

Board of Trustees Meeting Agenda

11:00 a.m. | Thursday, June 27, 2019

Saranac Lake Campus | HH-105

- I. Call to Order
- II. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- III. College Reports
 - A. Board Chair
 - B. Interim Vice President for Academic Affairs
 - o Resolution 2018/19 | # 24 - Appointment: LAC Coordinator/Asst. Professor (Ticonderoga)
 - o Resolution 2018/19 | # 25 - Appointment: LAC Coordinator (Saranac Lake)
 - o Resolution 2018/19 | # 26 - Appointment: Nursing Instructor (Malone)
 - o Resolution 2018/19 | # 27 - Appointment: Business Instructor (Saranac Lake)
 - o Resolution 2018/19 | # 28 - Appointment: Business Instructor (Saranac Lake)
 - o Resolution 2018/19 | # 29 - Appointment: Massage Therapy Program Director (Saranac Lake)
 - o Resolution 2018/19 | # 30 - Appointment: Admissions Counselor (Saranac Lake)
 - o Resolution 2018/19 | # 31 - Appointment: Math Instructor (Saranac Lake)
 - o Resolution 2018/19 | # 32 - Appointment: Asst. Director of Financial Aid (Malone)
 - o Resolution 2018/19 | # 33 - Appointment: Nursing Instructor (Malone)
 - o Resolution 2018/19 | # 34 - Appointment: Humanities Instructor (Malone)
 - o Resolution 2018/19 | # 35 - Appointment: Admissions Counselor/Men's Soccer Coach (Saranac Lake)
 - o Resolution 2018/19 | # 36 - Appointment: Asst. Director of Student Life (Saranac Lake)
 - o Resolution 2018/19 | # 37 - Appointment: Nursing Instructor (Ticonderoga)
 - o Resolution 2018/19 | # 38 - Appointment: Coordinator of Dual Enrollment Initiatives (Saranac Lake)
 - o Resolution 2018/19 | # 39 - Appointment: Nursing Instructor (Saranac Lake)
 - o Resolution 2018/19 | # 40 - Appointment: Coordinator of Strategic Academic Initiatives/Business Instructor (Saranac Lake)
 - o Resolution 2018/19 | #42 – Program Proposal: Teacher Ed Concentration – Early Childhood/Childhood Teacher
 - C. Interim Vice President for Enrollment Management
 - D. Vice President for Administration & Fiscal Operations
 - o April 2019 & May 2019 Financials
 - E. President
 - F. Representative Reports
 - o NCCC Association
 - o NCCC Foundation
- IV. Old Business
- V. New Business
 - o Resolution 2018/19 | #41 - CSEA MOA with NCCC
 - o Draft Review | BoT Meeting Schedule for 2019-2020
- VI. Public Comment*
- VII. Executive Session
- VIII. 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.



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
June 27th, 2019

Greetings to you all...and Happy Summer! In what I believe will be my final report to you as VPAA, please find an update from the Academic Affairs area. It has been my distinct honor and pleasure to have been able to serve the College, our students and my faculty and staff colleagues as the VPAA for these last five years. I thank you all for the opportunity. On behalf of the faculty and staff in Academic Affairs, please find an update from items in our area...

*** Academic Planning, Programs and Policies:**

- **Fall 19 Registration**
 - Fall 19 registration continues with a several instant admit days taking place throughout the summer. Our RN class will be registering in early July and we will be fine-tuning the LPN and Rad Tech classes for the Fall 19 start. Several faculty members will be assisting with New Student Registration throughout the summer.
- **Academic Planning**
 - *Non-traditional Students – Quarter Course Proposals:* We had a few students join us this summer, in what proved to be a soft start. The schedule for Fall 19 is largely in place for this cohort, where we are expecting to see more robust enrollment.
 - *St. Joe's Proposal:* This initiative, designed to appeal to adult learners employed at St. Joe's, offering them a set of two degree pathways (*AA Lib Arts* or *AAS Human Services*) was hoped to be launched for Summer 19. In retrospect, we had more enthusiasm but insufficient time to work with prospective students and have thus targeted Fall 19 as the start.
 - *Transition to Blackboard:* Scott and his staff, will be offering additional training options for the faculty this summer to support their adoption of and transition to the new learning management platform. We expect the platform will be helpful in supporting the quarter course proposal.
 - *Workforce Development/ Continuing Ed:* This has been a real bright spot for us this year. SUNY has been very helpful not only in providing the funding but continuing it throughout the year (in years past the program ended on June 30). At NCCC, Dave. St. Germain has done a nice job working with our workforce development partners and area employers in Essex and Franklin Counties and has continued to help secure funding for their workforce training. Employers include the Akwesasne Mohawk Casino, Mountain Lakes Services, International Paper and a serve-safe training to food handlers in businesses in the Ticonderoga area.
 - *St. Regis Mohawk Tribe:* We have begun registering students for two courses that we are offering this fall on Akwesasne, the St. Regis Mohawk Tribe's territory. This has been a great partnership with the St. Regis Mohawk Tribe and we are delighted to be part of it.
- **Academic Programs:**
 - *AA Lib Arts and Sciences – Hum/Soc Science – Early Childhood/ Childhood Teacher Ed Track –* The proposal was approved by the College Senate at their May 2019 meeting and is before the Board today for your consideration. As proposed, the track would be offered to students on all three of our campuses.
 - *Advanced EMT:* We are finalizing the agreement with Mountain Lakes EMS and expect it to go back to NYSED for what we hope is the final review. Fingers crossed....
 - *LPN and RN Self-Study:* The preliminary report was received from NYSED in early June and we will be responding by July 3rd with a report documenting the steps we have taken to correct any areas of concern raised in the self-study and bring us into compliance (or

working towards it) with the state regulations. Our Nursing Director, Sandy Gothard, along with the Nursing faculty, our College Librarian, Brian O'Connor, and Sarah Maroun have all been diligently working on those corrective actions.

- ***Middle States / Assessment of Student Learning:***
 - This year, four program reviews (*AAS Nursing, AS Business: Sports and Events Mgmt, AS Environmental Science, and AS Health Science*) were completed. Three others, *AAS Massage Therapy, AAS Chemical Dependency Counseling and AAS Human Services*, are being conducted this summer.
 - We will be turning our attention to the monitoring report due to Middle States by September 1, 2019 which documents (1) *sustainability of implemented corrective measures (Standard V Educational Effectiveness Assessment and Standard VI Planning, Resources, and Institutional Improvement)*; (2) *use of assessment results to improve educational effectiveness (Standard V)*; and (3) *improved financial viability and sustainability (Standard VI)*.
 - We will also be working on the Self-Study Design draft over the next several weeks. As was shared with you, now that our mission, vision and values, were reviewed and, in some cases, updated, there is a consensus among the College community that they capture who we are today and how we envision moving forward. We are anticipating that our liaison will visit the campus in Fall 19 and will complete the self-study design over the summer.
- ***College Bridge:*** As the academic year is winding down, so too is the work in College Bridge. Luke will continue to fine-tune the 19-20 schedule over the summer.
- ***Professional Development:*** We have had several faculty and staff members continue to advance themselves including at SUNY conferences on topics related to student success, including developmental math, placement testing and others. We received a grant from SUNY to support student completion. This *Strong Start to Finish* grant will afford us the opportunity for professional development this summer related to rethinking our first-year experience approach. Finally, Sandy Gothard completed her doctorate in Nursing earlier this month!
- ***Academic Policies:*** There is nothing to report in this area.

★ **Faculty/Staff Appointments:**

This was a busy year for faculty searches and it could not have happened without the contributions of many. As an outcome of those, we have several resolutions before the Board today for consideration including:

- Two (2) Business Instructor positions
- Learning Assistance Center (LAC) Coordinator – SL
- Learning Assistance Center Coordinator/Humanities Instructor – Ti
- Massage Therapy Director
- Three (3) Nursing Instructor positions

In addition, we have several temporary full-time positions for your consideration as well.

★ **Grants and Experiments:**

Here is a brief update on our grants:

- ***Second Chance:*** As I believe you know, our 19-20 Second Chance Pell funding/budget was approved by the Department of Education. The Summer 19 program is in full swing at FCI Ray Brook, Bare Hill and Franklin, and, our Fall 19 planning is underway.

- *P-TECH Programs* – Our P-TECH students continue with a presence at our Malone campus on weekday mornings. We expect that pattern to continue next year as well. We also have added another pathway for students, Criminal Justice, which is expected to help with enrollment.
- *Perkins*: No changes to report.

Once again, thank you all for the opportunity to have served the College, our students and my faculty/staff colleagues for these last five years. It has been an honor and a privilege!

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Thomas McGrath, to the full-time, 164-day, exempt appointment as LAC Coordinator/Assistant Professor for the 2019/20 academic year, at an annual salary of \$45,239.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Thomas McGrath, to the full-time, 164-day, exempt appointment as LAC Coordinator/Assistant Professor for the 2019/20 academic year, at an annual salary of \$45,239.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 #24

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

June 3, 2019

Thomas McGrath
154 Lake Road
Putnam Station, NY 12861

Dear Thomas:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as LAC Coordinator/Assistant Professor for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your area supervisor will be the Vice President for Academic Affairs.

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 2019-2021 CBA, which is \$45,239. Your per-diem rate based on 164 days is \$275.85.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Ticonderoga.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/Payroll File

Employee Signature

Date

Thomas A. McGrath

518-547-8224 | tmcgrath@nccc.edu | 154 Lake Rd Putnam Station, NY 12861

January 25, 2019

Members of the Search Committee
North Country Community College
23 Santanoni Ave
Saranac Lake, NY 12983

Dear Members of the Search Committee:

It is with great enthusiasm I am applying for the position of Liberal Arts Instructor / Learning Assistance Director at North Country Community College's Ticonderoga Campus. I have been teaching at North Country for sixteen years. For the past three years I have served as Liberal Arts Instructor and Director of the LAC. I believe my experience, abilities, and commitment to the students and college make me an excellent fit for this position.

I love teaching! Each year I look forward to finding new ways to engage and inspire students. Students often say that my passion and enthusiasm for my teaching is contagious, and it is such a joy to share my love of learning with my classes. In 2015 I was honored to receive the *SUNY Chancellor's Award for Adjunct Teaching*. I emphasize the importance of inclusiveness in my classroom, where everyone feels engaged and important. While doing so, it is also crucial to view each student as a unique individual, understanding each person's strengths as well as any possible challenges they might face.

I have taught in a variety of diverse settings and formats. While I love the traditional classroom, I also have vast experience with online teaching and am proficient in both Moodle and Blackboard. In the past few years I have created five online history classes at North Country. In addition I have updated course outlines, participated in assessment, and created a course outline for Western Civilization. I look forward to expanding the offerings here at North Country including contributing to a future travel course as well as a History track. And finally, one of my strengths is the ability to teach courses in both Humanities and Social Sciences, helping to meet the unique needs of our Ticonderoga students.

For the past three years I have served as Director of the Learning Assistance Center in Ticonderoga. In this capacity I have hired and trained tutors, managed budgets, contracts, and payroll. I have also served as the ADA/504 Liaison and proctored exams for students with accommodations. I see the LAC as the academic hub of the campus, an inviting place where students know they can find a variety of support systems. With our small student to teacher ratio, North Country students never feel “lost in the mix,” and our dedicated and caring LAC staff perform a vital function in helping students exceed academically. Having served as tutor in the LAC for twelve years before becoming Director, I have a great depth of knowledge of the workings of the Ticonderoga LAC, including both the benefits of service as well as the challenges faced by our students.

During my sixteen years at North Country I have been committed to promoting the college and doing my best to enhance the students’ experience. I have served on a number of committees and volunteered my time and efforts for numerous college events. In 2016 I founded the NCCC History Club, which has allowed students to forge connections outside the classroom. We have taken on several exciting projects. In 2018 the History Club became involved with the Fort Anne Battlefield preservation effort. In April a group of twenty North Country students and friends toured the site and made a donation to erect a permanent monument.

My time at North Country Community College has been the most rewarding and enriching experience of my life. I come to work excited every day and am always willing to help coworkers and students. It is a tremendous feeling to know what a difference we are making in our students’ lives. I would be honored if the search committee recommends me for this position. I look forward to contributing to North Country Community College’s longstanding commitment to our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom McGrath", written in a cursive style.

Tom McGrath

Thomas A. McGrath

154 Lake Rd. Putnam Station, NY 12861 | 518-547-8224 | tmcgrath@nccc.edu

Objective

To continue as Liberal Arts Instructor / LAC Director at North Country Community College and to help students achieve academic success as they pursue their life goals

Education

PhD | AUGUST 2015 | SUNY University at Albany

- Major: History
 - Dissertation: *Nationalism in New England: Keene, NH and the American Civil War*
- Minor Disciplines: Culture & Gender, Technology, Environmental History

BACHELORS DEGREE | MAY 1992 | University of Massachusetts at Amherst

- Major: History

Experience

LIBERAL ARTS INSTRUCTOR | NORTH COUNTRY COMMUNITY COLLEGE | 2003-PRESENT

- Courses taught:
 - Humanities: English 100, English Composition I, English Composition II, Popular Culture, Speech Fundamentals, Native American Culture, American Popular Culture, American Popular Music
 - Social Sciences: World History I: to 1500, World History II: 1500 to Present, United States History I: to 1865, United States History II: 1865 to Present, Civil War, Adirondack History, French & Indian Wars, Geography
- Created and developed five online courses for North Country Community College
- Updated course outlines
- Contributed to college assessment
- Advised students
- Participated in new student registration including placement testing, class registration, and career goals consulting
- Served on committees
- Helped promote college and forge connections with the local community

DIRECTOR - LEARNING ASSISTANCE CENTER | NORTH COUNTRY COMMUNITY COLLEGE | 2016-PRESENT

- **Responsibilities include:**
- Overseeing the day to day operations of the LAC

- Promoting the LAC to both on campus and online students. This includes posters, bulletin boards, emails, and announcements to classes. This is especially important for new students.
- Recruiting and training tutors
- Scheduling tutors for optimal coverage for students
- Staying in constant communication with all LAC staff to address needs and concerns
- Collaborating with faculty to address the needs of students
- Compiling quarterly reports on LAC usage, including tutoring by disciplines and test proctoring. Reports are used to assess LAC usage.
- Identifying and scheduling tutoring for students who are struggling academically
- Providing students with study / test taking strategies
- Serving as liaison with college's ADA/504 Coordinator
- Scheduling testing for students with documented accommodations, ensuring quiet testing space, readers, or other designated needs.
- Scheduling and proctoring makeup exams
- Overseeing LAC budget, managing tutor employment contracts, compiling and submitting bi-weekly payroll
- Overseeing work study student programs
- In 2017 I conducted a major upgrade to the Ticonderoga LAC including new furniture, paint, and overall configuration for a more effective and inviting study space.

