

# BOARD OF TRUSTEES MEETING

11:00 a.m. | April 27, 2018

Saranac Lake Campus | HH-105

## AGENDA

- I. Call to Order
- II. Approval of March 29, 2018 minutes
- III. Investment presentation by Mr. Terry Niles
- IV. Liaison Reports
  - A. College Senate
  - B. NCCCAP
  - C. CSEA
- V. College Reports
  - A. Board Chair
  - B. Vice President for Academic Affair
    1. Resolution 2017-18 | 17: Certificate in Advanced Emergency Medical Technician
    2. Resolution 2017-18 | 18: English Advising Track
    3. Resolution 2017-18 | 19: Appointment, Campus Director, Potsdam
    4. Resolution 2017-18 | 20: Appointment, Athletic Program Assistant & Coach
  - C. Dean of Admissions
    1. Resolution 2017-18 | 21: Appointment, Associate Director of Admissions
  - D. Vice President for Administration & Fiscal Operations
    1. February & March 2018 Financial Statements
    2. Resolution 2017-18 | 23: 2018-19 Budget, Tuition & Fees Schedule
    3. Resolution 2017-18 | 24: 2018-19 Excelsior Tuition & Fees Schedule
    4. Resolution 2017-18 | 25: 2018-19 Path to Potsdam Tuition & Fees Schedule
  - E. President
  - F. Representative Reports
    1. NCCC Association
    2. NCCC Foundation
- VI. Old Business
  - A. Academic Planning Update | Thursday, July 26, 2018
- VII. New Business
  - A. Proposed Shared Governance Session
- 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.**

**NORTH COUNTRY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MINUTES**  
*Thursday, March 29, 2018 | Saranac Lake Campus*

**Board Members Present:** Steve Reed, Anne McDonald, Dan Kelleher, Mark Moeller, Joe Costa\*, Jerry Griffin, and Pete Suttmeier.

**Excused:** Tim Burpoe, Mary Irene Lee.

**Others Present:** Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Beth Quinn, Lisa Symonds, Diana Dudley, Tara Smith.

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Board Chair, Steve Reed, called the meeting to order at 11:05 AM.

**Approval of Minutes**

Anne McDonald made a motion to approve the February 23, 2018 minutes. Pete Suttmeier seconded the motion. The February 23, 2018 minutes were approved unanimously (6-0-0).

**College Senate**

Sarah Kilby reported:

- Elections begin in May.
- Next Senate meeting is April 13, 2018 at 12:30pm. Mr. Reed will be attending.

**NCCCAP**

No report.

**CSEA**

Dianna Trummer reported:

- There is a planned meeting with Labor Management on April 16, 2018 where resolutions for recent grievances are anticipated.

**Board Chair Report**

Steve Reed reported:

- He attended a video conference meeting with members of the College on March 9, 2018.
- He recently met with Dan Palmer to discuss the College as it relates to Essex County sponsorship.

\*Joe Costa arrived at 11:17am

**Vice President for Academic Affairs**

Joe Keegan submitted his report and highlighted:

- AAS Nursing program was moved to SUNY this week. It is anticipated that it will go to NY State Education for review soon.
- Proposed AEMT Certification program is currently with curriculum committee for approval.
- Work is continuing with SUNY Potsdam regarding the Child Education transfer program.
- On March 22, 2018 a small NCCC team met with SUNY Potsdam and SUNY Canton to discuss the Potsdam Initiative.

- A recent conference call with NCCC's Middle States representative reported assessment on student learning outcomes is moving forward and we are making progress in meeting their necessary requirements.
- Both Academic Integrity and Classroom Conduct policies will be presented next month to Senate.
- First round of College Advisory Boards for each of the three campuses are complete. Proposed spring dates for the next Malone and Ticonderoga meetings will be shared soon.

*The board acted on the following resolution:*

Mark Moeller recommended resolution 2017-18 | 15 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY and NY State Education for NCCC to offer an Associate in Applied Science Degree in Entrepreneurship Management at the Malone Campus. Jerry Griffin seconded the motion. The resolution was approved unanimously (7-0-0).

### **Dean of Admissions Report**

Chris Tacea reported:

- To date there have been thirty-seven paid deposits made for the Path to Potsdam Program.
- Financial Aid award letters have been sent out to 2018-19 perspective students, which included students interested in Path to Potsdam Program.
- A marketing progress report from AdWorkshop was shared with the Board. The report identified that people use their mobile devices significantly more to learn about the College then go to the main page of the College website. Chris reported the document will be made available on SharePoint for the College community to view at their convenience.

### **Interim Vice President for Administration/CFO:**

Bob Farmer reported:

- Long Range Planning and Budget has met regularly to work on the proposed 2018-19 College budget.
- The preliminary budget for 2018-2019 is currently based on a full time enrollment (FTE) of 978, with a 4% increase.
- Work has been done to consolidate fees, to simplify and provide greater transparency.
- State Aid is based on calculated 1001 FTEs, the same formula from the past 3 years was used to calculate the anticipated State Aid. The College is hopeful that a formula change for Community Colleges will soon be announced.
- Bob Farmer, Lisa Symonds, and Erik Harvey met with Essex County manager Dan Palmer and Franklin County manager Donna Kissane to discuss the College's proposed budget. The meeting went well.
- The Second Chance Pell grant is not guaranteed past summer of 2019, therefore numbers past Spring 2019 will not highlight the grant funded program until we know more from the federal government.
- Path to Potsdam budget is based on 60 FTEs for Fall 2018. Steve Tyrell explained that there is a limitation to the number based on SUNY regulations as we move from extension site, to extension center and then a branch campus. If NCCC is approved by SUNY and NY State Ed, to be a Branch Campus, then they can expand passed 60 FTEs.

## **President's Report:**

Steve Tyrell shared his written report and highlighted:

- To date, the College's 2017-2018 budget target of 978 FTEs has been surpassed, early spring the number was 985 FTE. When including spring semester and bridge program enrollment; the College is at 1,012. If we add 2<sup>nd</sup> Chance Pell enrollment, 2017-18 enrollment will reach 1,137 FTEs. This success is a direct reflection of faculty and staff for their hard work in and out of the classroom.
- The 5 year financial plan will be presented at a future board meeting once reviewed by College Senate and President's Council.
- With the new proposed Community College funding formula, State Legislators have voiced a concern that there is no maintenance of effort included. NYS Legislature are continuing to work moving the funding formula forward, but in the meantime state aid to community colleges will likely be increased.
- Steve Tyrell recently conferenced with both Presidents of Jefferson County and Clinton County Community Colleges to draft a Service Area Agreement. The proposed agreement was forwarded to SUNY Legal, Dona Bulluck to complete and approve.
- The Shared Governance working group recently created a new survey to share with the College Community. It will be sent to the College's faculty, staff and Board next week. The working group will meet to review and discuss results afterwards. There will be another Shared Governance session planned for Monday, May 14, which will highlight the College's accomplishments and plans for next steps moving forward.
- YMCA community needs assessment survey will remain open until mid-April 2018. To date there have been 235 participants. The community open forum is scheduled for April 12, 2018 and will be held on the Saranac Lake Campus. All are encouraged to attend.
- Authorization of Funds paperwork to DASNY has been completed for the \$1.1 million. The College is excited about this new opportunity. Members of the College's faculty and staff will play an integral role in the framework of this project.
- Steve Tyrell shared with the Board a chart created by Scott Harwood and Chris Tacea. The report highlights residences of our support counties of Franklin and Essex that attend other Community Colleges. It shows that 90% of Franklin County residents attend NCCC and 59% of Essex County residents attend NCCC. Additionally, 38% of St. Lawrence County residents study at NCCC. The report also highlights students of our sponsoring counties who attend other Community Colleges in the SUNY system. Most attend Clinton County Community College and SUNY Adirondack. It is suspected that these students are attending sister Colleges based on their proximity to campus. From the same study, it shows that some students are going to other colleges to study trades, media arts, and physical therapy.
- Another chart was shared highlighting the number of high school students in our sponsoring counties who do not attend college after their senior year as well as the numbers in our surrounding area. 47% of regional high school graduates last year indicated they were not going to go to College. Currently, College stakeholders are researching ways to survey these students.
- The board discussed sharing these charts the community and representatives of Essex and Franklin counties.

