



## Board of Trustees Meeting Agenda

11:00 a.m. | Thursday, July 28<sup>th</sup>, 2022

Hybrid: Hodson Hall 105, Saranac Lake Campus | Zoom

- I. Call to Order
- II. Approval June 30<sup>th</sup>, 2022 Minutes
- III. Liaison Reports
  - College Senate
  - NCCCAP
  - CSEA
- IV. College Reports
  - Board Chair
  - Interim Vice President for Academic Affairs
  - Vice President for Marketing & Enrollment Management
  - Interim Chief Financial Officer
    - June 2022 Financial Report
  - Interim Associate Vice President of Student Affairs
  - President
- V. Representative Reports
  - NCCC Association
  - NCCC Foundation
- VI. Old Business
- VII. New Business
  - JMZ Presentation of Capital Project Plan
  - Board of Trustees | Annual Election of Officers
  - Proposal | Board of Trustees 2022-2023 Meeting Schedule
- 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*

*June 30<sup>th</sup>, 2022 | 11:00am*

*Hybrid Meeting: HH-105 & Zoom*

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

**Excused:** Jerry Griffin

**Others Present:** Joe Keegan, Erik Harvey, Sarah Maroun, Tara Smith, Kyle Johnston, Chris Knight, Kim Irland, Erin Walkow, Allison Warner, Scott Harwood, Lee Susice, Dianna Dudley

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Board Chair, Steve Reed called the meeting to order at 11:07 a.m.

**Minutes**

Pete Suttmeier made the motion to accept the May 26<sup>th</sup>, 2022, meeting minutes. Mark Moeller seconded the motion. The May 26<sup>th</sup>, 2022, meeting minutes were unanimously approved (7-0-0).

**College Senate**

No report

**NCCCAP**

No report

**CSEA**

Dianna Trummer-Dudley reported:

- Contract negotiations continue.

**Board Chair Report**

No report

**Interim Vice President for Academic Affairs**

Sarah Maroun reported:

- We received approvals for course sponsorship for EMS training (Basic and Advanced EMT) from NYS DOH.
  - Registration begins next week for Fall 2022 EMT courses on the Saranac Lake and Malone campuses. We are working on getting instructors for classes in Ticonderoga.
  - Sarah thanked Scott Harwood for his efforts in making this happen for the College.
  - Steve Reed confirmed that the college will be notifying local EMS to inform them of the EMT course.
- The College also received approval from NYS DEC to offer a basic operations course for wastewater treatment. Course will run in Saranac Lake in the Fall 2022 semester.
- The College received \$85,000 in grant funding from SUNY to expand ADN program.
- Donna Wadsworth asked if we could send over registration information to her as there are employees of Sylvamo in Ticonderoga who would benefit.
- Members of the board discussed the timeline for program approvals. Sarah explained the process.
- Members of the board discussed child-care certificate and if Birth-to-Three Alliance has been involved. Sarah explained she anticipated serving on that Advisory Board; she will share information as she learns more.

- College has met with ACAP out of Essex County related to child-care. Partnership is with the child development certification for young age instruction, such as head-start and day-care.
- Pete asked who the grantor was of the *Good Jobs Grant* was. Sarah explained that ANCA taking the lead on the federal funding project.
  - The ANCA application is made up of three parts, with our part being for medical lab technicians in connection with BIONIQUE.

Board moved to approve the following resolutions:

- *Pete Suttmeier made a motion that the North Country Community College Board of Trustees hereby approves temporary appointment of Brandi Taylor, to the full-time, 164-day, exempt appointment as Humanities Instructor for the 2022/23 academic year, at an annual salary of \$44,734. This position is currently funded in the 2022/23 operating budget. Mary Irene Lee seconded the motion. The motion was unanimously approved (7-0-0)*
- *Mark Moeller made a motion that the North Country Community College Board of Trustees hereby approves the contract appointing Emmanuel Saintjean MD, PLLC as Medical Director to the EMT/Advanced EMT Training program provided by the College. Mary Irene seconded the motion. The motion was unanimously approved (7-0-0)*
- *Mary Irene Lee made a motion that the North Country Community College Board of Trustees hereby approves the deactivation of the A.S. Fine Arts degree program registered on the Malone Campus. Dan Kelleher seconded the motion. Discussion – Mary Irene wanted to make sure the instructors were still offering other courses (yes). The motion was unanimously approved (7-0-0)*

Vice President for Marketing and Enrollment Management

Kyle Johnston expanded on his written report:

- Regarding enrollment campaigns, both program-specific and other:
  - The Digital and Fine Arts campaign was ending, however costs to continue it through the summer were favorable, so he elected to continue it.
    - Included in that is the opportunity to relaunch the Transfer Programs campaign (which originally ran in late 21 and early 22).
  - Last Chance to Enroll will happen in August.
  - Adult Learner campaign will soon kick-off to reach 3,600 folks in the North Country.
  - Email campaign, social media and NCPR starts in July, which will run for about 2 months.
  - Started Bridge Student campaign in May with direct e-mail.
  - Postcard outreach will occur from June through August.
  - Time to Register campaign – new and continuing students are reached via e-mail and postcard.
- SEM plan project will begin in mid-July for Akwesasne to help re-engage students on and around their territory. The Indian Times, and radio chat on CKON will be two methods of outreach.
- Engagement in community events: Pride festival event in Saranac Lake last weekend and Best of Ti this weekend.
- Final opportunity scholarship numbers have been received and are under review
- Currently planning for Fall 2022 visits are under review; a full travel season is anticipated.
- All degrees have a been marketed, dictated by the area and there will be updates to the Viewbook for a Sept 1st roll-out.
- The 2+2 program with Paul Smith's College (PSC) was revamped this spring with a new marketing piece. Other colleges (private and state) have reached out to see if we can do a contract with them. Amy Tuthill works closely with students who are interested in these offered pathways.
- Members of the board discussed the demographics of students participating in the 2+2 with PSC. Joe shared with the board the current enrollment pipeline data that examines the on-campus and online operations (core enrollment). He explained this weekly report provides a snapshot of the enrollment picture at a point in time. He noted that this is core enrollment only, Second Chance Pell and College Bridge figures were not included in the data. There was discussion on the benefits of including Second Chance Pell numbers in the above report.

