



Board of Trustees Meeting Agenda

11:00 a.m. | Friday, October 29th, 2021

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

- I. Call to Order
- II. Approval September 24th, 2021 Minutes
- III. Liaison Reports
 - College Senate
 - NCCCAP
 - CSEA
- IV. College Reports
 - Board Chair
 - Interim Vice President for Academic Affairs
 - Vice President for Marketing & Enrollment Management
 - Interim Chief Financial Officer
 - Interim Associate Vice President of Student Affairs
 - President
 - Resolution | Foundation and Development Director Position
- V. Representative Reports
 - NCCC Association
 - NCCC Foundation
- VI. Old Business
- VII. New Business
- VIII. Public Comment*
- IX. Executive Session
- X. Adjourn

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

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

Topic: BoT | Public Session

Time: Oct 29, 2021 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting | <https://us02web.zoom.us/j/84012848839?pwd=TVlqeTFRUnptNndjVll5M2k2ajlKUT09>

Meeting ID: 840 1284 8839 | Passcode: 232106

One tap mobile | +16465588656,,84012848839#,,,,*232106# US (New York)



Board of Trustees Meeting Minutes | September 24th, 2021 | 11am
Hybrid Meeting: HH-105 & Zoom

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

Excused: Jerry Griffin, Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Dianna Trummer, Rob Rathbun, Chris Knight, Scott Harwood, Kim Irland, Kyle Johnston, Lee Susice

Board Chair, Steve Reed, called the meeting to order at 11:02 a.m.

Minutes

Pete Suttmeier made the motion to accept the August 27th, 2021 meeting minutes. Mary Irene Lee seconded the motion. The August 27th, 2021 meeting minutes were unanimously approved (7-0-0).

College Senate

Shir Filler reported:

- The recent Senate report was shared this morning with the Board.
- Shir noted the Administration is doing a lot to include everyone in its communications. The Senate decided to follow suit and share a list on what the focus will be this academic year. The Senate will continue to create minutes from the Senate and their committees and make them available for the College community.
- A small Task force will meet soon to create and review an employee email policy.
- The board spoke briefly about the shared report. There was discussion on the potential of consolidating committees.

NCCCAP

Lee Susice reported:

- Noted members of NCCCAP are working on better preparing students for College.
- Negotiation sessions with the Administration are continuing and going well.
- Members of the Board discussed reasons why students may be unprepared for the College experience. There are many factors to consider, and they will continue to identify and explore the students who can be helped.

CSEA

None

Board Chair Report

Steve Reed reported:

He along with Joe Keegan and Chuck VanAnden met with three candidates for the position of Foundation Director. There is anticipation that a decision will be shared with the College community the beginning of next week. Members of the committee were thanked for their hard work and dedication to this search.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Noted the perennial textbook issue and how to correct it in the future with incoming students. She shared that this particular issue is hard to address.

- Start of the semester, the College was able to maintain the on-campus classes. There was a shift from on-campus lectures to going remote. This predominately affected the nursing students, to avoid their inability to go to clinical. There was a small number of students unable to attend clinicals due to their hesitation on taking the COVID-19 vaccine.
- A walkthrough JMZ recently took place on the Saranac Lake and Malone campus to identify the needs of the nursing and science labs.
- Members of the board discussed the potential for an arts and graphics program; and the steps that would be involved. Advisory boards attendees have identified the need for students to graduate with this skillset.
- Members of the board discussed teaching in an asynchronous setting. Jessica Kemp spoke briefly of the benefits of attending a course with this design.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- The build of a new application process for the College is being designed and will be administered through SLATE. It will go for testing this weekend and will then go live on Monday. It is anticipated this new platform will save time for students so the focus can shift to those who need a more hands-on experience.
- Enrollment numbers are being finalized and a comparison review will be available in the coming weeks.
- Focus for next semester enrollment will commence soon.
- Members of the board spoke of the new brand for Athletics. A finalized set of logos are now available.

Interim CFO:

Erik Harvey reported:

- Erik noted there is no formal report this month due to closing out the academic year and preparing for the upcoming audit. A monthly report will be shared at the October meeting.
- He shared where the Fall 2021 enrollment numbers landed and how it has impacted the College. In and out of state numbers for Fall 2021 is currently 12% behind when compared to this time last year. There is notable risks with the persistent rate when looking into the Spring 2022 semester, there may be an impact in lost revenue. To date, new students coming to the College are down 7%, and returning student numbers are down 18%.
- The College's five-year plan is in the process of being updated. Review of the federal stimulus funds and how they can be incorporated into the budget is underway.
- Erik shared the student service fee and why the change was made; SUNY Board of Trustees is reviewing the plan. The members of the board discussed the reallocation of fees and its transparency for students.
- Erik volunteered to attend the next SGA meeting to help explain the fees.

Associate Vice President of Student Affairs

Kim Irland reported:

- The COVID-19 mandatory vaccination status was shared. There are 521 on-campus students fully vaccinated, out of total of 735 students. There are 42 students are in phase one of two doses, with the second dose scheduled. A few students have exemptions for a approved reasons. There are 2 medical accommodations, placing students on temporary vaccination exemptions. The board discussed the vaccination status as it was presented.
- Kim and Tara Smith are working together on addressing the required testing response.
- Kim extended her gratitude to Tara Smith and Sarah Maroun who tested up to 70 students last week on the Saranac Lake campus to get a clear picture of their student vaccination status.
- There was a brief discussion on mandates for students compared to the non-mandate for employees. Tara Smith shared that almost 90% of on-campus staff are fully vaccinated.

President:

Joe Keegan reported:

- Thanked the Board of Trustees their ongoing support.
- He shared the methods of tracking students who are adhering to the vaccination mandate. It has been a huge

lift to members of the Administration team. He extended his thanks to those involved.

- He highlighted the report that Erik shared regarding enrollment. He noted that 9 students withdrew from College due to the vaccination mandate. State funds awarded will help the College budget for a short term deficit.
- Stacie Hurwitch completed the board policies project, and they were shared with the board. She continues to find where updates need to be made and identify potential policies that are no longer relevant. A process is under construction to regularly review policies for their effectiveness and the need for potential updates.
- He touched on the rationalization for the change in student services fees.
- The JMZ scoping study continues. He shared the appropriation requests and changes in received grants. It is anticipated that bids will go out early 2022 for work to begin in Spring of 2022 as there are deadlines to meet to use the monies granted to the College. The board briefly spoke of the scoping study and how to use the funding to upgrade the nursing and science labs. There was discussion on who will take the lead on these projects.

NCCC Association:

- Kim Irland shared that there are 84 students living in the residence halls. They are all on meal plans.
- Dining operation is up and running and doing well. The point-of-sale system is almost ready for launch.
- Rob Rathbun commented that the bookstore will be returning 30-50% of books that were ordered for the Fall 2021 semester. He explained students are not buying books through the Association and going through other avenues to get their textbooks. It was noted a plan will be in place for Spring 2022 to prepare and lessen the returns to the distributors.
- Kim noted students are sharing positive experiences with the dining hall offerings and its quality. Employees are impressed by the options and quality as well.
- The board briefly discussed the challenges faced with the point-of-sales system. The need for a meal plan was also discussed.

NCCC Foundation:

No report

Old Business

None

New Business

None

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 12:13 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mary Irene Lee seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 12:14 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:35 Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 12:45 p.m.

Respectfully Submitted,

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

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

10/29/2021

Motion:

Second:

Action:

**Interim VPAA Report to the
Board of Trustees
October 29, 2021**

Please find the following report from the Academic Area below.