*The board acted on the following resolution:*

Jerry Griffin recommended resolution 2017-18 | 16 that the North Country Community College Board of Trustees hereby approves the Involuntary Medical Leave of Absence policy beginning August 1, 2018. Anne McDonald seconded the motion. The resolution was approved unanimously (7-0-0).

**NCCC Association:**

No report.

**NCCC Foundation:**

No report.

**Old Business:**

- The Strategic Plan progress report was shared with the Board. College stakeholders are continuing to move forward with the initiatives, and are doing quite well. The plan to shift IT support for academic resources continues. The College will have project farther out with academic planning and what the College will offer in the future.
- Plans for an Academic Planning Summer Retreat were discussed, a tentative date was held for Thursday, July 26 at an off-site location to be determined. Possibly attendees will include members of the Board, senior leadership and academic chairs & directors. Potential topics for discussion were also reviewed. Discussion included possibly having stakeholders and experts outside the College community offer presentations from an alternate point of view. The members of the College were encouraged to send Stacie Hurwitch their ideas so she can share with the board and begin a draft agenda for the event.

**New business**

- Saranac Lake Campus Advisory board was a successful event. Majority of the discussion revolved around trades, communication, and business. The community and made a lot of connections both for us and with each other. The next College Advisory Board meeting will be in Ticonderoga on May 4, 2018 at 9am.

**Public Comment:**

None.

**Executive Session**

Joe Costa made the motion to enter Executive Session at 12:22p.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.*** Mark Moeller seconded the motion. The motion was passed unanimously (7-0-0). Steve Tyrell was invited to join the meeting at 12:23p.m.

At 1:25pm, Bob Farmer and Stacie Hurwitch were invited to join the session; Ericka Moody and Tara Smith joined the meeting through a conference call. At 1:35pm Bob Farmer, Ericka Moody, Tara Smith and Stacie Hurwitch were excused from Executive Session. At 1:45 Steve Tyrell was excused from Executive Session.

At 2:25pm, Steve Tyrell was invited to join the Executive session again.

Joe Costa made a motion to adjourn executive session at 2:40p.m. Anne McDonald seconded the motion. The motion was approved unanimously (7-0-0).

**Adjourn**

Joe Costa made a motion to adjourn the meeting. Anne McDonald seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 2:41p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stacie G. Hurwitch".

Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

UNAPPROVED



**Academic Affairs**  
**North Country Community College**  
**VPAA Report to the Board of Trustees April**  
**27<sup>th</sup>, 2018**

Greetings to you all. We are nearing the conclusion of the semester and the academic year. As you know, it has been a busy and productive year at the College, above and beyond our regular activities of teaching. Please find an update from our area here.

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

- ***Academic Planning***
- The Ticonderoga Revitalization Alliance made a presentation to the College community on April 18<sup>th</sup> regarding the School of Applied Technology.
- We have begun to establish a small group of interested faculty and others to work through the various inputs and data regarding academic needs and our ability to respond. We are hoping that a Board of Trustees member will be able to join us in the process. We plan to hold our first meeting by the end of the semester.
- The College, in partnership with Adirondack Health and the University of Vermont's Continuing Education Department is planning a late May forum in Saranac Lake to explore health care career path opportunities and barriers.
- The College, along with CV-TEC and workforce partners, is working with IP to respond to a significant number of vacancies at the mill, both currently and projected into the future. Our next meeting is slated for Monday, April 30<sup>th</sup>.
  
- ***Relocating Programs:***
- *AA Lib Arts and Sciences – Hum/Soc Science – English* advising track. The track was approved by the College Senate in March and is before the Board today for review.
- *Advanced EMT*: The proposal was approved by the College Senate two weeks ago and is before the Board today for your review.
- *AS Business: Sports Management* registration in Malone has been moved to SUNY for their review.
- *AAS Nursing* registration in Malone has also been moved to SUNY for their review.
- *AAS Entrepreneurship Mgmt – Malone*: You approved this at your March 18 meeting and we will be working to pull together the application to SUNY and NYSED.
- *Certificate in Entrepreneurship* – No update to report.
- *AAS Human Services – Ticonderoga*: No update to report.
- *AA Liberal Arts – Childhood/Early Childhood Teacher Ed Transfer*: No update to report.
  
- ***SUNY Potsdam Proposal:***
- The Extension Center Director search has been completed and we have made an offer to David St. Germain, who we are recommending to the Board today. David will be visiting campus on Monday, April 30<sup>th</sup>. We will now begin to turn our attention to recruitment of faculty members for the program.

- A Service Area Agreement is being drawn up by SUNY on our behalf which allows us to officially move forward with our proposal to offer the program in St. Lawrence County and will be the trigger to resubmit the proposal to SUNY and to MSCHE for review.
- *Assessment of Student Learning:* A couple of weeks ago, Sarah M and I had phone conference with our Middle States liaison, Christy Faison, to review the status of our current assessment plan. Christy indicated that the plan we presented to her seemed to demonstrate a systematic and mature plan. She also cautioned us about the importance for the faculty to be able to be conversant about the assessment activities within their programs and specifically be able to convincingly speak about 1) what their assessment plan is, 2) how they have been assessing their program learning outcomes, 3) what they have learned, and 4) how that learning influence how they deliver the material. To that end, we are planning to use the assessment day scheduled at the end of this semester and the one to start next semester to work with departments on being able to answer these questions.

\* *College Bridge:* No update to report.

□ *Academic Policies*

- *Academic Integrity Policy and Classroom Conduct Policy* – The proposals are being reviewed by our legal counsel to make sure that they pass muster regarding protecting students' rights.

\* **Campus Advisory Boards:**

- We wrapped up the first round of campus advisory boards on March 16<sup>th</sup> with the SL Advisory Board. Ti will be holding a spring meeting on Friday, May 4<sup>th</sup>, 2018 from 9:00-11:00 am. We will be using the input from those boards to help guide the team looking at academic master planning.

\* **Faculty/Staff Searches:**

We have six full-time positions remaining to be finalized. Here is a status update:

- *College Registrar* – Search is completed and we have a candidate we are recommending to you today.
- *Director of Radiologic Technology* – Search is completed and we have a candidate we are recommending to you today.
- *Women's Soccer/LAX Coach & Athl Prog Asst* – Search is completed we have a candidate we are recommending to you today.
- *SUNY Potsdam Extension Center Director* - Search is completed we have a candidate we are recommending to you today.
- *Science Instructor* – Search is nearly complete with the recommendations from the committee sent my way and under review.
- *Associate Dean for Academic Affairs* – Search is underway.

\* **Grants and Experiments:**

Here is a brief update on our grants:

- *Second Chance:* The Spring 18 semester is fully underway and we are preparing for the Summer 18 semester. Adirondack Correctional will be transitioning to a youth facility and



will be off-line until likely the Spring 19 semester. We have submitted our budget request for 18-19.

- *P-TECH Programs* –no updates to report.
- *Perkins:* The program is in full swing with our Career Services Coordinator and retention specialists at Malone and SL.

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

- WHEREAS** There is both an acute and long-term need for Advanced Emergency Medical Technicians (AEMT) within rural communities across the state, including Essex County and Franklin County, and
- WHEREAS** The College has worked closely with community partners in Essex County and Franklin County to develop a viable certificate which prepares students to become AEMTs, and
- WHEREAS** The College has received significant community support to deliver this certificate, and
- WHEREAS** The College is prepared to deliver the program, having the faculty and resources in place to offer the program at all three campuses, and
- WHEREAS** The Curriculum Committee and College Senate have approved the proposal, and
- WHEREAS** The Vice President of Academic Affairs concurs and supports the proposal, and
- WHEREAS** The President has reviewed the proposal and endorses the recommendation;

**NOW, THEREFORE, BE IT**

**RESOLVED** that the North Country Community College Board of Trustees approves the submission of a program proposal to SUNY and NYSED for NCCC to register a Certificate in Advanced Emergency Medical Technician at our Malone, Saranac Lake and Ticonderoga campuses.

