

BOARD OF TRUSTEES MEETING

12:30p.m. | September 28, 2018

Saranac Lake, NY | HH-105

AGENDA

- I. Call to Order
- II. Approval of August 31, 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
 - E. President
 - F. Representative Reports
 1. NCCC Association
 2. NCCC Foundation
- V. Old Business
 - A. Presidential Search | RFP Update
- 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
Friday, August 31, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Mark Moeller, Pete Suttmeier, Jerry Griffin, and *Courtney Oakes.

Excused: Tim Burpoe, Dan Kelleher, Mary Irene Lee

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, David St. Germain.

Board Chair, Steve Reed, called the meeting to order at 11:01a.m.

College Senate

Sarah Kilby reported:

Fall semester dates are set for College Senate meeting.

The board representatives will attend the following:

September 14 | Pete Suttmeier

October 26 | Mark Moeller

November 20 | Steve Reed

December 17 | Anne McDonald

Second Chance Pell graduates will have their graduation ceremonies on September 6 (FCI-Ray Brook) and September 7 (Bare Hill). Tim Burpoe and Dan Kelleher will attend the event in FCI Ray Brook.

*Courtney Oakes arrived at the meeting.

Oath of Office

Courtney Oakes, student trustee for the 2018-2019 academic year, is sworn into office by board chair Steve Reed.

Approval of Minutes

Anne McDonald made a motion to approve the June/July 2018 minutes. Pete Suttmeier seconded the motion. The June/July 2018 minutes were approved unanimously (6-0-0).

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- JMZ Associates is currently working on the viability study for the proposed School of Applied Technology. The team has been exceptional and professional. Committees have been established.

Vice President for Academic Affairs

Joe Keegan highlighted his report:

- David St. Germain has taken the lead with assisting with hiring support for International Paper in Ticonderoga. He has created a new hire outreach program that will cover topics such as workplace safety, team work, problem solving, system processes, and computer skills. Through a workforce development grant and IP support there is a 100% compensation to NCCC. All courses will be held on the Ticonderoga campus.
- SUNY and State Ed have been active with NCCCC proposals. Currently all have been approved by SUNY and are currently with State Ed (Nursing, AEMT, Entre, English advising track)
- Teacher Education track is under review again. Both David St. Germain and Sarah Maroun are working to move this forward again.
- Sarah Maroun and faculty are doing a great job with meeting Middle States Commission on Higher Education (MSCHE) standard on assessment. The Middle States liaison for NCCC agreed the task has been met and the College is optimistic.
- College Bridge started this week. Luke Hudack will help with this program by working with every high school in Essex, Franklin Counties as well as a few in St. Lawrence County.
- Policies on Academic Integrity and Classroom Conduct under review today have both been vetted by our College lawyer, Jim Brooks.
- Update on the continuation of the grant for Second Chance Pell is expected in late spring.

The board acted on the following resolutions:

Anne McDonald recommended resolution 2017-18 | 59 that the North Country Community College Board of Trustees hereby approves the temporary full-time, 190 day, exempt appointment of David St. Germain as Coordinator of Strategic Academic Initiatives for the 2018/19 academic year at an annual salary of \$58,538. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Pete Suttmeier recommended resolution 2017-18 | 60 that the North Country Community College Board of Trustees hereby approves the temporary appointment of Luke Hudak, to the full-time 190 day, exempt appointment as Coordinator of Dual Enrollment Initiatives for the 2018/19 academic year at an annual salary of \$44,019. Anne McDonald seconded the motion. The resolution was approved unanimously (6-0-0).

Mark Moeller recommended resolution 2017-18 | 61 that the North Country Community College Board of Trustees hereby approves the revised Academic Integrity Policy effective at the start of the 18/19 academic year. Courtney Oakes seconded the motion. The resolution was approved unanimously (6-0-0).

Anne McDonald recommended resolution 2017-18 | 62 that the North Country Community College Board of Trustees hereby approves the revised Academic/Classroom Conduct Policy effective at the start of the 18/19 academic year. Mark Moeller seconded the motion. The resolution was approved unanimously (6-0-0).

