

BOARD OF TRUSTEES MEETING

11:00a.m. | Thursday, October 25, 2018

Malone Campus

AGENDA

- I. Call to Order
- II. Approval of September 28, 2018 minutes
- III. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- IV. College Reports
 - A. Board Chair
 - B. Vice President for Academic Affair
 - C. Dean of Admissions
 - D. Vice President for Administration & Fiscal Operations
 1. August 2018 Pre-Audit Financials & September 2018 Revenue Report
 - E. President
 - F. Representative Reports
 1. NCCC Association
 2. NCCC Foundation
- V. Old Business
 - A. Presidential Search | RH Perry, Consultant Update
 - B. Academic Planning from summer retreat | Next Steps
- VI. New Business
- VII. Public Comment*
- VIII. Executive Session
- IX. 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.**

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Thursday, September 28, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Anne McDonald, Mary Irene Lee, Dan Kelleher, Mark Moeller.

Excused: Pete Suttmeier, Jerry Griffin and Courtney Oakes.

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Lisa Symonds, Erik Harvey, Diana Fortune.

Board Chair, Steve Reed, called the meeting to order at 12:30a.m.

Approval of Minutes

Mary Irene Lee made a motion to approve the August 31, 2018 minutes. Anne McDonald seconded the motion. The August 31, 2018 minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported:

- First meeting was held on Sept. 14, 2018.
- Next meeting will be October 26, 2018. Mark Moeller will attend and represent the board.
- Thank you to those who attended Second Chance Pell graduations ceremonies. The events were motivational and moving. The next round of graduations are anticipated for December 2018.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- Sponsoring counties of Essex and Franklin have not responded regarding their anticipated participation on the presidential search committee. Steve Reed will reach out to follow-up with them early next week.
- There is a potential acquisition of land adjacent to College property in Saranac Lake. The available land could be used for a lacrosse field and other team sports, and the house could possibly be a future residence for a president. There is much to be considered prior to this potential land discussion becomes a reality.

Vice President for Academic Affairs

Joe Keegan reported:

- Incredible effort for the FCI and Bare Hill graduations with Second Chance Pell. Board discussed how inspirational those events are for all who participate and attend.
- Potential candidates for International Paper have attended the first offering of a 'School to work Program'. Held on the Ticonderoga campus, the program had proven to be a successful

experience. Board discussed the merits of making the news public, Joe Keegan and Chris Knight will work to draft an article to the public.

- NY State Education approved the English Advising track. Joe Keegan explained what this track will do for our students.
- AEMT and Nursing in Malone had been approved by SUNY and resides with NY State Ed.
- College Bridge group is making its way in the North Country region to check in with our high school students.
- Judy Steinberg, Lynne Kemp, Lynne Reale and Larry McFaddin are all slated to retire the end of this academic year. There are several searches underway to replace these position and those that are at the end of their third year of temporary employment.
- Northern Borders P-Tech program is active. It allows students to do their first two years with Northern Borders BOCES and then begin two years with us in Malone.
- Joe explained the new requirements to the resolution below. It offers clarity and additional articulation to process. As we're traveling for recruitment now, the approval is appreciated.

The board acted on the following resolutions:

Dan Kelleher recommended resolution 2017-18 | 39 that the North Country Community College Board of Trustees hereby approves the updated admissions requirements for the LPN Certificate and the AAS Nursing program effective with the Fall 19 semester. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Dean of Admissions Report

Steve Tyrell reported in Chris Tacea's absence:

- Applications are similar to the numbers we had last year. Enrollment is down between 40-50 FTEs for Fall 2018 enrollment. In the past, we have worked to make up a bump in Fall enrollment through additional registration day, spring enrollment, recruitment in College Bridge, and other avenues to create ways to increase our numbers and balance our annual budget. We are also meeting to look at where we can make cuts in the operating budget in the event that we do not recover from this Fall 2018 enrollment drop. Our goal is to boost enrollment in programs that have not seen higher numbers as of late.
- Chris Tacea is working to create a marketing strategy to bundle academic programs as a way to increase enrollment in under-enrolled programs. The discussion will go more in depth at the next President's Council meeting.
- Admissions team is currently traveling to recruit for fall 2019.
- Admissions team will share a response to the Senate's Enrollment Committee's recommendations provided to the administration at the end of the Spring semester. Chris and Meredith will respond sometime in October.