TUTOR – LEARNING ASSISTANCE CENTER | NCCC | 2004-PRESENT

- Work one-on-one with students. Review material, discuss study strategies, provide feedback on academic work
- Meet regularly with students in academic jeopardy
- Conduct study groups

ADJUNCT INSTRUCTOR | COMMUNITY COLLEGE OF VERMONT | 2015-2016

- Courses taught: World History, US History

ADJUNCT INSTRUCTOR | EMPIRE STATE COLLEGE | 2008-2016

- Courses Taught: Modern China, Pacific Asia, Introduction to Culture

TEACHING ASSISTANT | UNIVERSITY AT ALBANY | 2008-2009

- Attended every lecture
- Helped professor to oversee a class of 130 undergraduate students
- Recorded attendance
- Administered tests
- Graded and provided feedback on essay tests and book reviews
- Held office hours in order to tutor students

TEACHER'S AIDE | SHOREHAM ELEMENTARY SCHOOL- SHOREHAM, VT | 2007-2008

- Served as a Teacher's Aide for two Elementary School classrooms, 4th and 5th Grade

- Helped with day to day classroom activities
- Tutored children
- Provided support for children with emotional issues and special needs
- Conducted class when there were teacher absences

HISTORIAN / WRITER | 1997-PRESENT

- Chief Historian - Special Resource Study for Shepherdstown Battlefield, U.S. Department of Interior, 2011-2014
- Published author of numerous books and articles

HISTORIC INTERPRETER | FORT TICONDEROGA | 2000-2005

- Conducted tours of the Fort to large groups of visitors, telling the history of the site as well as the explaining the importance of the region
- Conducted programs for school groups
- Designed original programs based on historical research
- Performed musket demonstrations
- Answered questions throughout the day and helped enhance the visitors' overall experience

Awards

SUNY Chancellor's Award for Excellence in Adjunct Teaching | 2015

History Department Doctoral Research Grant | University at Albany | 2012

Graduate Assistant Fellowship | University at Albany | 2008-2009

Committee and Volunteer Service

Advisor – NCCC History Club

- Founded NCCC History Club
- Organized and led programs including:
 - Mount Defiance hike
 - Fort Anne Battlefield tour
 - Students first hosted members of the Fort Anne Battlefield Preservation Association on the NCCC campus
 - Following a tour of the Fort Anne Battlefield the group attended a luncheon and made a donation to erect a permanent monument on the site
 - Conducted a bottle drive fundraiser
 - Fort William Henry Ghost Tour
 - Participated in Annual Ticonderoga Historical Society Christmas "Festival of Trees" – students set up a Christmas tree to represent North Country Community College at the Hancock House

- Members served as greeters at Ticonderoga Historical Society presentation “Women’s Suffrage Movement in New York State”

NCCC Ticonderoga Advisory Board Member

NCCC 50th Anniversary Committee

NCCC Presidential Search Committee

NCCC Vice President of Academic Affairs Search Committee

NCCC Director of Student Life Search Committee

NCCC Coordinator of Student Wellness and Support Services Search Committee

NCCC Chief Financial Officer Search Committee

NCCC Adjunct Representative College Senate

NCCC Long Range Budget and Planning Committee

NCCC Behavioral Intervention Team

NCCC Campus & Student Life Committee

NCCC Peer Observation Pool

Sponsor – NCCC LAC Academic Excellence Award

Led NCCC “College for Every Student” program

- Hosted Ticonderoga 7th and 8th Graders at NCCC
- Designed and led history program

Helped with NCCC “Take Back the Night” program

Helped organize, promote, and participated in NCCC Summer Lecture Series

Hosted NCCC Black History Month “Underground Railroad” presentation

Participated in NCCC “Haunted Hallway” fundraiser

Helped construct a NCCC window display in downtown Ticonderoga

Helped at NCCC admissions table at Ticonderoga Historical Society Fair

Helped set up NCCC student art exhibit

Shepherdstown Battlefield Preservation Association Historical Advisory Board

Ticonderoga Historical Society Board of Trustees

Publications:

Books

Shepherdstown: Last Clash of the Antietam Campaign, September 19-20, 1862

(Lynchburg, VA: Schroeder Publications, 2007).

Memoirs of Civil War Soldier Benjamin Hall: Survivor of Andersonville Prison, Editor

(In preparation for Ticonderoga Historical Society).

Maryland September: True Stories from the Antietam Campaign (Gettysburg, PA:

Thomas Publications, 1997).

Articles

"Damned Yankee: An Elizabethtown Man's Civil War Odyssey," *Adirondack Life*,

March/April 2007, 24-30.

"The Browne Brothers: Killed at Gettysburg," *Gettysburg Magazine*, Issue # 35, 2006,

101-108.

"A Span, a Plan, a Canal: Whitehall's New Bridge Theater is the Biggest Draw Around."

Adirondack Life, July/August 2001, 22-26.

"Benedict Arnold: From Hero to Traitor," *Lake Champlain Weekly*, Vol. 3, Issue 49, July

2003, 5-7.

"The Incredible Saga of the Monitor," *Lake Champlain Weekly*, Vol. 3, Issue 33, March

2003, 10-11.

"The Iroquois Confederacy: Native American Democracy," *Lake Champlain Weekly*,

Vol. 3, Issue 31, March 2003, 9.

"Gerrit Smith's Timbucto," *Lake Champlain Weekly*, Vol. 3, Issue 29, February 2003,

10-11.

"Black Patriots: African American Soldiers in the Revolutionary War," *Lake Champlain*

Weekly, Vol. 3, Issue 28, February 2003, 7.

"Christmas in the Civil War," *Lake Champlain Weekly*, Vol. 3, Issue 18, December 2002,

7-8.

"Ironville's James Penfield: 5th New York Cavalry," Lake Champlain Weekly, Vol. 3,
Issue 11, October 2002, 12.

"St. Alban's Vermont Raid: A Civil War Bank Heist," Lake Champlain Weekly, Vol. 3,
Issue 6, September 2002, 9-11.

"The Corn Exchange Regiment's Baptism of Fire." Blue & Gray Magazine, Fall 1998.

Encyclopedia Article:

"The Battle of Shepherdstown," in The West Virginia Encyclopedia, April, 2014, online
at <http://www.wvencyclopedia.org/articles/2403>.

Media Appearances:

"A Small Blunder Ends Lee's Campaign," Civil War Scholars, online at
civilwarscholars.com/2012/10/7465/, October, 2012.

"Road Trip to History," Oak Tree Productions, Aired on PBS Spring 2011.

"Touch the Elbow: Blogging the Civil War – Interview," Touch the Elbow, October 15,
2009, online at <http://www.18thmass.com/blog/index.php?itemid=847>.

"The Outer Defenses of Ticonderoga," guided tour, Fort Ticonderoga Museum,
Ticonderoga, NY, 2005, helped develop and conducted specialized tour of outer defensive
works of Fort Ticonderoga.

"Civil War Christmas," museum exhibition, Ticonderoga Historical Society,
Ticonderoga, NY, November 2005-March, 2006, designed and constructed
exhibit for annual holiday commemoration.

Select Speaking Engagements:

"Through the Gates of Hell: The Odyssey of Benjamin Hall," NCCC 50th Anniversary Lecture
Series, Ticonderoga Campus [June, 2018].

"Fire on the Mountain: The Battle of Fort Anne," NCCC 50th Anniversary Lecture Series,
Ticonderoga Campus [July, 2018].

"Naked and Ill Armed: Ticonderoga 1777," NCCC 50th Anniversary Lecture Series, Ticonderoga
Campus [July, 2018].

"Disaster at Shepherdstown," Harrisburg Civil War Roundtable, [April, 2013].

"Last Clash of the Antietam Campaign," Maryland Campaign Sesquicentennial Evening Lecture Series, Antietam National Battlefield, [September, 2012].

"Last Clash of the Antietam Campaign," Antietam National Battlefield Summer Lecture Series, Antietam National Battlefield, [June, 2012].

"Battle of Shepherdstown," followed by a guided bus tour of the Shepherdstown area, Annual Chambersburg Civil War Seminar, Chambersburg, PA, [July, 2012].

"Battle of Shepherdstown," 13th Annual Civil War Seminar at Longwood University, Farmville, VA, [March, 2012].

"The Close of the 1862 Maryland Campaign," Capital District Civil War Roundtable, Watervliet, NY, [June, 2010].

"Call for Preservation," Ulster County Civil War Roundtable, Kingston, NY, [June, 2008].

"Israel Putnam: The Man Behind the Legend," Putnam Bicentennial Commemoration, Putnam Station, NY, [July, 2004].

References:

Selina LeMay Klippel Professor, NCCC
Phone: (518) 891-2915 ext. 2212
Email: slemay-klippel@nccc.edu

Brian O'Connor – Library Director NCCC
Phone: (518) 354-5273
Email: boconnor@nccc.edu

Mae Pagan – Adjunct Instructor / LAC Tutor NCCC
Phone: (518) 543-6605
Email: mpagan76743@nccc.edu

More references available upon request

January 30, 2019

Search Committee
Learning Assistance Center Coordinator/Humanities Instructor (TI Campus)
North Country Community College
23 Santanoni Ave. PO Box 89
Saranac Lake, NY 12983

Dear Search Committee:

I am writing support of Thomas McGrath's candidacy for LAC Coordinator/Instructor at the Ticonderoga Campus. I have had the pleasure to work alongside Tom since I began work at North Country in Ti in early 2010. Immediately we struck a rapport in our efforts to assist our students to succeed, he as an instructor and I as campus librarian.

Tom insisted his students make full use of our library's resources and encouraged them in tackling challenging research assignments. In meeting with his classes, I was able to observe Tom as an instructor, and, as a former one myself in history, I was impressed with his efforts to engage his students & bring out their best efforts.

In the past three years, I have seen Tom create & supervise a very active Learning Assistance Center along with his continuing best efforts as an instructor. As I serve on the Ti Campus on a regular basis, I can attest to his skills as a tutor & advisor to our students there, especially for those who most need our help to improve & succeed academically.

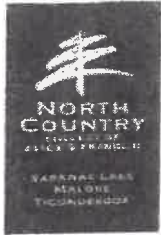
Something else a bit "above & beyond"...I've had the pleasure to accompany Tom, many of our students, and other guests on field trips to the Fort Anne battlefield and Fort William Henry. His enthusiasm was palpable & infectious. As a fellow Civil War enthusiast, and Tom is a published author on the subject, I also appreciate his efforts in battlefield preservation & interpretation of Civil War sites.

In short, I strongly recommend Tom be named permanently to his position at North Country to continue his excellent service to the College & our students.

Best regards,



Brian C. O'Connor
Director of Library Services
North Country Community College



NORTH COUNTRY COMMUNITY COLLEGE COLLEGE OF ESSEX AND FRANKLIN



www.nccc.edu

PO Box 89 ♦ 23 Santanoni Avenue
Saranac Lake, NY 12983
Ph: 518-891-2915

75 William Street
Malone, NY 12953
Ph: 518-483-4550

11 Hawkeye Trail
Ticonderoga, NY 12883
Ph: 518-585-4454

01/31/2019

Dear Search Committee Members,

I would like to strongly recommend Dr. Thomas McGrath be considered for the Humanities Instructor/LAC Director here on the Ticonderoga campus of North Country Community College.

Tom is committed, enthusiastic, and passionate not only about the subjects he teaches but also about his students and their success. He makes the Learning Center a welcome place for all. Students continually seek assistance and with Tom at the helm, they receive the help and guidance they need in a supportive inclusive environment.

A quality education is dependent upon many factors such as resources, facilities and the colleges' commitment to its students. An exceptional education is dependent upon its educators; Thomas McGrath is integral to our commitment to excellence here at North Country Community College in both the classroom, and the Learning Center. (LAC)

Creativity and curiosity imbue Dr. McGrath's classes. His style of lecture is precise, complete and comprehensive. His intellect is palpable, and his enthusiasm is contagious. The rapport, respect, and genuine concern and interest for the student is evident.

Tom leads by example, encouraging his students to attain their highest aspirations. The students of NCCC are very fortunate to have the caliber and expertise of this fine educator, as is the staff who consider him a colleague

Sincerely Yours,

Dr. Selina LeMay - Klippel

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Lisa Williams, to the full-time, 164-day, exempt appointment as LAC Coordinator for the 2019/20 academic year, at an annual salary of \$42,587.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Lisa Williams, to the full-time, 164-day, exempt appointment as LAC Coordinator for the 2019/20 academic year, at an annual salary of \$42,587.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 # 25

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

June 3, 2019

Lisa Williams
25 Trumbulls Rd
Upper Jay, NY 12987

Dear Lisa:

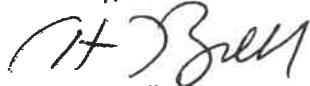
Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as LAC Coordinator for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your area supervisor will be the Vice President for Academic Affairs.

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 9 on Schedule C of the 2019-2021 CBA, which is \$42,587. Your per-diem rate based on 164 days is \$259.68.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/Payroll File

Employee Signature

Date

December 27, 2018

Lisa Williams
25 Trumbulls Road
Upper Jay, NY 12987
603-608-8016
lgw968@gmail.com
lwilliams@nccc.edu

Human Resources Department
North Country Community College
23 Santanoni Ave.
Saranac Lake, NY 12983

Dear Ms. Smith,

I am writing to express my interest in the Learning Assistance Center Coordinator position on the Saranac Lake campus of North Country Community College, that was recently announced. I would like to be considered for the position.

I am currently the Interim Coordinator of the LAC on the Saranac Lake campus and have been in this position for the past two years. The reason that I am applying for this job is because I truly love what I do. It has been an honor and privilege to work at North Country in this capacity. Working closely with students, tutors, faculty and staff, coaches and administrators has been a wonderful experience. I have successfully provided the services that students and faculty need with care and professionalism. I have many plans for improving the already excellent services provided by the LAC that I hope to implement in the future.

In addition to working as the Interim Coordinator of the LAC I have: taught English 101 and Speech Fundamentals on campus and as part of Second Chance Pell, was elected to the NCCC Senate as Governance Officer and as the FCCC alternate delegate, joined the Diversity Taskforce and am a Peer Observer for faculty. This year I am also the Co-Chair of the Academic Advising Committee and hope to be Chair next year. I have learned a great deal about the workings of the college through these additional activities and plan to continue to participate in them if hired for this position.

Thank you Ms. Smith, the search committee, and everyone involved in this process for taking the time to read my letter and resume, and considering me for this position.