Interim CFO:

Erik Harvey led off acknowledging the work and contributions of his team over the last year. He then reported the Board of Trustees Minutes | June 30<sup>th</sup>, 2022

following:

- The College's Audit Committee met on Tuesday, June 21, 2022, to review the 20-21 audit. Dan Kelleher and Mark Moeller joined as members of the Board. The audit was successful with no findings of concern.
- Briefed the board on the May 2022 Financials as they were presented in his written report.
- Formally presented the proposed 2022-2023 Budget including the Fees schedule, which he had introduced in draft form at the Board's May 26, 22 meeting. Erik indicated that numbers have not changed much since the May report. He is anticipating increased utility costs, which was factored in, resulting in a \$1.2 million overall gap. The College is asking that the \$1.2 deficit be funded by the fund balance, leaving \$5 million in fund balance (33% of operating costs) at the end of 22-23.
- Erik acknowledged the College continues to examine various ways to trim the budget deficit while identifying potential opportunities to bring in new students. The college is trending in the right direction for enrollment.
- Members of the board discussed the potential plans by NYS in fixing the concern of decreased enrollment in the SUNY System.
- Steve Reed noted that the college will need to balance the budget before they get to a \$3 million deficit. There will need to be serious thought early-on regarding programs and contingencies. In order to come closer to a balance budget, members discussed the actions needed in the event the college decides to decrease its footprint and other potential plans in saving the college money without affecting its students.
- Joe responded that among community colleges there is a sense that our funding formula is not well-understood and that the floor funding model, while helpful, did not make up for enrollment decreases. Among the community college sector, there is a weariness that we must make the case for funding us fully, even though we make up over 30% of total SUNY enrollment. In addition, our county funding has remained flat for 7 years and our tuition has been flat going into the third year, despite increasing costs to operate. The silver lining is that nearly all community colleges are in the same boat.
- Members of the board discussed action plans across the community colleges and related support by SUNY. Joe noted that state government officials, including our local representatives are supportive, but our funding is complex. The sector is working to develop an advocacy plan for the 22-23 year and beyond. .
- There was a brief discussion regarding the potential need to increase tuition for the 2023-2024 academic year. The College has not increased tuition in two years. It will need to be discussed in the upcoming 2023-24 budget planning process.

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 May 2022 financials as they were presented. Mark Moeller seconded the motion. The motion was unanimously approved (7-0-0).*
- *Pete Suttmeier made motion to the floor that North Country Community College Board of Trustees approve the North Country Community College the Operating Budget and Fee Schedule for the academic year beginning September 1, 2022, and ending August 31, 2023. . Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0).*

Associate Vice President of Student Affairs

Kim Irland reported: There were 13 faculty and staff who completed mental health first aid training. This opportunity is covered under HEERF and another session will be provided in July.

- Student Life is working with Academic Affairs and Enrollment to support outward bound students. Currently looking at updating articulation agreements within and beyond the 2+2 Program.
- A textbook analysis project is underway to understand the cost of books and supplies by their associated degree program. Intent is to determine how this differs between degree programs and on-line vs in-person, so the Association can better forecast cost-of-attendance by degree program.
- Worked with the Registrar to remind graduates who may be looking for jobs to engage in the Career Network available through Student Life.
- New Title IX regulations are underway; there will be upcoming seminars available to key staff members. It is unknown at this time how these new regulations will affect the college. Updates will be provided as they become

available.

- Orientation will be live on-line starting in July 2022. In-person/hybrid orientation will also occur.
- In follow up to the mental health first aid training, members of the board discussed the potential for legal fall-out in various situations. Kim explained this program is to provide support but does not cover counseling of individuals.

#### President:

Joe Keegan reported:

- Thanked the board for their ongoing support. Additionally, he thanked the board and campus community for their solid discussions surrounding the budget.
- He has volunteered to serve as the government liaison in the NYCCAP group.
- SUNY is making headway regarding the college's nominees for Governor's appointments to the Board.
- Review of board policies began this summer. Five are completed at this time and the Executive Committee of the Board will review and share their recommendations with the remaining members of the board for review and approval.
- New NCCC signs continue to be installed on and around the campus. Joe thanked Kyle Johnston, Rick Heath, and others who helped this project come to realization.
- Karin Green, Associate of JMZ, will present the Capital Project plans to the Board at their July 2022 meeting.
- COVID-19 updates for Summer/Fall 2022 – Official Guidance from SUNY:
  - Initial series of vaccinations are required for students with an on-campus presence.
  - Boosters are strongly encouraged, but not required at this time.
  - Vaccination is required for fully on-line students wishing to access campus on a regular basis. Those visiting campus infrequently are not subject to the mandate.
  - Masking is encouraged, but not required.
  - Testing will be required for students who are not vaccinated and who have been approved for a religious exemption and/or a medical exemption/accommodation.

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

- *Pete Suttmeier made a motion to the floor that the North Country Community College Board of Trustees hereby approve the NCCCAP promotions as they were presented. These promotions will be in effect starting the beginning of the 2022-2023 academic year. Dan Kelleher seconded the motion. The motion was unanimously approved (7-0-0)*

#### NCCC Association:

Kim Irland reported in Rob Rathbun's absence:

- Incoming housing licenses are currently confirmed at 60. Ten of those students still need to register for classes. In the meantime, they will be placed on the waitlist until registration is complete. Other students are showing interest in on campus housing but have not signed licenses as of today.
- For the first time, the college bookstore will be selling laptops. This new Laptop initiative program is available for students through Financial Aid as well.