Academic Planning, Programs and Policies:

- **Academic Planning and Programs.**
 - **Spring 2021 Schedule:** A draft of the Spring 2022 schedule is out for faculty review. It will be finalized and ready for students for a November 1st start to continuing student registration, giving priority of first choice for classes to continuing students.
 - **SUNY General Education Requirements:** SUNY has distributed the final revision of the SUNY General Education requirements. We anticipate those will pass the SUNY BOT later in 2021 or early 2022. We will begin to design an implementation plan. Currently, the SUNY target for implementation is for the Fall 2023 semester.
 - **Learning Management System (LMS) Change:** SUNY publicly announced that the system will move from Blackboard to Desire 2 Learn (D2L) for a learning management system. The change is scheduled to take place for the Spring 2023 semester; however, that timeframe is being extended due to a later finalization of the contract. We are looking at the advantages and disadvantages of changing systems, including costs. SUNY has begun to share the implementation plan and offer informational webinars to the larger SUNY community beginning on October 28th.
 - **New Programs/Certificates:** AS Business Administration: Healthcare Administration track—at NYSED; new graphics program changes in the submission process; new animation program/certificate is in the exploration phase.
 - **MSCHE Self-Study:** We received a positive initial review from the Middle States Visiting Team with “Meets” on all seven standards. There is one recommendation under Standard VI along with some helpful collegial suggestions for improvement. From here, we will review the draft submitted by the Visiting Team, write our official response, and the Commission will officially vote on all accreditation actions during their meeting in early December. We expect a vote on our review and accreditation at that time. My gratitude goes out to all member of the NCCC community for helping to create conditions leading to a successful review.
 - **NYSED Nursing Self-Study:** Congratulations to the Nursing Department for a successful New York State Education Accreditation visit. The reviewers indicated that the program meets all quality indicators, and similar to the Middle States Team, had some collegial suggestions for improvement. A formal written review will be sent as a follow-up to the visit, which we anticipate will be January of 2022.
 - **Science and Nursing Lab Upgrades:** Meetings with JMZ continue as we move forward with the projects. Next steps are to present JMZ’s initial options for lab designs to the Science and Nursing Departments.
 - **Radiologic Technology Advisory Board Meeting:** Congratulations to the Rad. Tech Department for hosting another successful advisory board meeting. There were a number of in-person and remote participants representing various healthcare facilities, clinical partners, NCCC alumni, as well as current students.
- **College Bridge:** Registrations are complete for the fall. We would like to make some visits to our high schools later in the semester if COVID-19 conditions improve.

Grants and Experiments:

Here is a brief update on our grants:

- ***Second Chance PELL:*** Classes are underway at all facilities. Classes remain remote at FCI and with a limited number of in-person classes at the DOCCS facilities. Adjustments are being made as we get more information from the facilities. Many thanks to all those who are remaining flexible while we adjust to changing conditions. Currently, Bare Hill has moved to online instruction.
- ***Northern Borders Regional Commission Grant:*** No new updates. Planning for non-credit course delivery is underway. We are working with a group of potential instructors who have indicated an interest in teaching and facilitating the course. Once those instructors are confirmed, we can submit the program to the New York State Department of Environmental Conservation for final approval.
- ***PTECH:*** No new updates. Our second PTECH cohort has joined us for Fall 2021. Juniors and seniors will take classes at Northern Borders Academy for the Fall semester. We are planning to have seniors at the Malone Campus for the Spring semester.

Respectfully submitted,

Sarah Maroun
Interim Vice President for Academic Affairs

Vice President of Marketing and Enrollment

Report to the Board of Trustees

Created October 25th, 2021

Enrollment and Financial Aid Team Updates:

- **Major project updates:**
 - **SLATE CRM (Customer Relationship Management):** Earlier this month we deployed the brand-new college application and recently provided a presentation to show the college community all of our new development in the Slate system. Feedback from prospective students, area counselors and college employees has been very positive. We have already benefitted from the power of our new system at Instant Decision events at local high schools.
 - **OMNI CMS (Content Management System):** The web team had quite a bit of work to do pre- and post-Middle States visit. In mid-November we will be bringing together the team of Content Managers for their yearly training where we will be able to show new features and lay out the work for the rest of the academic year.
 - **North Country Navigator:** Student onboarding was a topic at a few recent college meetings, and I have volunteered to assist with helping to structure the onboarding procedures at the college. We have a very good base started with our NC Navigator development and I will push people to take a look at that model when detailing out the rest of the preparation needs for students. The “Checklist” feature that we currently use through the admissions process would streamline this need greatly.
- **The Enrollment Team** has been able to attend a few in-person college fairs within the North Country and we have visited any high school that will allow us in their doors at this point. We have seen some very good results from Instant Admit events at the local high schools and our goal is to make that type of event an even bigger part of what we do. Our application processing has become very efficient over the course of the last 6 months which will enable us to take our show on the road more often. We have also recently helped to create the new “Time2Register” campaign which will be used to get continuing students registered quicker.
- **The Financial Aid Team** has disbursed all federal, state and college aid for eligible accounts. Student refunds have been processed and are being mailed this week. In total, 580 students have been offered aid and only 35 currently show as “Incomplete”. Information regarding “Special Circumstance” adjustments have been emailed and mailed to students. This included information to students informing them if their income has changed due to COVID 19 we may be able to review for additional federal aid. We’ve received a little over 10 applications so far. We will start awarding Spring 2022 aid in mid-November.

Marketing and Web Team Updates:

- This past month I’ve been wrapping up all of our statistics from prior year into a “Final Marketing & Enrollment Report” for the year. As we pull the data together we do our final analysis which helps us to make any adjustments to the upcoming year’s plan. The current year plan recently kicked-off and I will be providing the college with a presentation in November that walks everyone through the final report.
- Our program area marketing will be expanding a bit this year and will start on November 1 instead of March 1 like last year. The program area campaigns have been some of the strongest drivers to our website and there’s opportunity to feature two program areas in November and December that could potentially yield enrollment for Spring 2022. We will focus on Healthcare Programs in November to help drive applications for the competitive programs that start accepting in December and we will focus in on our Transfer Degree Programs in December/January to hopefully land more transfer students over the holiday break.

2022 Applications

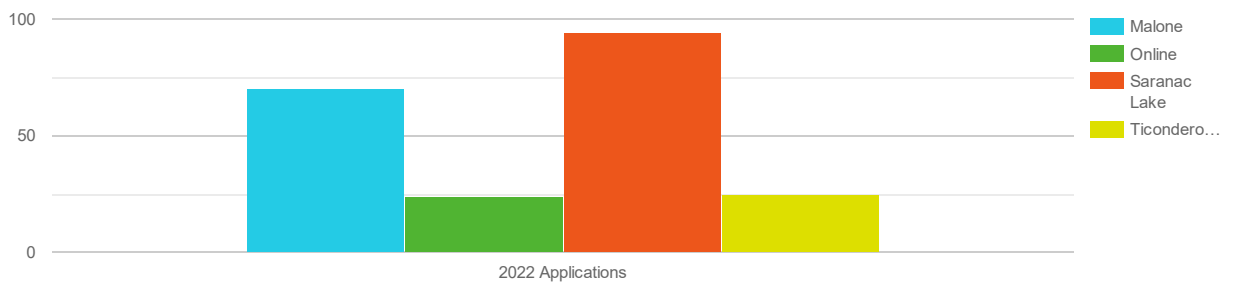
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2022 Applications by Semester

2022 Applications

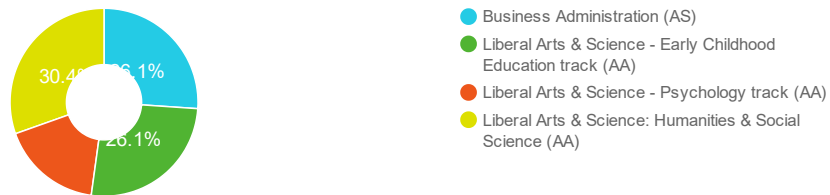


2022 Applications by Campus



2022 Apps: Online by Program

2022 Applications



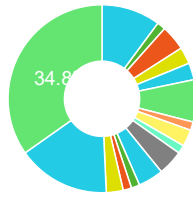
2022 Apps: SL by Program

2022 Applications



2022 Apps: ML by Program

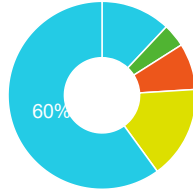
2022 Applications



- Business Administration (AAS)
 - Business Administration (AS)
 - Chemical Dependency Counseling (AAS)
 - Child & Family Services (AS)
 - Computer Graphics & Design (AAS)
 - Criminal Justice (AAS)
- ▲ 1/3 ▼

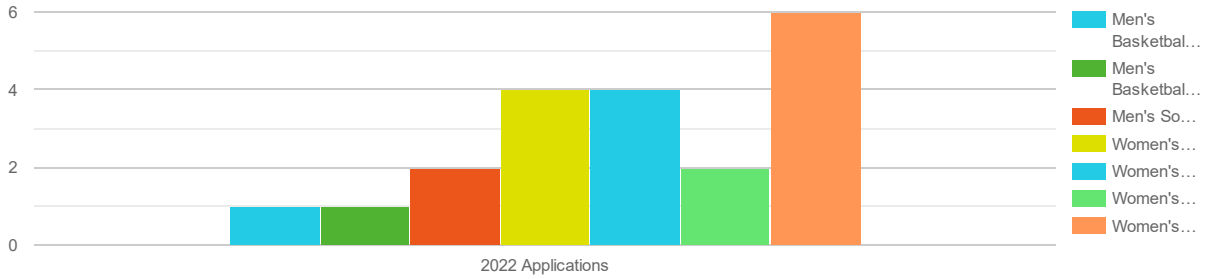
2022 Apps: TI by Program

2022 Applications



- Health Sciences (AS)
- Individual Studies (AAS)
- Liberal Arts & Science: Humanities & Social Science (AA)
- Nursing RN (AAS)
- Practical Nursing (Certificate)