2017-18 | 17  
April 27, 2018

Motion:

Seconded:

Motion Passed/Postpone/Not Passed: (0-0-0)

**CERTIFICATE: ADVANCED EMERGENCY MEDICAL TECHNICIAN****(Proposal)****(HEGIS 5299.00)**

<b>I.</b>	<b>EMT CORE COURSES (12 credits)</b>	<b>CREDITS</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>A.</b>	<b>HED 180      Emergency Medical Technician - Basic</b>	<b>6</b>		
<b>B.</b>	<b>HED 280      Advanced Emergency Medical Technician</b>	<b>6</b>		

<b>II.</b>	<b>LIBERAL ARTS/GENERAL ELECTIVES (14-15 credits)</b>	<b>CREDITS</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>A.</b>	<b>BIO 109      Human Biology</b>	<b>4</b>		
<b>B.</b>	<b>ENG 101      English Composition</b>	<b>3</b>		
<b>C.</b>	<b>MAT 101      Quantway (or higher)</b>	<b>3/4</b>		
<b>D.</b>	<b>MAT 102      Math for Meds</b>	<b>1</b>		
<b>E.</b>	<b>PSY 101/ PSY 138      Introductory Psychology or                          Psychology of Human Relations</b>	<b>3</b>		

**MINIMUM TOTAL CREDITS    26**

# Curriculum Request Form

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> New Program Proposal | <input type="checkbox"/> Program Change                 | <input type="checkbox"/> Program Deactivation      |
| <input type="checkbox"/> Program Reactivation            | <input checked="" type="checkbox"/> New Course Proposal | <input checked="" type="checkbox"/> Course Changes |
| <input type="checkbox"/> Course Deactivation             | <input type="checkbox"/> Course Reactivation            | <input checked="" type="checkbox"/> Course Outline |
| <input type="checkbox"/> Change in Delivery Mode         | <input type="checkbox"/> Worksheet Change(s)            |  |

PROPOSED CHANGE(S):  Department  Number  Title  Prefix  Prerequisite  
 Content  Level Fee  Yes – contact LRPB  No

Date:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

Course Level:

(if any new assigned by registrar)

Credits:

Contact Hours:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course:  Yes  No

Course Fee: \$      LRPB Contacted:  Yes  No      Business Office Notified:  Yes  No

## CHANGE TO:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course:  Yes  No

Course Fee: \$      LRPB Contacted:  Yes  No      Business Office Notified:  Yes  No

Programs affected by change: Certificate Practical Nursing (LPN)

AS: Health Science

Type of Offering:  Regular  Online

Course Outline:  Current (labeled OLD)  Revised (labeled NEW)

Degree Worksheet:  Current (labeled OLD)  Revised (labeled NEW)

#### COURSE/PROGRAM DESCRIPTION:

This certificate in Advanced Emergency Medical Technician (AEMT) is being proposed to fill a growing need for EMTs, particularly those with advanced training, in our local communities. Discussions with the emergency medical professionals in both Essex and Franklin Counties confirmed that there were insufficient numbers of individuals with advanced EMT training to cover the current and projected increase in the need for EMT services. To that end, we are proposing a 26-27 credit Advanced Emergency Medical Technician certificate to help address that need and provide students with a viable career pathway and gainful employment.

The program, as proposed, provides students with 12 credits of Emergency Medical Technician preparation based on the National EMS Education Standards that were adopted by New York State's EMS:

- HED 180 Emergency Medical Technician I - Basic, and
- HED 280 Advanced Emergency Medical Technician.

Those courses are supported with an additional 14-15 credits including:

- BIO 109 Human Biology (4 crs)
- ENG 101 English Composition I (3 crs)
- PSY 101 Introductory Psychology or PSY 138 Psychology of Human Relations (3 crs)
- MAT 101 Quantway (or higher) (3-4 crs)
- MAT 102 Math for Meds. (1 cr)

#### RATIONALE:

As noted above, the certificate was created out of a need within our communities for Advanced EMTs. According to the New York State Department of Labor's Long-Term Occupational Employment Projections, 2014-2024, the employment outlook for EMTs in our region, and in the state more broadly, is quite favorable as seen in the table below:

**New York State Department of Labor  
Long-Term Occupational Employment Projections, 2014-2024  
Emergency Medical Technicians and Paramedics**

	North Country	Capital Region	Central NY	New York State
<b>Annual Openings</b>	20	60	30	750
<b>% change 2014-24</b>	24%	29%	33%	29%
<b>Employment Outlook</b>	Very Favorable	Very Favorable	Very Favorable	Very Favorable

Given a) our existing strengths in preparing students for careers as LPNs and RNs, b) the large pool of students in our Health Sciences program, some who may find that the Advanced Emergency Medical Technician is a career path that is appealing, and, c) the fact that the Franklin County EMT Director is long-time and well-respected employee of the College and a NYS approved instructor of EMT courses, we believe this certificate will be a win-win-win: 1) our communities would benefit by having increased numbers of prepared EMTs; 2) our students would win by having an alternate pathway into the medical field; 3) the College would win by being able to carry out our mission by delivering this program

DESCRIBE IMPACT ON OTHER COURSE(S) AND/OR PROGRAM(S):

We expect that the program could have some appeal to students enrolled in the AS Health Sciences program with the goal of gaining entry into either our LPN or Rad Tech programs. Providing students with a career path in emergency medicine could be quite valuable, particularly for those whom the competitiveness of our allied health programs makes entry into one of them a challenge. To that end, we could envision that there may be fewer AS Health Science students who stay on through the second year and could see some decreased demand for advanced Health Science courses. On the plus side, we expect that courses within the program could be included within the AS Health Sciences by students interested in expanding their credentials.

APPROVALS:

**Judith S. Steinberg** Digitally signed by Judith S. Steinberg  
Date: 2018.04.13 16:26:31 -04'00' Date: 03/05/2018

\* Department Coordinator/Director

**Allison Warner** Digitally signed by Allison Warner  
Date: 2018.04.10 08:46:22 -04'00' Date: 04/10/2018

\* Curriculum Committee Chair

**Sarah Kilby** Digitally signed by Sarah Kilby  
DN: cn=Sarah Kilby, o=North Country Community College,  
ou=Mathematics Department, email=skilby@nccc.edu, c=US  
Date: 2018.04.13 14:42:14 -04'00' Date: 04/13/2018

\* Senate Chair

**Joe Keegan** Digitally signed by Joe Keegan  
Date: 2018.04.13 16:35:21 -04'00' Date: 04/13/2018

\* Vice President for Academic Affairs

 Date: 4/23/18

\* President

Date: \_\_\_\_\_

\* Board of Trustees

Date: \_\_\_\_\_

\* Records

As needed the VPAA Office will coordinate submitting the necessary materials to the Board of Trustees, SUNY, NYSED, and/or Middle States for additional notification and/or approvals.

Entity:

Notification: \_\_\_\_\_  Approval: \_\_\_\_\_  Response: \_\_\_\_\_

Entity:

Notification: \_\_\_\_\_  Approval: \_\_\_\_\_  Response: \_\_\_\_\_

Entity:

Notification: \_\_\_\_\_  Approval: \_\_\_\_\_  Response: \_\_\_\_\_

Business Office Notified

**North Country Community College**  
**New Program Proposal**  
*Advanced Emergency Medical Technician Certificate*

**Date: January 19, 2018**

**Proposal:**

This certificate in Advanced Emergency Medical Technician (EMT) is being proposed to fill a growing need for EMTs, particularly those with advanced training, in our local communities. Discussions with the EMT professionals in both Essex and Franklin Counties confirmed that there were insufficient numbers of individuals with advanced EMT training to cover the current and projected increase in the need for EMT services. This observation was reinforced by several Essex County town supervisors who were quite concerned about the inadequate EMT coverage in their communities.

According to the New York State Department of Labor's Long-Term Occupational Employment Projections, 2014-2024, the employment outlook for EMTs in our region, and in the state more broadly, is quite favorable as seen in the table below:

<b>New York State Department of Labor</b>				
<b>Long-Term Occupational Employment Projections, 2014-2024</b>				
<b>Emergency Medical Technicians and Paramedics</b>				
	<b>North Country</b>	<b>Capital Region</b>	<b>Central NY</b>	<b>New York State</b>
<b>Annual Openings</b>	20	60	30	750
<b>% change 2014-24</b>	24%	29%	33%	29%
<b>Employment Outlook</b>	Very Favorable	Very Favorable	Very Favorable	Very Favorable

The program, as proposed, provides students with 12 credits of Emergency Medical Technician preparation based on the NYS Department of Health's requirements and supports those courses with an additional 14-15 credits including:

- BIO 109 Human Biology (4 crs)
- ENG 101 English Composition I (3 crs)
- PSY 101 Introductory Psychology or PSY 138 Psychology of Human Relations (3 crs)
- MAT 101 Quantway (or higher) (3-4 crs)
- MAT 102 Math for Meds (1 cr)

The inclusion of these was based, in part, on discussions with state and regional EMT staff who noted that the academic content and applied focus of many of these courses would be helpful, especially in terms of mathematical competency. These courses have a secondary benefit for students at NCCC who ultimately hope to become an LPN by providing them with foundational material that is helpful for nursing.