Thank you,

Lisa Williams

Lisa G. Williams
25 Trumbulls Road, Upper Jay, NY 12987
lgw968@gmail.com * lwilliams@nccc.edu
(603) 608-8016

Experience

Interim Coordinator- Learning Assistance Center North Country Community College, Saranac Lake, NY 1/2017-present

Plan, manage, and oversee all workings of the LAC on the Saranac Lake campus. This includes meeting the needs of students with ADA accommodations, working closely with the ADA Coordinator, providing tutoring for all students, hiring and training of staff and work-study students, managing the Athlete Mentoring Program students, collecting data on attendance and sharing it with the AMP coordinator and other faculty, working with the Retention Specialist, creating a yearly budget, purchasing of all support materials including textbooks for tutor use, advising and scheduling students for tutoring services, and processing time sheets for all LAC employees.

English Instructor and Tutor North Country Community College, Saranac Lake, NY 9/2014-1/2017

Taught English 101 and tutored English, humanities, and social science courses. In both my teaching and tutoring I focused on: writing, research and citation, grammar, reading comprehension, note taking, organizational skills, study skills, critical reading, critical thinking, and self-advocacy.

Dean of Academics National Sports Academy, Lake Placid, NY 8/2013- 8/2014

As the Dean of Academics I was responsible for the day to day affairs regarding academics including: oversight of teachers, the academic curriculum, teacher observations, parent communication, academic field trips, mentoring new teachers, collaborating with the administrative team on all-school issues, hiring of new teachers, reviewing and making improvements to current systems and policies, planning and managing community events.

Chair of the History Department Darrow School, New Lebanon, NY 8/2008-6/2012

As the Chair, I led the History Department in best practices, held weekly department meetings, observed teachers and provided feedback for improvement and professional growth. Taught American History, World Civilizations, Peace Studies, and Multicultural Studies. Advised students in academics and all aspects of boarding school life.

Private Tutor Tutorial Resources, Palmetto Bay, FL 10/2007- 5/2008

Taught test taking strategies and built student's skills in preparation for the SSAT and the SAT. Tutored middle and high school students in Algebra and Geometry.

History Teacher and Director of Online Learning Shortridge Academy, Milton, NH 12/2003 to 6/2007

Created an online learning program that involved the creation of individualized curriculum for each student enrolled in a course. Taught U.S. History and Ancient World Civilizations in a college preparatory boarding school.

History Teacher Academy at Swift River, Cummington, MA 12/1997 to 6/2001

Taught International Politics, American Government, U.S. History, and World Civilizations, to students in grades 9 through 12 in a college preparatory, private boarding school. Wrote curriculum for all courses in the department.

Education

M. Ed. University of Massachusetts, Amherst MA (1997) and **B.A.** Political Science, Keene State College, Keene NH (1991)

Certifications

Social Studies Teacher Certification -MA grades 9-12 and grades 5-9, license # 342952

References

Cammy Sheridan ADA/504 Coordinator, Chair and Associate Professor- Social Science Dept. NCCC x1271
Shir Filler Humanities Professor- North Country Community College 518- 483-4151
Joe Pete Wilson Former Coordinator- Learning Assistance Center at NCCC 518-708-3396

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Marcia Sullivan-Marin, to the full-time, 164-day, exempt appointment as Assistant Professor for the 2019/20 academic year, at an annual salary of \$47,891.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Marcia Sullivan-Marin, to the full-time, 164-day, exempt appointment as Assistant Professor for the 2019/20 academic year, at an annual salary of \$47,891.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 | #616

Motion:

Seconded:

Action:



SARANAC LAKE . MALONE . TICONDEROGA

June 18, 2019

Marcia Sullivan-Marin
PO Box 163
Hannawa Falls, NY 13647

Dear Marcia:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as an Assistant Professor for the Nursing Department, for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your department director and immediate supervisor is Sandra Gothard, Nursing Program Director. Your area supervisor will be the Vice President for Academic Affairs.

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 13 on Schedule C of the 2019-2021 CBA, which is \$47,891. Your per-diem rate based on 164 days is \$292.02.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,

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

Joseph Keegan
President

cc: Personnel/Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Chad Czelusniak-Serviss, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$42,587.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Chad Czelusniak-Serviss, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$42,587.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 #27

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

June 3, 2019

Chad Czelusniak-Serviss
5859 State Route 30
Lake Clear, NY 12945

Dear Chad:


Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Business Instructor for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your department chair and immediate supervisor is David St. Germain. Your area supervisor will be the Vice President for Academic Affairs.

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 9 on Schedule C of the 2019-2021 CBA, which is \$42,587. Your per-diem rate based on 164 days is \$259.68.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/Payroll File

Employee Signature

Date

North Country Community College
23 Santanoni Ave. PO Box 89
Saranac Lake, NY 12983

Chad J. Czelusniak-Serviss
5859 State Route 30
Lake Clear, NY 12945
ddchadc@yahoo.com

Dear Human Resource Representative Tara Smith,

It is with great interest that I respond to your advertisement on the NCCC website for the Business Instructor position. I am currently a Doctoral Candidate for a Doctorate of Business Administration in Social Impact Management, from Walden University, all but dissertation, and see a connection between this position's job responsibilities and my education and career goals.

I am an active member of the Adirondack Region, through volunteer and community involvement, and would enjoy connecting my drive for teaching/learning, community resiliency and sustainability with the needs of North Country Community College.

Through my life, work, and education experience I have come to value social networks, a community mindset, and a shared vision. With my systems thinking mindset, and ability to take theory-based concepts and implement them in the real world, I feel I would be an asset to the NCCC Business Department.

With this cover letter I have included my resume, and references. At your convenience, I would be glad to meet your team for an interview. You can contact me at (518) 354-0424 or send information to my email address. Thank you for your attention and consideration.

Sincerely,

Chad J. Czelusniak-Serviss

Chad J. Czelusniak-Serviss

5859 State Route 30, Lake Clear, NY 12945 (518)354-0424 ddchadc@yahoo.com

Core Competencies & Skills

Sustainability & Resiliency

- Learning Organization -
 - Systems Thinking,
 - Personal Mastery,
 - Mental Models,
 - Team Learning,
 - Shared Vision
- Triple Bottom Line
- Adaptability
- Social Network
- Individual, Group, & Community Mindset

Management/Supervisory Skills

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

Leadership Skills

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

Critical Thinking

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

Communication Skills

- Communicating effectively
- Ability to explain difficult concepts
- Describe for others to visualize

Platform Skills

- Instructor
- Addressing large or small groups
- Conducting public affairs & ceremonies
- Poise in public appearances
- QuickBooks
- Business Plan Development

Education

Doctor of Business Administration in Social Impact Management
Walden University, Expected Grad. Summer 2019. All but dissertation.
Research topic: The Competitive Advantage through Strategies and Processes of Sustainable Business Practices.

MBA in Sustainability & Sustainable Business Certificate

Antioch University New England (AUNE), 2016.
Capstone Topic: Learning Organizations

Bachelor of Business in Project Management, Capella University, 2014.

Employment History

Instructor – North Country Community College, Saranac Lake, NY 9/16 – 8/19.

- *Instructed:* Small Business Management (Business Plans), Small Business Accounting, Intro to Macro & Microeconomics, Principles of Management, Human Resources, Business Math, Business & Organizational Management, Business Law 1 & 2, Business Communications.
- Course/Program Level Assessment. Update Course Outlines & Syllabus. Academic Advisor. Faculty Advisor for the Business Club. Created and Maintain a Clothing Reuse Room.
- Faculty Senator 2018 - 2020. Committees: Faculty & Staff Recognition Committee 2017 - 2018, Campus and Student Life 2017 - 2019. Coordinate Business focus events on campus for student community involvement.

Visitor Services Specialist – ROOST, Tupper Lake, NY. 6/16 - 12/16.

Post Award Specialist - AUNE, Keene, NH, 4/15 - 5/16.

- Grant Accountant, Financial and Grant Management, Created New Policies/Procedures Handbook and PI Checklist. Coordinated & Attended Grant Workshop Event.

Graduate Assistant Institutional Advancement - AUNE, Keene, NH, 8/15 - 5/16.

- Coordinated Alumni and Award Events, Updated Alumni Contact Information, Maintained Job & Housing List on AUNE website.

Graduate Assistant Financial Aid Office - AUNE, Keene, NH, 9/14 - 8/15.

- Maintained Scholarship Applicate Lists, Processed Financial Aid Award Letters, Answered Phones, Filing.

Designer/Sales Associate - The Brick House Tile Co., Keene, NH, 4/14 - 4/15.

- Provided Design Services, Coordinated Installations, Procurement, Maintained Vender Relations, Showroom Design.

Designer/Project Manager – Innovations by VP, Ballston Spa, NY, 3/13 - 8/13.

Kitchen Designer - Lowe's Home Improvement, Amsterdam, NY, 10/08 - 3/13.

Sales Rep. & Designer - Business Environments by Ras, Troy, NY, 06 - 08.

Community Involvement & Special Interests

Volunteer at the Saranac Lake Chamber of Commerce Visitor Center. Teach Ballroom Dance Classes at The Dance Sanctuary in Saranac Lake. Community Theater: Choreography, Set Design. Stage Performances. Enjoy hiking with my dogs. Reading. Research. Crocheting. Interior Design. Life Long Learner.

Reference List for Chad J. Czelusniak-Serviss

1. Cindy Bihun Rodenhouse Stewart, Major Gifts Officer, NHPR, Home: 603-313-5624.
 - a. Boss at AUNE – Institutional Advancement - Graduate Assistant.
2. Taryn Fisher, Program Director, Antioch University New England, Work: 603-283-2426.
 - a. Professor at AUNE during my MBA in Sustainability degree.
3. Aghavni Jabian, Senior Interior Designer, Home: 518-861-1119.
 - a. Co-worker at Business Environments by Ras.
4. Dr. John D. Radigan, Professor Emeritus at Paul Smith's College, Home: 518-327-6340.
 - a. Professional Colleague, and Friend.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of David Lee-Howe, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$41,260.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of David Lee-Howe, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$41,260.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 #28

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

June 3, 2019

David Lee Howe
33 Michigan Hollow Road
Spencer, NY 14883

Dear David:

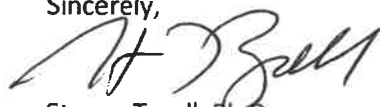
Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Business Instructor for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your department chair and immediate supervisor is David St. Germain. Your area supervisor will be the Vice President for Academic Affairs.

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 2019-2021 CBA, which is \$41,260. Your per-diem rate based on 164 days is \$251.59.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/Payroll File

Employee Signature

Date

David Lee Howe

33 Michigan Hollow Road

Spencer, NY 14883

Cell (607) 351-1853

www.linkedin.com/in/davidleehowe

DavidLeeHowe@gmail.com

December 27, 2018

North Country Community College
23 Santanoni Avenue
Saranac Lake, New York 12983

Dear Members of the Search Committee,

I submit to you my curriculum vitae for consideration to the Business Instructor positions that are available at North Country Community College (NCCC). These positions are advertised on the nccc.edu website. I hold over six years' of teaching experience in both introductory and general business courses as a Business Instructor at a post-secondary institution. I also hold over four years of relevant work experience in creating and developing an agricultural business. Some of the courses I have taught relevant to this position are Principles of Accounting, Principles of Management, and Foundations of Business. I have taught business courses in both seated, and hybrid formats. The reviews contained within my teaching portfolio demonstrate excellence in teaching. Therefore, I believe that I am an ideal candidate for this position.

My philosophy on teaching business concepts to undergraduates is to first strive to create an atmosphere of trust, and immediately factor in a great amount of excitement for the course content, in order to generate within the students a sense of fascination. In creating these conditions, I find it helps to promote student success. Creating excitement about education is the prerequisite I find most paramount to erecting the conditions necessary to inspire students, while simultaneously helping to increase retention rates and student learning outcomes.

One way that I guide students toward success is by utilizing the teamwork aspect of Dr. W. Edwards Deming's approach to continual improvement. I find that this quality methodology not only increases learning outcomes, but also encourages building within students an immediate sense of confidence, camaraderie, and communication that endures well after the class has ended. I believe that continuous improvement naturally leads to embracing teamwork. It is my belief that teamwork is the best method to not only help students achieve academic success, but possibly the most important principle for them to utilize in a professional setting. I also find it aids students in exploring various learning styles, which contribute to learning retention and recall.

My MBA program was exclusively completed through the Blackboard Learning Management System. I have also completed my second semester of teaching hybridized courses, part of which included online instruction. As web-based learning is increasingly the growing platform of choice, I welcome an opportunity to collaborate with the faculty of NCCC, in order to help enhance the school's distance learning program.

As an active entrepreneur, I am proud to have founded a Limited Liability Company (LLC). In creating this agricultural company, I have developed practical managerial and marketing experience. Through successful marketing, the company has attracted a great deal of attention from local community partners, as well as peaked the interests of the student body to which I currently serve.

I possess strong oral, written, and organizational skills. As an undergraduate, I was published through the prestigious Park School of Communications at Ithaca College. I am currently receiving offers to publish my first full-length novel. In envisioning how I can meaningfully contribute to the life of the Business Department at NCCC, I will mention that I am now nearing the completion of my first book on entrepreneurial ventures that is being co-written with Dr. Paul W. Howe at Polk State College.

Other duties that I am experienced in include: create inclusivity in the classroom; utilize distance learning technologies; test preparation and administration of examinations; maintain a digital grade book; collaborate with faculty in a collegial manner to reinforce cross-curriculum core concepts; mentor at-risk students; lesson plan preparation; maintain regular office/tutoring hours; textbook evaluation; critique of student work product; and curriculum revision and/or development. As full-time faculty member, I have also performed academic advisements, and updated course syllabi. I am confident that the skill set and experience you seek in a candidate is fully embodied in my professional background.

Thank you for taking the time to look over my credentials. I am certain that I would help to empower the students of NCCC to enrich their local and global communities. I would be highly interested in discussing the aforementioned position with you at greater lengths. I look most forward to potentially meeting with you in the very near future for an interview.