2022 Apps: Athletics



2021-2022 Program Area Marketing (Tentative plan – subject to change)

NOV - Healthcare Programs (ADN, PN, Health Science, Rad Tech, Massage)

DEC/JAN – Transfer Programs (AA, AA-Psychology, AA-English, AA-Early Childhood, AS-Math & Science, Individual Studies)

MAR – Human Service Programs (Criminal Justice, Chemical Dep, Child & Family Serv, CRA, Human Services)

APR - Environment Science and Wilderness Leadership Programs (Env Science, Env Studies, Wilderness Rec Leadership)

MAY - Graphic and Fine Arts Programs (Graphic Design, Graphic Design Cert, Fine Arts)

JUN - Business and Entrepreneurship Programs (Business Admin AS, Business Admin AAS, Sports & Events Mgmt, Entrepreneurship Mgmt, Entrepreneurship Cert)

JUL – Hold for new program launch(es)

TBD - Athletics (All sports plus student life opportunities)

AUGUST 2021 PARTNER INSIGHTS REPORT

North Country Community College

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

[View Your School's Profile](#)

200
people viewed your profile
in August

14
people clicked to your
website or social media
in August

0
people generated an inquiry
for your school in August

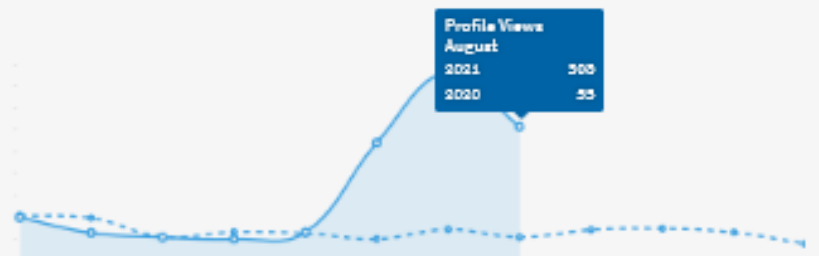
[Awareness](#) [Connect](#) [Inquiries & Prospects](#) [Trends](#) [Competitors](#) [Performance Details](#) [Contact](#)



Awareness

200 people viewed your profile in August

Millions of students and families use Niche every month to research schools and colleges. We help our partner schools stand out among their peers and get discovered by more prospects in their target audience. These metrics provide an overview of your brand's awareness on Niche.



	AUG	YTD	2020
Total Profile Views	308	1,349	823
<i>Views by City, State, & Country</i>			
Total Promoted Impressions	71,657	102,680	0
<i>Enrollment Marketing Performance Details</i>			
Sponsored Listings Impressions	38,670	38,670	0
Remarketing Impressions	32,965	63,964	0
Triggered Email Sends	22	46	0



Connections

14 people clicked to your website or social media in August

Niche is where students and families choose their school. The Niche Profile enables our partners to connect with these highly-engaged prospects when they are actively researching your school and schools like yours. These metrics show how prospective students and families are engaging with your Niche Profile and detail the traffic referred from the Profile to key areas of your website.



	AUG	YTD	2020
Total Clicks	19	74	31
Total Website Clicks	13	47	31
Apply	2	14	3
Visit	1	2	0
Virtual Tour	0	0	0
Upcoming Events	0	0	0
Program Spotlight	0	0	0
All Other Links	10	31	28
Total Social Clicks	6	27	0
YouTube	6	26	0
Instagram	0	1	0



Inquiries & Prospects

Niche helps schools connect with more best-fit students when they are actively researching. These metrics show prospective students and families that have expressed interest in your school or schools like yours. If Niche users are interested in your school, they can save your school to their personal list, generating a Qualified Inquiry. Students who add your competitors to their list, but have not added your school, generate a high-quality Cross-Interest Prospect.

CRM INTEGRATION

Your Niche inquiries and prospects are available now with integrated delivery to your CRM:



Preferred Partner Program

- Slate
- Salesforce
- Liaison EMP
- TargetX
- Ellucian
- ...and others

All Class of 2022 Class of 2023 & Younger Adult & Transfer

881

qualified inquiries and cross-interest prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	0	13	20-40%
Cross-Interest Prospects View Competitors	122	868	1-4%
Custom Prospects		Contact Us	Contact Us

Characteristics of Qualified Inquiries

In-State vs. Out-of-State

Top States

Gender





















GPA

SAT

Ethnicity

● In-State ● Out-of-State



		100.00% (10,674)	100.00% (8,834)	00:02:07 (0.00%)	100.00% (5,685)	69.57% (0.00%)	53.26% (0.00%)
1. /		5,386 (50.46%)	4,508 (51.02%)	00:03:13	4,418 (77.71%)	69.51%	67.23%
2. /programs/		385 (3.61%)	242 (2.74%)	00:00:21	30 (0.53%)	16.67%	9.09%
3. /admissions/		207 (1.94%)	172 (1.95%)	00:03:09	57 (1.00%)	73.68%	60.39%
4. /registration/index.html		190 (1.78%)	146 (1.65%)	00:00:48	14 (0.25%)	50.00%	15.79%
5. /academic-calendar/		168 (1.57%)	150 (1.70%)	00:04:24	56 (0.99%)	89.29%	70.83%
6. /library/index.html		160 (1.50%)	132 (1.49%)	00:05:48	31 (0.55%)	80.65%	73.75%
7. /admissions/index.html		138 (1.29%)	110 (1.25%)	00:01:27	10 (0.18%)	70.00%	33.33%
8. /about/directory/		133 (1.25%)	84 (0.95%)	00:00:54	22 (0.39%)	31.82%	22.56%
9. /nursing/index.html		132 (1.24%)	87 (0.98%)	00:01:50	24 (0.42%)	41.67%	21.97%
10. /office-of-academic-affairs/index.html		131 (1.23%)	99 (1.12%)	00:00:50	12 (0.21%)	58.33%	18.32%
11. /about/		81 (0.76%)	59 (0.67%)	00:00:42	7 (0.12%)	71.43%	19.75%
12. /radtech/index.html		72 (0.67%)	53 (0.60%)	00:02:46	3 (0.05%)	66.67%	22.22%
13. /live/		68 (0.64%)	50 (0.57%)	00:04:26	42 (0.74%)	76.19%	70.59%
14. /online-learning/index.html		66 (0.62%)	57 (0.65%)	00:01:20	26 (0.46%)	61.54%	33.33%
15. /visit/index.html		65 (0.61%)	51 (0.58%)	00:00:57	9 (0.16%)	66.67%	41.54%
16. /about/human-resources/index.html		63 (0.59%)	45 (0.51%)	00:00:14	10 (0.18%)	20.00%	12.70%
17. /fall/index.html		62 (0.58%)	49 (0.55%)	00:02:40	2 (0.04%)	0.00%	38.71%
18. /about/human-resources/careers.html		60 (0.56%)	56 (0.63%)	00:02:00	15 (0.26%)	80.00%	78.33%
19. /paying-for-college/special-circumstance-request.html		54 (0.51%)	41 (0.47%)	00:01:58	41 (0.72%)	85.37%	77.78%
20. /registration/college-bridge-pay.html		53 (0.50%)	49 (0.55%)	00:05:22	38 (0.67%)	92.11%	86.79%

Student Affairs

NCCC.EDU/STUDENT-SUPPORT
NCCC.PRESTOSPORTS.COM

October 2021 BOT Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE
JERRAD DUMONT – ATHLETICS FACILITY MANAGER
KENT EGGLEFIELD – SPORTS INFORMATION
KATHY GOODROW – OFFICE ASSISTANT
KIM IRLAND – INTERIM ASSOC. VP OF STUDENT AFFAIRS
BRUCE KELLY – COORDINATOR OF STUDENT LIFE
CHAD LADUE – ATHLETICS DIRECTOR
MARYSSA ROMEO – ASSOCIATE DIRECTOR OF RESIDENCE LIFE & HOUSING

Athletic Department News

- Congratulations to the Women's Soccer team who finished their regular season ranked 10th in the country with a record of 12-2! Now the team awaits their seeding for the Region III playoffs.
- The Women's Basketball team started off the NJCAA National Polls at 5th in the country and are getting ready to defend their Region III Championship this season!
- This month, Chad successfully completed an NJCAA Women's Soccer audit for eligibility. The NJCAA audits 20% of the colleges competing in the NJCAA.
- The Sparks Athletics Complex Pool will reopen on November 1 thanks to Jerrad's leadership on compliance and inspection requirements.
- Chad is also working to roll out the new Athletics Mentoring Program process enabling coaches direct access to their players academic performance on Blackboard. Faculty can continue to make AMP referrals to Chad to disseminate to Coaches as well or through the LACs.



