now open for students to enroll. Many thanks to the Business and Art departments for developing this unique certificate program.

Childcare Pathways: We continue to meet with FEH BOCES, CV-TEC and ACAP (Adirondack Community Action Program in Essex County) to discuss opportunities and career pathways for students in Early Childhood programs at the BOCES centers and expanding our reach to help those in local communities pursue careers in early childhood education and childcare.

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

Grants and Experiments:

Here is a brief update on our grants:

- **Nursing Expansion Request for Funding:** The College received \$85,500 to expand the Associate Degree in Nursing (RN) program. The Academic Affairs Office will coordinate with the Nursing Department to add a new cohort for January 2024.
- **EMT Course:** The College received a SUNY High Needs grant in the amount of \$137,305 to help offset equipment and instructional costs to run the first year of EMT and AEMT classes on all three campuses.
- **Northern Borders Regional Commission Grant (Wastewater Operation Training):** NCCC will offer its first cohort of wastewater operator training in the Fall of 2022.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs, VP of Marketing & Enrollment, and Chief Financial Officer recommend the following faculty/staff for continuing appointments effective with the 2022/23 academic year:

Lori Bennett, Nursing Program Clinical Coordinator
Mary Ellen Chamberlain, Director of Financial Aid
Becky LaDue, Radiology Technology Program Director
David Merrick, Criminal Justice Instructor
McCayla Quinn, Bursar
Michelle St. Louis, Registrar

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 following faculty/staff for continuing appointments effective with the 2022/23 academic year:

Lori Bennett, Nursing Program Clinical Coordinator
Mary Ellen Chamberlain, Director of Financial Aid
Becky LaDue, Radiology Technology Program Director
David Merrick, Criminal Justice Instructor
McCayla Quinn, Bursar
Michelle St. Louise, Registrar

These positions are currently funded in the 2022/23 operating budget.

2022/2023
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Lori Bennett
142 Fletcher Farm Road
Vermontville, NY 12989

Dear Ms. Bennett:

Congratulations! Pending approval by the NCCC Board of Trustees, I am pleased to confirm your continuing appointment as a full-time, exempt, nine-month (164 days) Nursing Program Clinical Coordinator commencing with the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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 17 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$59,915. Your per-diem rate based on 164 days is \$365.34.

As a reminder and per your previous appointment letters, you have until the end of the 2022-2023 academic year to earn your master's degree. Per your initial letter, obtaining your master's degree within 5 years of the start of your term appointment was a condition of the appointment. Failure to do so may result in re-evaluation of your continuing appointment.

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 Tana Hare, Interim Nursing Program Director, 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, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Mary Ellen Chamberlain
25 Water Street
Tupper Lake, NY 12986

Dear Ms. Chamberlain:

Congratulations! Pending approval by the NCCC Board of Trustees, I am pleased to confirm your continuing appointment as a full-time, twelve-month (221-day) Director of Financial Aid commencing with the 2022-2023 academic year.

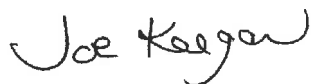
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 38 on Schedule C of the 2022-2025 CBA, which is an annualized salary of \$88,892. Your per-diem rate based on 221 days is \$402.23.

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

If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,



Joe Keegan
President

cc: Personnel / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Becky LaDue
29 Saranac Lane
Saranac Lake, NY 12983

Dear Ms. LaDue:

Congratulations! Pending approval by the NCCC Board of Trustees, I am pleased to confirm your continuing appointment as a full-time, exempt, nine-month (164-day) Radiologic Technology Program Director commencing with the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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 29 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$76,473. Your per-diem rate based on 164 days is \$466.30.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate/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, 2022.

Sincerely,

A handwritten signature in cursive script that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Mr. David Merrick
112 Franklin Street, Apt 1
Malone, NY 12953

Dear Mr. Merrick:

Congratulations! Pending approval by the Board of Trustees, I am pleased to confirm your continuing appointment as a full-time, nine-month (164-day) exempt Criminal Justice Instructor effective with the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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 2022-2025 CBA, which is an annualized base salary of \$46,115. Your per-diem rate based on 164 days is \$281.19.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate/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, 2022.

Sincerely,

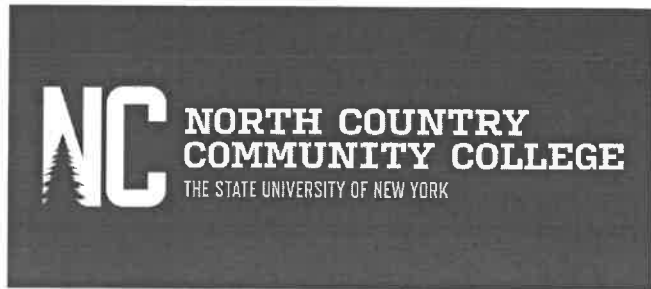
A handwritten signature in cursive script that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. McCayla Quinn
95 Algonquin Ave
Saranac Lake, NY 12983

Dear Ms. Quinn:

Congratulations! Pending approval by the Board of Trustees at their July 2022 meeting, I am pleased to confirm your continuing appointment as a full-time, twelve-month (221-day) exempt Bursar effective with the 2022-2023 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 11 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$51,633. The per-diem rate based on 221 days is \$233.63.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate/area supervisor is Erik Harvey, Interim CFO.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Michelle St. Louis
11 Saranac Lane
Saranac Lake, NY 12983

Dear Ms. St. Louis:

Congratulations! Pending approval by the NCCC Board of Trustees, I am pleased to confirm your continuing appointment as a full-time, twelve-month (221-day) Registrar effective with the 2022-2023 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 38 on Schedule C of the 2022-2025 CBA, which is an annualized salary of \$88,892. Your per-diem rate based on 221 days is \$402.23.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your immediate/area supervisor is Sarah Maroun, Interim VP of Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs, VP of Marketing & Enrollment, and President recommend the following faculty/staff for renewal of temporary appointments effective with the 2022/23 academic year:

Thomas Callahan, Business Instructor
Melinda Fredenburg, Science Instructor
Tana Hare, Interim Nursing Program Director
Luke Hudak, Coordinator of Dual Enrollment Initiatives
Jessica Martin, Assistant Registrar
Robin McGrath, Business Instructor
Leonard O'Shields, Technology Support Specialist
Samantha Phillips, Enrollment/Financial Aid Counselor
Erin Streiff, Nursing Instructor
Jamie Strough, Science Instructor
Matthew Trombly, IT Programmer/Analyst
Stephanie Wilbur, Nursing Instructor

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 following faculty/staff for renewal of temporary appointments effective with the 2022/23 academic year:

Thomas Callahan, Business Instructor
Tana Hare, Interim Nursing Program Director
Lauren Heath, Nursing Instructor
Luke Hudak, Coordinator of Dual Enrollment Initiatives
Jessica Martin, Assistant Registrar
Robin McGrath, Business Instructor
Leonard O'Shields, Technology Support Specialist
Samantha Phillips, Enrollment/Financial Aid Counselor
Erin Streiff, Nursing Instructor
Matthew Trombly, IT Programmer/Analyst
Stephanie Wilbur, Nursing Instructor

These positions are currently funded in the 2022/23 operating budget.

2022/2023

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Mr. Thomas Callahan
90 Lake Street
Saranac Lake, NY 12983

Dear Mr. Callahan:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day) exempt appointment as Business Instructor for a one-year period during the 2022-2023 academic year. Salary and benefits 50% grant funded through PELL and 50% funded by the College. Faculty members are expected to report on Monday, August 22, 2022.

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 2022-2025 CBA, which is an annualized salary of \$46,115. Your per-diem rate based on 164 days is \$281.19.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. In addition to responsibilities on the College campus, you will have instructional responsibilities at the Barre Hill and Franklin Correctional Facilities. Your immediate supervisor/department chair is Kim Duffey, and your area supervisor is Sarah Maroun, Interim VP of Academic Affairs.

In the event that duties under the Second Chance Pell Program are no longer grant-funded, you will no longer continue in the role.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Tana Hare
752 St. Regis Ave
Bloomingdale, NY 12913

Dear Ms. Hare:

Pending approval by the Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day) exempt appointment as the Director of the Nursing Program for a one-year term during the 2022-2023 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 22, 2022.

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 20 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$64,053. Your per-diem rate based on 164 days is \$390.57.