Sincerely,

David Lee Howe

David Lee Howe
33 Michigan Hollow Road
Spencer, NY 14883
Cell (607) 351-1853
www.linkedin.com/in/davidleehowe
DavidLeeHowe@gmail.com

Education

Capella University Masters of Business Administration	Minneapolis, MN 5/2013
Ithaca College Bachelors of Science in Business Management	Ithaca, NY 5/1997
Tompkins Cortland Community College Associates of Applied Science in Business Administration	Dryden, NY 5/1992

Work Experience

2012-Present <i>Elmira Business Institute</i> Business Faculty	Elmira, NY
Responsibilities: Guide students through traditional and blended coursework. Advance inclusivity within the classroom. Incorporate technology in the classroom. Manage online classroom. Coach students to promote lifelong learning, civic, and leadership skills. Mentor at-risk students. Aid students in the development of technical skills. Promote classroom discussions to advance, and reinforce learning comprehension. Utilize alternative instructional materials. Collaborate with faculty to improve integrative learning environment. Create, proctor, and grade examinations. Evaluate student academic performance. Report to administration on student progress. Advise curriculum development committee on course revisions. Revise topical outlines. Input variables into Rice Course Workload Estimator. Maintain regular office hours. Provide tutoring hours in Academic Achievement Center. Conduct academic advisements. Courses taught: Clerical Accounting; College Writing I; College Writing II; Business Ethics; Business Math; Employment Law; Entrepreneurship; Foundations of Business; Freshman Seminars; Human Resource Management; Math Essentials; Writing Essentials; Oral Communications; Principles of Accounting 101; Principles of Accounting 102; Principles of Marketing; Principles of Management; and Small Business Management.	
2014-Present <i>Raw Gold Honey, LLC</i> President/Owner	Spencer, NY
Responsibilities: Grow and manage commercial operations. Educate consumers on benefits of raw honey. Improve biological knowledge, and natural beekeeping methods to align with company vision. Extract, bottle, label and distribute spring, summer and fall honey products. Develop proper inventory control, and customer relationship management database. Contract removal and pollination services. Conduct all accounting, marketing, finance, and banking activities. Utilize social media as a means to create awareness. Oversee all aspects of growing interstate operations.	
2010-2012 <i>AutoZone</i>	Ithaca, NY
2016-2018 Parts Sales Manager (2010-2012)/Commercial Driver (2016 to 2018)	
Past Responsibilities: Directly supervised sales associates. Supported Commercial Sales Manager. Developed rapport with new and existing customers. Reconciled cash registers. Prepared bank deposits. Most recent responsibilities: Commercial driver, and counter sales.	

Achievements

- Family Development Credential (FDC), Cornell University & Tompkins Cortland Community College.
- Created commercial beekeeping operation.
- Achieved a 4.0 GPA in Financial Accounting, Finance and Value Creation, Global Economic Environment, Negotiating for Results, Entrepreneurial Ventures, Strategic Operations Management, Organizational Strategy, Entrepreneurial Strategy, The Global Leader, Business Integration Skills, and MBA Capstone.
- Completed full-length novel. Proofed at Binghamton University. Currently submitting to publishers.
- Lead role in Admissions recruitment video “Why Elmira Business Institute.”
www.youtube.com/watch?v=XExCNfmOK0k

Publications

- Howe, D. (1996, September 19). Autumn in Ithaca brings hiking delights. *The Ithacan*, p. 16.
- Howe, D. (1996, September 26). Forest available for outdoor enthusiasts. *The Ithacan*, p. 16.
- Howe, D. (1996, October 3). Treman Park offers four trails to explore. *The Ithacan*, p. 18.
- Howe, D. (1996, October 10). Land Trust offers fall foliage, wildlife, waterfalls. *The Ithacan*, p. 13.
- Howe, D. (1996, October 24). Milk this beautiful park for all its worth. *The Ithacan*, p. 17.
- Howe, D. (1996, October 31). Forest filled with wildlife. *The Ithacan*, p. 17.
- Howe, D. (1996, November 7). Snowy season soon to suppress Shindagin. *The Ithacan*, p. 16.

Virtual Team Musical Publications

- Howe, D. L. (2013, March 1). InitialCutcallingvideo_0002.
<https://www.youtube.com/watch?v=eqfz2obZb2g>

David Lee Howe

33 Michigan Hollow Road
Spencer, NY 14883
Cell (607) 351-1853
www.linkedin.com/in/davidleehowe
DavidLeeHowe@gmail.com

List of References

Lee Bennett, Faculty, Pennsylvania State University at Scranton
122 North Arthur Ave
Endicott, NY 13760
(484) 363-1347
lbennettjr1@gmail.com

Tonya Elliott, Former Academic Dean, Elmira Business Institute
57 Groff Road
Horseheads, NY 14845
(828) 320-7919
teldreth@gmail.com

Kathy Hamilton, Vice President, Elmira Business Institute
4100 Old Vestal Road
Vestal, NY 13850
(607) 729-8915
khamilton@ebi.edu

Jillian Mason, Doctoral Candidate, Binghamton University
400 Payne Road
Endicott, NY 13760
(607) 222-1399
jillian.mason@binghamton.edu

Angela Wood, Former Academic Dean, Elmira Business Institute
105 Dutchess Drive
Horseheads, NY 14845
(607) 207-6904
angelawood22@gmail.com

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Jennifer Barrett, to the full-time, 164-day, exempt appointment as Massage Therapy Program Director for the 2019/20 academic year, at an annual salary of \$57,174.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Jennifer Barrett, to the full-time, 164-day, exempt appointment as Massage Therapy Program Director for the 2019/20 academic year, at an annual salary of \$57,174.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 #39

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

June 3, 2019

Jennifer Barrett
66 Park Ave
Plattsburgh, NY 12901

Dear Jennifer:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Massage Therapy Program Director for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your area/immediate supervisor will be the Vice President for Academic Affairs.

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 2019-2021 CBA, which is \$57,174. Your per-diem rate based on 164 days is \$348.62.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/Payroll File

Employee Signature

Date

Jennifer Barrett, BS LMT
66 Park Ave.
Plattsburgh, NY 12901

January 31, 2019

Dear members of the Search Committee,

I appreciate the opportunity to apply for the position of Director of the Massage Therapy program. I have served as interim director since August of 2016, and taught as an adjunct instructor the three previous years. I have benefitted from my time and experience as interim director, as well as from the kind assistance of my NCCC colleagues, supervisors, and past massage program directors to become familiar and comfortable with the duties and responsibilities of the position. I have come to understand the place of the program generally and of the director in particular within the faculty and larger college community. I would be excited and honored to remain a part of the college and help the massage program grow and thrive.

When I assumed the position of Interim director, the massage program was both well structured and functioning smoothly as a part of the college and with respect to all NY State licensure requirements. My main task, in addition to teaching responsibilities, was to familiarize myself with all of the outlined duties and responsibilities of the position, maintain the program's smooth operation, and advise students to successfully complete the degree requirements prepared for licensure. My administrative skills have developed over the past 2 ½ years and I feel able to perform these duties successfully should I assume the director position.

As I have become increasingly familiar with the various duties of the Director position, I have also analyzed the massage courses, curriculum, and program as a whole with respect to the changing massage profession, a profession that is undergoing an especially rapid and widespread evolution in practice, education, and research. Anyone stepping into a position of leadership in Massage Therapy would need to stay abreast of these developments and find ways to update and expand even the most well functioning existing program. I bring to the position an interest and experience in expanding massage training and practice, bringing new ideas and knowledge into our traditional practice as well as bringing our holistic, compassionate – and increasingly evidence based - approach to new venues. I have begun by expanding the opportunities for clinical students to practice in external sites in addition to our on-site clinic. This spring, students will practice massage with residents at Elderwood and Mercy Living Center, as well as patients in the oncology department at ADK Medical Center.

Coordinating with the HRSW Department and Assistant VPAA, I continue an ongoing effort to align with college wide goals the massage program goals, course outlines, objectives, and syllabi as part of the college wide assessment project. I have also begun a scheduled program review for the MT program.

In the role of full time faculty member, I have contributed to the Curriculum committee and Diversity Task Force, participated as Blackboard "pilot" instructor, and attended college professional development workshops such as "Circles of Understanding" and "Trauma and Learning".

To further the massage program as a whole, I have maintained existing and forged new contacts for the Massage Advisory Board, made recruitment visits to BOCES and CVTech facilities with the goal of boosting enrollment, created relationships with the larger community, set up massage club events for current students, and am fostering potential employment opportunities for graduates.

In collaboration with David St. Germain, I am helping develop a Continuing Education program for LMT's in the region, including NCCC Alumni. I see this as both a service to our massage graduates and local therapists, and another way to raise the profile and visibility of our program.

If given the opportunity to continue to serve as North Country Community College's Director of Massage Therapy, I will continue to bring commitment, vision, and experience to the college. I respectfully submit this letter, my CV, and letters of recommendation in hope you will consider me for the position.

Sincerely,

Jennifer Barrett, BS LMT

Jennifer Barrett BS, LMT, NY State LMT, Lic. #011525
 66 Park Ave., Plattsburgh, NY 12901
 518.645.6454, JBarrettLMT@gmail.com, jbarrett@NCCC.EDU

Education

- Finger Lakes School of Massage, Cert. in Massage Therapy, Ithaca, NY, 1997-98
- Cornell University, BS Biological Sciences, Ithaca, NY, 1982
- Currently enrolled in "Introduction to the US Health Care System", preliminary course for online MPH degree program [non matriculated], UMASS Amherst

Professional Practice: Massage/Bodywork

- Private practice FT/PT: Therapeutic Massage, 2002-Present, Plattsburgh, NY
- Massage Provider, CVPH Occupational Health and Wellness Dept, 10/2015-6/2017
- Sports Massage, "Ironhands" Team, Ironman Triathlon, Lake Placid, NY [07/2003-07/2018]
- Healing Hands of Ithaca [Partner] - Therapeutic Massage, 1999-02
- Natural Health Family Chiropractic: Part time 2000-02
- Polarity Therapy private practice Plattsburgh NY 1995-1997

Professional Experience: Academic

~North Country Community College, Saranac Lake NY

Massage Therapy Interim Program Director 08/16 – Present

Teaching: MAS 110, MAS 111, MAS 210, MAS 211, MAS 251/252 [Massage Clinical]

College service: Curriculum Committee and Diversity Task Force

Massage Club Advisor

Massage Therapy Program, Adjunct Instructor/clinical supervisor 08/2013 to 08/2016

Teaching: MAS110 and 111, Clinic Supervision [MAS 251, 252]

Integration of research literacy, evidence based practice, and clinical reasoning

~Queensborough Community College, Bayside, NY

Massage Therapy Program- Full Time Lecturer: 8/2004-05/2006, Adjunct: 08/2006-5/2009

Teaching: Foundations of Therapeutic Massage [Writing Intensive], Western Massage I and II, Massage Practicum I and II [Student Clinic Supervision], Professional Issues in Massage [writing intensive course]

College Service, Curriculum Development and projects:

- Curriculum Committee
- Development of revised syllabus and "Writing across the Curriculum" portfolio
- Revised syllabi and assignments to emphasize research literacy Integrating AMTA's research curriculum
- Coordinating student participation in post-event Sports massage – LI Marathon
- Analysis of Massage Program vs NY State Dept of Ed Massage Hours Requirements

Research Assistant: Outcomes research on Pre-event Sports Massage with Principal Investigator Dr. Virginia Cowen, Massage Therapy Program Assistant Professor

~Trocaire College, Buffalo, NY

Full Time Instructor, Massage Therapy Department 01/03-08/04

Teaching: Western I and II, Applied Pathology, Massage Practicum II [Supervision of Student Clinic]
 [Revised/expanded syllabi including advanced techniques and research focus]

~Center for Natural Wellness School of Massage Therapy, Rensselaer, NY

Part Time Instructor: Polarity Therapy and Swedish Massage 1999-2002

Research Training:

- Massage Therapy Research Consortium: Participation [as part of QCC Massage Faculty] in consortium projects, Fall 2007-Spring 2008
- “Research Literacy for Complementary/Alternative Health Care Practitioners” Centennial College, Toronto, CA 3 credit distance learning course, Spring 2006
- Basic CITI Course in the Protection of Human Subjects for Social and Behavioral Investigators and for Biomedical Investigators

Conference Attendance

- Integrative Pain Management Conference, Larner College of Medicine at the University of Vermont, April 7, 2018,
- American Massage Therapy Association School Summit, Fort Lauderdale, FL, Feb. 15-16 2018
- 3RD International Massage Therapy Research Conf., April 25-27, 2013 Massage Therapy Foundation, Boston, MA
- 1st International Fascia Research Congress, Harvard Medical School, Boston, MA, 10/4-5/07
- Society for Integrative Oncology 1st International Conference Satellite Symposium:
“Medical Massage in Oncology Practice and Research” New York, NY, 11/19/04
- New York State Council of Massage Therapy Educators: I participated in founding this group and attended meetings, October 2002-March 2008; November 2016
- Commission on Massage Therapy Accreditation, Competency Based Massage Education, 07/03
- American Massage Therapy Assoc. Council of Schools Teachers’ Conf. 08/03

Publications/Presentations

- Presentations at the New York State Council of Massage Therapy Educators [NYSCMTE] biannual meeting: Using Guided Imagery in Classroom Teaching [Spring 2007], and Teaching Research Literacy [Spring 2008]
- Book Review: *Pharmacology for Massage Therapy* by Jean Wible Massage Therapy Journal, Spring 2005
- Presentation: The Embodiment of Trauma; the Art of Healing NYS Women's Studies Assn. Annual Conference: “Surviving in the Borderlands” Plattsburgh State University, Plattsburgh, NY, April 1995

Volunteer Activities:

- July 2003-2015, Ironman USA Triathlon, Lake Placid, NY, Race-day MT Volunteer
- April 2012-2015 Team Fox Plattsburgh ½ Marathon – post event massage
- Volunteer Community Service Massage therapy with residents at Ozanum Hall of Queens Nursing Home 2/28/05—3/21/05
- Hospicare of Tompkins County, Ithaca, NY 1999-2002
20 hour Hospice Volunteer training -Massage and Polarity with hospice clients

Additional Professional References

- Lisa Mertz, PhD LMT, Massage Therapy Program Director [ret], Trocaire College, Queensborough Community College, Niagara Community College. 85 S. Erie St. Mayville, NY 14757; (716) 708-5675
- Virginia Cowen, PhD, LMT. Ingenious Wellness, PO Box 83, Piermont NY 10968; (845) 825-6448
- Kiera Nagle, MS LMT, Massage Therapy Program Director, Pacific College of Oriental Medicine, 110 William Street, New York, NY 10038; (212) 982-3456 x208
- Elizabeth Pearl MPT, Pearl Physical Therapy, 135 S. Peru Street, Plattsburgh, NY 12901; (518) 563-7777
- Reba Sidell, MS, LMT, 59 Anderson Place, Buffalo, NY 14222; (716) 570-0912

David MacDougall MA, LMT
51 Shepard Avenue
Saranac Lake, NY 12983
[Date]

North Country Community College
Ms. Tara Smith
Director Human Resources
Saranac Lake Campus
Saranac Lake, NY 12983

Dear North Country Community College

This letter is in support of Jennifer Barrett's application for the position of Director of the Massage Therapy Program. I have known Jennifer for approximately 10 years, first as a fellow Massage Therapist when she was employed as an instructor at Queensborough Community College and then as a colleague at NCCC. As her direct supervisor while she served as an adjunct instructor at NCCC I observed her exceptional ability to build rapport with students and the concern she demonstrates for their personal well-being in addition to their professional development within the program. Students feel safe and encouraged to explore in Jennifer's classroom.