Diversity, Equity, and Inclusion & Title IX News

- The Resident Assistants, SGAs, and Athletes have been working on completing our new SPARC training module of sexual assault prevention available on Blackboard as part of virtual orientation. Completion of this training for all student leaders is expected by the end of October and demonstrates compliance with NYS Law 129 B as well as Title IX legislation. You can preview the training here under the [Health & Safety](#) section of Virtual Orientation.
- Faculty or students may disclose pregnancy or parenting status using our dynamic reporting form located here: <https://nccc.edu/campus-safety/incident-reporting>. To date we are managing a case load of 10 pregnant students and 7 new parenting students.
- The Diversity Task Force met on October 14 to launch this year's efforts.
- 21-22 Preferred Name Change requests are being reviewed and the process evaluated to ensure our student experience is a positive one.

Student Life News

- The Student Government Association Newly elected SGA members:
 - Secretary: Jeremy Nguyen, Senator for DEI: Vanessa Villasis Lavin, Senator for Commuter and Online Students: Peter Vaiciulis, Senator for Residence Life (subject to change): Justin Duprey, Senator for Campus Recreation: Ayanna Jackson
 - SGA leadership roster: Tammy Rust (SGA President), Justin Champion (SGA Vice President), Abby Lauber (SGA Treasurer); Student Trustee Jessica Kemp; Advisors: Angela Brice and Bruce Kelly
- The Student Government is excited to co-sponsor for the Lake Placid Film Festival, October 21-24, 2021. Free tickets are available for students, faculty and staff to enjoy any film showing during the film festival. If you are interested in teaming up with the SGA for one of your courses to encourage students to attend the Film Festival, please reach out to Angela.
- Additional virtual Student Activities are underway (sample flyer created by Angela on next page)
- Counseling Partnership Updates:
 - ACCES-VR on campus counseling services resumed at the end of September and will be available on the third Tuesday of every month in Saranac Lake. Services for the other campuses are available by appointment. Shout out to Cammy Sheridan for coordinating these opportunities for our students.
 - Kim and Erik reviewed HEERF funding which allows 5% of institutional allocation to be directed to mental health services, trainings, and infrastructure changes during the 21-22 academic year. As such, Kim is revising the MOU with Citizen Advocates and exploring other added services for improved mental health access.
 - Shout out to Kathleen for launching the Human Service Peer Advocates initiative which will complement our counseling services for students enabling peers to assist peers with such issues as mental health, addiction, health care, financial problems, housing, food, health insurance, etc.
 - All our growing Counseling Partnerships continue to be available and published here: <https://nccc.edu/counseling/index.html>.

SAINTS SOCIAL CORNER

NORTH COUNTRY COMMUNITY COLLEGE
OFFICE OF STUDENT LIFE

VOL 04 | ISSUE 4 | OCTOBER 21-OCT 28

I'm Just here
— FOR THE —
BOO'S



NC NORTH COUNTRY
COMMUNITY COLLEGE
THE STATE UNIVERSITY OF NEW YORK

Wilderness WRITERS READING EVENT

THURSDAY, OCT 28

3PM-5PM

THE OUTDOOR STAGE
LOCATED TO THE LEFT OF THE LIBRARY

COME & READ THE WORDS OF AN AUTHOR
WHO SPOKE TO THE IDEA OF "WILDERNESS"
IN A FIGURATIVE OR LITERAL SENSE

LIGHT REFRESHMENTS WILL BE SERVED



CAMPUS ACTIVITIES BOARD

FRIGHT FEST TRIP!

SAT OCTOBER 30TH



Their Price: \$65.49 per person

Our Price: \$20 per person

Includes: parking, a meal, admission to
the park and all haunted houses!

TICKETS ON SALE NOW!

[HTTPS://BIT.LY/NCCC_FRIGHT_FEST](https://bit.ly/nccc_fright_fest)

questions or concerns? email abrice@nccc.edu

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LAKE PLACID
FILM FESTIVAL

October 21-24



20th
anniversary



LEARN MORE AT
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MAKE
yourself
A PRIORITY

self-care
is not selfish

HYPNOTIST



ERIC MINA
GOOD VS EVIL TOUR

FRIDAY, OCTOBER 29
7:00 P.M. S-19

OPEN TO ALL - MASKS REQUIRED - FREE

November
&
December
paint parties

[HTTPS://BIT.LY/2XZAYQ5](https://bit.ly/2xzayq5)

PAINT KITS/PACKETS AVAILABLE!
FAMILY FRIENDLY EVENT!!



**HALLOWEEN
BINGO!**

Monday, OCTOBER 25TH

Join us on Zoom:

Meeting ID: 852 7620 3843

Password: 76626

STARTS @ 7:30 PM

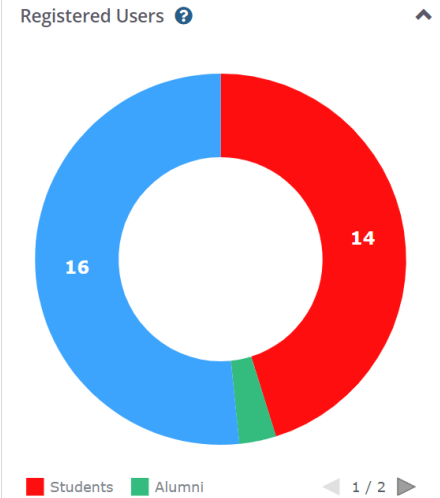
Career & Transfer Services News

- Bruce and Kim have worked together to roll out the new Career Services platform called College Central Network in phases – check it out at <https://www.collegecentral.com/nccc/>. Students can activate their accounts to this digital career services and jobs board platform at any time – an e-blast invitation was sent to all students in early October with an invitation to activate their account. Below are some statistics from this campaign and registration rates available to date. Please continue to help us promote this new initiative to students and alumni.