In the event that you or your supervisor determine that you will no longer continue in this interim role, you will return to your previous appointment status as Nursing Instructor. You will return to a salary rate that reflects those accruals earned at your Nursing Instructor salary during your time as the Director of the Nursing Program. Any calculated salary change will be reflected in the payroll period following your return to the Nursing Instructor position.

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Mr. Luke Hudak
39 Nash St
Lake Placid, NY 12946

Dear Mr. Hudak:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, 190-day exempt appointment as Coordinator of Dual Enrollment Initiatives for a one-year term during the 2022-2023 academic year. Salary and benefits will be 50% grant funded. In addition, you will have a direct report located at Northern Borders P-Tech.

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 11 on Schedule C of the 2022-2023 CBA, which is an annualized base salary of \$51,633. Your per-diem rate based on 190 days is \$271.75.

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

In the event that duties under the P-TECH program are no longer grant funded, you will no longer continue in the role.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Jessica Martin
109 Station St
Lake Placid, NY 12946

Dear Ms. Martin:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221-day) exempt appointment as Assistant Registrar for the 2022-2023 academic year. This will be your second consecutive temporary appointment.

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 2022-2025 CBA, which is an annualized salary of \$46,115. The per-diem rate based on 221 days is \$208.67.

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 Shelly St. Louis, Registrar, and your area supervisor is Sarah Maroun, Interim VP of Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

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 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day) exempt appointment as Business Instructor for a one-year term during the 2022-2023 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to return on August 22, 2022.

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 2022-2025 CBA, which is an annualized base salary of \$46,115. Your per-diem rate based on 164 days is \$281.19.

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 August 31, 2022.

Sincerely,

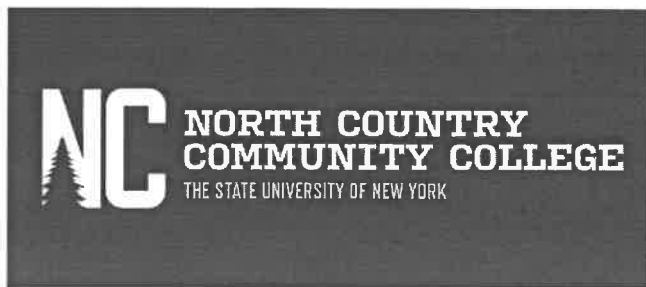
A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Mr. Leonard O'Shields
19 Trafalgar Rd
Plattsburgh, NY 12901

Dear Mr. O'Shields:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221-day) exempt appointment as a Technology Support Specialist for a one-year term for the 2022-2023 academic year. This will be your second consecutive temporary appointment.

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 16 on Schedule C of the 2022-2025 CBA, which is an annualized base salary of \$58,534. Your per-diem rate based on 221 days is \$264.86.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your direct supervisor is Scott Harwood, Assistant Dean of Information Technology, and your area supervisor is Joe Keegan, College President.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than August 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Samantha Phillips
946 State Route 37
Akwesasne, NY 13655

Dear Ms. Phillips:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221-day) exempt appointment as Enrollment/Financial Aid Counselor for the 2022-2023 academic year. This will be your second consecutive temporary appointment.

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 2022-2025 CBA, which is an annualized salary of \$47,494. The per-diem rate based on 221 days is \$214.90.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate/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, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Erin Streiff
21 Brown Street
Malone, NY 12953

Dear Ms. Streiff:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day) exempt appointment as Nursing Instructor for a one-year term during the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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 2022-2023 CBA, which is an annualized base salary of \$47,494. Your per-diem rate based on 164 days is \$289.60.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate supervisor is Tana Hare, Interim Nursing Program Director, 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, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Mr. Matthew Trombly
36 Brown Benoit Rd
Owls Head, NY 12969

Dear Mr. Trombly:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221-day) exempt appointment as IT Programmer/Analyst for the 2022-2023 academic year. This will be your third consecutive temporary appointment.

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 2022-2025 CBA, which is an annualized salary of \$46,115. Your per-diem rate based on 221 days is \$208.67.

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 Information Technology, and 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, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 15, 2022

Ms. Stephanie Wilbur
152 Royce Hill Road
Orwell, VT 05760

Dear Ms. Wilbur:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day) exempt appointment as Nursing Instructor for a one-year term during the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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 2022-2025 CBA, which is an annualized base salary of \$47,494. Your per-diem rate based on 164 days is \$289.60.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Ticonderoga. Your immediate supervisor is Tana Hare, Interim Nursing Program Director, 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, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 22, 2022

Melinda Fredenburg
PO Box 1194
Saranac Lake, NY 12983

Dear Melinda:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day), exempt appointment as Science Instructor for the 2022-2023 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 22, 2022.

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 2022-2025 CBA, which is \$47,494. Your per-diem rate based on 164 days is \$289.60.

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 Selina LeMay-Klippel, 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 August 31, 2022.

Sincerely,

A handwritten signature in blue ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel/Payroll File

Employee Signature

Date



SARANAC LAKE . MALONE . TICONDEROGA

August 22, 2022

Ms. Jamie Strough
64 Waterhouse St
Plattsburgh, NY 12901

Dear Ms. Strough:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day), exempt appointment as Science Instructor for a one-year term during the 2022-2023 academic year. This will be your fourth consecutive temporary appointment. Faculty members are expected to report on August 22, 2022.

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 2022-2025 CBA, which is an annualized base salary of \$47,494. Your per-diem rate based on 164 days is \$289.60.

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 Selina LeMay-Klippel, 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 August 31, 2022.

Sincerely,

A handwritten signature in blue ink that reads 'Joe Keegan'.

Joe Keegan
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of Richard Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022/23 academic year, at an annual salary of \$46,115,

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 Richard Davenport, to the full-time, 164-day, exempt appointment as Nursing Instructor for the 2022/23 academic year, at an annual salary of \$46,115.

This position is currently funded in the 2022/23 operating budget.

2022/23
MOTION:
ACTION:
Yeas:
Nays:
Abstentions:
DATE:



SARANAC LAKE . MALONE . TICONDEROGA

August 16, 2022

Mr. Richard Davenport
184 Bull Run Road
Malone, NY 12953

Dear Mr. Davenport:

Pending approval by the North Country Community College Board of Trustees at their August 2022 meeting, I am pleased to offer you a temporary, full-time, nine-month (164-day) exempt appointment as Nursing Instructor for a one-year term during the 2022-2023 academic year. Faculty members are expected to report on August 22, 2022.

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 2022-2025 CBA, which is an annualized base salary of \$46,115. Your per-diem rate based on 164 days is \$281.19.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your immediate supervisor is Tana Hare, Interim Nursing Program Director, 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, 2022.

Sincerely,

A handwritten signature in black ink that reads 'Joe Keegan'.

Joe Keegan,
President

cc: Personnel File / Payroll File

Employee Signature

Date

RICHARD DAVENPORT

184 Bull Run Rd. Malone, NY 12953 · 518-481-7417
r.davenport35@yahoo.com

I am seeking employment as a Clinical Nursing Instructor. I have over twenty years of experience in nursing and feel I could utilize this to guide future nurses in their education.

EXPERIENCE

1/2019 – PRESENT

REGISTERED NURSE, ALICE HYDE MEDICAL CENTER

From 1/2019 until 4/2021 I worked as a critical care nurse in the Intermediate Care Unit, formerly the Intensive Care Unit. I mention this because we took care of the same intensity of patients, including intubated patients.

From 4/2021 until present I have and still continue to work as a CardioPulmonary service Nurse. I perform stress testing, pulmonary function tests and cardiac rehab.

1/2015 – 1/2019

REGISTERED NURSE, CHAMPLAIN VALLEY PHYSICIANS HOSPITAL

From 1/2015 until 10/2017 I worked as an emergency care nurse. During this time I worked my way up to being in charge of a 29 bed Emergency Department with an additional 7 bed Fast Track.

From 10/2017 until 1/2019 I worked as a Clinical Coordinator for the Emergency Department.

8/2009 – 1/2015

REGISTERED NURSE, ALICE HYDE MEDICAL CENTER

From 8/2009 until 6/2010 I worked in the Emergency Department.

From 6/2010 until 3/2013 I worked as a Patient Care Supervisor with oversight for the entire hospital.

From 3/2013 until 1/2015 I was the Director of Medical Surgical Services.