Dean of Admissions Report

Chris Tacea reported:

- August 31, 2018 is the last day for students to add/drop. Final numbers will be shared with the board at or before the September 28 board meeting.
- Financial Aid team has begun packaging for spring 2019. They are also working on the Fiscal Operation Report and Application to Participate (FISAP) preliminary report.
- Admissions travel date begins September 10. The team will be heading out 2 weeks sooner than normal and will overlap with College Bridge.
- When the Path to Potsdam was delayed, a few students interested in the program moved to NCCC when given the choice.
- Steve Tyrell noted that it was because of the hard work of Admissions, Faculty and Staff that NCCC was able to close over half of the enrollment gap left from June student registrations. Budgeted for 970s FTEs: this number covers enrollment for Fall 2018, Winter/Spring/Summer 2019 as well as numbers from College Bridge. It does not include Second Chance Pell. Preliminary fall enrollment numbers indicate we are tracking 30-40FTEs below 970. It is our goal to recover some of this drop with spring enrollment and Bridge. If we do not, we will have to make some budget adjustments for 2018-19 and reflect those adjustments into 2019-20.
- '6 on Us' Scholarship opportunity targeting non-traditional students has proven positive, and NCCC has received applications for each campus.

Vice President for Administration/CFO:

- Bob Farmer handed out and reviewed the projection spreadsheet. He highlighted and explained the total YTD projection. Business office has been doing a great job in collecting outstanding accounts and we should see those gains in the future.
- Bob Farmer shared with the board the financial statements and the projection report for June 2018 and July 2018. Mark Moeller moved to accept the financial reports. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).
- Bob updated the 5 Year Financial Plan for the College; update was for SUNY Potsdam Pathways beginning net to move to the 2019-2020 academic year. Tuition increased 4% 18-19 and 6% for last three years. Fees are flat but will be adjusted based on FTE count. Bottom line are the FTEs the College needs to break even.
 - Anne McDonald moved to approve the 5 year Plan as presented. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).
- This week \$1,000,000 had been invested into Wells Fargo from the fund balance.
- Bob shared with the board the proposed Fund Balance Policy. He explained this proposed policy will be moving through the Shared Governance process in the near future. This would be a policy that is expected to update regularly to meet the needs of the College. It will come back for approval once reviewed from LRPB and Senate.
- 16/17 Audit committee will meet in the next couple weeks so they can report out at the next board meeting.

President's Report:

Steve Tyrell reported:

- Soccer Coach for NCCC had moved onto another opportunity in July which resulted in players following him to the next college and stay with the coach. Currently cannot establish a team this semester as of the lateness of the loss of the soccer coach, so there will be no men's soccer this season. Contemplating hiring full time Soccer/Lacrosse coach in hopes to eliminate the part-time

position we had with this position in the past. Joe Keegan will work with Chad LaDue to design and provide additional information on proposal.

- The College's monitoring report was submitted to MSCHE yesterday. College was required to respond to two standards: (1) tie together strategic plan with expenditures and create, (2) implement a systematic and organized approach to assessment. The monitoring report and related appendices will be posted on the SharePoint next week.
 - Judi Sciple – chair of the review team has reached out to the President's office to start planning for their upcoming visit on September 26-28.
 - Steve Reed will be in attendance on September 27th.
 - If attending meetings with the visiting team it is expected all parties read and review the monitoring report.
- JMZ, who is working on the viability study for the Proposed School of Applied Technology, held an advisory board kickoff meeting on August 23, 2018. Advisory board committees and councils have been reviewed and formed. JMZ plan to meet with these councils in October to obtain more feedback; they will return in November with a draft of recommendations
 - JMZ will be meeting with the faculty on Sept.12 for a listening session. They are interested in learning from the faculty the questions, concerns, and deepen their understanding of their critical questions.
- Meeting regularly with village, school district to discuss the YMCA project. Stakeholders will attempt to launch in January 2019 in the school district for after school programs for students and adults. Conversations about the future of the College pool space will happen this fall.
- SUNY Vice Chair Merryl Tisch will visit the College on September 25th. She anticipates meeting student representatives and members of President's Council.
- Employee recognition event is slated for September 14th at 3pm. All encouraged to attend.
- Jane Carpenter will be representing the College at the SUNY Chancellor Inauguration on September 14th requesting a member of the board to attend on behalf of the President's office.
- As of July, the Governor's Office of Appointments has not made a move to approve the open position on the College Board, previously held by Mary Kay Tulloch.

NCCC Association:

No report.

NCCC Foundation:

Diana Fortune reported:

Foundation Board of Trustee requests a member from the College Board hold a position with them.

Pete Suttmeier has accepted the appointment.

Due to the generous donation of the Ginsberg Scholarship fund, all applicants this year received some sort of scholarship.