Vice President for Administration/CFO

Bob Farmer reported:

- The Audit Committee to review the 2016/17 Audit in October.
- Financials will be presented at the October 25th board meeting.

The Board discussed the merit of the NCCC team routinely attending county meeting and providing regular updates regarding the status of the College. Stacie Hurwitch will design and share with the College's sponsoring counties a report of the upcoming travel calendar for the Admissions team, in particular where the calendar highlights high school visits.

President's Report

Steve Tyrell reported:

- Middle State Commission on Higher Education (MSCHE or Middle States) small team visit concluded today. Steve Tyrell explained the results of their findings and that a formal report is expected next week. The College did receive 8 commendations from the visiting team on the good work the College had done in the past year with regards to Shared Governance, Financial Sustainability and Assessment. Once we receive the formal report, the College will have the opportunity to respond. The MSCHE Commission will meet in middle November to review the findings of the visiting team and our response. If the Commission were to agree that the assessment standard indeed had not been met, then they will have to respond again (and likely as early as the Spring semester).
 - The board discussed this outcome of the Middle States visiting team tentative report with meeting attendees. They voiced that Joe Keegan, Sarah Maroun and the faculty have done an exceptional job with meeting the standard regarding assessment in a way that it is sustainable.
- JMZ Architects anticipate meeting in October with the advisory board's councils regarding the potential School of Applied Technology. Recently, JMZ met with the faculty for an informative and beneficial conversation regarding faculty views of the program.
- Potential collaboration with the YMCA and community stakeholders continue to discuss the benefits of offering various programs to the community. At this time it is essential that the College review and determine the future of the pool at the Sparks Athletics Complex. Decision must be made at the end of the fall semester. The board discussed the benefits of having a pool open to the community. They recommend the College administration held an open community session regarding the views of having the pool open or closed indefinitely.
- The Shared Governance document has been circulated and is under review by the College community. There has not been much feedback at this time. A reminder to the community will be sent in the near future to gather more opinions on the accuracy and updates of the document.
- SUNY Vice Chair Tish will be visiting the Saranac Lake Campus on October 10. Stacie Hurwitch will make arrangements for a successful fluid visit.
- Thanks extended to Stacie Hurwitch, Chris Knight and Gina Pollack for their hard work in arranging and holding the employee celebration on Mount Pisgah. It was a wonderful event.
- The College continues to explore options with regards to marketing non-traditional students. Some strategies are already in place. There will soon be discussions around bundling programs and the benefits of such a strategy.

NCCC Association:

None.

NCCC Foundation:

Dianna Fortune reported the annual appeal for raising scholarship funds will be starting the end of October.

Old Business:

Steve Tyrell reported that a meeting occurred between himself, Dan Kelleher and Steve Reed to review and discuss the three companies that submitted proposals regarding the Presidential Search. All three companies were very competent however the proposal from RH Perry more aligned with the needs of the College. RH Perry had been recommended to the board. The Board agreed that regular updates to the College is imperative.

The following resolution as brought to the floor and the board acted:

Dan Kelleher recommended resolution 2017-18 | 40 that the North Country Community College Board of Trustees hereby approves Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0). Steve Tyrell will move to begin contract arrangements with the company.

New business

None

Public Comment:

None

Executive Session

Mark Moeller made the motion to enter Executive Session at 13:21pm. 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.* Tim Burpoe seconded the motion. The motion was passed unanimously (6-0-0). Steve Tyrell was invited to join the meeting at 1:32pm.