4/2004 – 8/2009

REGISTERED NURSE, NYS DEPARTMENT OF CORRECTIONS

I provided basic medical care to inmate populations. This ranged from passing medications to providing emergency triage and care until transport to the Emergency Department arrived including everything in between.

8/2000 – 4/2004

REGISTERED NURSE, ALICE HYDE MEDICAL CENTER

8/2000 until 3/2001 I worked as a charge Nurse on Medical/Surgical floor.

3/2001 until 4/2004 I worked in the Emergency Department.

7/1993 – 7/2005

SOLDIER, UNITED STATES ARMY RESERVES

7/1993 I was trained in Signal Support Systems Specialist(31U) but when I obtained my civilian education in 1997 I transitioned to an LPN(91C) in the Reserves. During this time I was also an Instructor Trainer for American Heart Association for BLS for the Reserve Unit.

More Experience upon request.

EDUCATION

5 1998

ADN, NORTH COUNTRY COMMUNITY COLLEGE

During my education I was involved with Student Government as both Treasurer and then President.

I am presently working through obtaining my masters Degree in Nursing

SKILLS

- Many years' experience in many roles as a Registered Nurse.
- I have worked in Leadership roles which included oversight of new nurses giving me firsthand knowledge in areas of importance during clinical.
- Organizational skills
- Critical Thinking
- Being able to see the big picture rather than the silo point of view most nurses start out with.

ACTIVITIES

I have enjoyed mentoring and guiding new nurses in their newfound environment. I have also enjoyed instructing in the past as an American Heart Association instructor for CPR, ACLS and PALS. I also work as a volunteer fire fighter and work with Boy Scouts and Cub Scouts as a leader in both groups.

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created August 22, 2022

Enrollment and Financial Aid Updates:

- **Major project updates:**
 - **SEM PLAN PROJECT:** All of this summer's planned projects on the SEM Plan have taken flight. We will take a look back in September to see the results of the initiatives and will be preparing a short report to the college community with status updates and plans for the upcoming year.
 - **SLATE CRM (Customer Relationship Management):** The 2022-2023 enrollment cycle is here so we have recently tested out the new application with departments across the college so ensure it is tip-top and ready to launch on September 2nd. We recently created and sent out a readiness survey to all incoming students that automatically pops notifications to the departments where students are identifying that they're having struggles. We will be able to look back at this in September to see where their major pain-points were.
 - **North Country Navigator:** No new updates. Will need to re-assess and expand on this year.
- **The Enrollment Team** has been busy working with brand new applicants as well as the past applicants that stalled out after applying. Our application volume has been heavier recently and we have surpassed last year's final application number which is a good indicator for us. We will be able to provide final application and enrollment numbers in September. We have also been getting setup for what should be a more-like-normal Fall travel season. We are working to complete a new viewbook, inquiry card, banners, etc so everything will be fresh. We're also putting more advertising behind our own NC College Fair that will take place Oct. 6th to hopefully bring in a few adult learners throughout our region, too.
- **The Financial Aid Team** is busy but everything is flowing as it should even with a smaller team than past years. We will be able to start the setup for 2023 earlier this year which will help with recruiting.

Marketing and Web Updates:

- Our "LastChance2Enroll" campaign has been running the last two weeks and we have seen steady application volume as a result of this ad campaign. We've been running online and social ads as well as print and radio within the region.
- We've been working on the plan for this upcoming enrollment cycle which will start a bit earlier than last year. We saw an opportunity to do some Sept/Oct advertising centered around the Oct. 6 NC College Fair which we feel will be a strong start to the year. I don't think there will be any more major changes to the marketing plans for this upcoming year but we will tweak some of the plans once the results are in.
- We will be setting up photo and video shoots with an outside vendor for this fall and spring to get us a better inventory of digital assets to use in our marketing. We will try to cover all campuses and programs over the course of the next year and will update our ad campaigns as new images are captured. We will also create 3 more short videos for use on Disney+, Hulu and YouTube.

**COME
NC
THE DIFFERENCE**

Fall semester 2022 is coming soon 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 22nd, 23rd & 24th. 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](https://nccc.edu/fall) or give us a call at 888-TRY-NCCC!

Too often you start working on something important, then life gets in the way. You may feel like those credits you earned at North Country Community College (or elsewhere) are in the past and that your dream is no longer in reach. I know how this feels; I was you!

Here at North Country, we're ready to help you get back on track so you can realize that dream of completing a college degree. Whether you need to attend part or full-time, we'll help you find a way to finish what you started. Through the generosity of the NCCC Foundation and their Opportunity Scholarship, we can offer aid to make college even more affordable!"

— Amy Tuthill, Associate Director of Enrollment

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

You've already earned credits through our "Bridge Program" at North Country, now let us help you finish your degree!

"Greetings! I invite you to come and see the difference at North Country. Here, our students and their success are at the center of all that we do. You will receive a top-notch learning experience delivered by a creative and talented faculty and staff helping you prepare for a career or transfer to a four- year college or university. Come join us this fall and see how far you can go while staying near to your family and friends."

— Joe Keegan, President

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

VIEWBOOK

REACH HIGHER

» OWN YOUR FUTURE.

NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

\$12M

FINANCIAL AID AWARDED (2021-2022)

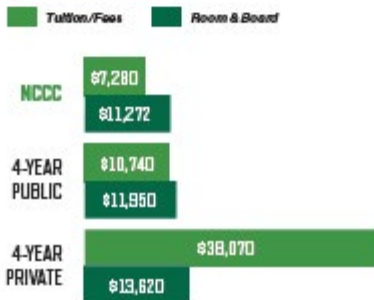
3

CAMPUS LOCATIONS

SARANAC LAKE
MALONE
TICONDEROGA

AFFORDABILITY

North Country Community College vs. National Average*



*According to the College Board



Reach higher & own your future at North Country Community College

Whether you want to transfer to a four-year college or jump right into a career, North Country Community College has the programs and courses to fit your needs.

Full-time or part-time course work at our campuses in Saranac Lake, Malone or Ticonderoga and online. All at an affordable price.

To learn more about North Country, just give us a call at 888-TRY-NCCC, email ADMISSIONS@NCCC.EDU or visit NCCC.EDU.

Digital and Fine Arts

North Country offers 3 degrees in the Digital and Fine Arts which includes Digital Arts and Design, Digital Advertising and Design, and Fine Arts - Studio.

These programs give you the tools to express your inspiration and prepare you for in-demand careers or transfer.

Business Programs

Get the skills and experience needed to enter directly into the workforce, transfer, or start your own business!

The Business Administration, Business Administration -Healthcare Administration Track, Sports and Events Management, Entrepreneurship Management and Entrepreneurship Certificate programs help you develop the core business competencies and skills needed for success!

Criminal Justice

The Criminal Justice Program at North Country blends an introduction to criminal law, procedure and law enforcement operations with a host of sociology and psychology classes to learn what crime is and gain a better understanding of what causes it and how it might be prevented.

See theory come to life in your second year, with available internships with the New York State Police, the Lake Placid, Malone and Saranac Lake police departments and the Federal Correctional Institute in Ray Brook.

Environmental Science

Learn the environment's natural processes, as well as the interactions of plants, animals and other organisms with their physical and chemical environments.

Our three campuses give you access to the rich ecosystems we're part of -- do fieldwork at the Paul Smiths College VIC and several other locations in the Adirondacks, testing for the effects of acid rain and measuring soil and water quality.

Access to institutions and organizations that protect the natural resources of the Adirondacks every day. Internships available include the Wildlife Conservation Society and the NYS Department of Environmental Conservation.

Environmental Studies

How can we protect our resources while maintaining a thriving economy? Where should we allow snowmobiles and other motorized vehicles within protected lands?

The Environmental Studies degree program engages students in these types of dialogues and the broader issues facing the United States and the world such as environmental policies, economic development, land management practices, and responses to climate change.

With environmental agencies and groups such as the Adirondack Park Agency, Adirondack Council, Nature



Health Science

The Health Science program at NCCC gives the opportunity to gain broad exposure to the field while you weigh various career options, with classes in nutrition, first aid and chemical addiction.

Hands-on experiences, such as going on-site with a care provider in Intro to Health Sciences, give you real world perspective on the field.

Complete required courses necessary for transfer into a bachelor's degree program, such as biology, chemistry and anatomy, while rounding out your education with classes in core subjects such as math, English and the humanities.