Ms. Barrett has always impressed me with the depth and breadth of her knowledge of the field of massage therapy. She stays abreast of new research and current trends in the profession and how they impact the learning that is required to enable a successful career as a massage therapist. Jennifer has a passion for bringing the healing power of massage therapy to populations, such as hospital patients and staff, where there is an increasingly recognized though currently under-utilized role. I believe her knowledge of the field makes her well poised to lead the program into the future of the rapidly evolving profession of massage therapy. I have witnessed continual growth in her confidence and ability to lead the program during her 2.5 years as interim director while I have served as an adjunct instructor since my retirement.

It is for these reasons that I recommend without reservation Jennifer Barrett for the position of Director of Massage Therapy at NCCC.

Sincerely,



David MacDougall

01/29/2019

Mr. Joe Keegan
Vice President of Academic Affairs
North Country Community College
23 Santanoni Ave,
Saranac Lake, NY
12983

Dear Mr. Keegan,

I had the pleasure of working with Jennifer Barrett, LMT over the last two years when I was Spa Director at the Whiteface Lodge in Lake Placid, NY. Ms. Barrett was my first contact in the area when I relocated for my job. I specifically reached out to her in order to connect with the therapeutic and educational communities.

Ms. Barrett was exceptionally warm and welcoming, including inviting me to sit on the Massage Therapy Advisory Board based on my experience and credentials. Whenever I needed help or assistance with any matter she was thoroughly engaged and helpful. Ms. Barrett also invited me to come and speak to her classes from an 'employers' point of view so we could develop an ongoing relationship to benefit the students for potential job placement after successful graduation.

Having run two different massage therapy programs in my career, I believe Ms. Barrett is an excellent educator and mentor to the students at North Country Community College. She genuinely cares about the students and the quality of her profession as an educator and a therapist. I would highly recommend Ms. Barrett for the position of Director of Massage Therapy at North Country Community College without any reservation. I believe Ms. Barrett to be highly qualified and would do an excellent job in this role.

Please feel free to let me know if you have any additional questions for me along the way as I fully support her application process. Thank you for your time and consideration in this professional matter.

Sincerely,

Mark B. Lumpkin, PhD / LMT
C 505.901.2260

20 January 2019

Kathleen Carey Barrett
226 Champlain Drive
Plattsburgh, NY 12901

Dear members of the Search Committee,

I have known Jennifer Barrett, licensed massage therapist, teacher, and community leader since 1990. I am willing and able to recommend her to continue permanently in her role as Director of the Massage Therapy Program at NCCC. I am retired from CVPH Medical Center as the Director of the ICU and Program Leader of the Integrative Services Department. I had the opportunity to work with Jennifer within the clinical setting and as a liaison between the hospital and community. I am now a member of the Massage Therapy Program Advisory Board.

In 2013, Jennifer was involved in a pilot project involving CVPH employees and NCCC massage therapy students. Our goal was to offer massage therapy to the clinical staff by the NCCC MT students. Jennifer assisted in the planning, execution and evaluation of the project. Jennifer's ability to use a global-to-specific approach in offering evidence-based recommendation added to the success of the pilot. The clinicians and the students found the experience to be very rewarding.

In 2015, Jennifer collaborated with a team from CVPH, offering her expertise in executing a community program that would not have happened without her skill, knowledge, and professional agency. We successfully worked together to add Massage Therapy to our Integrative Therapy Program for CVPH's employee wellness program. Jennifer worked with community leaders obtaining information specific to market analysis, massage therapy colleague interest, standards development, and environmental needs. The program continues with great success.

Observing her with students, employees, and colleagues, she is nurturing and has an intuitive grasp of learning situations. She is an involved participant in teaching and takes every opportunity to help people be successful. In speaking with NCCC graduates, they attribute Jennifer's knowledge, support, and calm approach for their success in their massage therapy practice.

Jennifer is committed to NCCC and hiring her as the Director of Massage Therapy Program would benefit the college, the community, and the profession.

Respectfully Submitted,

Kathleen Barrett, RN, CNS, MSN
Retired Director of ICU, CVPH

Contact Information:
518-570-7071
kncarey1@gmail.com

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim VP of Marketing and Enrollment recommends the second temporary appointment of Maryssa Romeo, to the full-time, 221-day, exempt appointment as Admissions Counselor for a one year term for the 2019/20 academic year, at an annual salary of \$38,608.

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 second temporary appointment of Maryssa Romeo, to the full-time, 221-day, exempt appointment as Admissions Counselor for a one year term for the 2019/20 academic year, at an annual salary of \$38,608.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 #30

Motion:

Seconded:

Action:



SARANAC LAKE MALDEN FICHTENBERG

June 7, 2019

Ms. Maryssa Romeo
PO Box 193
Vermontville, NY 12989

Dear Ms. Romeo:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221 days) exempt appointment as Admissions Counselor for a one year term during the 2019-2020 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 6 on Schedule C of the 2019-2021 CBA, which is \$38,608.

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 Meredith Chapman, Associate Director of Admissions, and your area supervisor will be the VP of Marketing and Enrollment.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,

A handwritten signature in black ink that reads "Steven Tyrell".

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second temporary appointment of Marcus Painter, to the full-time, 164-day, exempt appointment as Instructor for a one year term for the 2019/20 academic year, at an annual salary of \$38,608.

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 second temporary appointment of Marcus Painter, to the full-time, 164-day, exempt appointment as Instructor for a one year term for the 2019/20 academic year, at an annual salary of \$38,608.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 #31

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALDEN TICONDEROGA

June 7, 2019

Mr. Marcus Painter
240 McComb St, Apt 2
Saranac Lake, NY 12983

Dear Mr. Painter:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Math Instructor for a one year term during the 2019-2020 academic year. Faculty are expected to report to Campus on August 21, 2019. 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 6 on Schedule C of the 2019-2021 CBA, which is \$38,608. The per-diem rate for the 164 days is \$235.41.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your department chair is Allison Warner and your area supervisor will be the Vice President for Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Director of Financial Aid recommends the third temporary appointment of Randolph S. Mitchell, to the full-time, 221-day, exempt appointment as Assistant Director of Financial Aid, for a one year term for the 2019/20 academic year, at an annual salary of \$51,870.

WHEREAS the Interim VP of Marketing & Enrollment concurs in this recommendation,

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 second temporary appointment of Randolph S. Mitchell, to the full-time, 221-day, exempt appointment as Assistant Director of Financial Aid, for a one year term for the 2019/20 academic year, at an annual salary of \$51,870.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 # 32

Motion:

Seconded:

Action:



SARANAC LAKE | MALONE | NICOLLSDEROGA

June 7, 2019

Mr. Randolph S. Mitchell
123 County Route 10
North Bangor, NY 12966

Dear Mr. Mitchell:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an temporary, full-time, twelve-month (221 days) exempt appointment as Assistant Director of Financial Aid, for a one year term for the 2019-2020 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 confirmation, your pay grade for this appointment is Step 16 on Schedule C of the 2019-2021 CBA, which is an annualized salary of \$51,870.

In the event that you or your supervisor determine you will no longer continue in this interim role, you will return to your previous appointment status as a Financial Aid Counselor. You will return to a salary rate that reflects those accruals earned at your Financial Aid Counselor salary during the duration of your time as the Assistant Director of Financial Aid and that any calculated salary increase will be reflected in the payroll period following your return to the Financial Aid Counselor position.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your direct supervisor will be Mary Ellen Chamberlain, Director of Financial Aid, and your area supervisor will be the VP of Marketing and Enrollment.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,


Steven Tyren, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second temporary appointment of Mathew Fleming, to the full-time, 164-day, exempt appointment as Instructor for a one year term for the 2019/20 academic year, at an annual salary of \$42,587.

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 second temporary appointment of Mathew Fleming, to the full-time, 164-day, exempt appointment as Instructor for a one year term for the 2019/20 academic year, at an annual salary of \$42,587.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 #33

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE TICONDEROGA

June 6, 2019

Mr. Mathew Fleming
20 Mulflur Road
Saranac Lake, NY 12983


Dear Mr. Fleming:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Nursing Instructor for a one year term during the 2019-2020 academic year. This will be your second consecutive temporary appointment. Faculty are expected to report to Campus on August 20, 2018.

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 9 on Schedule C of the 2019-2021 CBA, which is \$42,587. The per-diem rate for the 14 days is \$259.68.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your supervisor is Sandy Gothard, Nursing Program Director, and your area supervisor will be the Vice President for Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the third temporary appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Instructor for a one year term for the 2019/20 academic year, at an annual salary of \$39,935.

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 third temporary appointment of Summer Dorr, to the full-time, 164-day, exempt appointment as Instructor for a one year term for the 2019/20 academic year, at an annual salary of \$39,935.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 #34

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE TICONDEROGA

June 5, 2019

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

Dear Ms. Dorr:

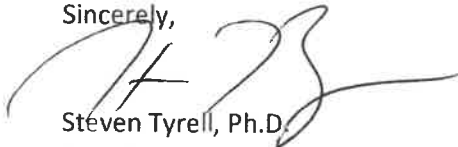
Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an temporary, full-time, nine-month (164 days) exempt appointment as Humanities Instructor for a one year term during the 2019-2020 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 21, 2019.

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 2019-2020 CBA, which is an annualized base salary of \$39,935. Your per-diem rate based on 164 days is \$243.51.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your area supervisor will be the Vice President for Academic Affairs.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Director of Athletics and the Interim VP of Marketing & Enrollment recommends the second temporary appointment of David Clayton, to the full-time, 221-day, exempt appointment as Admissions Counselor/Men's Soccer Coach, for a one year term for the 2019/20 academic year, at an annual salary of \$43,912.

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 second temporary appointment of David Clayton, to the full-time, 221-day, exempt appointment as Admissions Counselor/Men's Soccer Coach, for a one year term for the 2019/20 academic year, at an annual salary of \$43,912.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 # 35

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE · MALONE · TICONDEROGA

June 5, 2019

Mr. David Clayton
PO Box 195
Clark Mills, NY 13321

Dear Mr. Clayton:

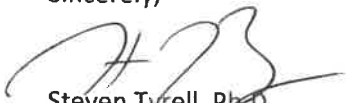
Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you a temporary, full-time, twelve-month (221 days) exempt appointment as Admissions Counselor / Men's Soccer Coach for a one year period during the 2019/2020 academic year. This 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 10 on Schedule C of the 2019-2021 CBA, which is an annualized salary of \$43,912.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your direct supervisors are Meredith Chapman, Associate Director of Admissions, and Chad Ladue, Athletics Director.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Dean of Student Life recommends the third temporary appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for a one year term for the 2019/20 academic year, at an annual salary of \$47,891.

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 second temporary appointment of Angela Brice, to the full-time, 221-day, exempt appointment as Assistant Director of Student Life, for a one year term for the 2019/20 academic year, at an annual salary of \$47,891.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 #36

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALDEN TICONDEROGA

June 4, 2019

Angela Brice
5605 Sutton Road
Avon, NY 14414

Dear Angela:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you a temporary, full-time, 221-day exempt appointment as Interim Assistant Director of Student Life for a one-year period for the 2019-2020 academic year. This will be your third consecutive temporary appointment. Kim Irland, Dean of Student Life, will be your direct supervisor.

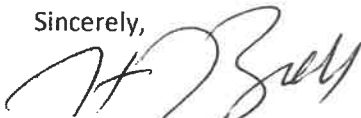
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Step 13 on Schedule C of the 2019-2021 CBA, which is an annualized base salary of \$47,891.

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

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 June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Kirana LaVallie, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$43,912.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Kirana LaVallie, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$43,912.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 | #37

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

June 5, 2019

Kirana LaVallie
147 Pine Springs Drive
Ticonderoga, NY 12883

Dear Kirana:

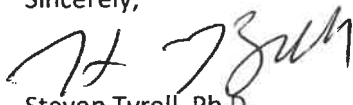
Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Nursing Instructor for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your department director and immediate supervisor is Sandra Gothard, Nursing Program Director. Your area supervisor will be the Vice President for Academic Affairs.

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 10 on Schedule C of the 2019-2021 CBA, which is \$43,912. Your per-diem rate based on 164 days is \$267.76.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Ticonderoga.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of Luke Hudak, to the full-time, 190 day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2019-2020 academic year at an annual salary of \$45,239,

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 Luke Hudak, to the full-time, 190 day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2019-2020 academic year at an annual salary of \$45,239.

This position is budgeted for the 2019-2020 academic year. 50% of salary and benefits will be grant funded. The remainder will be hard funds.

In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019-2020 academic year and will not be renewed.

June 27, 2019

2018/19 | ~~#~~38

Motion:

Seconded:

Action:



SARANAC LAKE . MALONE . TICONDEROGA

June 12, 2019

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 June 2019 meeting, I am pleased to offer you a temporary, full-time, 190-day exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2019-2020 academic year. Salary and benefits will be 50% grant funded. The Vice President of Academic Affairs will be your area supervisor. In addition, you will have a direct report located at Northern P-Tech.

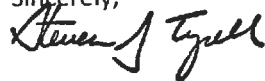
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Step 11 on Schedule C of the 2019-2021 CBA, which is an annualized base salary of \$45,239.

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

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

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, please sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel/payroll file

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the initial term appointment of Tana Hare, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$46,566.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the initial term appointment of Tana Hare, to the full-time, 164-day, exempt appointment as Instructor for the 2019/20 academic year, at an annual salary of \$46,566.

This position is currently funded in the 2019/20 operating budget.

June 27, 2019

2018/19 | #39

Motion:

Seconded:

Action:

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE . MALONE . TICONDEROGA

June 12, 2019

Tana Hare
757 St. Regis Ave
Bloomingdale, NY

Dear Tana:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Nursing Instructor for a one year term during the 2019-2020 academic year. Faculty members are expected to report on August 21, 2019. Your department director and immediate supervisor is Sandra Gothard, Nursing Program Director. Your area supervisor will be the Vice President for Academic Affairs.

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 12 on Schedule C of the 2019-2021 CBA, which is \$46,566. Your per-diem rate based on 164 days is \$283.94.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 28, 2019.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel/Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the President recommends the second temporary appointment of David St. Germain, to the full-time, 164-day, exempt appointment as Coordinator of Strategic Academic Initiatives / Business Instructor, for a one year term for the 2019/20 academic year, at an annual salary of \$51,870.