Tim Burpoe made a motion to adjourn executive session at 2:15p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Tim Burpoe made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 2:15p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED

September 28, 2018

Motion:

Seconded:

Passed:



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
October 25th, 2018

Greetings to you all! Mid-terms have already come and gone and we will begin our registration for Spring 19 next week. Please find updates from our area attached here:

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

- **Academic Planning**
 - We are beginning our planning for hosting community advisory boards on all three campuses.
 - Round two of furniture replacement took place in early October, with two classrooms in Malone and a handful in Saranac Lake being outfitted with new desks, tables and chairs. This investment over the last year or so has been much appreciated by students and the faculty alike. Many thanks to Sarah M and our facilities folks for making this happen.
 - The Science faculty met with JMZ last week to explore some ideas for updating the science labs on the Saranac Lake campus (these funds are part of the 1.1 million grant from DASNY).
 - We continue our partnerships with community and workforce partners to help identify ways the college can help address community needs, including the lack of workforce readiness across our communities.
 - The first round of School to Work with IP engaged 17 prospective employees in late September. The next session will be towards year's end.
 - A small group of folks, led by Bruce Kelly, met with representatives of the St. Regis Mohawk Tribe's Educational Department to explore offering courses on Akwesasne.
- **Academic Programs:**
 - *AA Lib Arts and Sciences – Hum/Soc Science – Teacher Ed Track* – we are close to finalizing the transfer path to SUNY Potsdam and will be reaching out to SUNY Plattsburgh. Once those are in place, we are planning to move the proposal through our internal shared governance program proposal process.
 - *Advanced EMT*: Approved by SUNY on June 15th, 2018 and remains at NYSED under review.
 - *AAS Nursing*: Approved by SUNY in Spring 18; and remains at NYSED and Office for the Professions under review.
 - *AAS Entrepreneurship Mgmt – Malone*: Approved by SUNY on September 5th, 2018. It is at NYSED for review.
- **SUNY Potsdam Proposal**: No update to report on.
- **Assessment of Student Learning**: As the Board knows, the faculty, led by Sarah Maroun, developed what we believe is a comprehensive system of student-learning outcomes assessment. Our progress was documented in a report sent to Middle States last week and we are continuing that work of assessing student learning at the course-level, at the program-level and at the institution-level. In early November, a team will be in Philadelphia, PA for the self-study institute, which will include student learning outcomes assessment. A smaller team will be attending the Middle States annual conference in the end of November as well.

- **College Bridge:** College Bridge activities for the Fall 18 semester have largely wrapped up. Luke Hudak, our new Coordinator of Dual-Enrollment Initiatives, has been working with Sarah Maroun in learning the ropes of Bridge. Innam Dajany was incredibly helpful as well with our outreach efforts. Many thanks to them all. Below are some preliminary figures:

	Fall 18 Preliminary	Fall 17 Final	Difference
Headcount	920	1047	-127
FTE	168	183	-15

- **Professional Development:**
Several of our faculty and staff have been able to engage in professional development opportunities thus far. In addition to two on-campus sessions provided by Dave St Germain (both related to assessment), we had our folks attend the FCCC Plenary Session at Adirondack Community College, the SUNY Registrar's Conference in Saratoga, a national conference on nursing education, and the Northern NY Library Network's fall meeting. There is a SUNY Developmental English Learning Community's fall conference in Saratoga which several folks have indicated interest in and a teaching conference at St. Lawrence University in early November that is available. Both are in early November.
- **Academic Policies:** No report.
- ★ **Faculty/Staff Appointments:**
 - Upcoming Searches
 - Nursing Instructor (x2-3)
 - Science Instructor (Environmental Science focus)
 - LAC Coordinator (SL)
 - LAC Coordinator/Hum/SS Instructor (Ti)
 - Business Instructor (x2)
 - Sports and Events Mgmt Instructor
- ★ **Grants and Experiments:**
Here is a brief update on our grants:
 - **Second Chance:** The program continues to run smoothly under the direction of Sarah Kilby. We have over 130 students enrolled and recently met with representatives from Adirondack Correctional who are interested in having us return there as early as Spring 19. One of our Academic Coordinators in the program, Dr. Marianne Goodfellow, presented to a group of higher ed providers in NYS on the program.
 - **P-TECH Programs** –No changes to report. The P-TECH program is underway with the junior class taking their College courses on our Malone campus.
 - **Perkins:** No changes to report.