Given a) our existing strengths in preparing students for careers as LPNs and RNs, b) the large pool of students in our Health Sciences program, some who may find that the Advanced Emergency Medical Technician is a career path that is appealing, and c) the fact that the Franklin County EMT Director is long-time and well-respected employee of the College and a NYS approved instructor of EMT courses, we believe this certificate will be a win-win-win: 1) our communities would benefit by having increased numbers of prepared EMTs; 2) our students would win by having an alternate pathway into the medical field they could take; 3) the College would win by being able to carry out our mission by delivering this program.



We also expect that, for some, the Advanced EMT program will be a stepping stone towards other academic and/or career paths including the LPN and RN programs. For those who find that emergency medicine fits them, this program prepares them for a paramedic program, including one proposed by the University of Vermont, through the Elizabethtown Community Hospital, which they hope to launch in Fall 18 or Spring 19. Additionally, we envision that resurrecting MAT 102 Math for Meds will have added interest for those hoping to strengthen their math skills as they prepare for application towards the LPN/RN programs.

We are proposing to offer the program on all three campuses. There are existing EMT instructor resources in Essex and Franklin County to cover the EMS 180 Emergency Medical Technician and EMS 280 Advanced Emergency Medical Technician courses. The supporting coursework is already offered at all campuses with the exception of MAT 102, and we would need to recruit an instructor for that course on each campus as well. Other than that, we do not anticipate needing to add any additional faculty to cover courses at this time.

In terms of budget, as noted we don't anticipate having to make any new hires with the exception of possible adjunct faculty members should the program enrollment take off. EMT courses are unique in how they are paid for in NYS and we would have to follow those protocols. EMT courses are overseen by regional providers (in our case Mountain Lakes EMS out of Queensbury) who "sponsor" the course and ensure that certified instructors are in place to teach it. The regional sponsor pays the salary of the instructor and provides the instructional supplies to run the course. Each student is charged \$700.00 per course (EMT Basic and EMT Advanced) to cover those costs. In this arrangement, we would offer the EMT courses through the Mountain Lakes sponsorship and remit payments of \$700.00 per student for to Mountain Lakes. However, the College would still be revenue positive as the tuition costs alone for each course (~\$1200.00 per student) exceed the payment required. Additionally, we would not be responsible for the \$4200.00 in tuition to the faculty member nor the costs of course supplies.

Thank you in advance for your review of and comments on our proposal. Should you have any questions, please contact me at your convenience.

**Contact Person**  
Judy Steinberg, Professor  
Science Department Chair

**Departmental/Area Support:****Art****March 5, 2018**

The Art department supports the College moving forward on this as long as resources permit. My main focus was allocation of resources, but it looks like you have that covered.

*Tina LaMour**Assistant Professor**Chair, Art/ Computer Graphics and Design Department***Criminal Justice****March 2<sup>nd</sup>, 2018**

Joe,

After reviewing the proposal for the Advanced EMT program I would have to say that I am in favor of the college pursuing the plans to implement. Although I see no impact to my program or any area that would enhance the Criminal Justice Program I believe that this is a good move for the college. I believe that it will provide the communities that we serve a well-deserved chance at a solid education for EMTs. This is a field that currently needs the training and the communities we serve need these individuals to succeed and thrive. We here at NCCC can provide that to the community and be partners together in making our communities a better place to live.

*Dave Merrick**Instructor**Chair, Criminal Justice Department***Health Education, Sports and Wellness****February 21<sup>st</sup>, 2018**

Hi Joe- I fully support his program and think it is a great opportunity. Here is my input and possible concerns:

1. How will the issue of remedial students testing into Eng 100 and Mat 095 or 100 be addressed.
2. I have received a lot of input about Mat 101 and I think the jury is still out on how it is working. On one hand the group work part of it would fit well with EMT's and First Responders and on the other hand what level of students will be applying for this program. How long have they been out of school and do they have other degrees for example.

*Larry McFaddin**Assistant Professor**Chair -HRSW***Humanities****March 4, 2018**

Hi Joe,

The Humanities Dept. expresses its general support for moving forward with the proposed Advance EMT Certificate program.

*Bruce Rowe**Instructor**Chair, Humanities Department***Mathematics****February 15, 2018**

Hi Judy,

The Math Department is happy to support the EMT Certification proposal.

Thanks,

*Allison Warner**Assistant Professor of Mathematics**Mathematics Department Chair*

**Nursing****February 21<sup>st</sup>, 2018**

Hi Joe,

The program definitely has the approval from the School of Nursing.

*Sandy Gothard**Nursing Director***Radiologic Technology****February 22<sup>nd</sup>, 2018**

Hello,

The RAD Tech department is in support (and very excited) and the Advanced EMT certificate proposal.

*Becky Ladue**Assistant Professor**Radiologic Technology Interim Director***Social Sciences****March 2, 2018**

Hi Judy,

The SS Dept. was unanimous in supporting the proposed certificate.

*Cammy Sheridan**Associate Professor**Chair, Social Sciences Department***Learning Assistance Center – Malone****February 26, 2018**

Joe,

From an LAC perspective, this proposal is positive in every way. It is sure to help address a dire need for trained EMT's in our region. The LAC is prepared to support students and faculty in the required courses. Should we need additional tutor support, I will work hard to meet the needs of students and faculty.

Thanks,

*Kate Wells**Coordinator – Learning Assistance Center**Malone Campus***Institutional Technology****March 5, 2018**

Hi Joe,

I'm supportive of the AEMT Certificate program as the IT Director.

NCCC has the technology infrastructure available to support this program and it would not negatively impact the IT dept. in any way.

Thanks,

*Scott Harwood MA/MSIT MCP**Assistant Dean – Institutional Research & Support***Enrollment Management****March 2, 2018**

Hi Joe,

Please accept this email as the office of admissions formal notice of recommendation for support of the Advanced EMT proposal. I have a great deal of respect for students who would benefit from this type of training and willingness to serve our surrounding communities. If I could help advance this along in any fashion, please don't hesitate to ask. Thanks again for the view of the proposal.

*Chris Tacea**Dean of Admissions*

**Library Services**February 27<sup>th</sup>, 2018

Library staff will be very pleased to help support this new, much needed program in our region. We have begun to select additional resources to do so.

*Brian O'Connor*

*Director of Library Services*

**Records/Registrar's Office**February 22<sup>nd</sup>, 2018

Hi, Joe,

I think this will be a great addition to our list of programs for students, especially the ones interested in the allied health field. A few notes/concerns:

- I am concerned on who will advise these students? We can't put any more students to Health/Sci advisors on the Malone campus or Ticonderoga campus.
- Math classes – completion of MAT 095 or placement testing into MAT 100 are pre-reqs for MAT 102 – so if a student has only tested into MAT 101 they will need to complete that before they take MAT 102. Can we move MAT 102 to the Spring semester?

*Shelly St. Louis*

*College Registrar - Interim*

**Academic Affairs**

Our office is also fully supportive of adding the AEMT certificate to the slate of offerings we have at our three campuses. Given all that we have learned about the need for AEMTs in our service area and beyond, this certificate program has the potential to help meet those needs. What is more, it provides our current students who desire health care careers paths (most often nursing) with another option. It also provides community members an opportunity to develop a set of marketable skills in a relatively short amount of time. That knowledge base and skill set can be built upon and leveraged into a host of career paths, from emergency medicine to nursing.

The program plays to our existing strengths as they relate to health care, extending into this area seems a natural fit for us. We have the faculty resources in place to deliver the program and are fortunate to have central figure in Franklin County's EMS squad employed at the college and able to assist with the planning and instruction. We envision little, if any, need for additional faculty resources at first. Should the program expand significantly, we would need to look further at how it is resourced.

Both Larry and Shelly raise good questions, namely about advisement, sequencing and pre-requisites. As we know, many of our students test into development English and/or math. Should that be the case, it may take students longer than two semesters to complete the certificate. Regarding advisement, I expect that other faculty members could do a fine job advising students in this area. One factor that will be helpful is that the program is quite prescriptive and thus some of the nuances that come with advising AS Health Sciences students is limited. In terms of the math sequence question, that is one that the department will work through.