#### NCCC Foundation:

Erin Walkow reported:

- Finishing up reviewing and awarding student scholarships. There were 100 applicants, a 30% increase from last year. The average award is \$880.
  - Erin has worked with Kyle to move this process into SLATE to remove the manual process. This will provide more efficiency in the process.
- The foundation recently received two \$5,000 donations. Outreach to current and potential donors continues; to include corporate donors as well.
- The Foundation is exploring grant opportunities to off-set the costs of providing North Country Live to the

community.

- Erin acknowledged that the Board would like a quarterly report from the Foundation; specific data requests will be needed prior to compiling the report.
- Steve inquired about Erin taking the lead to bring together a joint gathering of the College's Board of Trustees and the Foundation's Board of Directors this summer. This would allow both groups to know one another and potentially strengthen both operations.
- There was brief discussion around providing a brochure to review gift giving process. Erin shared that the Foundation has not done this in the past, but she thinks that there is a way to recognize donors in a public way.
- Steve explained the importance of an annual report and sharing the data between both Boards.
- Erin continues to assess the needs of the department for personnel and software resources. The Board requested that her needs assessment be shared with the Board no later than their October 2022 meeting.

#### Old Business

None

#### New Business

None

#### Public Comment

None

#### Executive Session

Mark Moeller made the motion to enter Executive Session at 12:43 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mary Irene Lee seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to join the meeting at 12:43 p.m.

Mark Moeller made a motion to adjourn executive session at 1:15 p.m. and go into a public meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0).

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

- *Dan Kelleher made a motion to the floor that the North Country Community College Board of Trustees hereby approves the NCCCAP Contract with the terms of agreement effective September 1, 2022, through August 31<sup>st</sup>, 2025. Mark Moeller seconded the motion. The motion was approved (6-0-1). One abstention was due to conflict of interest.*

#### 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 1:19 p.m.

Respectfully Submitted,

Joe Keegan, President  
Tara Smith, HR Director

PENDING APPROVAL | 7/28/2022

Motion:

Second:

Action:



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

**July 28, 2022**

Please find the following report from the Academic Area below.

**Academic Planning, Programs and Policies:**

- ***Academic Planning and Programs.***

**New Program Initiatives:** The New York State Dept. of Education recently approved the Digital Advertising & Design Certificate, which was a collaborative effort between the Art and Business Departments. Congratulations and thank you to those who moved the program forward. A program announcement is out for the *A.S. Cybersecurity & Digital Forensics* program that the College proposes to jointly register with Herkimer College. We are in the process of submitting the proposal to SUNY.

**EMT Course Sponsorship:** Two EMT courses are scheduled for the fall, one on the Saranac Lake campus and one in Malone. We anticipate offering a section in Ticonderoga in the spring. At the end of June, we applied for funding through a SUNY High Needs grant and received \$137,305 to help offset equipment and instructional costs.

**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:** We will continue that work with the 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:** SUNY notified the College on June 21<sup>st</sup> that we received \$85,500 to expand the Associate Degree in Nursing (RN) program. We will coordinate with the Nursing Department to add a new cohort for January 2023.
- **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

**Vice President of Marketing and Enrollment**  
**Report to the Board of Trustees**  
**Created July 25, 2022**

**Enrollment and Financial Aid Updates:**

- **Major project updates:**
  - **SEM PLAN PROJECT:** The Adult Learner Campaign continues through the end of this month and we have also recently kicked off another SEM Plan Campaign that's being delivered throughout the Akwesasne region by way of the Indian Time newspaper. We are also doing social/digital advertising as well as the CKON talk show to further promote the opportunities available at Akwesasne as well as the rest of the college.
  - **SLATE CRM (Customer Relationship Management):** The 2022-2023 enrollment cycle is fast approaching so work has recently begun on this coming year's application which will launch on September 1<sup>st</sup>. We have made some tweaks based off of observations made regarding the Slate application this past year. The best news to share is that the application for Spring and Fall 2023 will become available a full month earlier than last year's application.
  - **North Country Navigator:** No new updates.
- **The Enrollment Team** has been busy working to convert applicants, inquiries and visitors into enrolled students and that work will only get busier as we approach the new semester. Each Monday we take a look at the application pipeline and determine where to give special attention for the rest of the week. Most of our outreach is in the form of calls, texts and emails as we try to get students to take their next steps. There is a lot of indecisiveness in this year's student population. While working through this we are also looking ahead to Fall travel and have been setting up what looks to be a very normal Fall travel season.
- **The Financial Aid Team** is continuing to award financial aid on a rolling basis with processing and communications happening the same day that financial aid notices are received. The team also recently completed their final HEERF Report that was a heavy lift and I know they're happy to be past it. They also have seen an up-tick in their Financial Aid counseling sessions as we've moved into our final push for Fall. We were also able to close-out this year's Opportunity Scholarship awarding which you will find at the end of this report.

**Marketing and Web Updates:**

- Our "Transfer Programs" campaign is running and scheduled to conclude on July 31<sup>st</sup>. We have seen much better web traffic and application volume this time around. We've been running online and social ads as well as print and radio within the region and the majority of the apps that we're receiving right now are for the degrees that are being featured.
- The final and largest campaign of the year kicked off last week to drive Fall enrollment. We will run the Fall campaign for 4 weeks then weeks 5 and 6 will feature our more urgent LastChance2Enroll messaging. We will be processing students as they come in throughout this time and into the first week of classes.
- We've recently started a webpage purge across our .edu website to cull pages that are no longer needed. The team has been working with content managers specifically to assess the need for pages that haven't been used or updated in a long time. It's important to keep our website up-to-date and lean to ensure that site traffic is focused. This also helps us to keep our search engine optimization strong.





**OPPORTUNITIES AT AKWESASNE**

**In partnership with the Saint Regis Mohawk Tribe's Education Division, North Country will once again be offering courses at Akwesasne!**

Now, earning a degree from North Country Community College has never been more accessible. With select courses offered at the Ionkwakiohkwaroron Tribal Administration Building, on-campus courses at Malone and the availability of fully online courses, completing your degree is more achievable than ever before.