Respectfully submitted,

Joe

Office of Admissions

Board of Trustees | Report

October 2018

Admissions Activities:

1. 3rd annual NCCC College Fair was Oct. 4th, over 60 colleges/universities & 300 high school students attended. Big thanks to Meredith & Rachel!
2. Fall recruitment has already past the 2/3 way mark to date.
3. Marketing efforts for: Spring registrations, admissions info sessions, and "6 on Us" are rolled out for the public.
4. Thank you all!

Financial Aid Report:

1. FISAP report was submitted prior to the deadline of Oct. 1st. Thank you Lisa S, Scott M, Mary Ellen, and Scott H.
2. PELL & Direct Loans disbursements are on schedule (middle of the month). Again another huge thanks to Lisa S, Scott M, Mary Ellen, and Scott H.

PSA:

Friendly reminder that weekly admission numbers, the enrollment action plan, high school/community college data/webinars, and other useful enrollment resources are on Faculty SharePoint under the folder of Admissions.



North Country Community College

Sponsored by Franklin and Essex Counties

OPERATING FUND FINANCIAL REPORT

As of August 31, 2018

SUBMITTED TO THE BOARD OF TRUSTEES

October 25, 2018

ROBERT FARMER

Vice President of Administration, CFO

EH 10.18.18

**North Country Community College
Balance Sheet
AUGUST 31, 2018**

	Current Year <u>Actual</u>	Prior Year <u>Actual</u>	Current Year <u>Inc (Dec)</u>
Assets			
Cash	\$ 5,569,918	\$ 3,343,858	\$ 2,226,060
Accounts Receivable-Students	587,188	425,000	162,188
Due From NCCC Association	17,881	107,547	(89,666)
Due From NCCC Foundation (Contributions)	723,210	852,161	(128,951)
Due From Other Funds	(496,766)	69,542	(566,308)
Due From Governments (State & Fed Fin Aid)	730,767	3,024,567	(2,293,800)
Prepaid Expenses	323,120	259,285	63,835
Total Assets	\$ 7,455,317	\$ 8,081,960	\$ (626,643)
Liabilities			
Accounts Payable	\$ 308,719	\$ 351,471	\$ (42,752)
Payroll & Benefits Liabilities	662,530	157,826	504,704
Due to NCCC Association (Room, Meals, Books)	-	452,418	(452,418)
Due to NCCC Foundation (Rent)	1,319,557	595,362	724,195
Due to Other Funds	-	-	-
Due to Retirement	(164,937)	289,822	(454,759)
Compensated Absences	224,980	224,980	-
Other Liabilities	719,109	945,402	(226,293)
Total Liabilities	\$ 3,069,958	\$ 3,017,281	\$ 52,677
Month End Equity	\$ 4,385,360	\$ 5,064,679	
Total Liabilities & Equity	\$ 7,455,317	\$ 8,081,960	
Fund Balance Summary			
Fund Balance as of 09/01/17	\$ 5,062,886		
Estimated 17-18 Deficit (before audit)	\$ (76,405)		
Projected Fund Balance as of 09/01/18 ¹	\$ 4,986,481		
1 GAS 75 is an accounting and financial reporting provision requiring government employers to measure and report "Other Post-Employment Benefits" Currently, NCCC would be responsible for \$4,014,424.			