Should the committee have any questions or if we can be of any further assistance, please let me know. Many thanks to all who contributed to this program proposal and good luck to the committee with your deliberations!

*Joe Keegan*

*VPAA*

**CERTIFICATE: ADVANCED EMERGENCY MEDICAL TECHNICIAN**  
**(Proposal)**  
**(HEGIS 5299.00)**



<b>I. EMT CORE COURSES (12 credits)</b>	<b>CREDITS</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>A. HED 180      Emergency Medical Technician - Basic</b>	6		
<b>B. HED 280      Advanced Emergency Medical Technician</b>	6		

<b>II. LIBERAL ARTS/GENERAL ELECTIVES (14-15 credits)</b>	<b>CREDITS</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>A. BIO 109      Human Biology</b>	4		
<b>B. ENG 101      English Composition</b>	3		
<b>C. MAT 101      Quantway (or higher)</b>	3/4		
<b>D. MAT 102      Math for Meds</b>	1		
<b>E. PSY 101/ PSY 138      Introductory Psychology or Psychology of Human Relations</b>	3		

**MINIMUM TOTAL CREDITS    26**

**NORTH COUNTRY COMMUNITY COLLEGE  
DEPARTMENTAL COURSE OUTLINE  
SCIENCE DEPARTMENT  
Updated: March 5, 2018**

- I. COURSE NUMBER:** HED 180
- COURSE TITLE:** Emergency Medical Technician I - Basics
- CREDIT HOURS:** Six (6)
- CONTACT HOURS:** 150
- PREREQUISITE:** None

**II. COURSE DESCRIPTION:**

This course provides students with the foundational knowledge and opportunity to develop entry-level skills expected of Emergency Medical Technicians (EMT). The course follows the National Emergency Medical Services Education Standards, adopted by New York State for Emergency Medical Technicians, and prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. In addition to the didactic component, there is a clinical experience as part of the course.

**III. COURSE OBJECTIVES:**

*At the completion of this course, students will be able to:*

- A. Demonstrate understanding and apply knowledge of the EMS system, safety/well-being of the EMT, medical/legal and ethical issues to the provision of emergency care.
- B. Demonstrate understanding and apply knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.
- C. Demonstrate understanding and apply knowledge of the anatomy and function of all human systems to the practice of EMS.
- D. Demonstrate understanding and ability to effectively communicate using the EMS communication system with EMS and other health care professionals.
- E. Demonstrate understanding and ability to effectively document and create reports on patient findings and other pertinent medical findings.
- F. Demonstrate understanding and ability to use foundational anatomical and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.
- G. Demonstrate understanding and apply knowledge pathophysiology of respiration and perfusion to patient assessment and management.
- H. Demonstrate understanding and apply knowledge of human life span development to patient assessment and management.
- I. Demonstrate understanding and ability to employ simple knowledge of the principles of illness and injury prevention in emergency care.
- J. Demonstrate understanding and apply knowledge of the medications that the EMT may assist/administer to a patient during an emergency.

- K. Demonstrate understanding and apply knowledge of general anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
- L. Demonstrate understanding and apply knowledge scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management.
- M. Demonstrate understanding and apply knowledge to provide basic emergency care and transportation based on assessment findings for an acutely ill patient.
- N. Demonstrate understanding and apply knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management.
- O. Demonstrate understanding and apply knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient.
- P. Demonstrate understanding and apply knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs.
- Q. Demonstrate competency in clinical behavior/judgement expected of EMTs in areas of assessment, therapeutic communication, cultural competency, psychomotor skills, professionalism, decision-making, record-keeping, patient complaints, scene leadership, and scene safety.

#### **IV. COURSE CONTENT:**

##### **A. Introduction**

- 1. Historical Development of EMS in the United States
- 2. The National EMS Education Standards
- 3. Levels of Emergency Medical Personnel Licensure

##### **B. National EMS Education Standards**

- 1. Preparatory
  - a. EMS Systems
  - b. Research
  - c. Workforce Safety and Wellness
  - d. Documentation
  - e. EMS System Communication
  - f. Therapeutic Communication
  - g. Medical/Legal and Ethics

##### **C. Anatomy and Physiology**

- 1. Human anatomy and physiology
- 2. Application to EMS

##### **D. Medical Terminology**

- 1. Foundational medical and anatomical terms and abbreviations

##### **E. Pathophysiology**

- 1. Respiration
- 2. Perfusion

**F. Human Life Span Development**

1. Age-related expectations
2. Effective assessment and patient management

**G. Public Health**

1. Principles of illness and injury prevention

**H. Pharmacology**

1. Principles of Pharmacology
2. Medication Administration
3. Emergency Medications and the EMT

**I. Airway Management, Respirations and Artificial Ventilation**

1. Airway Management
2. Respiration
3. Artificial Ventilation

**J. Assessment Scene Size-Up**

1. Primary Assessment
2. History Taking
3. Secondary Assessment
4. Monitoring Devices
5. Reassessment

**K. Medicine**

1. Medical Overview
2. Neurology
3. Abdominal and Gastrointestinal Disorders
4. Immunology
5. Infectious Diseases
6. Endocrine Disorders
7. Psychiatric
8. Cardiovascular
9. Toxicology
10. Respiratory
11. Hematology
12. Genitourinary/Renal
13. Gynecology
14. Non-Traumatic Musculoskeletal Disorders
15. Diseases of the Eyes, Ears, Nose, and Throat

**L. Shock and Resuscitation**

1. Causes, pathophysiology and management of shock
2. Causes, pathophysiology and management of respiratory failure or arrest
3. Causes, pathophysiology and management of cardiac failure or arrest
4. Post-resuscitation management

**M. Trauma**

1. Trauma Overview
2. Bleeding



3. Chest Trauma
4. Abdominal and Genitourinary Trauma
5. Orthopedic Trauma
6. Soft Tissue Trauma
7. Head, Facial, Neck, and Spine Trauma
8. Environmental Emergencies
9. Multisystem Trauma

**N. Special Patient Populations**

1. Obstetrics
2. Neonatal care
3. Pediatrics
4. Geriatrics
5. Patients With Special Challenges

**O. EMS Operations**

1. Principles of Safely Operating a Ground Ambulance
2. Incident Management
3. Multiple Casualty Incidents
4. Air Medical
5. Vehicle Extrication
6. Hazardous Materials
7. Terrorism and Disaster

**P. Clinical Behavior/Judgment**

1. Assessment
2. Therapeutic Communication and Cultural Competency
3. Psychomotor Skills
4. Professionalism
5. Decision-Making
6. Record Keeping
7. Patient Complaints
8. Scene Leadership
9. Scene Safety

**V. EVALUATION**

- A. Module Exams (75%)
- B. Cumulative Final Exam (25%)
- C. Students must attend 80% of class/lab sessions to be eligible to take NYS EMT Certification Exam
- D. Students must have a final class grade of 70% or higher to be eligible to take NYS EMT Certification Exam

**VI. GENERAL EDUCATION ASSESSMENT:**

- A. This is *not* a General Education course; therefore General Education Assessment does not apply.

**VII. TEXTBOOK(S)**

- A. The text for the course follows the NYS EMS requirements and thus an alternate is not available for the course. The same text will be used at all campuses the course is taught.
- B. Required text(s): American Academy of Orthopaedic Surgeons' Emergency Care and Transportation of the Sick and Injured, Text and Student Workbook, 11<sup>th</sup> Edition. 2016. ISBN: 9781284116571.

**VIII. SPECIAL COURSE REQUIREMENTS:**

- A. **Enrollment Limit:** 24
- B. **Classroom and Scheduling Restrictions:** Classroom seating 24
- C. **Equipment and Instructional Supplies:** EMT Training Equip & Storage Locker
- D. **Other Special Requirements or Restrictions:** None
- E. **Bibliography:** None

**NORTH COUNTRY COMMUNITY COLLEGE  
DEPARTMENTAL COURSE OUTLINE  
SCIENCE DEPARTMENT  
Proposed: March 5, 2018**

- I. COURSE NUMBER:** HED 280
- COURSE TITLE:** Advanced Emergency Medical Technician
- CREDIT HOURS:** Six (6)
- CONTACT HOURS:** 150
- PREREQUISITE:** HED 180 Emergency Medical Technician I - Basic

**II. COURSE DESCRIPTION:**

This is the second of two courses preparing students for volunteer or career opportunities as an Advanced Emergency Medical Technician (AEMT). The course provides builds upon the knowledge and clinical skills gained in HED 180 and prepares them for entry-level positions as an AEMT. It follows the National Emergency Medical Services Education Standards, adopted by New York State for Advanced Emergency Medical Technicians, and prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. In addition to the didactic component, there is an extensive clinical experience as part of the course.