Human Services Programs

Human Services is the name we give to a diversified field that covers multiple degree and certificate programs at the college: AAS Human Services, AAS Chemical Dependency Counseling, AS Child and Family Services and Community Residence Aide Certificate.

These programs prepare students for a broad range of careers in helping those in need. Both classroom instruction and practical training include internships to develop skills in a real-life setting. Learn about human behavior and social problems and how individuals interface with various systems to address these issues.

Graduates of our Human Services programs are prepared to enter the workforce in entry-level positions or transfer their credits to four-year granting institutions for advanced education and training.

Massage Therapy

If any career calls for hands-on experience, it's Massage Therapy. Serve clients from the college and local community in our own student-run massage clinic located on the Saranac Lake campus, as you complete the 150 hours of real-world practice required for state licensure.

Training includes classes in anatomy and physiology, psychology, pathology, kinesiology (the study of the mechanics of body movements), and massage, both Eastern and Western methods and techniques. Graduate and have the tools to help clients relieve pain and stress and rehabilitate injuries - while facilitating their growth and well-being.

NCCC's massage therapy program is NYS Education Department registered and approved. Graduates will be qualified to take the state's massage therapy

become a registered professional nurse (RN) in two years - first completing the requirements to become a licensed practical nurse (LPN) in one year, with an option to complete the RN requirements in a second, two-semester course.

This unique career-ladder design lets you build a career, and education, without repeating previous courses. Once you complete this second, two-semester course, you'll be eligible to take the state's licensing exam to become a registered nurse and be prepared to transfer to a four-year school to complete your bachelor's degree.

Graduates of our program are equipped to make an immediate impact in their community.

Radiologic Technology

If you wind up with an injury or a fluoroscopy procedure, a Radiologic Technologist will be there to assist you and capture the images.

As a Radiologic Technologist you'll combine patient care with an in-depth knowledge of human anatomy and proficiency with high-tech equipment.

The AAS Radiologic Technology program is and accredited program.

It is a two-year program, which includes the first summer.

It is one of the oldest in the country -- but it's also one of the most up-to-date, as new equipment keeps you at the forefront of imaging technology.

Our energized radiology suite enhances the student experience in positioning patients prior to clinical rotations.

Clinical experience is a significant educational component of the Radiologic Technology program.

Each student must complete approximately 1,600 hours of clinical through-

out the program.

North Country is affiliated with 13 sites across a 200-mile radius, including Alice Hyde Medical Center in Malone, Adirondack Health in Saranac Lake, Samaritan Medical Center in Waterford and UVM's Elizabethtown Community Hospital Ticonderoga Campus.

Ultimately, successful completion of the academic and clinical requirements within the program allows the student admission to take the American Registry in Radiologic Technology, a national exam, and subsequent licensure by the State of New York.

Wilderness Recreation Leadership

Since 1979, our Wilderness Recreation Leadership program has given students the leadership skills and outdoor experience to become guides, outdoor educators and other recreation pros.

Get hands-on training in an international capital for outdoor recreation.

Develop skills including rock climbing, whitewater rafting, skiing and snowshoeing; recent research projects have included site visits to the Adirondack Park Agency, Adirondack Hamlets to Huts, and the NYS Department of Environmental Conservation.

Build an intensive backcountry experience during which you'll spend more than 40 days in the wild. Gain your Wilderness First Responder certification, Lifeguard certification, Leave No Trace training and NYS Guide License.

Internships and apprenticeships at ski areas, guide shops and other locations give you industry connections that often lead to future work.

AA Transfer Degrees

With multiple transfer degrees and even more track options, North Country gets you prepared for many bachelor's degrees in mathematics, biology, chemistry, environmental science, history, sociology and other people-focused areas.

The AA Transfer Degree focuses on general studies that lead to a wide range of degree options. Additionally, students can choose specific tracks such as Early Childhood Education, English and Psychology.

The course structure of the programs is equivalent to the first two years of classes you'd take at institutions offering bachelor's degrees, so you'll enter on equal footing with other juniors when you transfer.

North Country has transfer agreements with all of its 64-campus SUNY system.

You're guaranteed admission into a bachelor's degree program at another SUNY institution if you successfully complete your degree at North Country.



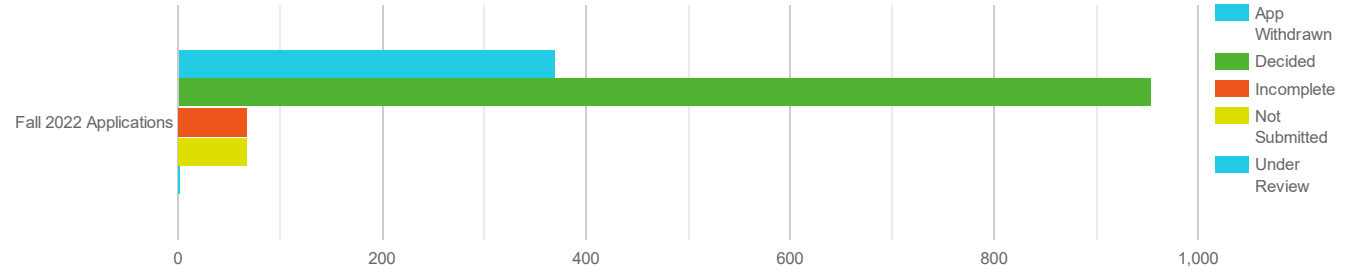
Fall 2022

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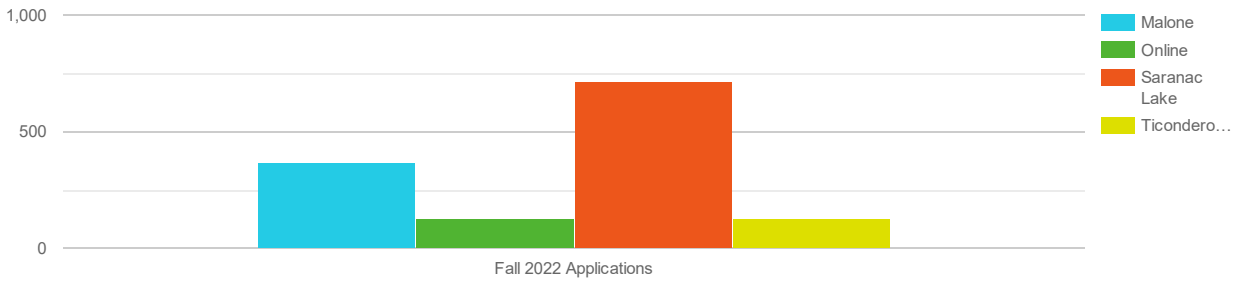
Metric Fall 2022 Applications

Fall 2022 Applications 1464

FA22 App Status

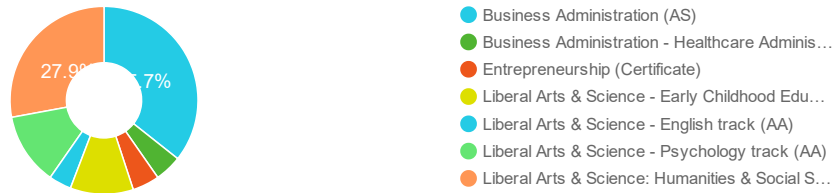


Fall 2022 Applications by Campus



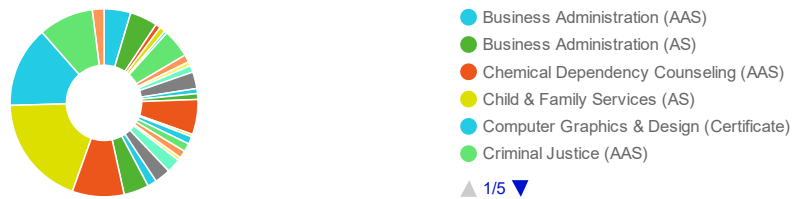
FA22 Apps: Online by Program

Fall 2022 Applications



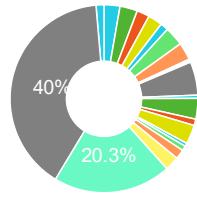
FA22 Apps: SL by Program

Fall 2022 Applications



FA22 Apps: ML by Program

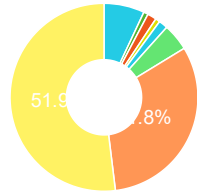
Fall 2022 Applications



- Business Administration (AAS)
 - Business Administration (AS)
 - Chemical Dependency Counseling (AAS)
 - Child & Family Services (AS)
 - Computer Graphics & Design (Certificate)
 - Criminal Justice (AAS)
- ▲ 1/4 ▼