**North Country Community College
Revenues & Expenditures
AUGUST 31, 2018**

	Annual <u>Budget</u>	Preliminary <u>Actual</u>	17-18 Actual <u>B (W)</u>	% of <u>Budget</u>
Revenues				
Tuition & Fees	\$ 6,008,410	\$ 6,202,371	\$ 193,961	103%
Sponsors' Contribution	2,480,000	2,480,000	(0)	100%
Chargebacks	682,500	582,195	(100,305)	85%
Out-of-State Tuition	608,685	530,868	(77,818)	87%
State Aid	3,704,326	4,087,378	383,052	110%
Contributions	991,450	1,017,963	26,513	103%
Total Revenues	\$ 14,475,371	\$ 14,900,774	\$ 425,403	103%
Expenditures				
Salaries	\$ 7,098,337	\$ 7,104,709	\$ (6,372)	100%
Payroll Taxes	527,594	508,868	18,727	96%
Medical	1,438,934	1,855,028	(416,094)	129%
Retirement	713,286	778,480	(65,195)	109%
Other	119,598	225,828	(106,229)	189%
Equipment	151,330	213,987	(62,657)	141%
Facility Leases	1,663,425	1,441,907	221,518	87%
Utilities	444,378	446,935	(2,556)	101%
Maintenance	251,049	212,317	38,732	85%
Office & General Supplies	123,580	59,644	63,936	48%
Advertising	256,678	171,681	84,997	67%
Professional Services	260,535	163,504	97,031	63%
Information Technology	223,961	291,343	(67,382)	130%
Library & Instructional Supplies	251,129	209,467	41,661	83%
Scholarships	411,462	456,947	(45,485)	111%
Travel	210,131	171,454	38,677	82%
Property & Liability Ins.	165,728	142,406	23,322	86%
Miscellaneous	207,117	522,675	(315,558)	252%
Total Expenditures	\$ 14,518,251	\$ 14,977,179	\$ (458,928)	103%
Net Surplus/(Deficit)	\$ (42,880)	\$ (76,405)		