**III. COURSE OBJECTIVES:**

*At the completion of this course, students will be able to:*

- A. Demonstrate understanding and apply knowledge of the EMS system, safety/well-being of the AEMT, medical/legal and ethical issues to the provision of emergency care.
- B. Demonstrate understanding and apply knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.
- C. Demonstrate understanding and ability to effectively communicate using the EMS communication system with EMS and other health care professionals.
- D. Demonstrate understanding and ability to effectively document and create reports on patient findings and other pertinent medical findings.
- E. Demonstrate understanding and integrate complex knowledge of the anatomy and physiology of the airway, respiratory and circulatory systems to the practice of EMS.
- F. Demonstrate understanding and ability to use foundational anatomical and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.
- G. Demonstrate understanding and apply comprehensive knowledge of the pathophysiology of respiration and perfusion to patient assessment and management.
- H. Demonstrate understanding and apply knowledge of human life span development to patient assessment and management.
- I. Demonstrate understanding and the ability to employ simple knowledge of the principles of the role of EMS during public health emergencies.

- J. Demonstrate understanding and apply to patient assessment and management fundamental knowledge of the medications carried by AEMTs that may be administered to a patient during an emergency.
- K. Demonstrate understanding and apply knowledge of additional upper airway anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
- L. Demonstrate understanding and apply knowledge scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management.
- M. Demonstrate understanding and apply knowledge to provide basic and selected advanced emergency care and transportation based on assessment findings for an acutely ill patient.
- N. Demonstrate understanding and apply knowledge to provide basic and selected advanced emergency care and transportation based on assessment findings for a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management.
- O. Demonstrate understanding and apply knowledge to provide basic and selected advanced emergency care and transportation based on assessment findings for an acutely injured patient.
- P. Demonstrate understanding and apply knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs.
- Q. Demonstrate competency in clinical behavior/judgement expected of AEMTs in areas of assessment, therapeutic communication, cultural competency, psychomotor skills, professionalism, decision-making, record-keeping, patient complaints, scene leadership, and scene safety.

#### **IV. COURSE CONTENT:**

##### **A. Introduction**

- 1. Historical Development of EMS in the United States
- 2. The National EMS Education Standards
- 3. Levels of Emergency Medical Personnel Licensure

##### **B. National EMS Education Standards**

- 1. Preparatory
  - a. EMS Systems
  - b. Research
  - c. Workforce Safety and Wellness
  - d. Medical Documentation and Report Writing
  - e. EMS System Communication
  - f. Therapeutic Communication – principles of effective communication including working with difficult patients
  - g. Medical/Legal and Ethics

##### **C. Anatomy and Physiology**

- 1. Review of human anatomy and function of systems
- 2. Airway, respiratory and circulatory system and EMS

- D. Medical Terminology**
  - 1. Foundational medical and anatomical terms and abbreviations
  
- E. Pathophysiology**
  - 1. Respiration
  - 2. Perfusion
  
- F. Human Life Span Development**
  - 1. Age-related expectations
  - 2. Effective assessment and patient management
  
- G. Public Health**
  - 1. Principles of illness and injury prevention
  - 2. Role of EMS during public health emergencies
  
- H. Pharmacology**
  - 1. Advanced Principles of Pharmacology
  - 2. Advanced Medication Administration
  - 3. Emergency Medications and AEMT
  
- I. Airway Management, Respirations and Artificial Ventilation**
  - 1. Advanced Airway Management
  - 2. Respiration
  - 3. Artificial Ventilation
  
- J. Assessment Scene Size-Up**
  - 1. Primary Assessment
  - 2. History Taking
  - 3. Secondary Assessment
  - 4. Monitoring Devices
  - 5. Reassessment
  
- K. Medicine**
  - 1. Medical Overview
  - 2. Neurology
  - 3. Abdominal and Gastrointestinal Disorders
  - 4. Immunology
  - 5. Infectious Diseases
  - 6. Endocrine Disorders
  - 7. Psychiatric
  - 8. Cardiovascular
  - 9. Toxicology
  - 10. Respiratory
  - 11. Hematology
  - 12. Genitourinary/Renal
  - 13. Gynecology
  - 14. Non-Traumatic Musculoskeletal Disorders
  - 15. Diseases of the Eyes, Ears, Nose, and Throat

**L. Shock and Resuscitation**

1. Advanced understanding or and effective response to patient in:
  - a. shock
  - b. respiratory failure or arrest
  - c. cardiac failure or arrest
2. Advanced understanding post-resuscitation management

**M. Trauma**

1. Trauma Overview
2. Bleeding
3. Chest Trauma
4. Abdominal and Genitourinary Trauma
5. Orthopedic Trauma
6. Soft Tissue Trauma
7. Head, Facial, Neck, and Spine Trauma
8. Environmental Emergencies
9. Multisystem Trauma

**N. Special Patient Populations**

1. Obstetrics
2. Neonatal care
3. Pediatrics
4. Geriatrics
5. Patients With Special Challenges

**O. EMS Operations**

1. Principles of Safely Operating a Ground Ambulance
2. Incident Management
3. Multiple-Casualty Incidents
4. Air Medical
5. Vehicle Extrication
6. Hazardous Materials
7. Terrorism and Disaster

**P. Clinical Behavior/Judgment**

1. Assessment
2. Therapeutic Communication and Cultural Competency
3. Psychomotor Skills
4. Professionalism
5. Decision-Making
6. Record Keeping
7. Patient Complaints
8. Scene Leadership
9. Scene Safety

**V. EVALUATION**

- A. Module Exams (75%)
- B. Cumulative Final Exam (25%)
- C. Students must attend 80% of class/lab sessions to be eligible to take NYS AEMT Certification Exam

D. Students must have a final class grade of 70% or higher to be eligible to take NYS AEMT Certification Exam

**VI. GENERAL EDUCATION ASSESSMENT:**

A. This is *not* a General Education course; therefore General Education Assessment does not apply.

**VII. TEXTBOOK(S)**

A. The text for the course follows the NYS EMS requirements and thus an alternate is not available for the course. The same text will be used at all campuses the course is taught.

B. Required text(s): American Academy of Orthopaedic Surgeons' Advanced Emergency Care and Transportation of the Sick and Injured, Text and Student Workbook, 2<sup>nd</sup> Edition. 2012. ISBN: 9781449600815.

**VIII. SPECIAL COURSE REQUIREMENTS:**

A. **Enrollment Limit:** 24

B. **Classroom and Scheduling Restrictions:** Classroom seating 24

C. **Equipment and Instructional Supplies:** EMT Training Equip & Storage Locker

D. **Other Special Requirements or Restrictions:** None

E. **Bibliography:** None

## **SCIENCE DEPARTMENT MEETING MINUTES**

**JANUARY 19, 2018**

**2:00 PM – S-01**

**Present – Peter Sayles, Rich Martin, Donna Whitelaw, Susan Steen, Sarah Shoemaker, Lisa Cassidy, Kristel Guimara**

**Guests – Joe Keegan, Sarah Maroun, Scott Harwood, Allison Warner**

- 1. Proposed changes to CERTIFICATE: ADVANCED EMT. The following changes were proposed:**
  - a. Add a 1 credit Math for Meds in the first semester**
  - b. Change PSY 130 (Psychology of Personal Growth) to “PSY 101 (Introduction to Psychology) or PSY 138 (Psychology of Human Relations)**
  - c. Remove General Elective in second semester and reduce minimum total credits to 25 credits. NOTE: If students needs END 100, then they will have 28 credits.**