Fall 2022 classes begin the week of August 29th at all three campus locations, online and at Akwesasne! Now is the best time to get prepared for the upcoming semester. Sign up for an in-person or virtual visit with your dedicated Enrollment & Financial Aid Counselor, Samantha Phillips, by calling 518-354-5194 or emailing [SPHILLIPS@NCCC.EDU](mailto:SPHILLIPS@NCCC.EDU) today! You can also sign up to visit any one of our campus locations at [WWW.NCCC.EDU/VISIT](http://WWW.NCCC.EDU/VISIT).

**Ready to get started?**

North Country is offering four on-site courses for Fall 2022 along with a full compliment of additional classes online.

- HUS 101 - Intro to Human Services**
- ENG 101 - English Composition**
- BUS 203 - Business Law I**
- BUS 220 - Business Communications**

For enrollment information please contact Samantha Phillips at [SPHILLIPS@NCCC.EDU](mailto:SPHILLIPS@NCCC.EDU) or 518-354-5194.

To apply for tribal funding, contact College & Career Services by emailing [EDUCATION@SRMT-NSN.GOV](mailto:EDUCATION@SRMT-NSN.GOV) and an Intake Coordinator will assist you throughout the process.



## REACH HIGHER » OWN YOUR FUTURE

Thinking of starting or continuing your pursuit of a 4-year college degree? Looking for a flexible class schedule and a more affordable way to get there? If so, then North Country Community College's transfer-ready Associate of Arts and Associate of Science degrees are exactly what you're looking for.

Earn an Associate of Arts or Associate of Science degree with focus in:

- Business Administration
- Child and Family Services
- Early Childhood Education
- English
- Environmental Science
- Environmental Studies
- Fine Arts
- Health Science
- Healthcare Administration
- Humanities & Social Science
- Math & Science
- Psychology
- Sports and Events Management
- Wilderness Recreation Leadership

To start exploring, visit [NCCC.EDU/TRANSFER](https://nccc.edu/transfer)



Fall Registration:

**NC** North Country Community College  
Sponsored · 🌐

Are you ready to own your future? North Country is still taking applications and enrolling students for Fall Semester!

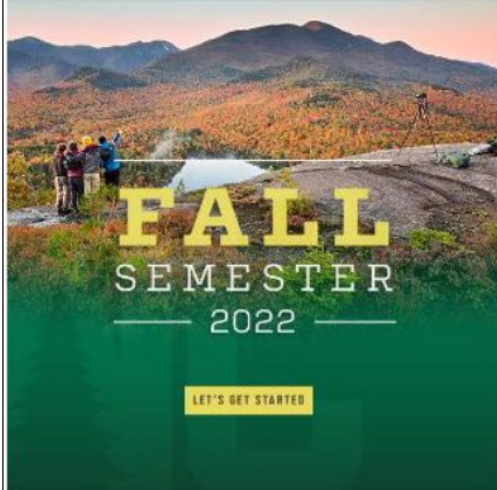


nccc.edu  
**Apply Now for Fall**  
Reach Higher at NCCC

[Learn more](#)

**NC** North Country Community College  
Sponsored · 🌐

North Country is still taking applications and enrolling students in online, in-person, and hybrid classes!



nccc.edu  
**Own Your Future**  
Reach Higher at NCCC

[Learn more](#)

Last Chance 2 Enroll:

**NC** North Country Community College  
Sponsored · 🌐

Fall semester starts August 29th! North Country is still enrolling students for Fall Semester but won't be for long!



nccc.edu  
**Last Chance 2 Enroll**  
Reach Higher at NCCC

[Learn more](#)

**NC** North Country Community College  
Sponsored · 🌐

Fall semester starts August 29th! North Country is still enrolling students in online, in-person, and hybrid classes but won't be for long!



nccc.edu  
**Last Chance 2 Enroll**  
Reach Higher at NCCC

[Learn more](#)



Fall semester 2022 is coming fast at North Country Community College! The good news is that it's not too late.

Apply NOW and GET REGISTERED.  
First day of classes is August 29<sup>th</sup>!

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

Preview all of our flexible course offerings at [NCCC.EDU/FALL](https://nccc.edu/fall), email [ADMISSIONS@NCCC.EDU](mailto:ADMISSIONS@NCCC.EDU), or call **888-TRY-NCCC** today!





Fall semester 2022 is coming fast at North Country Community College! The good news is that it's not too late.

Join us for our virtual Last Chance 2 Enroll events:  
**August 22<sup>nd</sup>, 23<sup>rd</sup> & 24<sup>th</sup>**

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

**2021-2022**

**Opportunity Scholarship  
Final Disbursement Report**

Fall 21 Disbursed	\$45,500.00	114 Students
Spring 22 Disbursed	\$57,493.00	152 Students
Summer 22 Disbursed	\$6,890.00	26 Students
<b>Total</b>	<b>\$109,883.00</b>	

\$112,222.50      202 Total Students  
Unduplicated

Marketing: Inquiries

Folder  
Current as of      07/25/2022 at 11:43:14 AM ET  
Status      Completed successfully.

Metric	Total	Converted to Applicant
Total Responses	211	48
Referral: School Counselor/Alumni/Family/Friend	115	33
Newspaper/Radio	2	
Internet Search	69	16
Digital/Social	26	7
College Fair	4	1
Campus Visit	10	1