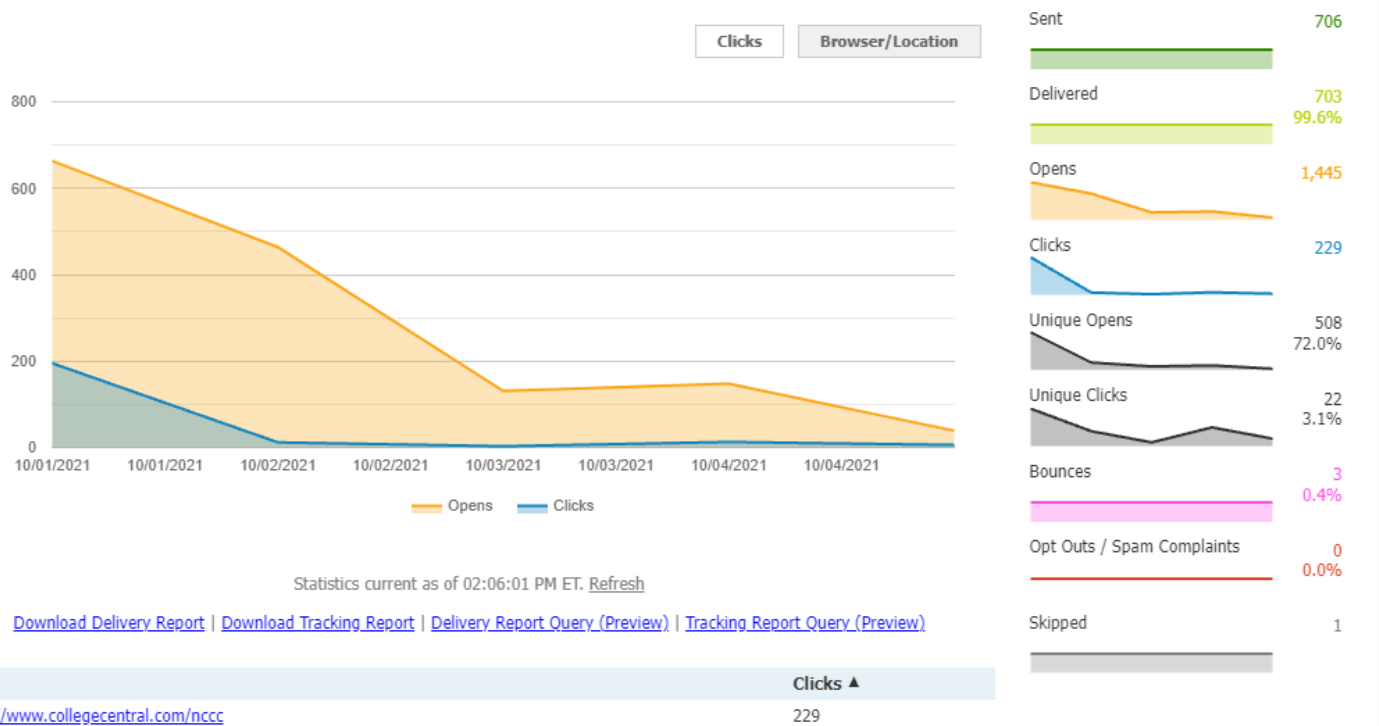
NUMBER OF STUDENTS BY MAJOR

Total registered as of 10/22/21: 13 students, 1 alumnus, 16 employers

Major	Total	Environmental Studies	0
Not Pursuing Major	0	Fine Arts - Studio	1
Undeclared	1	Health Science	1
Business Administration	2	Human Services	1
Chemical Dependency Counseling	1	Humanities and Social Science	0
Child and Family Services	0	Individual Studies	0
Community Residence Aide	0	Massage Therapy	1
Computer Graphics and Design	0	Math and Science	2
Criminal Justice	1	Nursing	2
Early Childhood Education	0	Psychology	1
English	0	Radiologic Technology	0
Entrepreneurship Management	0	Sports and Events Management	1
Environmental Science	0	Wilderness Recreation Leadership	0



Slate E-Blast Stats: Shout out to Meredith in Enrollment who assisted us with this promotion!



Statistics on Registered Employer to date in College Central Network affiliated with North Country:

 **Employers Registered with your Office**

16

Includes employers registered by your staff and those who registered themselves online

 **Jobs Posted on your Site**

42

24 are active or on-hold, 18 are expired

FT = Full Time; **IN** = Internship; **PT** = Part Time; **SE** = Student Employment; **VO** = Volunteer; **WS** = Work Study;

Company Name	FT	IN	PT	SE	VO	WS	Total
Adirondack Explorer	0	0	1	0	0	0	1
Adirondack Health	2	0	4	0	0	0	4
Adirondack Health	4	0	3	0	0	0	4
Citizen Advocates	1	0	1	0	0	0	1
High Peaks Hospice	5	0	2	0	0	0	5
Lake Placid Sports Medicine, PLLC	1	0	0	0	0	0	1
Lucky Strike Lanes	0	1	2	1	0	1	2
Micar Group	4	1	4	4	0	0	4
MIRROR LAKE INN RESORT & SPA	15	0	16	0	0	0	16
NCCC Association	0	0	1	1	0	0	1
Total	35	2	36	8	0	1	42

Campus Safety & Community Standards News

Snapshot of Cases currently being managed include:

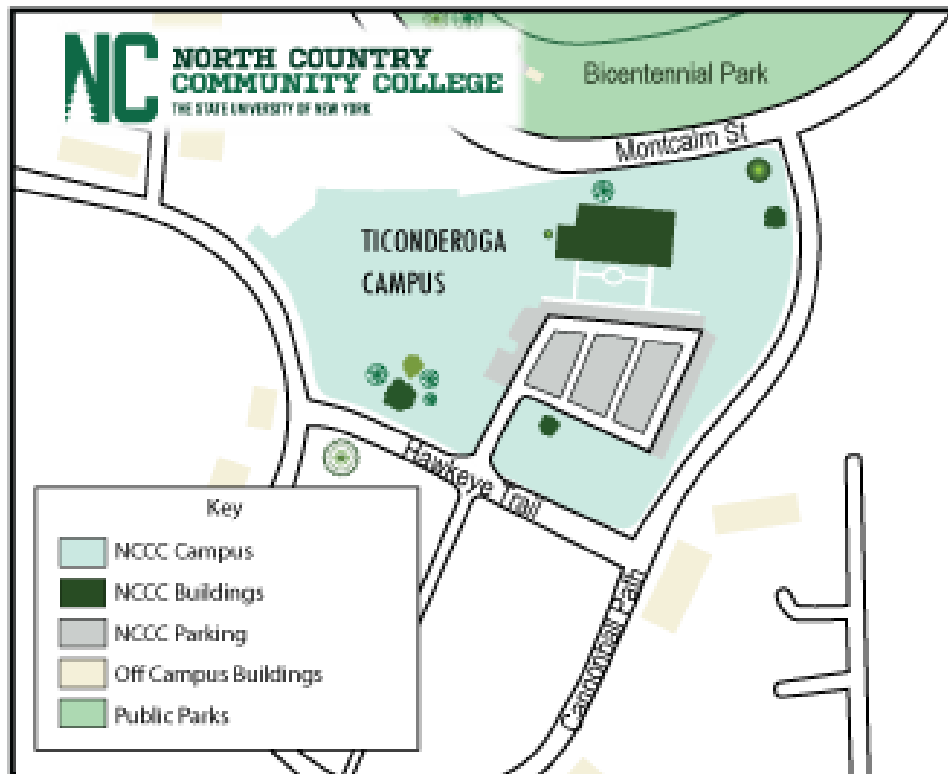
Overall Statistics 01 Aug 2021 22 Oct 2021 Compare with previous period

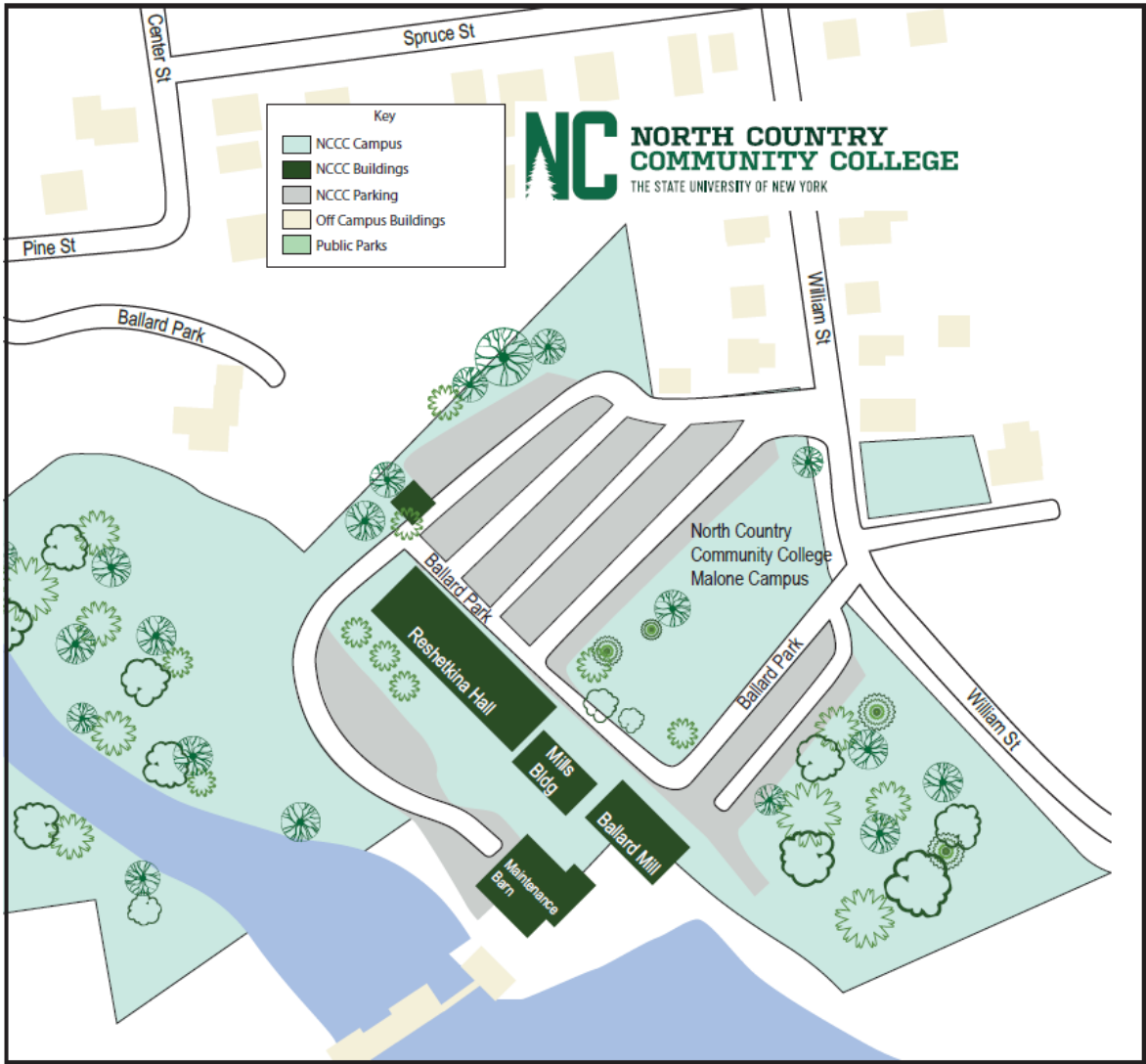
Total Incidents Reported	Total IR Converted to Case	Total Cases Discarded	Total Cases Closed	Avg. Case Completion Duration
157	145	16	128	9.3