**Peter made the above motion and Sarah S. seconded it. Motion passed.**

- 2. Math/Science Review – please complete two forms distributed by Donna and return them to her.**
- 3. Donna will check with CRJ to see if they want to cross list Forensic Science. Motion to eliminate prerequisites by Sarah S. and seconded by Rich. Motion passed. Donna will get back to the department and then the course outline will move forward to Curriculum.**
- 4. Rich will write up and send to Curriculum the change from HED 102 to HEA \_\_\_\_.**
- 5. April 7<sup>th</sup> at Hotel Saranac is the department dinner for this semester in honor of Peter’s retirement.**
- 6. Judy will check with Joe about what lab safety forms we should use.**
- 7. Judy will check with Joe about cross listing EMS 180 and EMS 280 with HEA.**
- 8. Questions from Bob Farmer and answers from the department:**



- a. **Do we have enough labs on the Saranac Lake campus? Yes**
  - b. **We do not have enough classrooms if there is a continued need to schedule English, Political Science, Math, etc. In the lab spaces.**
  - c. **We recommend that there be preventative maintenance schedule for equipment in each lab.**
  - d. **We recommend that there be dedicated eye wash stations instead of attachments to faucets.**
  - e. **Judy will send the comments to Bob Farmer.**
9. **Item for next meeting: We will discuss Allison's request regarding MAT 121 – Statistics – Does it teach the concepts you want you students to know?**
10. **Please refer students, as needed, to Julie King – Retention Specialist.**
11. **Lab safety forms available for your students – help yourself.**

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

**WHEREAS** There is student interest in academic programming preparing them for the field of English, and

**WHEREAS** NCCC is prepared to add an English concentration/ advising track within the *AA Liberal Arts and Sciences – Humanities/Social Sciences* program, and

**WHEREAS** doing so creates an opportunity for students to begin their studies of English at NCCC and transfer onto baccalaureate programs in English, and

**WHEREAS** the Vice President of Academic Affairs and the Humanities Department concur, and

**WHEREAS** the Curriculum Committee and College Senate have given approval for NCCC to offer an English concentration/ advising track within the *AA Liberal Arts and Sciences – Humanities/Social Sciences* program, and

**WHEREAS** the President has reviewed the proposal and endorses the recommendation;

**NOW, THEREFORE, BE IT**

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

2017-18 | 18  
April 27, 2018

**Motion:**

**Seconded:**

**Motion Passed/Postponed/Not Passed: (0-0-0)**

**A.A. LIBERAL ARTS & SCIENCE: HUMANITIES & SOCIAL SCIENCE**  
**(HEGIS 5649) – ENGLISH TRACK**



<b>I. LIBERAL ARTS &amp; SCIENCE(48 credits)</b>	<b>CREDITS</b>	<b>SEMESTER</b>	<b>GRADE</b>
<b>A. HUMANITIES (21 credits) Note: ENG 100 does not meet Humanities requirement</b>			
1. ENG101 English Composition I	3		
2. ENG102 English Composition II	3		
3. ENG112: Introduction to Literature or ENG115: Modern World Literature	3		
4. <b>Survey and Period Course:</b> Choose from ENG203, ENG204, ENG206, or ENG207	3		
5. <b>Experiential Art:</b> Any course on the list of SUNY-approved General Education courses that meets the requirement for Art (includes creative writing and drama)	3		
<b>Literature and Writing Electives (6 credits):</b> Choose from DRA115, ENG120, ENG129, ENG135, ENG202, ENG205, ENG210, ENG220, ENG250, ENG203, ENG204, ENG206, ENG207, ENG108, ENG202, ENG205, or ENG250			
6.	3		
7.	3		
<b>B. SOCIAL SCIENCE (12 credits)</b>			
1. <b>Social Science:</b> Any course on the list of SUNY-approved General Education courses that meets the requirement for Social Science	3		
2. <b>History:</b> Any course on the list of SUNY-approved General Education courses that meets the requirement for American History or Western or Other World Civilization	3		
<b>Social Science Electives (6 credits):</b> <b>Select from: ANT, ECO, GEO, HIS, POS, PSY, or SOC</b>			
3.	3		
4.	3		
<b>C. NATURAL SCIENCE (4 credits):</b> Any 4-credit course (or combination of 3-credit lecture and 1-credit lab) on the list of SUNY-approved General Education courses that meets the requirement for Natural Science			
1.	4		
<b>D. MATHEMATICS (3 credits): Select from: MAT 121 or higher</b>			
1. MAT	3		
<b>E. MATH or SCIENCE (3 credits): Select from: MAT 121 or higher, ANT 101, BIO, CHE, EAS, PHY or SCI</b>			
1.	3		
<b>F. LIBERAL ARTS and SCIENCE ELECTIVES (6 credits): Select from: ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG100), FRE, GEO, HIS, HUM, MAT (except MAT095 &amp; MAT100), MUS, PHL, PHY, POS, PSY, SCI, SOC or SPA. (DRA, ENG, HUM, or PHI strongly recommended)</b>			
1.	3		
2.	3		
<b>II. GENERAL ELECTIVES (12 credits)</b>			
Select any credit courses offered at the College (Note: ENG 100 & MAT 100 are General Electives)			
1.			
2.			
3.			
4.			
<b>III. PHYSICAL HEALTH (2 credits)</b>			
Select from: PED or HED courses			
1.			
2.			

**MINIMUM TOTAL CREDITS**

**63**

# Curriculum Request Form

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> New Program Proposal | <input type="checkbox"/> Program Change      | <input type="checkbox"/> Program Deactivation |
| <input type="checkbox"/> Program Reactivation            | <input type="checkbox"/> New Course Proposal | <input type="checkbox"/> Course Changes       |
| <input type="checkbox"/> Course Deactivation             | <input type="checkbox"/> Course Reactivation | <input type="checkbox"/> Course Outline       |
| <input type="checkbox"/> Change in Delivery Mode         | <input type="checkbox"/> Worksheet Change(s) |   |

PROPOSED CHANGE(S):  Department  Number  Title  Prefix  Prerequisite  
 Content  Level Fee  Yes – contact LRPB  No

Date:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

Course Level:

(if any new assigned by registrar)

Credits:

Contact Hours:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course:  Yes  No

Course Fee: \$      LRPB Contacted:  Yes  No      Business Office Notified:  Yes  No

## CHANGE TO:

Program Title:

Course Title:

Department:

Prerequisite:

(attached course outline for prerequisite)

College Bridge Course:  Yes  No

Course Fee: \$      LRPB Contacted:  Yes  No      Business Office Notified:  Yes  No

Programs affected by change: AA: Liberal Arts & Sciences

select applicable

Type of Offering:  Regular  Online

Course Outline:  Current (labeled OLD)  Revised (labeled NEW)

Degree Worksheet:  Current (labeled OLD)  Revised (labeled NEW)

#### COURSE/PROGRAM DESCRIPTION:

This proposal is for a transfer track in the AA Liberal Arts and Science: Humanities and Social Science degree. It specifies the categories of English classes that a student would have to take to transfer to another SUNY school to study English, and as such, is comparable to the transfer track recently approved for psychology. Other than the humanities part of the core, everything on the worksheet remains the same as in the traditional AA program. The only other small difference is that one liberal arts elective has been moved into the humanities core. This only takes away 2 credits of liberal arts elective to add 3 credits of specifically humanities elective. The provisions for SUNY General Education classes are the same. As a result, the total number of credits in the degree program goes from 62 to 63, which is still under the SUNY limit of 64. While some have argued that the 3 credits should have come out of general electives rather than liberal arts electives, the rationale for taking the credits out of the liberal arts electives instead is that a liberal arts class can be used as a general elective but the same is not true the other way. This way if students have to take ENG100, MAT100 or 101, and/or a CIS class to improve their general skills, they still have a little bit of leeway as to what other classes they can take.

#### RATIONALE:

This new transfer track is comparable to the one approved for psychology. It takes into account SUNY requirements for transfer into English programs, particularly the requirements at SUNY Potsdam and SUNY Plattsburgh, where a lot of NCCC students transfer. The idea behind this transfer track and the others that have been proposed, or are going to be proposed, is that students come into college wanting to say that they have a specific major. They know what they want to study, and the fact that they can only take the generic Liberal Arts degree to prepare them for transfer into their chosen major sometimes frustrates them. Another rationale is that many of the College's programs have cut their humanities requirements, which means that fewer students sign up for humanities classes, which often then don't run, disadvantaging those students who do want to enter English or other humanities program at the four-year level. It is hoped that enough students will register for this degree track to allow more English and humanities classes to be offered more regularly, which will benefit all students in the breadth of their studies.