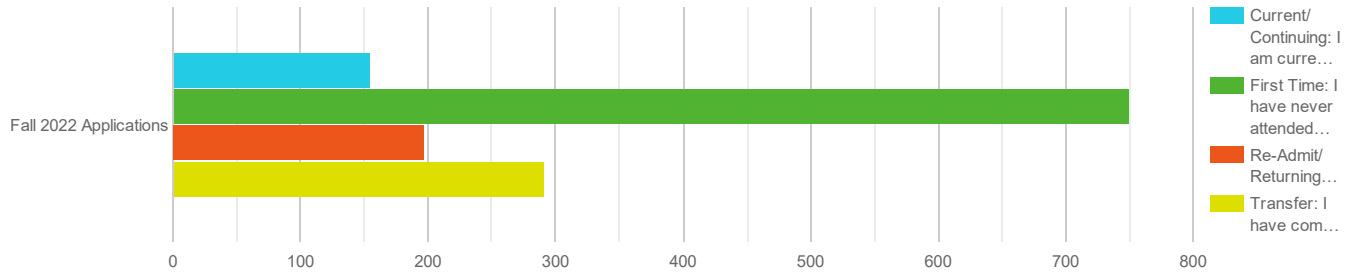
FA22 Apps: TI by Program

Fall 2022 Applications

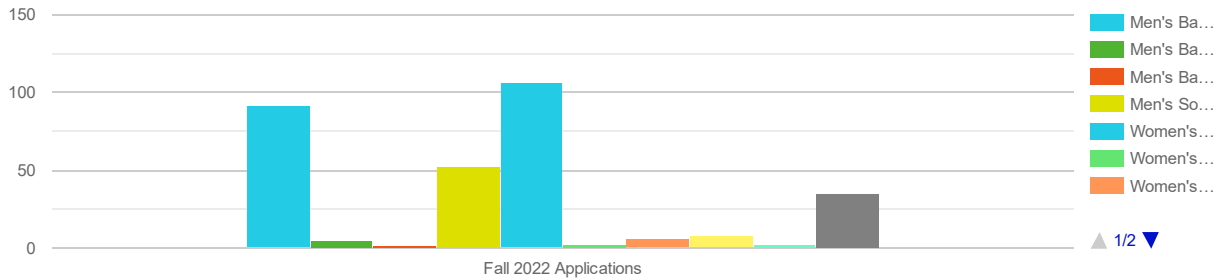


- Health Sciences (AS)
 - Individual Studies (AAS)
 - Liberal Arts & Science - Early Childhood Edu...
 - Liberal Arts & Science - English track (AA)
 - Liberal Arts & Science - Psychology track (AA)
 - Liberal Arts & Science: Humanities & Social S...
- ▲ 1/2 ▼

FA22 Apps by Type



FA22 Apps: Athletics



FA22 App Volume (for Historical Comparison)

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Application Categories

| Metric | Fall 2022 Applications |
|--|------------------------|
| Fall 2022 Applications (total) | 1464 |
| Decided | 954 |
| Applications Under Review (Competitive Admission Programs) | 2 |
| Incomplete Applications | 138 |
| Withdrawn Applications | 370 |

Admissions Decisions

| Metric | Fall 2022 Applications |
|------------------------------|------------------------|
| Decided Applications (total) | 954 |
| Accepted Students | 936 |
| Standby Queue (PN, RAD, ADN) | 14 |
| Denial | 4 |

Yield (Intent to Enroll)

| Metric | Fall 2022 Applications |
|--|------------------------|
| Admitted: Confirmed Intentions to Enroll | 544 |
| Admitted: Declined Admission | 185 |

**North Country Community College
Interim CFO's Report to the Board of Trustees
August 26, 2022**

Greetings,

As always, I hope this report finds you well. In this month's report I am asking the board for approval of the financial statements for the month ending July 31, 2022. I'm providing the 21-22 forecast with one month and closeouts remaining as well as the 5-year financial projections, but they have not changed materially from the last presentation.

Financial Statements July 2022 *(for review and approval)*

- The \$650K variance in Due from Governments is again related to process change. The Bursar and Financial Aid Director have worked together to ensure funds due from the Government are drawn down "just in time" when needed now for student accounts. Funding drawdowns were batched in the past.

2021-22 Forecast

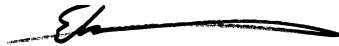
- Included is an updated financial forecast for the year ending August 31, 2022, with closeouts remaining.
- Enrollment full year projection
 - Projected total FTE of 890 is 113 or 11% less than budget.
 - Projected In/Out of state FTE of 549 is 54 or 9% less than budget.
 - Projected Concurrent Enrollment FTE of 241 is 9 or 4% less than budget.
 - Projected 2nd Chance Pell FTE of 100 is 50 or 33% less than budget.
- Revenue full year projection - \$625K or 4% better than budget
 - \$1.4 million projected gain in revenue for HEERF federal stimulus revenue loss claims.
 - \$1.04 million Enrollment declines
 - \$360K Student debt relief program
 - \$730K loss of tuition and fee related revenue vs. budget due to enrollment declines.
- Expense full year projection - \$333K or 2% better than budget
 - \$210K full time regular salary and payroll tax savings due to open positions not being filled and/or a challenging labor market not allowing for timely backfilling of positions.
 - \$140K casual labor pool savings due to declined enrollment.
 - \$121K Medical insurance savings – the 5% projected increase did not happen in 21-22 but premiums increased by 12% for 22-23 budget.
 - \$125K 2nd Chance Pell savings for labor, travel, and supplies due to declined enrollment.
 - \$25K Travel related savings.
 - \$136K increase to budgeted expense for rising utility costs.
 - \$180K increase to budgeted technology expense for new enrollment, computer networking, etc. software.

- \$40K increase to budgeted expense to cover PTECH scholarships.
- \$45K increase to budgeted expense for Exam and Testing services – missed in budget.
- Full year surplus is projected to be \$662K or \$960K better than budget. There would be a deficit of \$770K if not for the \$1.4 million lost revenue claims being reimbursed by HEERF federal stimulus funds.
- The fund balance is expected to finish August 31, 2022, at \$6.26 million or 43% of 21-22 net operating cost after considering the \$662K projected surplus in 21-22.

5-Year Financial Projections

- Updated with all HEERF lost revenue claims, latest enrollment projections, and budget 22-23.
- Does not include the following opportunities:
 - Student FTE increases for numerous new program initiatives that are too early in the process to project,
 - North Country community ideas for cost savings and revenue generation,
 - Expansion of the Tuition Assistance Program (TAP) for part-time students,
 - Returning the ability for incarcerated individuals to receive TAP,
- Fund Balance is propped up in 2020-22 by \$1.98 million in HEERF lost revenue claims. The balance is almost exhausted and reduced to \$196K or 1.2% of Net Operating Costs in 2025-26 per these projections.