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the second temporary appointment of David St. Germain, to the full-time, 164-day, exempt appointment as Coordinator of Strategic Academic Initiatives / Business Instructor, for a one year term for the 2019/20 academic year, at an annual salary of \$51,870.

This position is currently funded in the 2019/20 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2019/20 academic year and will not be renewed.

June 27, 2019

2018/19 #40

Motion:

Seconded:

Action:



SARANAC LAKE . MALONE . TICONDEROGA

June 17, 2019

Mr. David St. Germain
51 Helen St, Apt 5
Saranac Lake, NY 12983

Dear Mr. St. Germain:

Pending approval by the North Country Community College Board of Trustees at their June 2019 meeting, I am pleased to offer you a temporary, full-time, 164-day exempt appointment as Coordinator of Strategic Academic Initiatives / Business Instructor for the 2019-2020 academic year. Faculty members are expected to report to campus on August 21, 2019. Your area supervisor will be the Vice President for Academic Affairs. 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 position, your pay grade for this appointment is Step 16 on Schedule C of the 2019-2021 CBA, which is an annualized base salary of \$51,870. The per-diem rate for the 164 days is \$316.28.

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

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 June 28, 2019.

Sincerely,


Joseph Keegan
President

cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

- WHEREAS There is student interest in academic programming preparing them to pursue early childhood/childhood teacher education, and
- WHEREAS NCCC is prepared to add an early childhood/childhood teacher education concentration/advising track within the *AA Liberal Arts and Sciences – Humanities/Social Sciences* program, and
- WHEREAS doing so creates an opportunity for students interested in early childhood/childhood teacher education to begin their at NCCC and transfer onto early childhood/childhood teacher education programs, and
- WHEREAS the Humanities Department, the Social Sciences Department and the Vice President of Academic Affairs concur, and
- WHEREAS the Curriculum Committee and College Senate have given approval for NCCC to offer an early childhood/childhood teacher education concentration/ advising track within the *AA Liberal Arts and Sciences – Humanities/Social Sciences* program, and
- WHEREAS the President has reviewed the proposal and endorses the recommendation;

NOW, THEREFORE, BE IT

- RESOLVED that the North Country Community College Board of Trustees approves the submission of a program proposal to SUNY and NYSED for NCCC to offer an early childhood/childhood teacher education concentration/ advising track within the *AA Liberal Arts and Sciences – Humanities/Social Sciences* program.

2018/2019 | # 42

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:

**A.A. LIBERAL ARTS & SCIENCES:
EARLY CHILDHOOD/CHILDHOOD TEACHER EDUCATION TRACK
(HEGIS 5608.00)**



I. LIBERAL ARTS & SCIENCE (34-35 credits)	CREDITS	SEMESTER	GRADE
A. SOCIAL SCIENCE (12 credits)			
1. HIS 103 World History I or HIS 104 World History II	3		OWC/WC
2. HIS 151 U.S. History I or HIS 152 U.S. History II	3		AH
3. PSY 101 Introductory Psychology	3		SS
4. GEO 101 World Regional Geography	3		SS
B. HUMANITIES (15 credits) Note: ENG 100 does not meet Humanities requirement			
1. ENG 101 English Composition I	3		BC
2. ENG 105 Speech Fundamentals	3		BC
3. ART 106/ART 107/DRA 101/MUS 100 (Select one)	3		Hum
4. ENG 112 Literature Appreciation	3		Hum
5. Experiential Art: Any course on the list of SUNY-approved General Education courses that meets the requirement for Art ART 101/ART 111/DRA 133 recommended	3		A
C. NATURAL SCIENCE (7/8 credits)			
1. BIO 101 or BIO 102 or BIO 103/112	4		NS
2. EAS 100 or EAS 101	3/4		NS
II. TEACHER EDUCATION CORE (12 credits)			
CREDITS SEMESTER GRADE			
1. EDU 201 Foundations of Education (TP)	3		
2. MAT 121 Elementary Statistics	3		M
3. PSY 253 Child Psychology (TP)	3		
4. SOC 101 Introductory Sociology	3		SS
III. MAJOR/CONCENTRATION (Minimum 9 credits)			
CREDITS SEMESTER GRADE			
<i>Note: Students are required to concentrate in one of the following disciplines: Art, Biology, English, History, or General Science. See reverse side for specific courses that apply.</i>			
1.			
2.			
3.			
IV. GENERAL ELECTIVES (6 credits)*			
CREDITS SEMESTER GRADE			
Select any credit courses offered at the College (Note: ENG 100 & MAT 100 are General Electives)			
1.			
2.			
V. PHYSICAL HEALTH (2 credits)			
CREDITS SEMESTER GRADE			
Select from: PED or HED courses			
1.	1		
2.	1		

Created: 10/19/18 jk; revised: 3/6/19 cs; revised: 3/7/19; revised 3/26/19 bdr

MINIMUM TOTAL CREDITS 63-64

Note: SUNY Plattsburgh and SUNY Potsdam require a minimum cumulative GPA of 3.0 in order to be accepted into the teacher ed program.

* If possible, Math for Elementary Educators is ideal for students, possibly through cross-registration. If need it at Potsdam, plan on an extra semester to complete program.

** Please note: a minimum grade of "C" is required for certification courses that are not designated as education specific courses, a "C+" or higher is required for all education (EDU/EDLS/EDUC) major courses.

AA Liberal Arts and Sciences: Childhood Education**Major/Concentrations**

Students in the *AA Liberal Arts and Sciences: Childhood Education* program are required to select an area of concentration to study that is above and beyond their teacher education program. Below are listed five areas that students may concentrate at North Country CC:

Concentration	Courses to Select From	Where Applied	
ART	ART 101 Drawing I ART 104 3D Design ART 106 Art History Survey: Prehistoric to Gothic ART 107 Art History Survey: Renaissance ART 111 Design	Select one as Experiential Art Gen Ed Requirement and →	Select additional 2 courses in Major/Concentration area
BIO	BIO 101 Principles of Bio I BIO 102 Principles of Bio II CHE 101 General Chem I CHE 102 General of Chem II	Select one as Natural Science w/ Lab Requirement and →	Select additional 2 courses in Major/Concentration area
ENG	ENG 101 English Comp I ENG 102 English Comp II ENG 108 Creative Writing ENG 129 Poetry ENG 205 Poetry Writing HUM 246 World Mythology	ENG 101 and ENG 102 required for degree; select additional for HUM requirement and →	Select additional 2 courses in Major/Concentration area
HIS	HIS 103 World History I HIS 104 World History II HIS 151 US History I HIS 152 US History II HIS 1XX West Civ I HIS 1XX West Civ II	HIS 103/104 and HIS 151/152 required for degree and →	Select additional 2 courses in Major/Concentration area
General Science	BIO 101 Principles of Bio I BIO 102 Principles of Bio II CHE 101 Principles of Chem I CHE 102 Principles of Chem II PHY 101 Principles of Phys I PHY 102 Principles of Phys II	Select one as Natural Science w/ Lab Requirement and →	Select additional 2 courses in Major/Concentration area



Monthly Marketing and Enrollment Report- July 2019

Following is a summary of Marketing and Enrollment report for Fall 2019. Two key indicators, applications and admits are tracking well compare to last year this time. Total number of applications are neck to neck to last year's numbers and admits are up by 14%.

****Compared with 6/13/2018 prior year**

Current Year: 2019

Data Date: 6/12/2019 *Rough estimate based on available data in CAMS

	Fall 2011 YTD	Fall 2012 YTD	Fall 2013 YTD	Fall 2014 YTD	Fall 2015 YTD	Fall 2016 YTD	Fall 2017 YTD	Fall 2018 YTD	Fall 2019 YTD	Fall 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2015 Final	Fall 2015 Final	Fall 2016 Final	Fall 2017 Final	Fall 2018 Final
Fall Applications (YTD)	1,688	1,656	1,481	1,647	1,647	1,540	1,602	1,474	1,496	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802
Deposits	429	466	341	409	416	382	362	329	313	449	479	351	481	472	533	451	405
Admits	651	621	644	689	604	621	617	533	615	696	653	771	797	694	762	724	522
Wait List (Nursing, RAD)	26	3	24	56	75	63	62	37	64	27	4	24	38	63	39	59	17
Other Application Status	0	251	31	139	0	0	0	0	0	16	253	32	3	1	3	0	0
Received Applications Pending Review	1	4	6	21	9	19	12	18	9	2	4	9	1	24	7	4	8
Incomplete Applications	116	182	339	273	407	305	336	523	372	170	217	390	14	233	342	322	597
Application Withdrawn	123	110	74	56	129	37	33	30	121	131	109	76	581	181	68	74	237
Inactive Application	0	0	0	0	0	111	177	1	1	0	0	0	0	0	167	260	12
Application Rejected	342	19	22	4	7	2	3	3	1	352	21	20	6	214	6	4	4
Registered First Time, Transfer and Readm	0	0	0	0	0	0	0	0	*267	628	640	510	575	469	443	456	426

**continuing students filtered from total*

College Bridge Conversion –

Current seniors in Bridge classes: 510

CB seniors who applied to NCCC: 137

CB Admitted: 128

CB Registered: 51

Additional Bridge Program Initiatives

As I shared in May report, we have also begun monitoring Bridge Program (high school seniors taking NCCC credit bearing courses at their high schools). This will be a good benchmark going forward to track how many students we attract from this program and how we can increase the numbers. We are reaching out to counselors in 30 schools with NCCC gift and a letter to prompt NCCC.

- 1- We are preparing a flyer to showcase the financial benefit of Bridge program. It will be shared with prospective parents and students
- 2- A video production for students and parents
- 3- Bridge website is being updated before the end of the HS academic year
- 4- Most Bridge work is now focused on the 2019-2020 school year, both in planning coursework and in terms of how to retain Bridge students as NCCC students
- 5- A letter from Sarah Maroun, Associate Dean of Academic Affairs is being delivered along a gift to 27 Bridge program partner high schools.

Re-Branding

I am please to share the new brand and logo of NCCC. AdWorkshop (now Workshop) was commissioned in 2018 to undertake this branding project. They worked with college community and presented the logo in May. It was shared with the President's Cabinet, College Senate and sent out to the entire community by Senate Chair, Professor Sarah Kilby. The final version of the logo was reviewed on Monday June 6 and approved by President Tyrell. A statement about rebranding, timetable for implementation, and overall budget is shared along with this report. We believe that this new logo will refresh NCCC brand and will assist with recruitment.



LOGO
STUDIES



ADULT LEARNERS RECRUITMENT

Traditionally, NCCC has recruited first time high school graduates from three counties of Franklin, Essex, and St Lawrence. The number of high school graduates are dropping due to demographic shifts and birth rates.

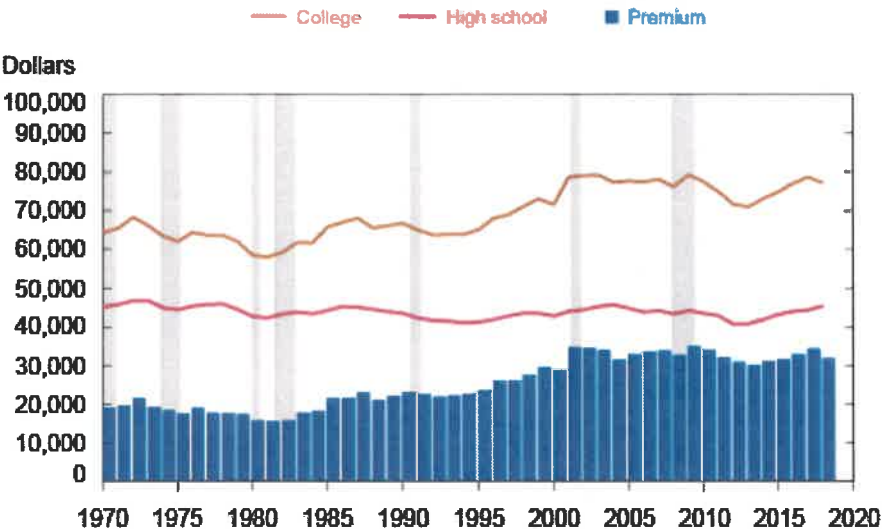
Adult recruitment is different from recruiting high schoolers. High school students are captive audiences and by visiting their schools and emails we capture almost all of them, who are attracted to NCCC due to two primary factors, affordability and proximity. In other words, recruiting high school students is a low hanging fruit, but that population is not growing. NCCC will not be able to grow enrollment on this single strategy regardless how much resources it dedicates. Therefore, NCCC has shifted its strategy to also appeal to adult learners, who are looking to earn college degrees, advance their careers, and improve their earning potential. Adult learners defined as anyone who is 24 year or older. This group is making the bulk of students, who are returning to college to obtain a degree and advance their careers. NCCC now has developed marketing collaterals and hired a full-time recruiter, who is focused on recruiting adults.

As of Fall 2019 approaches, NCCC Admissions Office is considering dedicating more time and efforts to recruiting adult learners while continue to attract traditional first-time high school graduates. Therefore, the one-time Fall recruitment is being shifted to year-round recruitment with newly minted all online programs in Business Administration and Liberal Arts delivered in

7.5 weeks format. Also, NCCC is partnering with local organizations to offer courses and programs at their sites as we have done with St. Joe's and Mohawk tribe.

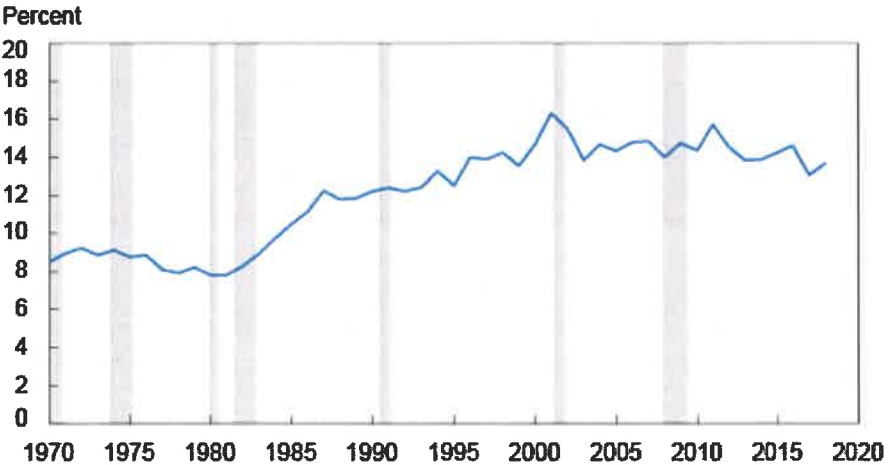
Following two charts show that the college wage premiums remains substantial for people with college degrees.