Violation	Total Incidents
Smoking/E-cigarettes	1
Furnishing False Information/Fraud and Misrepresentation	1
Alcohol Possession/Consumption	1

Top Incident Types	Total Incidents
COVID-19 Report	65
ADA 504	26
Student Behavior Report	22
Pregnancy/Newborn Parenting Status Disclosure	18
Referral for Student Support	9
Injury or Illness Report	9
Academic Integrity Report	5
Student Grievance/Complaint	3

- Elaine Taylor worked over the summer to develop Clery Maps for each of our campus locations. These maps will be used to strengthen our Annual Campus & Fire Safety Report due every October. Thank you Elaine!





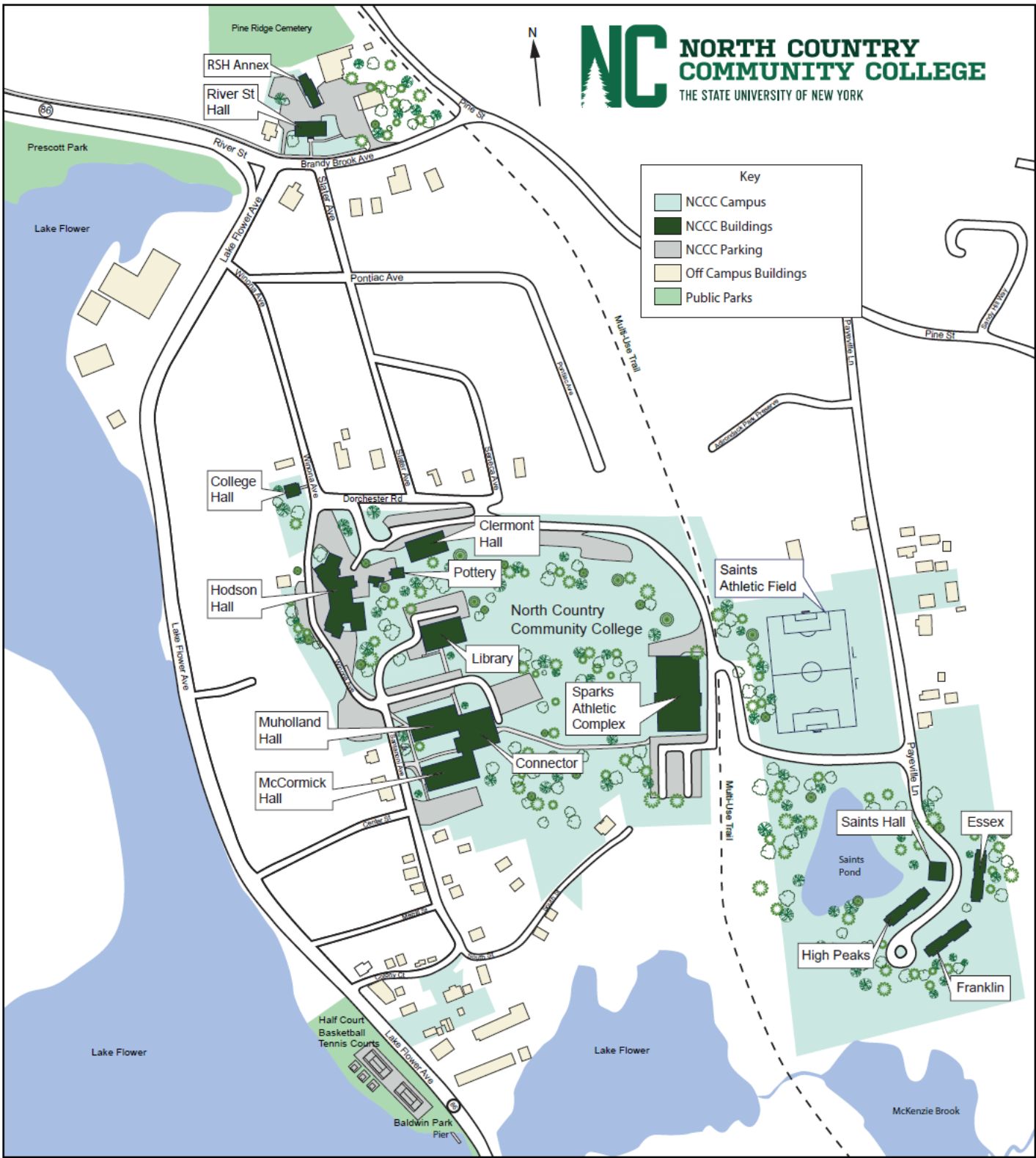
NC NORTH COUNTRY COMMUNITY COLLEGE

THE STATE UNIVERSITY OF NEW YORK



Key

- NCCC Campus
- NCCC Buildings
- NCCC Parking
- Off Campus Buildings
- Public Parks



**North Country Community College
President's Report to the Board of Trustees
October 29th, 2021**

Greetings to you all,

I hope this finds you and yours well. The midterm exam period is recently behind us, All Hallows' Eve is this weekend, and Thanksgiving Break four short weeks away. Under the heading of giving thanks, many thanks go out to our college community – the faculty, staff, students, Board, Association, Foundation, and administration for their individual and collective contributions to a successful Middle States self-study! The team found us to be a student-centered institution committed to carrying out its mission and finding success in doing so. It was a particular moment of pride in having a peer-review team external college confirm that they observed that which we believe about ourselves.

While the outcomes of the self-study were gratifying, there remains work to be done, from addressing the recommendations (both self and team initiated) as well as address some of the ongoing challenges we identified in our strategic plan. As will be noted by Erik, our Fall 2021 enrollment fell short of projections in all areas (our core operations, Second Chance Pell, and College Bridge). It appears that the pandemic's impact is being felt more this semester than last year. Thankfully, we have funding to help blunt the impact of the revenue loss for this year, but that is not a long-term option.

So, as our state motto calls us, excelsior...!

Thank you for your ongoing support of the College. Take good care,

Joe

★ **Board Matters**

- *Board Policies*: One of the self-recommendations from our self-study (and supported by the visiting team) is to establish a regular review cycle and process of the Board of Trustees policies. We have begun to flesh that out and will present it to the Board when completed. This review process will allow us to review the Board policies, assess their utility, engage shared governance system in the review, and where appropriate, provide a recommendation to the Board on retaining, changing, or moving away from each.