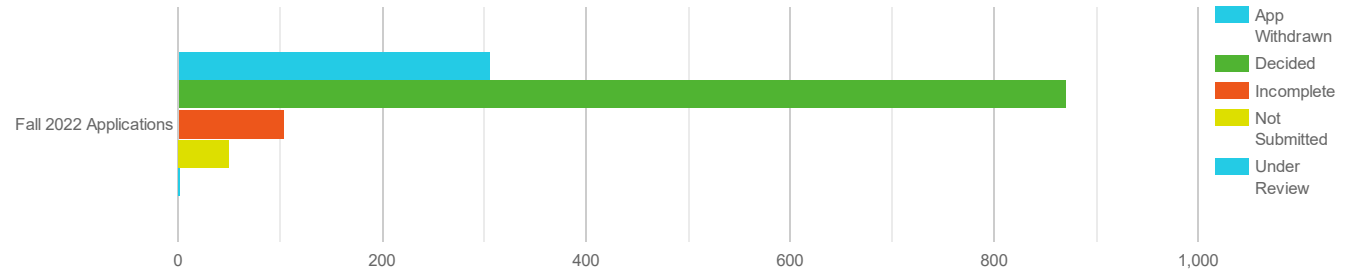
# Fall 2022

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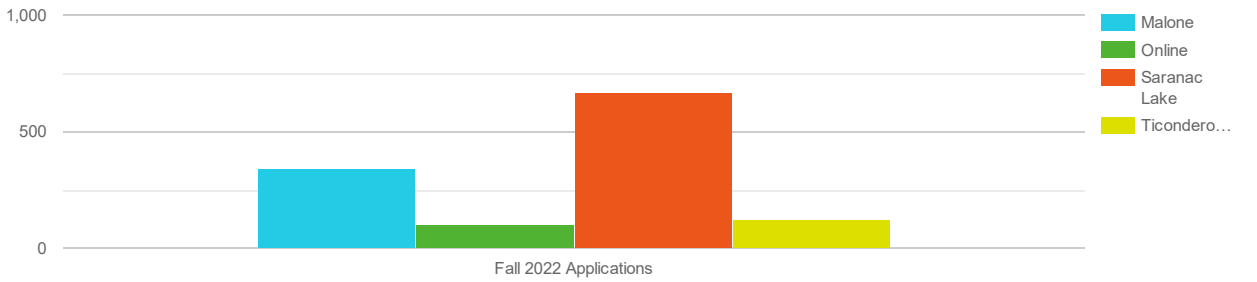
## Metric Fall 2022 Applications

Fall 2022 Applications 1332

## FA22 App Status

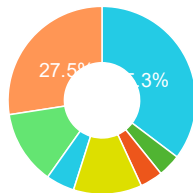


## Fall 2022 Applications by Campus



## FA22 Apps: Online by Program

Fall 2022 Applications



- Business Administration (AS)
- Business Administration - Healthcare Admin...
- Entrepreneurship (Certificate)
- Liberal Arts & Science - Early Childhood Edu...
- Liberal Arts & Science - English track (AA)
- Liberal Arts & Science - Psychology track (AA)
- Liberal Arts & Science: Humanities & Social S...

## FA22 Apps: SL by Program

Fall 2022 Applications

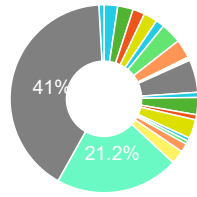


- Business Administration (AAS)
- Business Administration (AS)
- Chemical Dependency Counseling (AAS)
- Child & Family Services (AS)
- Computer Graphics & Design (Certificate)
- Criminal Justice (AAS)

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## FA22 Apps: ML by Program

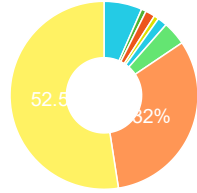
Fall 2022 Applications



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

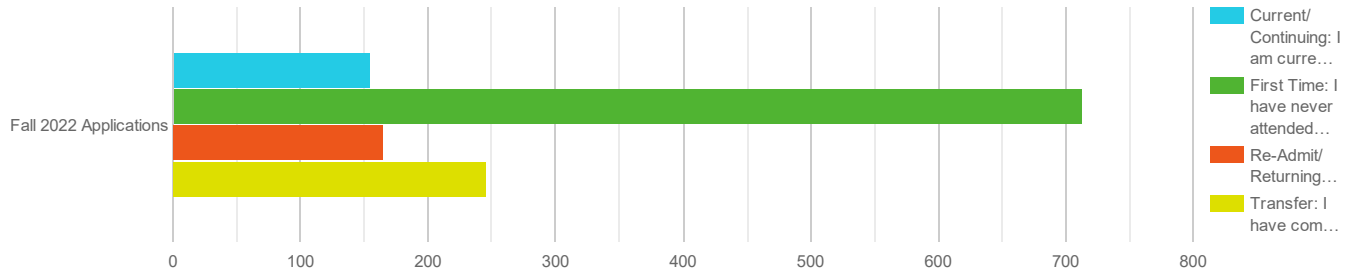
FA22 Apps: TI by Program

Fall 2022 Applications

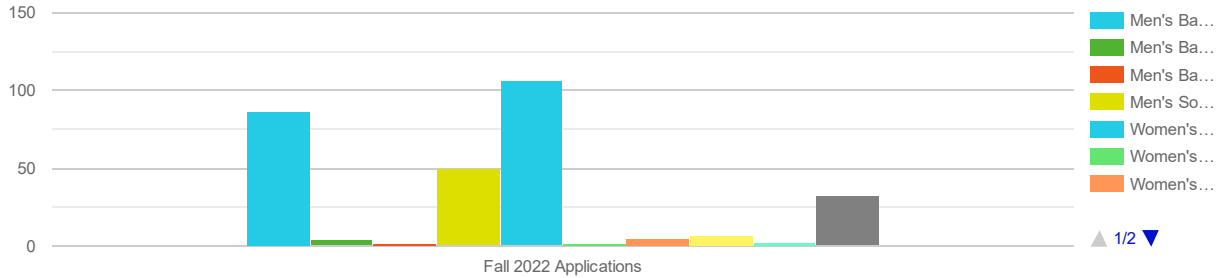


- Health Sciences (AS)
  - Individual Studies (AAS)
  - Liberal Arts & Science - Early Childhood Edu...
  - Liberal Arts & Science - English track (AA)
  - Liberal Arts & Science - Psychology track (AA)
  - Liberal Arts & Science: Humanities & Social S...
- ▲ 1/2 ▼

FA22 Apps by Type



FA22 Apps: Athletics





## FA22 App Volume (for Historical Comparison)

Generated on 07/25/2022 at 10:01:56 AM ET

### Application Categories

Metric	Fall 2022 Applications
Fall 2022 Applications (total)	1332
Decided	870
Applications Under Review (Competitive Admission Programs)	2
Incomplete Applications	154
Withdrawn Applications	306