The College Wage Premium Remains Substantial



Sources: U.S. Census Bureau and U.S. Bureau of Labor Statistics, Current Population Survey, March Supplement; U.S. Bureau of Labor Statistics, Consume Price Index.
 Notes: Dollar figures are expressed in constant 2018 dollars. Shaded areas represent periods designated as recessions by the the NBER.

The Return to College Is Still High



Sources: U.S. Census Bureau and U.S. Bureau of Labor Statistics, Current Population Survey, March Supplement; U.S. Department of Education; and The College Board.
 Notes: Shaded areas represent periods designated as recessions by the NBER.

Both charts are from an article published by Inside Higher Ed on June 10, 2019 titled New data Shows that Economic Value of Earning a bachelor's degree Remains High.

Additional Adult Recruitment Initiatives

Amy Tuthill, who joined NCCC as Associate Director for Adult Recruitment has been very active in the community. Following is a list of her outreaches since April 29:

- North Country Chamber of Commerce Business Expo
 - Met with Kent Backus, VP & Regional Manager for Community Bank in Clinton, Essex, & Franklin Counties. He will distribute an electronic flyer to his staff.
 - Spoke with representatives from Champlain National Bank, Westelcom, and members of the public.
- Community Bank, NA
 - Will meet with Community Bank HR representative in Canton during the week of June 24th. We'll talk about opportunities to assist with employee training and succession planning.
- Joint Council for Economic Opportunity of Clinton and Franklin Counties (JCEO)
 - Met with CEO, Bruce Garcia. He will distribute our information to his program directors for dissemination to their clients and staff.
 - Will be attending their September all-staff meeting to give a presentation to his team.
 - He's very interested in the St. Joe's option for some of his staff on the southern end of Franklin County.
 - Bruce will bring NCCC's name forward as a potential member of North Country Thrive
- Essex County Workforce Development Meeting, June 9th
 - Selina, David, Jane, and Amy met with representatives from Workforce Development, Access VR, Essex County Personnel as part of a roundtable discussion regarding the need for trained applicants and employees.
- Contacted VA, waiting for quote on RONA list
- Working with NCCC staff members to update the Department of Defense Memorandum of Understanding (DoD MOU), it is currently set to expire on September 5, 2019.
- Met with James Button, COO of Citizen Advocates, along with four of his staff members on June 11th. They are interested in duplicating the St. Joe's program (see below) to offer opportunities to employees on the Northern end of the county. They would offer space to employees from outside agencies to attend.
- Akwesasne Initiative
 - Attended first Advisement and Registration event on May 30th, we had 4 people stop by. The next event is July 13th.
- Ticonderoga Business Administration Degree Initiative
 - Met with Carol Calabrese/Matt Courtright, planning Launch Party in July for Ti program

- Sent informational letters to Essex County Supervisors with Tri-fold created for the program
- Made initial contact with representative from radio media company from Vermont. More details to develop.
- St. Joseph's
 - Ongoing discussions regarding the delivery of a Human Services degree on-site, we continue to reach out to local organizations to join
 - Visiting the St. Joe's Veteran's Program on Monday, June 17th at 9:15 am.
- Attended Hospital College Fair
- Signed up for Veteran Weekend in St. Regis Falls in August, will be meeting with organizer on Thursday, June 13th to begin planning NCCC's role in the event.
- In the process of joining the Council for Adult and Experiential Learning (CAEL).

St Joseph Initiative

We have developed a joint program with St. Joseph treatment center. Our initial attempt to start in summer did not pan out. Now, we have shifted gear and will push to start a program in Fall 2019.

Through this unique partnership, employees of St. Joseph's can begin or return to school to pursue an associate degree in Human Services at little to no cost. Here are some of the details:

- The St. Joseph's Tuition Assistance Program can cover 50 percent of employees associated costs of education, or up to \$5,000 annually.
- As a matriculated student at NCCC, employee may be eligible for tuition assistance.
- The program features a hybrid-style learning model. employees will attend one class at St. Joseph's as part of one work day a week, and one class on Saturday mornings at our Saranac Lake campus.
- Students will participate in both classroom and online coursework.

Marketing Saint Regis Mohawk Tribe's Territory Courses

Two classes will be offered in Fall 2019

2. A unique web page is in the works
3. Ads will be placed in the Indian Times
4. The tagline "Begin Your Higher Education Journey At North Country Community College" will be used
6. We will create and place flyers in strategic locations

7. An instant admit day in May was offered. Two more dates have been set – June 13, 2019 and July 25, 2019.

10. The population is 18,000 and we have been given permission to market this program to the surrounding communities so that they may take advantage of the opportunity to join the classes. We will conduct an email campaign with the NRCCUA list for Malone.

Fairs and High School Visit- Completed

Sorry for small print, but this is the only way to fit the report to this report. However, this information can be requested and will be emailed to you.

Fair	location	date	time	rep	cost	RSVP	meal	notes	approx #	Inquiries	Summary	
Green Mountain College Trg	GMC	13-Feb	all day	S.Maroun	\$0	YES	NONE	Adventure Education	unknown			
NCCC Job Fair	NCCC	6-Mar	12-4pm	Romeo/Clayton	\$0	YES	NONE		unknown			
SUNY Counselor Forum	NYC	13-Mar	all day	Chapman	\$0	YES	NONE	NYC School Counselors ONLY- no students			Spoke with approximately 35-40 counselors. They were excited about Residence Life, availability of Honors Scholarships and Nursing programs.	
College 101	Clinton CC	20-Mar	9am-noon	Gebhardt	\$75	YES	NONE	CC Panelist	50	7	About 225 Juniors bussed in from 8 Clinton County HS's & 1 Essex County HS. Most asked about academic programs: teacher ed (pk-6), environmental science/forestry, computer graphics & design/animation, Allied Health (Nursing)	
BMCS Career Fair	BMCS	20-Mar	9am-2pm	Clayton	\$0	YES	NONE	grades 4-12	120	11	4-12th grade. Consistent traffic. Each student had to ask questions from a questionnaire. Had one student apply.	
Gateways to Careers	SUNY Canton	20-Mar	8am-noon	Romeo	\$0	YES	NONE	Juniors/Seniors	35	2	Students were looking for resume review and interview practice	
Plattsburgh HS College & Ca	Plattsburgh HS	21-Mar	9-11am	Chapman	\$0	YES	NONE	bring swag	75-80	2	Grades 9-10 in the first hour. Lots of traffic at the table, good conversations about college readiness, students took lots of information. Grades 11-12 in the second hour. Seniors were less engaged than they should be, Juniors stopped by with questions about nursing, rad tech and early childhood education.	
Ticonderoga Career Fair	Ticonderoga HS	27-Mar	12-45-3pm	Clayton	\$0	YES	NONE	grades 4-12	120	0	A lot of students, but most Juniors and seniors seemed uninterested due to the fact that NCCC Ticonderoga is right next door. 8th and 9th graders asked a lot of questions.	
Head, Hands, Heart Day	CVPH-Plattsburgh	27-Mar	2-7pm	Gebhardt	\$0	YES	NONE	bring bags		15	1 app	Non-traditional students (employees at CVPH), receive stipend for continuing education- most looking for online/evening/weekend programs to advance in health care.
SUNY College Fair	UAlbany	31-Mar	1-3:30pm	Romeo	\$0	YES	NONE	SUNDAY EVENT		12	3 scans	Spoke to 12 students and their families, mostly Juniors. Scanned 3 barcodes, some students interested in RN and IT, some interested in Environmental transfers to PSC. May contact me for tours
Herkimer Counselors Assoc	Herkimer	01-Apr	9:30am-noon	Clayton	\$50	YES	NONE	bussing in JUNIORS		100	3	6 schools brought their Juniors and some sophomors. Even though there were bigger colleges, there was definitely interest from this area. Was next to Paul Smith's and a lot of kids approached them as well.
Champlain Valley College F	Champlain Valley U	08-Apr	11:30am-1:30pm	Clayton	\$50	YES	lunch	half-table		120	3	a lot of students mostly Juniors, seemed to head to the tables they were definitely interested in. Heads down to there paper with the list of the schools. Some student interest tough competing with Syracuse and Plattsburgh.
Northeast Kingdom College	Northern Vermont	08-Apr	6:30-8pm	Clayton	\$75	YES	NONE		60/75	1		This was by far the worst of the week. Kids didn't seem to have the time to stop and speak with each school. Was a mad dash.
Central Vermont College Fa	Vermont Technical	08-Apr	9:30-11:30am	Clayton	\$45	YES	NONE			100	2	3 schools of sophomores and Juniors. Asked great questions. A lot of fliers, cards taken not many filled out.
CV-Tec Mineville Open Hou	Mineville	09-Apr	6-7:30pm	Chapman	\$0	YES	NONE		25 total, 5 students	0		The spring open house is not well-attended at CVTCL. Spoke with some graduates and some current HS Juniors in College Bridge classes.
Rutland Area College Fair	Castleton Universi	10-Apr	9-11am	Clayton	\$45	YES	NONE	half-table		150	6	This was a good fair, a lot of the students seemed to be putting there efforts into the large schools or specific majors (vet tech) Definitely worth the time. Interest in Nursing Rad Tech
Corinth College & Career Fa	Corinth HS	18-Apr	10:45am-2pm	Romeo	\$0	YES	NONE	Invite rec'd 4/10			0	spaced out times for different grades. We saw students ranging from grades 9 to 12. Most were just browsing and taking pens from everyone's tables. No inquiries, spoke to 7 students who had questions from a form they were walking around filling out.
College & Career Night	SUNY Oswego	24-Apr	6:30-8pm	Romeo	\$60	YES	dinner: 5:30-6:15pm				0	open to local schools, of the students I spoke to they were 10th and 11th grade. No inquiries spoke to 4 students
Adirondack School Counsel	ACC (Northwest Ba	30-Apr	6-8pm	Romeo	\$85	YES	dinner: 4:15-5:30pm					
AMC Education Day	AMC: Saranac Lake	07-May	5:30-7:30pm		\$0	YES	NONE					
CV-Tec Career Showcase	Clinton CC	21-May	all day		\$0	YES						

Attachments:



WORKSHOP

Rebranding and Brand Strategy

Why do organizations such as North Country Community College create a brand strategy?

Brand strategy gives focus and direction to brand management, and provides the platform that enables management and marketing to gain consistency in all their brand-related activities.

A brand platform is created and defined by drawing from consumer research and meetings with key stakeholders. Once the overall objectives are established, specific strategies are delineated for achieving those overall objectives. The qualities and characteristics that make the organization unique, as well as weaknesses to overcome, are then outlined to demonstrate what the organization is able to offer in the marketplace.

Through brand management, an improved and more precise understanding of North Country Community Colleges operating environment, customers and competitors is revealed. By evaluating opportunities and threats, discerning who the customer is and what their needs are, and looking at their activity in the marketplace, a concise brand strategy will be developed.

In short, strategic branding leads to strong brand equity, which provides added value to services and offerings.

What does branding do for the institution? How much time does it take?

By influencing the perception of your brand, you are influencing the perception of your value. Increased value of North Country Community College will help increase enrollment over time. **Building brand equity takes time and it shouldn't be expected that increases in enrollment will happen immediately.** Communicating the value that NCCC has to offer (amazing instructors, affordability, proximity) will happen immediately, but changing the audience's perception of the college takes time! It took Coca-Cola over 50 years to get their core message (happiness) down to one word and in the mind of the consumer. Volvo (safety) took just as long.

What does re-branding look like?

Rebranding is process that begins with consumer and key stakeholder research, and ends with creation of a modern brand that will communicate North Country Community College's value to its audience. A brand is more than a logo, and it consists of many elements that we hope the entire college staff and community can get behind including:

- Consumer Personas
- Brand Platform (Mission, Vision, Values)
- Verbal System (Audience Specific Messages, Taglines, Copy)
- Visual System (Logo, Colors, Typeface, Layout, Imagery)

Following the research phase, we update some or all of your brand elements. In North Country Community College's case, we have found a need to define your consumer profiles, and modernize your visual and vocal elements. Your Mission, Vision and Values stand strong and are in line with what we feel needs to be communicated so these elements won't change.

Our primary goal when rebranding is creating more value for NCCCs audience and communicating that value internally so that the staff and community have something they feel they can stand behind.

Respectfully submitted,

Alex Parnia, Ph.D.
Interim Vice President of Marketing and Enrollment
NCCC

Matt Robert
Account Executive
Workshop



Branding project- Financial Investment

The AD Workshop Contract for rebranding research and preparation of new logos, messages, etc. was **\$45,000**. It was paid out of 2017-18 budget (30,000) and 2018-19 budget (\$15,000).

This is extremely reasonable cost given that marketing firms will charge anywhere from \$90,000 to \$150,000 for a project with this broad scope. Workshop conducted interviews, surveys, face to face meetings, telephone interviews Etc. with more than 800 stakeholders. They presented NCCC with 60-page report, which provided valuable information and we have learned valuable information including interaction with faculty and overall quality of NCCC. This is a good example of a learning organization, where the information is shared and NCCC can reframe its messaging going forward.

Commercials and radio spots – College budgets for this on an annual basis. Therefore, this an annual expense so no additional costs will be uncured with inserting new messaging... \$0 additional costs

Social Media – Re-messaging in social media no cost. We annually budget for social messaging - \$0 additional costs

Print Media & Publications – NCCC redesign them annually with updates and new messaging – in the annual budget - \$0 additional costs

Letterhead – There is little letterhead purchases done by NCCC. Most letterheads are stored and used electronically as needed - \$0 additional costs

New Physical Signs on the campuses – We project redoing signs at entrances and throughout the three campus will cost **\$25,000** –

I must assert that the cost to do this rebranding initiative was incredibly low and a bargain. I would argue that the future costs of new physical signs at \$25,000 is miniscule in comparison to what a rebranding project has cost at other institutions. This also is providing us with an opportunity to update our road signs in the Town of Saranac and roads leading to the town on Route 3 and 86.

Total cost for the rebranding project is estimated at **\$70,000** of which **\$45,000** has been expended in current and prior year's budgets. We estimate that replacing the signs at SL and two centers might cost \$25,000, which will be spread overtime.