	Annual Budget 17-18	Actual Sep-17	Actual Oct-17	Actual Nov-17	Actual Dec-17	Actual Jan-18	Actual Feb-18	Actual Mar-18	Actual Apr-18	Actual May-18	Actual Jun-18	Actual Jul-18	Actual Aug-18	Total YTD Projection	Variance
Revenues															
Tuition & Fees	\$ 4,549,660	\$ 2,608,897	\$ 12,171	\$ (4,216)	\$ (4,386)	\$ 2,291,056	\$ (24,919)	\$ 10,670	\$ 6,548	\$ (893)	\$ 4,960	\$ 106,285	\$ 12,315	\$ 5,016,489	\$ 468,829
Sponsor's Contribution	\$ 2,480,000	206,667	210,833	206,667	185,833	210,833	206,667	206,667	210,833	206,667	210,833	206,667	210,833	2,480,000	(0)
Chargebacks	\$ 682,500	275,145	(6,920)	(5,259)	-	1,620	-	288,680	90	-	10,980	-	5,670	582,195	(100,305)
Out-of State Tuition	\$ 608,685	297,107	(6,920)	(5,259)	-	242,727	(22)	(1,386)	-	1,386	-	4,620	-	530,868	(77,818)
State Aid	\$ 3,704,326	1,131,062	-	-	-	940,111	40,983	940,110	-	-	940,111	-	-	3,992,378	288,052
State Other	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	95,000	95,000
Offset to Expense	\$ -	-	-	-	-	-	-	-	-	-	-	-	(100,000)	(100,000)	(100,000)
Contributions	\$ 991,450	128,855	40,269	123,203	67,777	79,890	81,403	81,645	92,740	80,785	79,703	80,047	81,645	1,017,963	26,513
Total Revenues	\$ 13,016,621	4,372,587	531,499	320,395	249,225	3,766,238	304,112	1,526,396	310,212	287,945	1,245,201	397,619	305,463	13,616,892	600,271
Expenditures															
Salaries	\$ 6,614,537	688,414	553,966	539,969	558,848	446,507	550,060	821,592	548,467	548,825	390,547	407,411	615,156	6,669,763	55,226
Payroll Taxes	\$ 488,054	52,227	41,255	41,308	42,752	34,158	42,271	62,852	41,958	41,985	29,877	31,167	47,059	508,868	20,814
Medical	\$ 1,331,094	131,427	136,327	142,976	141,551	159,285	153,582	142,880	165,559	156,689	159,166	181,645	181,931	1,855,028	523,934
Retirement	\$ 659,829	69,206	58,564	58,836	58,625	54,425	58,884	80,936	61,426	68,114	67,269	68,113	74,082	778,480	118,651
Other	\$ 110,635	17,790	14,437	11,641	8,653	13,056	12,261	8,201	9,524	9,763	12,822	11,183	9,113	138,446	27,811
Equipment	\$ 151,330	132,230	19,549	16,883	17,306	4,320	5,293	1,799	2,041	5,549	3,118	(1,931)	7,830	213,987	62,657
Facility Leases	\$ 1,455,380	123,715	120,841	119,037	122,509	119,512	119,297	119,499	119,847	120,708	119,095	118,923	118,923	1,441,907	(13,473)
Utilities	\$ 388,800	75,378	24,490	34,772	50,594	67,013	49,850	33,480	41,247	23,614	9,084	30,911	10,500	446,935	58,135
Maintenance	\$ 219,650	27,945	12,829	49,591	12,424	9,634	8,941	8,827	14,799	9,791	24,928	12,760	19,849	212,317	7,333
Office & General Supplies	\$ 108,124	7,524	3,800	2,306	3,117	10,813	9,176	3,222	2,940	6,058	1,287	2,605	6,797	59,644	(48,480)
Advertising	\$ 224,575	6,163	17,138	5,864	34,577	8,156	12,687	1,504	3,383	1,078	39,043	7,565	34,525	171,681	(52,894)
Professional Services	\$ 227,950	42,764	10,225	3,484	5,935	15,680	10,181	10,619	4,975	10,794	20,411	17,089	11,337	183,504	(64,446)
Information Technology	\$ 195,950	99,238	9,137	40,474	47,044	30,910	4,129	5,472	16,870	6,245	5,471	18,752	7,602	291,343	95,393
Library & Instructional Supplies	\$ 219,720	58,814	16,344	13,802	19,859	42,871	17,118	6,392	13,911	7,819	5,209	5,368	1,961	209,467	(10,253)
Scholarships	\$ 360,000	-	189,164	35,773	11,488	2,822	181,878	28,854	2,708	1,250	3,010	-	-	456,947	96,947
Travel	\$ 183,850	24,294	24,837	18,127	11,794	9,419	20,286	16,158	16,407	13,721	5,808	4,580	6,021	171,454	(12,396)
Property & Liability Ins.	\$ 145,000	8,982	29,053	31,377	10	30,887	-	-	-	11,210	30,887	-	-	142,406	(2,594)
Miscellaneous	\$ 181,213	77,359	18,729	23,106	15,030	21,231	12,536	17,284	13,826	27,218	11,421	9,524	9,986	257,250	76,037
Total Expenditures	\$ 13,265,691	1,643,471	1,302,686	1,189,325	1,162,117	1,080,698	1,264,431	1,369,581	1,079,886	1,070,431	938,453	925,675	1,162,672	14,189,426	923,735
Surplus / (Deficit)	\$ (249,070)	2,729,116	(771,187)	(868,930)	(912,892)	2,685,541	(960,319)	156,814	(769,674)	(782,486)	306,748	(528,056)	(857,209)	(572,534)	(323,464)
2nd Chance Pell															
Revenues															
Tuition & Fees	\$ 1,458,750	363,340	-	-	-	469,162	-	(65,868)	-	-	453,600	(740)	64,388	1,283,882	(174,868)
Total Revenues	\$ 1,458,750	363,340	-	-	-	469,162	-	(65,868)	-	-	453,600	(740)	64,388	1,283,882	(174,868)
Expenditures															
Salaries	\$ 483,800	31,833	30,302	30,610	30,810	25,712	21,852	48,705	32,298	32,854	44,998	45,025	59,946	434,945	(48,855)
Benefits	\$ 209,800	6,342	6,225	6,249	6,264	6,563	6,268	8,322	6,672	7,454	8,626	8,628	9,769	87,382	(122,418)
Contractual	\$ 558,960	4,094	82,270	2,381	624	7,458	2,759	86,316	5,595	113	37,075	7,748	28,992	285,426	(293,534)
Total Expenditures	\$ 1,252,560	42,269	118,797	39,240	37,698	39,733	30,879	143,343	44,565	40,421	90,699	61,401	98,707	787,753	(464,807)
Surplus / (Deficit)	\$ 206,190	321,071	(118,797)	(39,240)	(37,698)	429,429	(30,879)	(209,211)	(44,565)	(40,421)	362,901	(62,141)	(34,319)	496,129	289,939
Total Surplus (Deficit)	\$ (42,880)	\$ 3,050,187	\$ (889,984)	\$ (908,170)	\$ (950,590)	\$ 3,114,970	\$ (991,197)	\$ (52,397)	\$ (814,240)	\$ (822,906)	\$ 669,649	\$ (590,197)	\$ (891,528)	\$ (76,405)	\$ (33,525)