### Admissions Decisions

Metric	Fall 2022 Applications
Decided Applications (total)	870
Accepted Students	851
Standby Queue (PN, RAD, ADN)	15
Denial	4

### Yield (Intent to Enroll)

Metric	Fall 2022 Applications
Admitted: Confirmed Intentions to Enroll	501
Admitted: Declined Admission	143

## FA22 Apps by Program/Campus/Type

Generated on 07/25/2022 at 11:17:48 AM ET

Metric	Fall 2022	Saranac Lake	Malone	Online	Ticonderoga	FirstTime	Transfer	ReAdmit	Current
Fall 2022 TOTALS	1332	668	345	106	123	713	246	165	154
AAS Business Admin	39	31	8			33	5	1	
AS Business Admin	74	29	9	36		56	10	8	
AS Business Admin - Healthcare Admin track	4			4		2	2		
AAS Entrepreneurship	8	7	1			6	1	1	
Cert Entrepreneurship	10	5	1	4		6	2	2	
AS Sports & Events Mgmt	64	64				54	8		2
AAS Chem Dep	13	6	7			7	4	2	
AS Child & Fam	15	7	8			11		3	1
AAS Human Services	19	9	10			12	3	4	
AAS Digital Arts & Design	19	8	11			17	1	1	
Cert Computer Graphics & Design	8	3	5			5	2		
AS Fine Arts	5	5				5			
AAS Criminal Justice	45	33	12			41	2	2	
AS Environmental Science	18	18				13	4	1	
AA Environmental Studies	6	6				6			
AS WRL	12	12				7	2	3	
AAS Individual Studies	12	8	3		1	7	3	2	
AA Liberal Arts - Early Childhood track	33	8	11	12	2	21	4	7	1
AA Liberal Arts - English track	12	4	2	5	1	9	2	1	
AA Liberal Arts - Psych track	33	16	2	13	2	24	2	7	
AA Liberal Arts - Humanities & Social Science	56	18	5	28	5	40	6	10	
AS Liberal Arts - Math & Science	16	8	8			14		2	
AS Health Sciences	66	39	19		8	52	10	3	1
Cert Health Sciences	6	3	3			5		1	
AAS Nursing	171	60	72		39	8	35	50	77
Cert Practical Nursing	327	124	139		64	136	88	42	60
AAS Rad Tech	95	95				47	30	6	12

AAS Massage Therapy	22	22				6	12	4	
No Program/Undecided/Not Submitted	150	33	19	8	2	71	14	9	3

**North Country Community College  
Interim CFO's Report to the Board of Trustees  
July 28, 2022**

Greetings,

As always, I hope this report finds you well. In this month's report I am simply asking the board for approval of the financial statements for the month ending June 30, 2022. I'll also provide a status update on the budget approval process.

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

- Payroll and Benefit Liabilities reflect items paid in the current month for the subsequent month. These amounts would be reclassified to pre-paid activities at year end but not month to month.

**2022-23 Budget**

- The budget was presented to the Essex County Finance Committee on 7/18 and to the Franklin County Legislature on 7/21.
  - Both counties will schedule public hearings and vote on the matter in August.
  - We were well received by the counties who value the college serving their residents.
  - The counties agreed with the college that using the fund balance in this manner going forward is not sustainable.
- The budget is being prepared to send to SUNY by 8/5 when their review and approval process commences.

Kind regards,



Erik Harvey  
Interim CFO



North Country Community College

Sponsored by Franklin and Essex Counties

**OPERATING FUND FINANCIAL REPORT**

**As of June 30, 2022**

SUBMITTED TO THE BOARD OF TRUSTEES

July 28, 2022

Presented by

ERIK HARVEY

Interim CFO

North Country Community College Balance Sheet JUNE 30, 2022			
	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
<b>Assets</b>			
Cash	\$ 5,189,448	\$ 4,871,279	\$ 318,170
Accounts Receivable-Students	808,346	679,233	129,113
Due From NCCC Association	26,897	426,824	(399,927)
Due From NCCC Foundation (Contributions)	775,604	1,606,135	(830,531)
Due From Other Funds	632,108	811,704	(179,596)
Due From Governments (State & Fed Fin Aid)	1,113	256,914	(255,801)
Prepaid Expenses	67,981	51,075	16,906
<b>Total Assets</b>	<b>\$ 7,501,498</b>	<b>\$ 8,703,163</b>	<b>\$ (1,201,666)</b>
<b>Liabilities</b>			
Accounts Payable	\$ 33,948	\$ 96,891	\$ (62,943)
Payroll & Benefits Liabilities	(173,944)	(117,122)	(56,822)
Due to NCCC Association (Room, Meals, Books)	823	(105)	928
Due to NCCC Foundation (Rent)	92,675	976,173	(883,497)
Due to Other Funds	20	60	(40)
Due to Retirement	227,386	261,599	(34,213)
Compensated Absences	269,208	289,672	(20,464)
Other Liabilities	337,097	284,572	52,525
<b>Total Liabilities</b>	<b>\$ 787,214</b>	<b>\$ 1,791,740</b>	<b>\$ (1,004,526)</b>
<b>Month End Equity</b>	<b>\$ 6,714,284</b>	<b>\$ 6,911,424</b>	
<b>Total Liabilities &amp; Equity</b>	<b>\$ 7,501,498</b>	<b>\$ 8,703,163</b>	
<b>Fund Balance Summary</b>			
Prelim Fund Balance as of 09/01/21	\$ 5,601,094		
Estimated 21-22 Surplus (Deficit)	\$ 643,545		
Projected Fund Balance as of 09/01/22 <sup>1</sup>	\$ 6,244,639		
Projected Fund Balance as a % of NOC	43%		
<sup>1</sup> 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 \$18,468,010.			