Old Business:

None.

New business

- Steve Tyrell shared with the board information regarding the upcoming annual New York Community College Trustees (NYCCT) conference.

- September 20-23 in Saratoga Springs, New York.
- Steve Tyrell and Stacie Hurwitch plan to attend.
- Members of the board are encouraged to attend this informative conference.
- Steve Tyrell requested the Board move the September 28, 2018 board meeting to start time 12:30pm to accommodate the Middle States Visiting Team. They will be reporting out to the College Community at 10am on September 28, 2018. Board members accepted the request.

Public Comment:

None

Executive Session

Anne McDonald made the motion to enter Executive Session at 12:27pm. in relation to ***collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*** Pete Suttmeier seconded the motion. The motion was passed unanimously (6-0-0). Steve Tyrell was invited to join the meeting at 12:28 pm.

Anne McDonald made a motion to adjourn executive session at 1:17PM p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Courtney Oakes seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:18p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
September 28th, 2018

Greetings to you all! The semester is in full-swing and students seem to have settled in. Second Chance Pell and College Bridge are both underway as well. Please find updates from our area here:

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

- **Academic Planning**
 - We will be returning to our work on academic planning in the near future. The opening of the academic year always presents a number of items needing immediate attention and we expect that these will have waned some by early October.
 - Following up with UVM and other partners regarding the Spring 18 meeting held to explore health care career path opportunities in our communities.
 - Working with the Hum/SS chairs in wrapping up work on a teacher ed track.
 - Exploring continuing education opportunities across the campus, now that we have resourced it to some degree. The IP School to Work program, which we are hosting and delivering at our Ti campus, launched this month, and our first training is slated for Saturday, September 22nd in Ti.
 - Hosting community advisory boards on all three campuses.
 - Continuing partnerships with workforce partners to help identify ways the college can help address the lack of workforce readiness across our communities.
 - The viability study on the School of Applied Technology is underway with JMZ. A meeting with the faculty took place on September 12th with JMZ listening to questions, concerns, issues and the like early in the process. Faculty and staff will also serve on committees related to the proposal, including Curriculum, Business Plan/Financials and Enrollment/Marketing.
- **Academic Programs:**
 - *AA Lib Arts and Sciences – Hum / Soc Science* – Approved by SUNY on July 24th, 2018. Approved by NYSED on September 6th, 2018 for all campuses and modalities.
 - *Advanced EMT*: Approved by SUNY on June 15th, 2018 is at NYSED for review.
 - *AAS Nursing*: Approved by SUNY in Spring 18; 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.
 - *AA Liberal Arts – Childhood / Early Childhood Teacher Ed Transfer*: We have returned to this now that the faculty have returned.
 -
- **SUNY Potsdam Proposal**: No update to report.
- **Assessment of Student Learning**: Over the summer, Sarah Maroun completed a report documenting the work of the faculty in establishing a systematic process of assessment. Last year, Sarah led the faculty in addressing issues raised by Middle States in a sustainable and meaningful way and that report was included in the Monitoring Report submitted to Middle States on September 1st. Opening Week's Assessment Day was spent reviewing outcomes from last year and fine-tuning SLO assessment plans for the 18-19 year.

- **College Bridge:** College Bridge activities are underway and we have begun our registration of students in the area high schools. The transition of responsibilities from Sarah Maroun to our Coordinator of Dual-Enrollment Initiatives, Luke Hudak, is underway and progressing smoothly.
- **Learning Management System:** As the Board may know, learning management systems have become important adjuncts to teaching, particularly for courses that are online or have significant online or visual elements. We are moving to a new system, BlackBoard, which is a leader in this area. The transition from our existing system, MoodleRooms, will take place over the year. This semester, several faculty have been helping us pilot the switch and work out the bugs, for which we are grateful.
- **Academic Policies:** No report.

★ **Faculty/Staff Appointments:**

We expect the 18-19 academic year to be another one filled with transitions within the faculty specifically and the College more broadly. We have four faculty members who will be retiring at year's end (Lynne Kemp, Larry McFaddin, Lynne Reale and Judy Steinberg). In addition to those vacancies we have a number of temporary positions that we will be looking to fill. Here is the current slate of searches we expect to conduct:

- 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:** Fall classes are underway with some 130 students registered across three facilities: Bare Hill, Franklin and FCI Ray Brook. Graduation ceremonies for 32 students took place at Bare Hill and FCI Ray Brook the first week of September and each ceremony was quite moving, testifying to the power of education in transforming lives. We expect several more to graduate at the end of Fall 18 and Spring 19 respectively.
- **P-TECH Programs** –We are the partner in a single P-TECH program, Northern Borders Academy, which started their session on September 4th. This year, the junior class is taking their College courses on our Malone campus.
 - **Perkins:** We are completing our final report for the 17-18 funding year and implementing our 18-19 grant through our Retention Specialists and Career Services Coordinator.