President's Report to the Board of Trustees

October 19, 2018

Dr. Steve Tyrell

- 1) **Campus and External Relations:** community sessions attended, presentations made, and “meet and greets” completed listed below.

Date:	With:	Location:
October 1	YMCA Discussion	Village locations – Saranac Lake
October 1	SUNY Consultation on MSCHE Small Team Visit	Conference Call
October 2	Higher Education Roundtable with Billy Jones	Plattsburgh, NY
October 3	SUNY Canton-SUNY Potsdam Discussion with SUNY Canton Dean	Potsdam, NY
October 4	Consult with SUNY Colleague – MSCHE & Institutional Response to Assessment	Conference Call
October 4	SUNY Funding of Apprenticeships with Healthcare Professions – Mary Kohan	Conference Call
October 10	Vice Chair Merryl Tisch and SUNY Officials	Saranac Lake, NY
October 11	SUNY Canton-SUNY Potsdam Discussion with SUNY Canton Dean	Conference Call
October 11	Board's Audit Committee	Saranac Lake, NY
October 11	FCCC Voices Conference	Queensbury, NY
October 15	Donna Wotton – Proposed School of Applied Technology	Conference Call
October 15	Collaboration Opportunities with NCCC & SUNY Canton	Conference Call
October 17	Collaboration Opportunities with NCCC & Paul Smith – with President Cathy Dove	Saranac Lake, NY
October 18	Data Requests and Update from JMZ – Viability Study	Conference Call
October 19	Donna Wotton – Proposed School of Applied Technology	Conference Call
October 23	Meeting with SUNY Potsdam President – Kristin Esterberg	Potsdam, NY

- 2) **Institutional Response to MSCHE Small Team Visit in September** – The Small Team’s finding was that the College does not meet the MSCHE standard regarding assessment. The College provided two written responses to MSCHE following the Small Team Visit in late September. The first written response was the College’s concern that the draft report from the MSCHE small team had two factual inaccuracies – one related to the claim that student learning outcomes were overly reliant on the use of course grades. The College had provided evidence to the contrary in both of its monitoring reports and its periodic review response. The second claim related to the concern that the College was in the first year of a three year cycle of assessment. The College had provided evidence that we were completing our fifth and final year of an assessment cycle. The

Small Visit Team opted not to correct these inaccuracies in their final report submitted to the College and MSCHE on October 12th.

The College, following consultations with SUNY officials, our MSCHE liaison and others who had contested a small team's finding on assessment, drafted our institutional response to MSCHE which we filed on October 16th. We now await the review of our response by MSCHE which will be completed and a determination made in mid-November. Whether or not the College remains on the status of warning, we anticipate another monitoring report will be requested by MSCHE following their decision in November. We are already looking at where we may have any potential gaps in assessment that we should shore up in the spring semester.