Kind regards,



Erik Harvey
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of July 31, 2022

SUBMITTED TO THE BOARD OF TRUSTEES

August 26, 2022

Presented by

ERIK HARVEY

Interim CFO

| North Country Community College Balance Sheet JULY 31, 2022 | | | |
|--|-------------------------------|-----------------------------|----------------------------------|
| | Current Year <u>Actual</u> | Prior Year <u>Actual</u> | Current Year <u>Inc (Dec)</u> |
| Assets | | | |
| Cash | \$ 4,778,996 | \$ 4,049,714 | \$ 729,282 |
| Accounts Receivable-Students | 368,655 | 273,360 | 95,295 |
| Due From NCCC Association | 26,421 | 442,657 | (416,236) |
| Due From NCCC Foundation (Contributions) | 870,193 | 898,001 | (27,808) |
| Due From Other Funds | 662,647 | 839,324 | (176,676) |
| Due From Governments (State & Fed Fin Aid) | 18,893 | 669,390 | (650,497) |
| Prepaid Expenses | 116,248 | 58,768 | 57,479 |
| Total Assets | \$ 6,842,053 | \$ 7,231,214 | \$ (389,162) |
| Liabilities | | | |
| Accounts Payable | \$ 34,008 | \$ (14,284) | \$ 48,292 |
| Payroll & Benefits Liabilities | (167,539) | (108,275) | (59,264) |
| Due to NCCC Association (Room, Meals, Books) | 59 | (105) | 164 |
| Due to NCCC Foundation (Rent) | 185,618 | 265,983 | (80,366) |
| Due to Other Funds | - | 60 | (60) |
| Due to Retirement | 290,098 | 326,953 | (36,855) |
| Compensated Absences | 269,208 | 289,672 | (20,464) |
| Other Liabilities | 337,807 | 284,572 | 53,235 |
| Total Liabilities | \$ 949,259 | \$ 1,044,576 | \$ (95,317) |
| Month End Equity | \$ 5,892,794 | \$ 6,186,638 | |
| Total Liabilities & Equity | \$ 6,842,053 | \$ 7,231,214 | |
| Fund Balance Summary | | | |
| Prelim Fund Balance as of 09/01/21 | \$ 5,601,094 | | |
| Estimated 21-22 Surplus (Deficit) | \$ 661,863 | | |
| Projected Fund Balance as of 09/01/22 ¹ | \$ 6,262,958 | | |
| Projected Fund Balance as a % of NOC | 43% | | |
| 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 \$14,876,190. | | | |

| North Country Community College Revenues & Expenditures JULY 31, 2022 | | | | |
|---|-------------------------|----------------------|------------------------------|-----------------------|
| | Annual <u>Budget</u> | YTD <u>Actual</u> | 19-20 Actual <u>M (L)</u> | % of <u>Budget</u> |
| Revenues | | | | |
| Tuition & Fees | \$ 5,724,264 | \$ 5,242,751 | \$ (481,513) | 92% |
| Sponsors' Contribution | 2,380,000 | 2,177,500 | (202,500) | 91% |
| Chargebacks | 640,510 | 656,533 | 16,023 | 103% |
| Out-of-State Tuition | 396,000 | 324,390 | (71,610) | 82% |
| State Aid | 4,075,965 | 4,075,965 | 0 | 100% |
| HEERF Revenue Loss Claims | - | - | - | NA |
| Contributions | 1,172,840 | 983,661 | (189,179) | 84% |
| Total Revenues | \$ 14,389,578 | \$ 13,460,800 | \$ (928,778) | 94% |
| Expenditures | | | | |
| Salaries | \$ 7,190,717 | \$ 6,390,750 | \$ 799,967 | 89% |
| Payroll Taxes | 550,090 | 449,439 | 100,651 | 82% |
| Medical | 2,011,394 | 1,705,120 | 306,273 | 85% |
| Retirement | 696,646 | 593,416 | 103,231 | 85% |
| Other | 116,180 | 166,074 | (49,894) | 143% |
| Equipment | 15,000 | 102,300 | (87,300) | 682% |
| Facility Leases | 1,557,992 | 1,454,742 | 103,250 | 93% |
| Utilities | 301,500 | 417,629 | (116,129) | 139% |
| Maintenance | 165,300 | 156,370 | 8,930 | 95% |
| Office & General Supplies | 52,220 | 43,044 | 9,176 | 82% |
| Advertising | 184,300 | 141,246 | 43,054 | 77% |
| Professional Services | 112,500 | 104,073 | 8,427 | 93% |
| Information Technology | 295,300 | 453,880 | (158,580) | 154% |
| Library & Instructional Supplies | 354,060 | 140,719 | 213,341 | 40% |
| Scholarships | 689,105 | 671,828 | 17,277 | 97% |
| Travel | 75,000 | 26,248 | 48,752 | 35% |
| Property & Liability Ins. | 146,000 | 143,108 | 2,892 | 98% |
| Miscellaneous | 172,615 | 249,667 | (77,052) | 145% |
| Total Expenditures | \$ 14,685,919 | \$ 13,409,651 | \$ 1,276,268 | 91% |
| Operating Surplus (Deficit) | \$ (296,341) | \$ 51,150 | \$ 347,491 | -117% |
| Non-Operating Activity | - | 240,550 | 240,550 | NA |
| Total Fund Surplus (Deficit) | \$ (296,341) | \$ 291,700 | \$ 588,041 | -198% |



North Country Community College

Sponsored by Franklin and Essex Counties

21-22 AUGUST OPERATING FORECAST

For the year ending August 31, 2022

SUBMITTED TO THE BOARD OF TRUSTEES

August 26, 2022

Presented by
ERIK HARVEY
Interim CFO

2021-22 August Forecast
For the year ending August 31, 2022

| FTE | Budget | Forecast | More (Less) vs. Budget | |
|----------------------------|--------------|------------|---------------------------|-------------|
| In-State | 554 | 509 | (44) | -8% |
| Out of State | 50 | 40 | (10) | -20% |
| In/Out of State FTE | 604 | 549 | (54) | -9% |
| Concurrent Enrollment | 250 | 241 | (9) | -4% |
| Core Operating FTE | 854 | 790 | (64) | -7% |
| Pell Prison Program | 150 | 100 | (50) | -33% |
| Total FTE | 1,004 | 890 | (113) | -11% |

| Unrestricted Fund (in thousands) | Budget | Forecast | More (Less) vs. Budget | |
|--|-----------------|---------------|---------------------------|--------------|
| Revenues | | | | |
| Tuition | \$ 5,156 | \$ 4,623 | \$ (533) | -10% |
| Fees | 1,141 | 944 | (197) | -17% |
| Sponsor's Contribution | 2,380 | 2,380 | - | 0% |
| Chargebacks to Other Counties | 641 | 657 | 16 | 3% |
| State Aid | 4,076 | 4,076 | 0 | 0% |
| HEERF Revenue Loss Claims | - | 1,433 | 1,433 | NA |
| Contributions & Other Income | 1,173 | 1,052 | (121) | -10% |
| Reserve for Bad Debt | (177) | (150) | 27 | -15% |
| Total Revenues | 14,390 | 15,015 | 625 | 4% |
| Expenditures | | | | |
| Salaries | 7,191 | 6,866 | (324) | -5% |
| Payroll Taxes | 519 | 486 | (33) | -6% |
| Medical | 1,981 | 1,860 | (121) | -6% |
| Retirement | 674 | 646 | (28) | -4% |
| Other | 200 | 187 | (13) | -6% |
| Equipment | 15 | 50 | 35 | 233% |
| Facility Leases | 1,558 | 1,590 | 32 | 2% |
| Utilities | 302 | 438 | 136 | 45% |
| Maintenance | 165 | 165 | (0) | 0% |
| Office & General Supplies | 52 | 45 | (8) | -14% |
| Advertising | 184 | 184 | - | 0% |
| Professional Services | 113 | 113 | - | 0% |
| Information Technology | 295 | 475 | 180 | 61% |
| Library & Instructional Supplies | 194 | 143 | (51) | -26% |
| Scholarships | 689 | 666 | (23) | -3% |
| Travel | 55 | 30 | (25) | -45% |
| Property & Liability Ins. | 146 | 143 | (3) | -2% |
| Miscellaneous | 353 | 265 | (88) | -25% |
| Total Expenditures | 14,686 | 14,353 | (333) | -2% |
| Unrestricted Fund Surplus / (Deficit) | \$ (296) | \$ 662 | \$ 958 | 323% |
| Non-Operating | - | - | - | NA |
| Total Fund Surplus (Deficit): | \$ (296) | \$ 662 | \$ 958 | -323% |