Respectfully submitted,

Joe

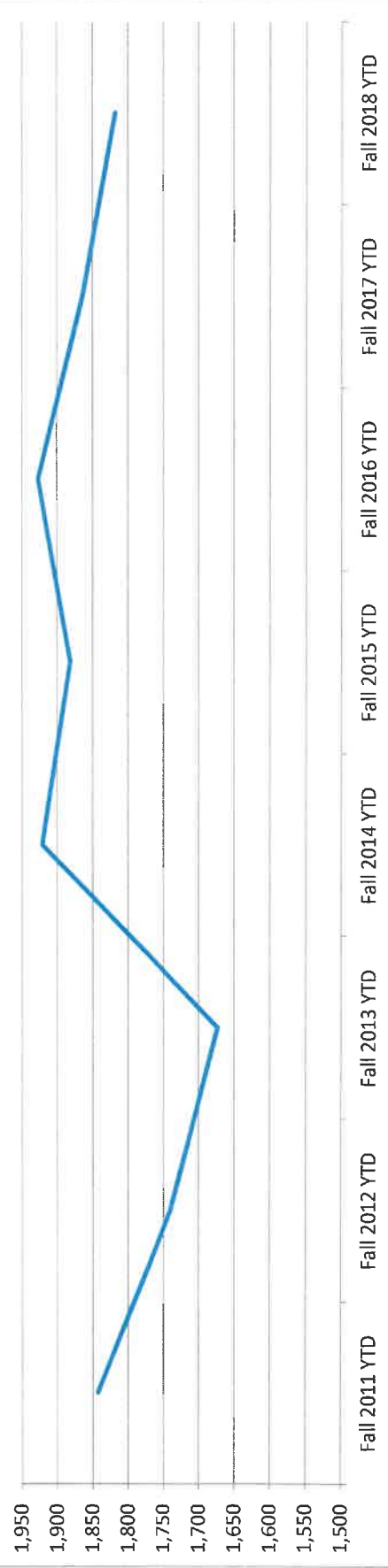
Board of Trustees Report
 September 14, 2018
 Admissions Dept.

Current Year: 2018

Data Date: 8/20/2018 *Rough estimate based on available data in CAMS

	Fall 2011 YTD	Fall 2012 YTD	Fall 2013 YTD	Fall 2014 YTD	Fall 2015 YTD	Fall 2016 YTD	Fall 2017 YTD	Fall 2018 YTD	Fall 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2015 Final	Fall 2015 Final	Fall 2016 Final	Fall 2017 Final
Fall Applications (YTD)	1,843	1,740	1,673	1,921	1,882	1,927	1,864	1,818	1,843	1,740	1,673	1,921	1,882	1,927	1,898
Deposits	449	479	351	481	472	533	448	405	449	479	351	481	472	533	451
Admits	696	653	771	797	694	762	676	1,110	696	653	771	797	694	762	724
Wait List (Nursing, RAD)	27	4	24	38	63	39	59	17	27	4	24	38	63	39	59
Other Application Status	16	253	32	3	1	3	0	0	16	253	32	3	1	3	0
Received Applications Pending Review	2	4	9	1	24	7	64	8	2	4	9	1	24	7	4
Incomplete Applications	170	217	390	14	233	342	293	597	170	217	390	14	233	342	322
Application Withdrawn	131	109	76	581	181	68	66	237	131	109	76	581	181	68	74
Inactive Application	0	0	0	0	0	167	255	12	0	0	0	0	0	167	260
Application Rejected	352	21	20	6	214	6	3	4	352	21	20	6	214	6	4
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	0	628	640	510	575	469	443	456

Fall Applications (YTD)



Final Application Breakouts YTD:	Fall 2018	Fall 2017	Fall 2016	17-18#/% Difference	16-18#/% Difference
Applications:	1818	1864	1927	-46/-2.5%	-109/-5.7%
Deposits:	405	448	533	-43/-9.6%	-128/-24.0%
Admits:	1110	676	762	434/64.2%	348/45.7%
Incompletes:	597	293	342	304/103.8%	255/74.6%