NCCC Branding Implementation Checklist

Brand Asset	Responsibility	Due Date	Cost
Brand Standards			
Market Research	Workshop	DONE	N/C
Logo Library and Guidelines	Workshop	13-Jun	N/C
Color and Typography Guidelines	Workshop	13-Jun	N/C
Target Audience Profiles	Workshop	21-Jun	N/C
Key Messages	Workshop	21-Jun	N/C
Tagline/Slogan	Workshop	21-Jun	N/C
Brand Voice	Workshop	21-Jun	N/C
General/Operations			
Business Cards	NCCC	21-Aug	N/C
Letterhead	NCCC	21-Aug	N/C
Email Signatures	Don	21-Aug	N/C
Business Envelopes	NCCC	21-Aug	N/C
Signage (Internal and External)	Workshop	15-Oct	Estimated
Malone	Workshop	16-Oct	Estimated
Ticonderoga	Workshop	17-Oct	Estimated
Saranac Lake	Workshop	18-Oct	Estimated
Uniforms/Apparell	Workshop	21-Aug	Estimated
Promotional Items (pens, t-shirts)	Meredith	21-Aug	N/C
Certificates and Awards	Meredith	21-Aug	N/C
Telephone Greetings/Messages	NCCC	21-Aug	N/C
Marketing/Communications			
Website and Intranet	Don	21-Aug	N/C
Email Marketing Template	Meredith	21-Aug	N/C
Billboards	Workshop	21-Aug	N/C
Social Media:		21-Aug	N/C
Facebook	Chris	21-Aug	N/C
Instagram	Chris	21-Aug	N/C
Twitter	Chris	21-Aug	N/C
LinkedIn	Chris	21-Aug	N/C
Youtube	Chris	21-Aug	N/C
Print/Digital Collateral	Workshop	21-Aug	As Needed
Veiwbook	Workshop	30-Jun	Estimated
Brochures	Workshop	21-Aug	As Needed
Folders	Meredith	21-Aug	As Needed
Digital Banner Ads	Workshop	21-Aug	As Needed
Print Ads	Workshop	21-Aug	As Needed
Video Ads	Workshop	21-Aug	As Needed
Direct Mailers	Workshop	21-Aug	As Needed

Press Kit	Chris	21-Aug	N/C
Tradeshow Materials	Meredith	21-Aug	\$5,000
Legal/Finance			
Contracts	NCCC	21-Aug	N/C
Check Formats	NCCC	21-Aug	N/C
Invoice Templates	NCCC	21-Aug	N/C



**North Country Community College
President's Report to the Board of Trustees
June 27th, 2019**

Greetings to you all and thank you for the opportunity to serve the College in this new capacity. I am honored to be entrusted with this position and look forward to our work together to continue to advance the College. North Country Community College has been and continues to be a bright spot in our communities and I am thrilled to be part of a team to lead the way into our next fifty years of existence!

Please find a brief update on items from our area here:

*** Campus and External Relations**

As part of my first few weeks in my new position, I am making a concerted effort to visit every employee who is on-campus and pay my respects. I will continue to do that as the summer unfolds. In addition, over the last couple of weeks, there were a few off-campus connections that we made that may be interesting to you including:

Date	With	Location
6/6/2019	Franklin County Legislators' Meeting	Malone, NY
6/9-6/12/2019	NYCCAP and SUNY President's Meeting	Albany, NY
6/12-6/14/2019	SUNYCUAD Conference	Saratoga Springs, NY
6/17/2019	Essex County – College Budget Presentation	Elizabethtown, NY
6/17/2019	ADK Daily Enterprise Interview	Saranac Lake, NY
6/19/2019	Essex County – Exploring Water/Wastewater Operator Education and Training Needs	Elizabethtown, NY
6/20/2019	Franklin County – College Budget Presentation	Malone, NY
6/20/2019	Malone Telegram Interview	Malone, NY
6/24/2019	Multiple Measures Placement Workshop	Albany, NY
6/25/2019	Meeting with Garry Douglass (North Country Chamber of Commerce) and Ray DiPasquale (Clinton CC President)	Plattsburgh

*** 19-20 College Budget:**

- A team of folks met with the Essex County Supervisors' Ways and Means Committee on June 17th and with the Franklin County Legislature (including a public hearing) on June 20th to present the College's 19-20 budget. Bob Farmer did a very fine job presenting the budget and highlighting the recognition we received from SUNY on our healthy fund balance, as well as the incredible value and low debt that the average North Country student has annually.

*** 19-20 Enrollment:**

- Alex and his team have been working with partners across the College to add some novel recruitment approaches, particularly for adult students.
- The Second Chance Pell award for 19-20 was approved by the US Department of Education.

*** Collective Bargaining Agreements:**

- Steve led a team that visited both Essex and Franklin Counties to present the NYCCAP CBA 2019-21. The contract was approved and signed by both counties as of June 17, 2019. Many thanks to all who participated in the process!

- The CSEA CBA is with the CSEA membership for what we hope is their ratification. If approved, we anticipate bringing it to the counties for their review over the next couple of weeks.

* **Staff Appointments:**

- The VP for Enrollment Management search committee is wrapping up their work. We are expecting to have finalists for the VP of Enrollment Management position on campus these next few weeks. Many thanks to all those who have served on the search committee for their work!

* **SUNY/Professional Development:**

There were two SUNY meetings/conferences that I was fortunate to attend:

- *SUNY CC President's Meeting:* On June 9th-10th, Steve Tyrell and I attended the SUNY Community College President's Meeting in Albany. It was an opportunity to network with colleagues in the community college sector, learn about issues and items related to community colleges and hear from SUNY, including Vice Chancellor Johanna Duncan-Poitier.
- *SUNY President's Meeting:* On June 11th, Steve and I attended the SUNY President's meeting at SUNY central where we heard from Chancellor Johnson as well as members of her cabinet on several topics from enrollment, to legal affairs, to budget. The meeting was also an opportunity to bid farewell to the SUNY Board of Trustees Chair, H. Carl McCall, and several presidents who were leaving/retiring, including our own Steve Tyrell.
- *SUNY CUAD:* On June 12th-14th, Diana Fortune and I attended the annual conference for SUNY Advancement Directors in Saratoga Springs. The conference focused on topics related to the foundation/advancement and was very helpful at beginning to better understand the role of advancement in the community college setting. Many thanks to Diana for a) sponsoring my attendance, b) serving as my guide through what was unknown territory, and c) for being incredibly helpful in meeting several of her colleagues.

Once again, thank you for this new opportunity to serve the College and our students!

Respectfully submitted,

Joe

NORTH COUNTRY COMMUNITY COLLEGE

RESOLUTION

WHEREAS the current CSEA contract expires August 31, 2019,
and

WHEREAS CSEA, the collective bargaining unit and the College
administration have engaged in
negotiations in 2018-2019; and

WHEREAS a tentative agreement (attached) was reached
between the parties on June 12, 2019; and

WHEREAS the NCCCAP membership voted to accept the
proposed agreement on June 18, 2019; and

WHEREAS the proposed tentative agreement pending approval
by the College and the two co-sponsoring counties
will become effective September 1, 2019 through
August 31, 2022,

NOW, THEREFORE, BE IT

RESOLVED that the Board of Trustees of North Country
Community College hereby approves the NCCCAP
contract with the terms of agreement effective
September 1, 2019 through August 31, 2022.

June 27, 2019

2018-19 | #41

MOTION:

SECOND:

ACTION:

6/12/19

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN THE
BOARD OF TRUSTEES
of the
NORTH COUNTRY COMMUNITY COLLEGE
AND THE
CSEA, Inc. Local 1000 AFSCME, AFL-CIO
NORTH COUNTRY COMMUNITY COLLEGE UNIT 6810
ESSEX COUNTY LOCAL 816**

The September 1, 2016 through August 31, 2019 Collective Bargaining Agreement by and between the parties is hereby modified as follows except modification of dates where applicable. The Memorandum of Agreement is subject to ratification/approval of the Board of Trustees of the North Country Community College, the legislative bodies of the County of Essex and the County of Franklin and CSEA. Members of the bargaining teams hereby affirm their support for the ratification/approval of this Memorandum of Agreement.

1. Term of Agreement – 3 years

September 1, 2019 – August 31, 2022

2. ARTICLE XIII - Salary

13.1 a) Full-Time Employees

Effective September 1, 2019 – 2.85%

Effective September 1, 2020 – 2.85%

Effective September 1, 2021 – 2.85%

13.1 b) Part-Time Employees

Effective September 1, 2019 - \$0.30 per hour

Effective September 1, 2020 - \$0.30 per hour

Effective September 1, 2021 - \$0.30 per hour

13.4 Longevity

Modify to provide that effective September 1, 2020, any full-time employee shall be entitled to the following longevity payments:

<u>Years Completed</u>	<u>Total Amount</u>
10-14	\$750
15-19	\$1,000
20 or more years	\$1,500

3. ARTICLE IV – Association Recognition/Status

4.1 a) Update titles as necessary.

4.2 Dues Deduction. The College ~~agrees to deduct from the salaries of its employees Association dues, as said employees individually and voluntarily authorize, and to transmit said monies promptly to the Association. shall deduct from the wages regular membership dues and other authorized deductions for those employees who have signed dues deductions~~

6/12/19

authorization cards and remit dues payments to CSEA, Inc., 143 Washington Avenue, Albany, New York 12210 at the end of each month.

- 4.3 ~~The Association shall be accorded the benefit of the "Agency Shop" legislation enacted by the 1976-77 Legislatures of the State of New York as may heretofore and hereafter be amended.~~ The Association indemnifies and holds harmless the College, its agents, representatives and/or its designees against any and all claims, costs, suits, or other forms of liability and all court costs arising as a result of deductions taken out of employee wages by the College in accordance with the terms of this Agreement.
- 4.4 ~~The total annual CSEA membership dues and agency fees for the Association shall be deducted bi-weekly in equal installments.~~
- 4.5 ~~The College shall, monthly, transmit the dues and agency fees deducted to the Association at the end of each month.~~
- 4.7 Payroll Deduction. Employees may authorize, in writing, personal payroll deductions for the purchase of U.S. Savings Bonds, tax deferred annuities, credit union and IRA's, where applicable and other authorized deductions all subject to computer capacity. U.S. Savings Bond deductions shall be in exact bond denominations.

4. ARTICLE VII – Holidays

- 7.2 a) Part-time employees regularly scheduled to work in excess of twenty-five (25) hours per week shall receive the above holidays.

5. ARTICLE VIII – Vacations

- 8.4 A ~~Holidays~~ recognized holiday which falls during an employee's vacation period shall not be ~~considered~~ charged as a used vacation day.

6. ARTICLE X – Health and Life Insurance Plans

- 10.2 c) ii) a Flexible Spending Account (FSA) whereby employees could place pre-tax dollars into an account which would be used for qualified medical expense (unreimbursed medical expenses) as allowed under Section 124 of the IRC ~~(minimum of \$8.00 per month and maximum of \$250 per month)~~ with the employee being permitted to roll over up to \$500 from year to year as permitted by the IRC;
- 10.2 c) iv) full buy-out whereby the College will offer ~~\$750~~ \$1,500 annually for those who opt completely out of the individual benefit and ~~\$1500~~ \$3,000 annually for those who opt completely out of the family benefit and no longer have health insurance coverage through the College (pro-rated for each month out). The payment for said benefit will be made to employees in the first full pay period in December.
- 10.6 Solstice Dental. All Bargaining Unit members and all other benefit eligible College employees and their dependents (family coverage) ~~who may~~ elect to enroll in dental coverage must participate in a designated with CSEA Employee Benefit Fund Solstice Dental Plan at their own expense through payroll deduction and on a pre-tax basis, as permissible under law, and as such plan is available through CSEA. This coverage will commence with the effective date of this contract.

Effective September 1, 2019, bargaining unit members and all other benefit eligible College employees may elect to be covered under the Employee Benefit Fund's (EBF) Retiree Dental Plan in retirement at their own expense by making payments directly to the CSEA

6/12/19

Employee Benefit Fund, provided that the coverage election is made in writing to the EBF within ninety (90) days after the employee's retirement from the Employer.

10.7 Solstice Vision. All Bargaining Unit members and all other benefit eligible College employees and their dependents (family coverage) may elect to enroll in vision coverage with CSEA Employee Benefit Fund Solstice Vision Plan at their own expense through payroll deduction and on a pre-tax basis, as permissible under law, and as such plan is available through CSEA. This coverage will commence with the effective date of this contract.

Effective September 1, 2019, bargaining unit members and all other benefit eligible College employees may elect to be covered under the Employee Benefit Fund's (EBF) Retiree Vision Plan in retirement at their own expense by making payments directly to the CSEA Employee Benefit Fund, provided that the coverage election is made in writing to the EBF within ninety (90) days after the employee's retirement from the Employer.

7. ARTICLE XII – Miscellaneous Provisions

12.5 The College shall provide an overtime meal allowance to all employees of ~~three dollars (\$3.00)~~ five dollars (\$5.00) for every block of three (3) hours of overtime worked where such work is continuous with the regular workday. Employees must submit a voucher and receipt to be entitled to such meal allowance.

8. ARTICLE XV - Discipline

15.1 All non-probationary employees in the bargaining unit shall be accorded the same rights that competitive employees receive under the provisions of Section 75 of the Civil Service Law as it relates to removal, suspension and discipline except that adverse written documents such as written warning notices and written reprimands may only be challenged under the grievance procedure. Any employee in the bargaining unit who is not represented by CSEA shall be responsible for his/her own defense costs and related expenses in the Discipline procedures.

9. ARTICLE XVI – Grievance Procedure

16.2 Grievance Procedure, Step III, paragraph E.

E. The costs for the services of the arbitration including expenses, if any, will be borne equally by the College and the Association if the employee is represented by CSEA and by the employee, individually, if the employee is not represented by CSEA.

Accepted and Agreed:

For CSEA:

For North Country Community College:

Dianna Dudley 6/12/19
Dianna Dudley, Unit President

Dr. Steven Tyrell
Dr. Steven Tyrell, President

Maggie Willett 6/12/19
Maggie Willett, Unit VP

Terry Dunlop

6-18-19

6/12/19

Terry Guynup, CSEA LRS

Date: _____

Date: _____

DRAFT

**North Country Community College
Board of Trustees**

2019-2020 Meeting Schedule

Friday, September 27, 2019 | 11:00 am

Friday, October 25, 2019 | 11:00 am

Friday, November 22, 2019 | 11:00 am

Friday, December 20, 2019 | **TENTATIVE**

Friday, January 24, 2020 | 11:00 am

Friday, February 28, 2020 | 11:00 am

Friday, March 27, 2020 | 11:00 am

Friday, April 24, 2020 | 11:00 am

Friday, May 9, 2020 | 11:00 am

Thursday, June 25, 2019 | 11:00 am – Summer Schedule

Thursday, July 30, 2019 | 11:00 am – Summer Schedule

Friday, August 28, 2019 | 11:00 am

Unless otherwise noted, all NCCC Board of Trustee meetings will be held in **Hodson Hall room 105 on the Saranac Lake Campus**. Video conferencing will be available for all meetings from both the Malone and Ticonderoga campus as needed. Please note, all NCCC Board of Trustees meetings are subject to change with notice.