North Country Community College

5-Year Financial Projection

For the 5 years ending August 31, 2026

| | 20-21 | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 |
|--|-----------------|-----------------|-------------------|-------------------|-------------------|-------------------|
| FTE Students | | | | | | |
| In-State | 577 | 509 | 530 | 521 | 524 | 520 |
| Out-of-State | 31 | 40 | 45 | 45 | 50 | 55 |
| Subtotal In/Out-of-State | 609 | 549 | 575 | 566 | 574 | 575 |
| Concurrent Enrollment (bridge) | 234 | 241 | 250 | 250 | 250 | 250 |
| Subtotal Core Operating | 843 | 790 | 825 | 816 | 824 | 825 |
| Pell Program | 133 | 100 | 120 | 150 | 150 | 150 |
| Total FTE | 976 | 890 | 945 | 966 | 974 | 975 |
| <i>in thousands</i> | | | | | | |
| Unrestricted Fund | | | | | | |
| Revenues | \$ 15,165 | \$ 15,015 | \$ 14,117 | \$ 14,494 | \$ 14,687 | \$ 15,133 |
| Expenses | 13,747 | 14,353 | 15,305 | 15,851 | 16,389 | 16,953 |
| Operating Surplus (Deficit) | 1,419 | 662 | (1,188) | (1,357) | (1,702) | (1,820) |
| Non-Operating | (101) | - | - | - | - | - |
| Unrestricted Fund Surplus (Deficit) | \$ 1,318 | \$ 662 | \$ (1,188) | \$ (1,357) | \$ (1,702) | \$ (1,820) |
| Fund Balance Beginning 9/1 | \$ 4,284 | \$ 5,601 | \$ 6,263 | \$ 5,075 | \$ 3,718 | \$ 2,017 |
| Changes to Net Position | 1,318 | 662 | (1,188) | (1,357) | (1,702) | (1,820) |
| Fund Balance Ending 8/31 | \$ 5,601 | \$ 6,263 | \$ 5,075 | \$ 3,718 | \$ 2,017 | \$ 196 |
| Fund Balance NOC % | 40.7% | 43.6% | 33.2% | 23.5% | 12.3% | 1.2% |

Assumptions:

| | |
|----------------|--|
| FTE's | In State declines by 5% in 22-23 vs. 21-22 & includes 33 FTE for new initiatives. Out-of-State gets back up to average pre-pandemic levels in 25-26. Concurrent enrollment (bridge students) and the Pell prison program bounce back to normal pre-pandemic levels 23-26. |
| Tuition | 0% Increase year over year after 20-21. (Every 1% increase = \$30K revenue) |
| Fees | Assumed same rates as 20-21, proportionate to FTEs. |
| County Aid | Assumed to remain flat. |
| State Aid | Base aid rate includes the greater benefit of \$50/FTE in annual increments or the 100% floor rule 2022-26. Rental aid increases 2% each year to correspond with 2% rent increase to NCCC Foundation |
| Salaries | 3.2% increase per year. |
| Benefits | 7% increase per year. |
| Contractual | 1.25% increase per year to cover rent rate escalations and rising IT costs. |
| Prison Program | Assumed to continue - favorable legislation has been passed ensuring Pell extension by 7/21/23. NYS Governor proposing TAP for incarcerated students. |
| Donations | \$100K from NCCC Foundation in each years 20-21 and 21-22, not included above, placed in restricted funds to help drive non traditional student enrollment. Starting in July 2025, the NCCC Foundation bonds will mature and the Foundation could potentially contribute an additional \$41.5K per month or \$500K per year to the college. |

**North Country Community College
President's Report to the Board of Trustees
August 26, 2022**

Greetings to you all,

I hope this finds you and yours well and enjoying the summer. Though we say it every year, it is hard to believe that summer break is over, and the new academic year starts in just a few short days! Our Enrollment team is wrapping up their efforts to land the fall class, while our faculty and staff are preparing for the start of the semester, which commences on August 29th.

The College's 22-23 budget was supported by our county sponsors and is at SUNY for their review. The NCCCAP 2022-2025 contract was also approved by both county sponsors. We will be presenting you with the proposed 2022-2025 contract with CSEA.

Many thanks for your ongoing support of the college and our students.

Gratefully yours,

Joe

★ **Campus and External Relations**

Below are some highlights of events, contacts, and interactions that I participated since the Board's last meeting:

| Date | With | Location |
|-------------|---|-----------------|
| 8/03/22 | SUNY Fall 2022 COVID-19 Planning | Zoom |
| 8/11/22 | Erin Walkow, NCCC Foundation | SL campus |
| 8/11/22 | Paul Sorgule, Harvest America Ventures, LLC | Zoom |
| 8/12/22 | NYCCAP Executive Committee | Teams |
| 8/15/22 | Essex County Finance Committee | E'town |
| 8/15/22 | Essex County Public Hearing/Special Board Meeting | E'town |
| 8/16/22 | Richard Merchant, NAHEC | Zoom |
| 8/16/22 | Karin Green, JMZ Architects | Zoom |
| 8/17/22 | CSEA Negotiations | Teams |
| 8/17/22 | Felicia Neahr, Workforce Development Institute | SL |
| 8/18/22 | Franklin County Public Hearing and Board Meeting | Malone |
| 8/18/22 | Essex County Fair | Westport |
| 8/19/22 | CC Presidents Meeting with SUNY Chancellor | Zoom |
| 8/23/22 | Workforce Development Partnership Focus Group | Zoom |
| 8/24/22 | Welcome Back – Faculty and Staff | Zoom/Hybrid |
| 8/24/22 | Adjunct Faculty Meeting | Saranac Lake |

★ **Board Matters**

- *Board Policies:* no updates on the status of the policies reviewed with the Executive Committee. As a reminder, a) policies specific to Board governance and Board operation will be updated by the Board Exec Committee (e.g., Board Travel), and b) policies governing the operations of the College (e.g., Advisory Committees), will be updated by the administration and follow the principles and processes of shared governance, prior to proposing them to the Board for consideration. We expect to begin that process shortly.
- *Board Appointments:*
 - ★ *Governor's Appointments:* We reached out to SUNY and were reassured that both candidates were still in the queue. Our other two governor's appointments are on expired terms, and we'll need to nominate them and or a successor in the near future.
 - ★ *County Appointments:* At the Board's July 28, 22 meeting Mark Moeller announced that he will be stepping down on June 30th, 2023, leaving a vacancy from Franklin County. We'll need to work with the Board and the county to identify someone to fill the five (5) years that will remain on Mark's term.
 - ★ *Student Appointment:* we are expecting that the student body will select their representative early this semester.

★ **Budgeting and Planning**

- **2022-2023 Budget:** Following a public hearing in both counties, Essex County and Franklin County approved our 2022-2023 budget. Of note, both counties public expressed their gratitude for the College's efforts in responding to workforce and training needs, most notably in the form of the EMT and Wastewater training courses, which the College developed in response to those needs. The budget is now at SUNY for review and, we hope, approval.

As an update:

- ★ *TAP expansion to part-time students* (6 crs or more) launched late last week. While it may not have much of an impact on the Fall 22 class, we expect it to benefit students going forward,
 - ★ *Restoration of TAP for incarcerated students:* the details are continuing to be worked out and we expect the benefit for our incarcerated students to be realized starting in the 23-24 year,
 - ★ *\$53M funding for new faculty:* we have not received funding from this pool and don't anticipate doing so, given the emphasis on "new" faculty.
 - ★ *\$60M funding for "non-recurring strategic investments" to "improve academic programs, improve enrollment, enhance student supports, and modernize operations":* we received \$200,000 in one-time funding and will be developing the plan for how best to utilize those resources.
- **2023-2024 Budget:** In an effort to get a jump on recruitment and packaging for the next academic year, we will be queuing up tuition and fee

proposals earlier in the cycle for 2023-2024 through our shared governance system for the Board's consideration. Our goal is to have this in place as early as possible in Fall 2022, as our enrollment counselors and athletic coaches are already recruiting for Fall 2023.

★ **Fall 2022 Enrollment Reports**

As of Monday, August 22nd, 2022, we are one (1) week out from the start of the Fall 22 semester and here are the enrollment highlights:

- overall, a 6-8% decline in projected Fall 2022 enrollment from prior year,
- application volume is nearly on par with Fall 2021,
- the current data suggest a best-case scenario of a 5-10% decline for Fall 22.