We also know that we will need to enhance how we catalogue all assessment activities outside of student learning outcomes and academic program reviews. Each department at the College collects data, and as a result of the subsequent analysis, makes decisions on how they choose to deliver programs and services. We will be meeting with non-academic units shortly to make sure we have assembled any outstanding data sets into a central repository to house these data sets and outcomes in the weeks ahead.

Finally, please offer your thanks and support to Sarah Maroun for drafting two outstanding responses to MSCHE. If you have a chance to read our institutional response, you can truly appreciate the work of the faculty over the past 5-6 years and of course the leadership that Sarah has demonstrated with coordinating our assessment efforts.

- 3) **Viability Study – School of Applied Technology** –On August 23rd, JMZ hosted a kick-off meeting for the advisory board for the proposed school of applied technology. The advisory board will serve as a sounding board for JMZ to clear findings and pursue questions that are critical to answer in the viability study. There are four sub-committees of the advisory board that are dubbed “councils” and an executive committee. They are the council on curriculum considerations (Joe Keegan-chair), business plan council (Bob Farmer –chair), council on recruitment and employment (Chris Tacea –Chair) and a fundraising council (Diana Fortune – chair). JMZ has been engaged in extensive data collection since early July as they continue to dig through the variables that drive the viability question currently under review. They will begin meeting with the advisory board councils shortly and they believe they are still on schedule to deliver a final report with the College later in November.
- 4) **YMCA project** – The working group met again on October 1st and toured downtown facilities as possible sites for various YMCA related activities. A tour of these spaces provided some promising prospects for supporting the desire to increase recreational and educational programs for youth and adults in the Saranac Lake region.
- 5) **Shared Governance Working Group** – The shared governance working group worked through the summer creating a document that outlines guiding principles, key stakeholders, decision-making and communication processes that are aligned with shared governance. We shared the draft with the College community in early August. We are requesting that all stakeholder groups

review the draft and provide feedback on how we can improve this document before the end of the fall semester.

- 6) **SUNY Board of Trustees Vice Chairperson Merryl Tisch visited North Country Community College on October 10th**. Members of President's Council and three student leaders met briefly with the Vice Chair, Senior Vice Chancellor Duncan- Poirier and SUNY staff on October 10th. The report back from the Senior Vice Chancellor was that the Vice Chair thoroughly enjoyed her visit here at NCCC. NCCC was part of a three college tour for SUNY officials on that day.
- 7) **SUNY Potsdam- SUNY Canton Agreement** – We met recently with the SUNY Canton leadership team regarding a modification to the service agreement proposal floated in June and they were in support of the modification. I will be meeting with the SUNY Potsdam representatives next week to check in with them on the modification discussed with SUNY Canton.
- 8) **Board Retreat on Academic Planning** – Joe Keegan and I will be discussing with the Board the next steps the faculty and the College needs to take in regard to completing an academic programs master plan for the upcoming years.
- 9) **RH Perry to Host Focus Groups - Presidential Search** – Jesse Thompson, the community college consultant from RH Perry, Inc will be on campus October 24th to conduct focus groups and as a means to collect information in preparation of a presidential profile to market the position in December.

NCCC Association
Report to NCCC Board of Trustees
October 2018

Residence Halls

Hosted 4 Summer Groups and had (4) individual Stays for the Summer

Summer Upgrades

New Ceiling lights in 64 rooms that had to lighting

New Furniture in all suites – Couches, Chairs, Desks, Dressers, Coffee Tables, End Tables, Desk Chairs

Landscaping – Planters for Flowers

Volleyball Pit (with NCCC)

Installed Elevated Trash Cans at 6 entrances to the Residence Halls

Purchased and Installed 12 Escape Ladders (Upper Floors Suites Only, for a secondary escape route should a fire start in the hallway)

New 32 Security Camera System Installed

There are currently 77 students residing in the Residence Halls

Rebranding of the Residence Halls - to entice more students to take advantage of on campus housing –
Name change to market as off campus suite style living

Fiscal Year End 17/18 Audit is complete waiting on completion of Financial Statements and Tax Return