Admissions Activities:

1. Fall travel starts the 16th, below are the college fairs along with high schools we'll visit, and colleges invited to the NCCC College Fair on Oct. 4th
2. PTP placement testing and deposits have been settled with Potsdam (we picked up three new for NCCC)
3. I will have a formal response for October's Senate Meeting on the Enrollment Committee report from Spring
4. Thanks to those who met with Adworkshop, results will be availed for the October Senate Meeting
5. I've been appointed chair of the recruitment and employment council for the proposed School of Applied Technology review
6. Attended the two graduations for 2nd chance Pell at FCI & Bare Hill
7. I apologize I'm not available for today's meeting...see all of you in October. Welcome Back!

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.

College Fairs	Date
SUNY Fair: Buffalo	9/16/2018
SUNY Fair: Rochester	9/17/2018
SUNY Roadshow	9/18/2018
SUNY Roadshow	9/19/2018
Head, Hands, Heart Day	9/19/2018
Tri-County College Day	9/19/2018
SUNY Roadshow	9/20/2018
Lewis County Fair	9/20/2018
SUNY Fair: Syracuse	9/20/2018
SUNY Roadshow	9/21/2018
HVCC Fall Regional College Fair	9/26/2018
SUNY OpInform: Morrisville	9/28/2018
JCC Higher Ed Day	10/1/2018
OFA College Fair	10/2/2018
SLU Higher Ed Night	10/2/2018
REOC College Fair	10/2/2018
SUNY OpInform: Monroe CC	10/3/2018
Salmon River Higher Ed Day	10/3/2018
Plattsburgh College Night	10/3/2018
NCCC College Fair	10/4/2018
ASCA Fall College Night	10/4/2018
SUNY OpInform: Dutchess	10/9/2018
Southwest Tech Open House	10/9/2018
Frankfort HS Fair	10/9/2018
MVCA College Night	10/9/2018
RFA College Night	10/10/2018
SUNY Fair: NYC	10/10/2018
Madison County Fair	10/11/2018
SUNY Fair: NYC	10/11/2018
Cobleskill College Info Day	10/15/2018
Otsego County College Night	10/15/2018
TC3 College Day/Night	10/16/2018
Greater Binghamton College Day	10/17/2018
Ballston Spa Mini-Fair	10/17/2018
BHBL Mini Fair	10/17/2018
Oswego County College Fair	10/18/2018
Cayuga Country College Night	10/18/2018
NYSACAC Albany Regional Fair	10/30/2018
BOCES Week	11/5/2018
BOCES Week	11/6/2018
BOCES Week	11/7/2018
BOCES Week	11/8/2018
BOCES Week	11/9/2018

School Visits		
Franklin Academy	Gouverneur	Guilderland
Chateaugay	Hammond	Minerva
Salmon River	Morristown	Newcomb
Brushton-Moira	Ogdensburg	Long Lake Central
Tupper Lake	Heuvelton	Indian Lake Central
Saranac Lake	Hermon-DeKalb	Wells Central
St. Regis Falls	Potsdam	Glens Falls
Lake Placid	Canton	Queensbury
Keene	Parishville-Hopkinton	North Warren
Elizabethtown-Lewis	Colton-Pierrepont	Bolton
Crown Point	Lisbon	Lake George
Ticonderoga	Madrid-Waddington	Hadley-Luzerne
Minerva	Edwards-Knox	Warrensburg
Moriah	St. Lawrence Central	Johnsburg
Schroon Lake	Massena	Argyle
Willsboro	Norwood-Norfolk	Granville
Westport	Clifton-Fine	Hudson Falls
Newcomb	Alexandria Central	Greenwich
Ausable Valley	Sackets Harbor	Whitehall
Beekmantown	General Brown	Fort Ann
Chazy	Watertown	Hartford
Northeastern Clinton	Thousand Islands	Ballston Spa
Northern Adirondack	Lyme	Corinth
Peru	Indian River	Galway
Saranac Central	Carthage	Schuylerville
Plattsburgh	South Jefferson	Burnt Hills-Ballston Lake
Seton Catholic	Belleville-Henderson	Saratoga Spring HS
	LaFargeville	Shenendehowa
	Copenhagen	Stillwater
	Beaver River	Mayfield
	Harrisville	Northville
	South Lewis	Gloversville
	Lowville	Oppenheim-Ephratah-St.Johnsville
	Old Forge	Canajoharie
	Adirondack	Fonda-Fultonville
	Remsen	Fort Plain
	APW	Amsterdam
	Fulton	Scotia-Glenville
	Mexico	Tamarac
	Oswego	Hoosick Falls
	Pulaski	Hoosick Valley
	Sandy Creek	Lansingburgh