Report Date: 8/22/2022

| Enrollment Yield Report | Final at verification | Final at verification | Final at verification | YTD | YTD | YTD | | |
|-------------------------|-----------------------|-----------------------|-----------------------|-------|-------|-------|-------|---|
| | FA-19 | FA-20 | FA-21 | FA-22 | FA-19 | FA-20 | FA-21 | |
| First Time | 241 | 212 | 185 | 223 | 235 | 222 | 200 | -7% from prior year / |
| Re-Admit | 83 | 116 | 91 | 86 | 71 | 109 | 106 | -4% from pre-covid baseline |
| Transfer | 88 | 86 | 108 | 79 | 97 | 78 | 110 | |
| Continuing | 355 | 349 | 285 | 277 | 419 | 381 | 304 | -9% from prior year / -34% from pre-covid baseline |
| Total Core: | 767 | 763 | 669 | 665 | 822 | 790 | 720 | -8% from prior year / -19% from pre-covid baseline |

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

Data Date: 8/22/2022

| Enrollment Pipeline Report | Fall 2019 YTD | Fall 2020 YTD | Fall 2021 YTD | Fall 2022 YTD | Fall 2018 Final | Fall 2019 Final | Fall 2020 Final | Fall 2021 Final |
|---|---------------|---------------|---------------|---------------|-----------------|-----------------|-----------------|-----------------|
| Fall Applications (YTD) | 1,713 | 1,620 | 1,488 | 1,464 | 1,802 | 1,713 | 1,671 | 1,493 |
| Deposits | 390 | 635 | 574 | 954 | 405 | 390 | 613 | 542 |
| Admits | 572 | 299 | 305 | | 522 | 572 | 304 | 307 |
| Wait List (Nursing, RAD) | 49 | 3 | 20 | 0 | 17 | 49 | 0 | 17 |
| Other Application Status | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Received Applications Pending Review | 12 | 6 | 3 | 2 | 8 | 12 | 0 | 0 |
| Incomplete Applications | 367 | 174 | 235 | 138 | 597 | 367 | 187 | 231 |
| Application Withdrawn | 321 | 331 | 262 | 370 | 237 | 321 | 390 | 305 |
| Inactive Application | 1 | 171 | 89 | 0 | 12 | 1 | 176 | 91 |
| Application Rejected | 1 | 1 | 0 | 0 | 4 | 1 | 1 | 0 |
| Registered First Time, Transfer and Readmit | 455 | 478 | 454 | 392 | 426 | 455 | 478 | 454 |

-

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

As noted earlier this year, the SEM plan has largely been completed and elements of it were launched as part of the Fall 22 recruitment efforts. After the verification period (week three of the semester) we will be assessing the outcomes of those efforts as well as other enrollment figures proposed during this last budget cycle. We also expect to have the final version of the plan completed and submitted next month and will present it to the Board at that time.

★ **College Signage**

Much of the new signage has been erected and we continue to hear positive feedback from members of the public. Our hopes that, in addition to sprucing up our presence in the community, we assist students, families, and visitors with wayfinding to and on our campuses. While there remains more to do, many thanks to all who helped out with this project thus far.

★ **Foundation**

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

- *Foundation Land Holdings*: No update on the Colony Court or Cantwell properties. The Colony Court property is on the market and the Cantwell property survey has not been completed.
- *Outreach and Networking*: Erin has been busy establishing contacts, following up with new donors, and conducting outreach. She received an additional \$10,000 in support from a generous donor which we'll be able to use to leverage additional donations related to the Nursing lab upgrades.

★ **Strategic Plan**

Initiatives that are underway include:

- *"Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas* (underway)
- *Ongoing Professional Development*: no updates since last report.
- *New Academic Programs*: wastewater training starts in September 22; EMT courses begin this semester in SL and ML; Digital Advertising and Design Certificate approved by SUNY and NYSED; teacher assistant certificate and jointly registered cybersecurity and digital forensics degree with Herkimer CC approved by the Board in April are readying for SUNY; new programs in *graphics and animation* and *healthcare* are being explored; a local needs assessment identifying areas of need in the region was completed for Perkins; a collaboration with FEH-BOCES to explore opportunities to jointly offer trades education; a collaboration with the Northern Area Health Education Center and Health Workforce NY regarding *healthcare programs*.
- *Expand Partnership with St. Regis Mohawk Tribe*: Return to Akwesasne for Fall 22; marketing campaign for Akwesasne courses is underway; ongoing outreach to the Akwesasne community through recurrent slot on CKON.
- *North Country CC – Workforce Development Partnership*: (Perkins 2022-23 grant submitted; NAHEC Collaborative)

- ❑ \$1M grant received to help *modernize Nursing Labs* on all three campuses; scoping study is completed; grant application was submitted;. Karin Green of JMZ Architects is developing a proposal for design and oversight work.
- ❑ *Alternative revenue streams*: meetings with potential donors; additional \$10,000 in scholarship funding from a new donor (on top of earlier gift of \$5,000); 3rd year Opportunity Scholarship; Foundation adoption of Donor Perfect, Foundation exploration of grants and Live Alumni, Foundation Strategic Plan development; Foundation to sell Colony Court
- ❑ *Improved Institutional Research capabilities*: Initial steps include standardized data needs for all academic programs as part of ongoing program assessment.
- ❑ *Reinvest in health careers and health science programs*: Nursing lab modernization and new academic program exploration. Associate Degree of Nursing program expansion proposal; request for additional SUNY funding for ADN expansion; EMS equipment and personnel funding from SUNY; Perkins funding for EMS equipment
- ❑ *Streamlining and improving the College's student onboarding*: through the North Country Navigator program is underway, *and a group is meeting to determine how to include/improve onboarding in other areas (academic, IT, student affairs).*

★ **Opportunities and Partnerships**

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

★ **COVID-19 Matters**

The continued uptick of the infection rate, regionally and statewide, reaffirms that COVID-19 remains a significant factor in our region and communities. SUNY has confirmed that for Fall 2022:

- ❑ *COVID-19 Vaccinations*: are required for a) all students taking in-person classes on college property and taught by college employees, either credit or non-credit, and b) residential students. It is expected that students will be vaccinated *before* coming to campus. Medical accommodations/ exemptions and religious exemptions can be applied for. Students coming to campus on an irregular basis and not enrolled in in-person classes are not required to be vaccinated.
- ❑ *COVID-19 Boosters*: are not required for any student, including those enrolled in on-campus classes or residential students. Boosters are, however, encouraged.
- ❑ *Testing*: Those not vaccinated must test weekly. General surveillance testing will be done at the campus' discretion.

- *Masking*: No change in masking protocols. Colleges are to work with their local public health departments on masking requirements in response to local positivity rates.
- *COVID-19 Page*: we will continue to use this page as a resource for students, both new and returning, who plan to be on campus Fall 22 regarding the vaccination requirements and other COVID-related items.

★ **Facilities**

- Our Maintenance crew has been busy readying the campuses for the return of the faculty and our students.
- In addition to the ongoing grounds and facilities work, the team undertook
 - a major repair in the Connector that involved replacing lift pumps and waste-lines in the kitchen area along with replacing ceiling tiles and touch-up painting in its wake, and
 - refreshing the SL LAC with new lighting, ceiling tiles, painting and flooring.

★ **Information Technology (IT)**

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

- *Security Cameras*: Scott Harwood and his team wrapped up the installation of security cameras on the SL and Malone campus this summer as part of Phase 1. Consistent with BoT policy, they focus on entry points to campus, major pedestrian paths, and vehicular traffic. All told, 94 new cameras were added between the SL and ML campuses (61 college-based, 33 Association-based). Phase 2, which will add an additional 30 cameras, many at the ML campus, are ordered.
- *IT Onboarding*: Scott and his team have been conducting consistent outreach to students, particularly those new to the College, to assist their navigation of the IT systems that will feature prominently in their time here at the College.
- *Emergency Systems*: Scott has been working with our IT vendor to prepare for the launch of Everbridge, the former NY Alert, which allows for text-based and other messaging related to emergencies. In addition, Scott is working with the vendor on deploying an intercom system (i.e., Singlewire) to provide additional emergency communications functionality. We are expecting that training will begin early this semester and we'll be able to deploy them both this academic year.

★ **NCCCAP**

A 2022-2025 successor contract to the 2019-2021 CBA, approved by the Board in June 2022, was approved by both Essex County and Franklin County. Many thanks to the NCCCAP and Administrative negotiations teams for their efforts over several months in what was a collegial and mutually respectful process.

Welcome to Dave Merrick, who was elected NCCCAP President for the 22-23 year. We look forward to working with Dave in this new role. And a note of thanks and well wishes to Lee Susice, who has served as NCCCAP President for several years and done so admirably.

★ **CSEA**

Negotiations

Negotiations with CSEA for a successor contract to the 2019-2021 CBA are finalized and we expect to have a contract for the Board to review at today's meeting. As with NCCCAP, the negotiations process with CSEA was both productive and collegial throughout, and I extend my gratitude to both sides for what we hope will be a process that can help guide future negotiations.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

No updates to report.

SUNY

In SUNY matters:

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

NYSED

- No updates to report.*

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community