★ **Campus and External Relations**

Here are some highlights of events, contacts, and interactions that I have participated since the Board’s last meeting:

Date	With	Location
9/27/21	NCCCAP Negotiations	Teams
9/28/21	NAHEC, Financial Committee and Board Meeting	Zoom
9/29/21	Jessica Kemp, BoT member	Teams
9/30/21	NCWFD German STEM Project	Zoom
10/01/21	NCCC Association	Zoom
10/04/21	MSCHE Self-Study Team Visit	Zoom
10/05/21	MSCHE Self-Study Team Visit	Zoom
10/05/21	NCCC Perkins Local Advisory Council	Zoom
10/06/21	MSCHE Self-Study Team Visit	Zoom
10/07/21	World University Games Planning Committee	Zoom
10/08/21	NCCCAP Negotiations	Teams
10/08/21	College Senate	Zoom
10/12/21	NCWFD German STEM Project	Zoom
10/13/21	Keene Town Supervisor, Joe Pete Wilson	Zoom
10/13/21	NYSED Nursing Self-Study Team	Zoom
10/13/21	Student Government Association	Zoom
10/14/21	NYSED Nursing Self-Study Team Exit Interview	Zoom
10/14/21	JMZ Scoping Study Karen Green	Saranac Lake
10/14/21	Dr. John Graham, Officer-in-Charge, SUNY Potsdam	Zoom
10/18/21	Essex County Finance Committee	Elizabethtown
10/18/21	Essex County Recruitment & Retention Committee	Elizabethtown
10/18/21	COVID-19 Task Force	Teams
10/19/21	Foundation Investment Committee	Zoom
10/20/21	Long Range and Strategic Planning Committee	Teams
10/21/21	Dr. John Kowal, Clinton CC	Phone
10/22/21	NCCCAP Negotiations	Teams
10/22/21	Rad Tech Advisory Board Meeting	Saranac Lake
10/25/21	NYCCAP	Zoom
10/27/21	Keene Town Supervisor, Joe Pete Wilson	Zoom
10/27/21	AIR IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness	Webinar

★ **Fall 2021 Enrollment**

The final numbers for Fall 2021 enrollment are in and disappointingly show a decline in all three programs: core operations (on-campus and on-line courses), College Bridge, and Second Chance Pell. See table below.

This is remarkable in that we had not foreseen these declines in all areas. At this point, we are seeing about a 14-15% decline in FTE due in all operations and Erik will provide the budget details on it, which at this time looks like about a \$600K impact. Without looking to avoid responsibility or assign blame, it is hard to see that something other than COVID-19 could account for such a widespread decline across all programs. More remains to be learned.

Fall 2021 Enrollment (as of Oct 22, 2021)			
	# Students	FTE	% Change (2021 vs 2020)
Core	-98	-66 FTE (-33 AAFTE)	-10%
College Bridge	-89	-52 FTE (-26 FTE)	-15%
Second Chance	-35	-26 FTE (-13 AAFTE)	-29%

★ **2021-2022 Budget**

As noted above, our budget projections are for about a \$600K deficit, assuming that all the other variables in our modeling remain true. As we have shared, HEERF funding will allow us to absorb this lost revenue for this year.

★ **Foundation**

Erin Walkow was selected to become the College's *Foundation and Development Director*, joining us on October 18th, 2021. She jumped right into action, hosting the Foundation's Investment Committee meeting, reaching out to schedule meetings with Foundation Board members and others within the College community and beginning to draft the annual appeal. Her plan is to visit each campus and get to know our community over the next few months.

★ **Strategic Plan**

Our administrative team completed a prioritization of our strategic initiatives for the 2021-2022 year and presented them to President's Council and the Long Range and Strategic Planning Committee over the last couple of weeks. Our plans are to share those with the Senate as well. Some initiatives that have been underway since Spring 2021 semester include:

- *Ongoing Professional Development* (secured additional funding through 2021-2022 Perkins grant to support universal course design and related topics to improve accessibility for students),
- *New Academic Programs* (the *AS Business Administration – Healthcare Administration track* remains at NYSED; we have (finally) been able to secure instructors for the *wastewater operations non-credit course*; new programs in *graphics and animation*, and *healthcare related* fields are being explored; through 2021-2022 Perkins funding we are able to continue to support Selina LeMay Klippel's position as our *CTE Coordinator*),
- *Create 1-2 state-of-the-art classrooms* to support high-flex model of teaching and learning (completed on six (6) classrooms over Summer 21),
- *Streamlining and improving the College's student onboarding*: through the North Country Navigator program is underway,
- Two grants were submitted to *modernize Nursing Labs* on all three campuses and a scoping study is underway. JMZ will be meeting with the Science Department today and the Nursing Department next week to share some

- proposals. Afterwards, they will provide a college-wide presentation on the proposals.
- A \$100,000 grant request was submitted for additional scholarship funding for non-traditional students,
 - *Alternative revenue streams*: with a new Director poised to lead the Foundation, we will be exploring how the Foundation and College can rethink the Foundation and its role in helping the College remain sustainable,
 - *Improved Institutional Research capabilities*: Initial steps include standardized data needs for all academic programs as part of ongoing program assessment, and
 - *Reinvest in health careers and health science programs*: aforementioned nursing lab modernization and new academic program work.

★ **Opportunities and Partnerships**

- *Community Projects Funding requests*: Our proposal to upgrade the nursing labs on all three campuses was approved by the House Appropriations Committee and is at the Senate. Rep. Stefanik increased our ask from \$975,000 to \$1 million. Next steps are for the Senate Appropriations Committee to act and then reconcile the spending between the two branches.
- *Congressionally Directed Spending proposals*: Senator Schumer advanced our requests for funding to the Senate Committee on Appropriations for 1) the nursing labs renovation proposal for \$1.8M, and 2) \$100K to fund non-traditional scholarships for the 2022 year. Both align with our strategic plan objectives.
- *Perkins Grant (2021-2022)*: no updates on our Perkins Grant application though we expect it to be approved. The grant is aligned with previous assessments and with strategic objectives in areas related to new academic programs (CTE Coordinator), improved IR reporting on alumni, career services supports, and professional development for faculty members related to supporting diverse learning styles.
- *The North Country CC-Workforce Development Partnership*: The team is also part of our Perkins Advisory Council and met on Tuesday, October 5th. We will be looking to reconvene over the next couple of weeks as we begin planning for our next Comprehensive Local Needs Assessment.

★ **COVID-19 Matters**

Since the Board's last meeting, there have been a few developments of note:

- *Regional Positivity Rate*: With the positivity rate in the North Country, and Franklin County, among the highest in the state we continue to have universal masking and other safety precautions in place.
- *On-campus Positive Cases*: As of October 22nd, we show 4 students testing positive, several others that report being exposed, and still others who report being symptomatic. As per our guidelines, those students have been advised to remain off-campus until cleared.
- *COVID-19 Page*: Chris Knight updated the College's [COVID-19 page](#) which includes a wealth of information and links to the most current COVID-19 data for the college through the SUNY COVID-19 Tracker. Chris has also begun to

send a weekly COVID-19 update to the campus community with information related to active COVID cases and vaccination status of students on campus.

- *Mandatory Vaccinations*: For on-campus students, all but two (2) students have been fully vaccinated. Those two students have medical accommodations which allow for them to get the vaccine later.
- *Masking*: we are practicing universal masking when inside buildings with the exception of one's personal space. Masks are available at the major entry points of College buildings.
- *Protocols and Practices*:
 - ✦ *COVID-19 Mandatory Testing*: no longer required for those who are vaccinated. It is required weekly for unvaccinated students, and as expected, it has lessened with mandatory student vaccinations.
 - ✦ *COVID-19 Daily Screening*: mandatory screening is no longer required for employees, students, or visitors, though all are encouraged to self-screen.
 - ✦ *Physical Distancing*: Social distancing guidelines of 6' for those not vaccinated inside all College buildings and outside on any College property where distancing cannot be maintained are operating. As with testing and masking, we are trusting our employees and colleagues to follow those guidelines on the honor system.
 - ✦ *COVID-19 Cleaning and Sanitation Protocols*: these are relaxed.

★ **Facilities**

Much of the work of Facilities as of late has been preparing for colder weather, including tuning boilers, reading snow removal equipment, preparing the grounds for winter, and the like.

★ **Information Technology (IT)**

Scott Harwood and the IT Department continue their efforts supporting students, faculty and staff, particularly as the semester got underway.

- *IT Staffing*:
 - ✦ Kevin Symonds has left Facilities and joined IT as a Help Desk Technician, resulting in two Help Desk Techs and our new Student Support professional, Kelly O'Shields.
- *Infrastructure*: Scott is continuing his work on capital upgrades including additional switches and network improvements. This includes installation of new switches and a significant upgrade of the wireless bandwidth at the residence halls.

★ **NCCCAP**

Negotiations

Negotiations with NCCCAP for a successor contract to the 2019-2021 CBA are in full swing and we anticipate them continuing through the fall semester.

★ **Middle States/SUNY/NYSED**

MSCHE Updates

We reviewed the self-study team's report and had no factual corrections to make. We have the opportunity to formally respond to the team's report and then both the team report and our response will be presented to the Commission for review.