NCCC College Fair @ SL 10/4

North Country Community College
Paul Smith's College
SUNY Delhi
SUNY Polytechnic Institute
SUNY Geneseo
SUNY Cobleskill
New England Culinary Institute
Alfred State College
Empire State College
SUNY Potsdam
Plymouth State University
Sage Colleges
University of New Haven
Bryant & Stratton College
SUNY Morrisville
Keuka College
Nazareth College
Castleton University
Syracuse University
Houghton College
Le Moyne College
Carleton University
SUNY Fredonia
Northern Vermont University
Utica College
SUNY Hudson Valley CC
SUNY Oneonta
Fulton-Montgomery CC
SUNY Buffalo State College
Rensselaer Polytechnic Institute
Albany College of Pharmacy & Health Sciences
St. John Fisher College
SUNY University at Buffalo
Hobart & William Smith Colleges
Elmira College
Cazenovia College
Clarkson University
Saint Michael's College
Niagara University
Daemen College
St. Lawrence University
University of New England
Maine College of Art
SUNY University at Albany
SUNY Herkimer College
SUNY Mohawk Valley CC
SUNY Plattsburgh
SUNY Canton
Canisius College
Alfred University
Rochester Institute of Technology

President's Report to the Board of Trustees

September 20, 2018

Dr. Steve Tyrell

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

Date:	With:	Location:
9/5/2018	EMSI representative, Brent Belschner	Saranac Lake, NY
9/6/2018	FCI Ray Brook Graduation	Ray Brook, NY
9/7/2018	Bare Hill Graduation	Ray Brook, NY
9/12/2018	NYCCAP Executive Team & NYCCT	Conference Call
9/12/2018	JMZ Master Planning Update Meeting	Saranac Lake Campus
9/13/2018	CCBOA Executive Committee	Albany, NY
9/18/2018	Meeting with CanAm Rugby Stakeholders	Saranac Lake Campus
9/19/2018	Meeting with YMCA and Community Stakeholders	Saranac Lake Campus
9/20-9/23/2018	NYCCT Annual Conference	Saratoga Springs, NY
9/26-9/28/2018	MSCHE Visiting Team	Saranac Lake Campus

- 2) **MSCHE monitoring report & review team visit** – We shared with the College community in early August our final draft of the MSCHE monitoring report. On August 21st, we solicited final feedback from the College community. Final edits occurred through August 29th and the report was filed before the September 1st deadline. MSCHE also moved the date of the review team visit up a week due to one team member moving obtaining employment outside of the region. The review team will be on campus to speak with faculty, staff, administration and Board members on Thursday, September 27th and they will provide their draft report to the College community on Friday morning, September 28th. As a result, the September Board of Trustees meeting is scheduled to begin at 12:30PM. The review team chair prepared a list of NCCC representatives they would like to meet with on September 27th. Our monitoring report can be found on the faculty portal SharePoint site.
- 3) **Viability Study – School of Applied Technology** – In July, JMZ began their work analyzing the prior work completed on this proposal in July. On August 23rd, JMZ hosted a kick-off meeting for the advisory board for the proposed school of applied technology. The advisory board is comprised of faculty, staff, and members of the Board of Trustees, community leaders, representatives from BOCES, NCREDC, elected county officials, trade unions, and workforce development representatives. 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 expects to provide their initial analysis and findings to the councils in mid-October in order to collect feedback from council members. JMZ projects their final report will be shared with the College later in November.

4) **YMCA project** – The working group met again on September 19th. Following our review of the needs assessment completed in April, the village, the Saranac Lake school district, YMCA representatives and the College are looking at what are some first steps we can take to fill in some of the gaps that exist in our community that once filled would better serve the needs of youth of all ages, families, and the broader adult population. As a first step of many, our group hopes to provide some services to supplement current offerings to area youths and adults in spring 2019.

a. **Future of the College Pool?** – One of the discussion points with the YMCA project and with the DASNY funding we received this year is the College pool in the Sparks Athletic Facility. We had a brief discussion with JMZ during a master plan update meeting on September 12th where I stated that there are many pros and cons to weigh in regard to whether the College closes the pool and utilizes the space for other athletic and recreational functions. We as a College community will need to spend some time discussion this question over the next two months. We need to come to a decision (one way or another) by the end of the semester because it will directly affect (a) how we may choose to spend some of the DASNY money we received and (b) what our future role may be with the YMCA project.