North Country Community College Revenues & Expenditures JUNE 30, 2022				
	Annual <u>Budget</u>	YTD <u>Actual</u>	19-20 Actual <u>M (L)</u>	% of <u>Budget</u>
<b>Revenues</b>				
Tuition & Fees	\$ 5,724,264	\$ 5,255,616	\$ (468,648)	92%
Sponsors' Contribution	2,380,000	1,979,167	(400,833)	83%
Chargebacks	640,510	643,395	2,885	100%
Out-of-State Tuition	396,000	326,370	(69,630)	82%
State Aid	4,075,965	4,075,965	0	100%
HEERF Revenue Loss Claims	-	-	-	NA
Contributions	1,172,840	888,728	(284,112)	76%
<b>Total Revenues</b>	<b>\$ 14,389,578</b>	<b>\$ 13,169,240</b>	<b>\$ (1,220,338)</b>	<b>92%</b>
<b>Expenditures</b>				
Salaries	\$ 7,190,717	\$ 5,672,908	\$ 1,517,809	79%
Payroll Taxes	550,090	401,750	148,340	73%
Medical	2,011,394	1,546,232	465,162	77%
Retirement	696,646	529,160	167,486	76%
Other	116,180	144,783	(28,603)	125%
Equipment	15,000	100,516	(85,516)	670%
Facility Leases	1,557,992	1,320,644	237,348	85%
Utilities	301,500	398,648	(97,148)	132%
Maintenance	165,300	142,405	22,895	86%
Office & General Supplies	52,220	39,712	12,508	76%
Advertising	184,300	132,995	51,305	72%
Professional Services	112,500	92,851	19,649	83%
Information Technology	295,300	440,982	(145,682)	149%
Library & Instructional Supplies	354,060	138,644	215,416	39%
Scholarships	689,105	667,698	21,407	97%
Travel	75,000	24,882	50,118	33%
Property & Liability Ins.	146,000	143,108	2,892	98%
Miscellaneous	172,615	241,554	(68,939)	140%
<b>Total Expenditures</b>	<b>\$ 14,685,919</b>	<b>\$ 12,179,474</b>	<b>\$ 2,506,445</b>	<b>83%</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ (296,341)</b>	<b>\$ 989,766</b>	<b>\$ 1,286,107</b>	<b>-434%</b>
Non-Operating Activity	-	123,423	123,423	NA
<b>Total Fund Surplus (Deficit)</b>	<b>\$ (296,341)</b>	<b>\$ 1,113,190</b>	<b>\$ 1,409,531</b>	<b>-476%</b>

**North Country Community College  
President's Report to the Board of Trustees  
July 28, 2022**

Greetings to you all,

I hope this finds you and yours well and enjoying the summer. Each season brings its own reminder that time is passing quickly, and for us at the College, this last week of July signals that the fall semester is just around the corner. Our Enrollment team is in the final throes of their efforts in landing the fall class, with support from our faculty and staff to get students registered for classes.

This is also budget season, when our budget goes to the counties for their review, and we hope, approval. In addition, there have been plenty of opportunities to meet with folks in our communities and see if and how the College may be helpful.

Many thanks for your ongoing support of the college and our students. I look forward to seeing you at your July meeting.

Gratefully yours,

Joe

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★ **Campus and External Relations**

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

<b>Date</b>	<b>With</b>	<b>Location</b>
7/05/22	Franklin County Community Services Board	Webex
7/06/22	CSEA Negotiations	Zoom
7/11/22	Erin Walkow, NCCC Foundation	SL campus
7/12/22	Lakeside House Board meeting	Zoom
7/14/22	Mike Mascarenas, Deputy County Manager, Essex County	Zoom
7/14/22	Donna Kissane, County Manager, Franklin County	Zoom
7/14/22	FCI Ray Brook – Orientation	Ray Brook
7/18/22	Essex County Finance Committee	Elizabethtown
7/18/22	Essex County Recruitment & Retention Committee	Elizabethtown
7/19/22	Citizen Advocates' Harison Place Groundbreaking	Malone
7/19/22	CSEA Negotiations	Zoom
7/20/22	BoT Executive Committee	Zoom
7/20/22	Franklin County Legislature	Malone
7/21/22	Webcast: Rethink Leadership in 2022	Zoom
7/22/22	St. Regis Mohawk Tribe Student Group Visit	Saranac Lake

7/25/22	CSEA Negotiations	Zoom
7/28/22	NAHEC Finance Committee	Zoom
7/28/22	NAHEC Board of Directors meeting	Zoom

★ **Board Matters**

- **Board Policies:** met with the Board’s Executive Committee on July 21, 22 to review four (4) BoT policies: *Advisory Committees, Board Travel, Fundraising Contribution and Acceptance, and Vehicle Parking*. The discussion was good, and the Executive Committee made the following recommendations: 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.
- **Board Appointments:** no updates.

★ **Budgeting and Planning**

- **2022-2023 Budget:** Erik Harvey, Interim CFO, and I met with Essex County and Franklin County and presented the 2022-2023 proposed budget. We are anticipating a public hearing on the budget in mid-August 2022 in each county followed by a vote by each county’s board. If passed, the budget would then move onto SUNY for approval.

As we have mentioned, there are initiatives within the state budget we believe can benefit our enrollment and thus our budget including those below:

- ★ TAP expansion to part-time students (6 crs or more) including in “*an approved non-degree workforce credential program*” defined as a “*significant industry*” by the NYS Department of Labor,
- ★ Restoration of TAP for incarcerated students,
- ★ \$53M funding for new faculty, and
- ★ \$60M funding for “*non-recurring strategic investments*” to “*improve academic programs, improve enrollment, enhance student supports, and modernize operations*”.

Sarah Maroun, Interim Vice President for Academic Affairs, completed an application to the *SUNY High Needs Localities Fund Allied Health Program* for start-up costs (personnel and equipment) for the EMT offerings. She learned that the request for \$137,305 had been approved.