SUNY

In SUNY matters:

- *Senior Vice Chancellor for Academic Affairs and System Provost*: a search for this position is underway.
- *Director of Local Government and Legislative Affairs*: SUNY announced Ms. Paola Martinez will serve as the new Director. In her role, she will assist community colleges with the nomination process for governor's appointments to the board. I will be meeting with her in mid-November to review the status of our appointments and recommendations to the governor.
- *New York Community College Trustees (NYCCT)*: the NYCCT Annual Conference is taking place in Saratoga on November 5th-6th, 2021.
- *SUNY General Education revision*: the process to revise and update the SUNY General Education requirements is moving into the implementation phase. Given the breadth of the SUNY system and the impact that such a change will have, full implementation has been delayed until Fall 2023 to given institutions and the system time to prepare.

★ **Resolutions**

Before the Board today is a resolution to appoint Erin Walkow as the next Foundation and Development Director for the College at an annual salary of \$70,000.

That's all for now. Gratefully yours,

Joe

Joe Keegan
President
North Country Community

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the President recommends the appointment of Erin Walkow, to the full-time, 261-day, management confidential, exempt appointment as Foundation and Development Director effective October 18, 2021, at a salary of \$70,000.

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the appointment of Erin Walkow, to the full-time, 261-day, management confidential, exempt appointment as Foundation and Development Director effective October 18, 2021, at a salary of \$70,000

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

2021/2022

MOTION:

ACTION:

Yeas:

Nays:

Abstentions:

DATE:



SARANAC LAKE . MALONE . TICONDEROGA

September 29, 2021

Ms. Erin Walkow
31 Cherry Tree Lane
Saranac Lake, NY 12983

Dear Ms. Walkow:

Pending approval by the North Country Community College (NCCC) Board of Trustees at their October 2021 meeting, I am pleased to offer you a full-time, twelve-month, management confidential appointment as the Foundation and Development Director for the NCCC Foundation. This appointment will be effective October 18, 2021. Your direct/area supervisor is Joe Keegan, NCCC President.

Your annual salary will be \$70,000. You will be paid on a bi-weekly basis with your first pay-date being Friday, October 22, 2021. You are eligible for benefits afforded to management confidential employees. Ericka Moody, HR Associate/Benefits Administrator will be in contact with you to review the benefits available to you.

I would like to welcome you to North Country Community College! If you have any questions regarding this appointment or related questions regarding benefits, please contact me or the Human Resources Department at 518-354-5183.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than October 8, 2021.

Sincerely,

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

Joseph Keegan
NCCC President

cc: Personnel / Payroll File

A handwritten signature in black ink that reads "Erin Walkow".

Employee Signature

10/2/2021

Date

June 7, 2021

Ms. Tara Smith
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983

Dear Tara,

With over twenty years of fundraising experience and a great passion for the communities of the Adirondacks, I am applying for the position of North Country Community College (NCCC) Foundation and Development Director.

I have witnessed firsthand the impact NCCC has on adult learners in our community and understand the importance of providing quality education for all, no matter what stage of life.

In fact, over twenty years ago, I was a student at NCCC. I aspired to work for the international program at The Nature Conservancy and felt that I should refresh my high school level Spanish. I was grateful that NCCC was accessible to a recent college graduate who wanted to continue her education.

It would be a great honor to apply my skills, expertise and love for Adirondack communities to support current and future NCCC students. I'd welcome the opportunity to meet in person and I look forward to hearing from you soon.

Sincerely

Erin V. Walkow

Erin V. Walkow

References:

Matt Donahue, Adirondack Foundation (315) 354-0324
Peg Olsen, The Nature Conservancy (518) 424-2979
Mary Thill, Adirondack Land Trust (518) 891-1080

ERIN V. WALKOW

31 Cherry Tree Lane, Saranac Lake, NY 12983 | 518-637-3392 | erin.walkow@gmail.com

Fundraising and Philanthropy Professional

Donor Relations | Program Management and Development | High Level Portfolios

Summary: Creative, experienced, self-directed, dedicated and organized donor and fundraising professional with over twenty years in the philanthropy industry. A calm, positive, helpful and hardworking service-centered individual with a passion for exceeding expectations. Experience working in several supervisory positions. Effective role model and dedicated professional with unique problem solving/anticipation ability and diverse work experience. Adept at organizing and prioritizing work assignments. Extensive professional and industry network. Team player who enjoys working in a collaborative team environment. Very strong work ethic. Outstanding verbal and written communication skills.

Objective: To obtain a senior level development management position that allows me to utilize my unique skill set with a focus on donor relations, operational management, team leadership, business/project initiatives and process improvements.

Professional Experience

Lake Placid Center for the Arts (*Lake Placid, NY*)

September 2019-present

Director of Development

Responsible for planning, organizing and directing donations including unrestricted, restricted, membership, corporate sponsorships and planned giving. Work closely with the Executive Director and Board of Trustees in all development and fundraising endeavors. Work to evaluate and streamline project efficiencies. Create and manage multiple project budgets. Direct the annual fund/membership program utilizing direct mail, social media and direct meetings with donors and prospects. Oversee fundraising database, acknowledgments and gift tracking systems and analyze trends in giving.

The Nature Conservancy (*Keene Valley, NY*)
Adirondack Chapter

February 2000- June 2019

Associate Director of Development

2017-2019

Managed a portfolio of qualified donors and built strong relationships by applying complex principles of developing donor strategies. Conducted direct solicitations for both global and local priorities to meet funding needs by discussing assets and listening for opportunities for gifts of assets or other non-cash gifts, such as planned gifts and trade lands. Provided opportunities for donors to receive recognition and increase future giving and featuring the programs of the Conservancy in detailed terms. Developed and tracked expenses related to project budgets. Supervised Philanthropy Coordinator.

Senior Donor Relations Manager

2013-2017

Worked with the Philanthropy Team and Trustees to create and implement strategies for the identification, cultivation, solicitation, and stewardship of major gift prospects and donors. Managed a portfolio of prospects. Performed research on current donors and prospects. Conducted meetings to cultivate relationships with donors and prospects. Maintained ongoing contact with past and present donors, including assisting with the preparation, production, and mailing of newsletters, annual reports, and non-solicitation updates. Managed the chapter Legacy Club. Coordinated and/or attends special events and donor trips. Supervised Philanthropy Coordinator.

Donor Relations Manager

2003-2013

Identified and qualified major and planned gift prospects and assisted in cultivating and soliciting donors. Used The Nature Conservancy's donor database to update donor information, produce reports, and track and cultivate donors. Coordinated and attended special events and donor trips.

Annual Fund Coordinator

2000- 2003

Drafted correspondence and acknowledgements, assisted donors with asset transfer, processed and recorded donations. Provided program information to prospects and donors, assisted with writing philanthropy publications and proposals. Produced donor reports, performed analysis and research, and tracked prospects and donors. Coordinated and attended special events and donor trips.

State University of New York at Plattsburgh (*Plattsburgh, NY*)

January 2002- May 2002

Lab Instructor

Conducted labs for undergraduate students in a variety of topics including: Population dynamics, Mendelian genetics, bacteria growth testing, statistics and probability, and vegetation sampling.

Office of Annual Giving, Pennsylvania State University (*State College, PA*)**Supervisor at Penn State Lion Line**

September 1997- Feb. 2000

Conducted phone calls to Penn State alumni and friends to solicit donations for the Penn State Annual Fund. Recruited and trained new employees and offered constructive criticism through evaluation and feedback.

The Sierra Club (*Pittsburgh, PA*)

June- August 1997

Canvasser

Canvassed Pittsburgh, PA neighborhoods to solicit membership and donations, and increase awareness of environmental issues. Wrote and edited press releases.

EducationPennsylvania State University (*State College, PA*)

Class of Dec. 1999

College of Agricultural Sciences

Bachelor of Science, Wildlife and Fisheries Science | Minor in Forestry

Internships

Conservation Leadership School, PSU (State College, PA) Summer 1999

Instructor

Developed a wetland ecology curriculum for high school students. Instructed students through various field experiences including water quality, soil stratification, and sustainable agriculture practices. Designed and implemented "Citizen Action" program.

Cooperative Wetland Center, PSU (State College, PA) May- August 1998

Graduate Student Assistant

Collected soil samples of reclaimed wetlands for comparison with natural wetlands. Planted wetland seeds to track germination rates between the two types of wetlands.

Technical Proficiencies

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher), Microsoft Teams, PatronManager, DonorPerfect, Sales Force, Fundraising Management System, Blackbaud CRM, Google Docs, Google Slides, Zoom

Professional Development Organizations

Adirondack Nonprofit Network
Adirondack Planned Giving Society
Women in Development of Northeastern New York

Volunteer Activities

Community Theater Players
Dewey Mountain Friends
Northern Forest Canoe Trail-Celebrate Paddling Days
Northern Lights School