I will share some of the pros and cons that have risen from recent conversations with the College community next week and then will request that various stakeholder groups provide their feedback and recommendation to what is the future of the pool. Then I plan to have President's Council synthesize the feedback received and that body will make their recommendation to me for a final decision. So until then, be on the lookout for these materials and I look forward to hearing back from the College Senate later in the semester.

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) **Postponed - SUNY Board of Trustees Vice Chairperson Merryl Tisch to visit North Country Community College on September 25th**. We were notified on September 18th that Vice Chair Tisch needed to postpone her September 25th visit to later in October. When a new date is firmed up, we will share that information with the College community.

7) **Fall Enrollment Update** – Enrollment in our core programs (Saranac Lake campus, Ticonderoga campus, Malone campus) will be down this fall compared to last year. Census day for enrollment occurs at the end of the third week of the semester, and we will land for Fall semester at 40 FTES below our budget enrollment target of 970 for the year. The impact on the annual operating budget would create a projected \$360,000 shortfall if we do not take steps to resolve this shortfall moving forward. We will need to work extra hard to raise our numbers with our Spring 2019 semester and summer school enrollments if we are to balance our annual budget before the end of the fiscal

year. Please note that the shortfall here does not take into account the 2nd Chance Pell program enrollment for the 2018-19 year.

- 8) **50th Anniversary Employee Recognition Events** – As we close out the series of 50th anniversary events for the College, in early October, we will unveil Chancellor's Awards of Excellence displays on all three campuses. In addition, Stacie Hurwitch, Chris Knight and Gina Pollock planned a special employee recognition event on Friday, September 14th at Mt. Pisgah here in Saranac Lake, NY. The event was well-attended and it was nice to hear stories from retirees related to the early years of the College and how perseverance and creativity combined with a deep commitment to engage our students led the College community thru challenging times. It is evident that those institutional values remain strong today still!
- 9) **SUNY Potsdam- SUNY Canton Agreement** – We continue to work with both institutions on how we can proceed with a service area agreement for Fall 2019. I have been incredibly impressed with the senior leadership at both institutions with their commitment to exploring strategies that will increase access to higher education.
- 10) **Board Retreat on Academic Planning** – I want to thank Board members and all other participants for attending the retreat on academic planning in late July. A lot of good ideas were shared. Stacie Hurwitch organized the notes and they were shared with the College community last week. The Board of Trustees, the faculty and the administrative staff will continue to work together in developing an academic programs plan to serve the College and the region in years to come.
- 11) **Strategic Plan Update** – On September 11th, Stacie Hurwitch shared the latest version of our institutional strategic plan update. I recommend you take a look at the information contained in the report. You will see how we are moving forward with a number of key initiatives.
- 12) **Presidential Search** – A resolution was passed at the last Board meeting that authorized the administration to post a Request for Proposal (RFP) for an executive search firm. The RFP was posted during the first week in September with applications due by the 21st. The Board of Trustees will select a search firm at the September meeting. The first search committee meeting is projected to be held in October.
- 13) **Non-traditional student recruitment and enrollment** - President's Council discussed the untapped market of non-traditional students. Chris Tacea and his team have been targeting the veteran's population with recent marketing efforts. Members discussed the merit of adding course and program options on nights and weekends. This additional structure to course/program offerings with year round Pell aid could help increase the FTE count and capture the non-traditional students demographic in our region. Members discussed next steps of moving this initiative forward as a means to bolster enrollment which will need to include additional conversations with the Senate and their committees, current academic planning efforts, labor review, and how these conversations tie in with the master plan update work being completed by JMZ. President's Council will discuss a more in-depth strategy plan about academic program marketing at its October meeting. Chris Tacea also discussed the concept of "bundling academic

programs” as a targeted marketing for our current programs that could be more attractive to prospective students and could yield better enrollment in some of these under-enrolled programs. This marketing strategy certainly does not have to be limited to non-traditional aged students either. The “bundle” marketing approach is also on the agenda for the early October meeting.