- **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, July 25<sup>th</sup>, 2022, we are five (5) weeks out from the start of the Fall 22 semester and here are the enrollment highlights:

- overall, a 6% decline in projected Fall 2022 enrollment from prior year,
- application volume continues to be very close to prior year (1-2% below each week). The application data suggests potential to start the Fall 2022 term level or very close to level with prior year. We could potentially close the 5-6% yield decline over the next 5 weeks,
- Absent a significant shift, the current data suggest a best-case scenario of being level in Fall 22 with Fall 21 (and thus the entire year) with the possibility of a 5-10% decline for Fall 22.

Report Date: 7/25/2022

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	198	226	168	183	+5% from prior year / -1% from pre-covid baseline
Re-Admit	83	116	91	77	61	66	80	
Transfer	88	86	108	60	71	49	91	-7% from prior year / -28% from pre-covid baseline
Continuing	355	349	285	267	368	369	286	
<b>Total Core:</b>	767	763	669	602	726	652	640	-6% from prior year / -17% from pre-covid baseline

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

Data Date: 7/25/2022

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)	1,628	1,477	1,356	1,329	1,802	1,713	1,671	1,381
Deposits	384	480	539	870	405	390	613	472
Admits	619	447	312		522	572	304	274
Wait List (Nursing, RAD)	61	29	37	0	17	49	0	17
Other Application Status	0	1	0	0	0	0	0	0
Received Applications Pending Review	12	0	8	0	8	12	0	0
Incomplete Applications	374	343	228	153	597	367	187	228
Application Withdrawn	175	148	156	306	237	321	390	303
Inactive Application	1	28	76	0	12	1	176	87
Application Rejected	2	1	0	0	4	1	1	0
Registered First Time, Transfer and Readmit	0	0	0	454	426	412	422	376

★ **Strategic Enrollment Management Planning**

The SEM plan has largely been completed and elements of it have already been launched. Many thanks to Kyle Johnston and Sarah Maroun for leading those efforts and to all those who participated. Some of the ideas generated include increasing/improving traditional enrollment, non-traditional enrollment, and retention. By Fall 22, the final version of the plan will be completed and submitted. At a time that works best for the Board, we will present it to you as well.

★ **College Signage**

We continue to update signage for the College and have received several compliments on it from members of the public. Kyle Johnston led the project to update the College's signage on and off campus and was supported by our Facilities staff in erecting them. Many thanks to Kyle and Rick Heath and his team for getting them up. We are expecting the second phase of signs to soon.

★ **Foundation**

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

- *Foundation Land Holdings*: The Foundation Board, upon the recommendation from the Board of Trustees, has placed the Colony Court property up for sale. .
- *Outreach and Networking*: Erin participated in the Pendragon Gala as well as other opportunities. She has also been connecting with summer visitors and helping them understand the mission of the Foundation and need/opportunity for support.

★ **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 course slated for Fall 22; Basic EMT course slated for Fall 22 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;
- *North Country CC – Workforce Development Partnership*: (Perkins 2022-23 grant submitted; NAHEC Collaborative; Good Jobs Grant)
- \$1M grant received to help *modernize Nursing Labs* on all three campuses and a scoping study is completed. The grant application was submitted. Karin Green of JMZ Architects to present to the Board in today's meeting.

- ❑ *Alternative revenue streams:* 3<sup>rd</sup> 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**

- ❑ *Perkins Grant (2021-2022):* The 22-23 application was submitted June 10<sup>th</sup>, 2022. Our funding is expected to increase \$30K, from to \$170,000.
- ❑ *The North Country CC-Workforce Development Partnership:* this group helped with our 2022 Perkins plan.
- ❑ *2022 Congressionally Directed Spending request:* No update since last meeting. 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):* The next steps are how to fund the efforts, which NAHEC will be largely leading.

★ **COVID-19 Matters**

While there has been an uptick of the infection rate, regionally and statewide, there are no updates. To restate, for Fall 2022:

- ❑ *Vaccinations:* SUNY will require vaccinations 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.
- ❑ *Booster Requirement:* SUNY will not require on-campus or residential students to be boosted.
- ❑ *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 active with their summer grounds work, among other items. In addition, fire inspections were successfully completed on all campuses, and work to prepare the campuses for students return is underway.

★ **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. Consistent with BoT policy, they will focus on entry points to campus, major pedestrian paths, and vehicular traffic.

★ **NCCCAP**

**Negotiations**

A proposed 2022-2025 successor contract to the 2019-2021 CBA was approved by the Board last month. We presented it to both Essex County and Franklin County the week of July 18<sup>th</sup>, 2022. Franklin County approved the contract, and we await word from the Essex County Board of Supervisors on their decision.

★ **CSEA**

**Negotiations**

Negotiations with CSEA for a successor contract to the 2019-2021 CBA are nearly complete. We expect to wrap them up, shortly after the Board's July 28<sup>th</sup>, 2022, 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. he Kris Duffy, President of SUNY Adirondack, is one of the community college representatives on the search committee.
- *Senior Vice Chancellor for Academic Affairs and System Provost*: a search for this position is underway.
- *SUNY High Needs Localities Fund Allied Health Program*: Sarah Maroun completed and received a grant of \$137,305 for start-up costs (personnel and equipment) for the EMT offerings.

**NYSED**

- *Digital Advertising and Design Certificate*: was approved by NYSED by NYSED on July 18<sup>th</sup>, 2022 for both standard and online delivery.

That's all for now. Gratefully yours,

Joe

Joe Keegan

President

North Country Community



**Board of Trustees**  
**2022-2023 Meeting Schedule**

Friday, September 30, 2022 | 11:00 am

Friday, October 28, 2022 | 11:00 am

Friday, November 18, 2022 | 11:00 am

Friday, December 16, 2022 | 11:00 am

Friday, January 27, 2023 | 11:00 am

Friday, February 24, 2023 | 11:00 am

Friday, March 24, 2023 | 11:00 am

Friday, April 28, 2023 | 11:00 am

Thursday, May 25, 2023 | 11:00 am

Thursday, June 29, 2023 | 11:00 am

Thursday, July 27, 2023 | 11:00 am

Friday, August 25, 2023 | 11:00 am