As needed the VPAA Office will coordinate submitting the necessary materials to the Board of Trustees, SUNY, NYSED, and/or Middle States for additional notification and/or approvals.

Entity:

Notification: \_\_\_\_\_  Approval: \_\_\_\_\_  Response: \_\_\_\_\_

Entity:

Notification: \_\_\_\_\_  Approval: \_\_\_\_\_  Response: \_\_\_\_\_

Entity:

Notification: \_\_\_\_\_  Approval: \_\_\_\_\_  Response: \_\_\_\_\_

Business Office Notified

DESCRIBE IMPACT ON OTHER COURSE(S) AND/OR PROGRAM(S):

The only impact should be on the traditional AA Liberal Arts program, and since this is simply a transfer track within that program, it is hoped that the impact will actually be positive, enticing more students to come because they will be able to start in their chosen field before transferring.

APPROVALS:

**Bruce Rowe**

Digitally signed by Bruce Rowe  
Date: 2018.04.17 11:13:09 -04'00'

Date: 02/07/2018

\* Department Coordinator/Director

**Allison Warner**

Digitally signed by Allison Warner  
Date: 2018.04.17 12:13:32 -04'00'

Date: 03/17/2017

\* Curriculum Committee Chair

**Sarah Kilby**

Digitally signed by Sarah Kilby  
DN: cn=Sarah Kilby, o=North Country Community College,  
ou=Mathematica Department, email=skilby@nccc.edu, c=US  
Date: 2018.04.17 12:21:57 -04'00'

Date: 04/16/2018


\* Senate Chair

**Joe Keegan**

Digitally signed by Joe Keegan  
Date: 2018.04.17 21:02:48 -04'00'

Date: 04/17/2018

\* Vice President for Academic Affairs



Date: 4/21/18

\* President

Date: \_\_\_\_\_

\* Board of Trustees

Date: \_\_\_\_\_

\* Records

**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of David St. Germain, to the full-time exempt appointment as the SUNY Potsdam Branch Campus Director effective May 29, 2018, at an annual salary of \$57,248, prorated to \$17,777.29, for the remainder of the 17/18 academic year.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of David St. Germain, to the full-time exempt appointment as the SUNY Potsdam Branch Campus Director effective May 29, 2018, at an annual salary of \$57,248, prorated to \$17,777.29, for the remainder of the 17/18 academic year.

This position is budgeted for the remainder of the 17/18 academic year.

2017-18 | 19  
April 27, 2018

Motion:

Seconded:

Motion Passed/Postponed/Not Passed: (0-0-0)





April 17, 2018

Mr. David St. Germain  
68 Jackson Ave  
Rutland, VT 05701

Dear Mr. St. Germain:

Pending approval by the North Country Community College Board of Trustees at their April 2018 meeting, I am pleased to offer you a temporary, full-time, 190-day exempt appointment as the SUNY Potsdam Branch Campus Director, effective May 29, 2018, for the remainder of the 2017/2018 academic year. Your area supervisor will be Joe Keegan, Vice President for Academic Affairs.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your annual salary for the full 2017/2018 academic year is \$57,248. Your annual salary will be pro-rated to take into consideration the remaining 59 days within the 2017/2018 academic year. As such, this amount will equate to \$17,777.29, which is based on a per diem rate of \$301.31.

Professional staff members shall not be assigned to more than two campus locations without their consent. The Branch Campus Director will be based at the North Country Community College Extension Center on the SUNY Potsdam Campus.

If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than April 27, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read "H. Tyrell".

Steven Tyrell, Ph.D.  
President

cc: Personnel File

A handwritten signature in black ink, appearing to read "David St. Germain".  
Employee Signature

A handwritten date in black ink, "4/17/18".  
Date

**David St. Germain**

68 Jackson Ave.  
Rutland, VT  
802-683-8102  
edsaintmail@gmail.com

January 15, 2018

Dear Search Committee,

The purpose of this letter is to present my name for your consideration as Campus Director at SUNY Potsdam. Throughout my 28 years as an educator and leader, my career path has equipped me with exactly the skills needed to serve an organization that strives to provide "...an exceptional learning and community building experience for all who seek it, challenging and supporting all individuals in their educational and personal growth."

**Experience Providing Academic Leadership for Instructional Programs:** During my time as the Chair of the Education Division at the College of St. Joseph (CSJ), the enrollment has increased. Through a combination of community outreach and internal changes, I have been able to make lasting systemic changes. To ensure the curriculum the Education Division faculty delivers to the students is relevant in the eyes of Vermont educators, I acquainted myself with many of the Rutland area principals and superintendents. Through conversations with individual administrators and my attendance at their planning meetings, I learned firsthand what skills and knowledge they wanted to see in their teachers. As a result, I was able to make informed decisions about how the Education Division was preparing its students to become educators. One change I helped the faculty implement was an increase in the level of rigor being offered in all of the Education Division's courses and field experiences. Working with the Division's faculty, we adjusted major course assignments to better prepare teacher candidates for the types of students they will be expected to teach. Additionally, we implemented expectations for assignments that follow an experiential model. I believe the process I followed of learning, directly from employers, the knowledge and skills they wanted to see in their employees, will serve the students of North Country Community College's Potsdam site well as you work to provide high-quality programs.

**Experience with Program Development, Implementation and Evaluation:** I am always on the lookout for different pathways we can implement to ensure student success. This entrepreneurial approach to service has allowed me numerous opportunities to engage in the development, implementation and evaluation of numerous programs both inside and outside of the CSJ community. Recently, I was instrumental in developing an *Educational Studies degree* program. This program was developed to serve two purposes. First, it provides an option for individuals interested in obtaining a job that requires a firm understanding of the instructional process but does not require a teaching license. For example, two types of jobs our *Educational Studies* degree is perfect for are working at a museum as an educator or as a counselor in a workforce development office. The second purpose is to help students of color from Boston find a faster route into the teaching profession. We learned about this need after administrators from the Boston Public Schools invited myself and other administrators from CSJ to meet with them to learn more about their needs to increase the diversity among their faculty. As a result of

this meeting, I was tasked with developing the degree program. After reviewing the Licensure Standards for a Massachusetts teacher, I developed a sequence of courses that would allow an individual to earn a bachelor's degree and enter the classroom with the required knowledge and skill to be a successful educator in or out of a classroom.

Most recently, I worked with a colleague to develop a *faculty mentoring program*. My colleague and I developed this program as a means of increasing our student persistence rate. The first phase of this program entails myself serving as the mentor to other professors. The second phase, which could be implemented as early as September 2018, involves the training of other full-time faculty members to become mentors. The training we will provide to the volunteer mentors will focus on a number of career development activities, coaching strategies and effective instructional strategies. In turn, the mentors will work with their assigned mentees to teach them the strategies and then conduct informal observations to ensure the mentees are implementing the strategies.

Part of my duties as Chair of the Education Division is to conduct annual internal program reviews and triennial external program reviews. Each internal review calls for an evaluation of student learning outcomes by faculty from different Divisions within CSJ, while the external reviews entail a local public school superintendent reviewing our course syllabi and curriculum maps. I have found these reviews to be time well spent and have used their insights to inform several minor changes that were implemented promptly for the benefit of my students.

**Experience with Supervision, Evaluation and Professional Development of Faculty and Staff:** As a member of the Academic Advancement Committee, I have enjoyed the opportunity of helping my colleagues from different Divisions within the College of St. Joseph to increase their understanding of effective pedagogy. I have also presented to my peers information about implicit biases and the negative impact those biases can have on the student-teacher relationship. On October, I presented about this topic at the Kappa Delta Pi Convention in Pittsburgh.

In 2014, I became the first professor at the College of St. Joseph to offer course that are 100% online. This process began with my developing six courses that a teacher, who is aspiring to become a principal, could take to help him or her earn a Vermont Principal Endorsement. As a result of the success from those courses, I collaborated with several other professors to develop a seventh Educational Leadership course and several Early Childhood Education courses. My success with distance-based delivery played a pivotal role in persuading the administration at CSJ to embrace offering courses in an online format. More courses have been converted to either a hybrid or full online format, and I have been able to assist my colleagues with providing the professional development needed to support the conversion from face-to-face to online instruction.

My role as President of the Board of Directors for the Rutland County Boys and Girls Club included overseeing the evaluation of the Executive Director. The Board of Directors and I decided to follow the previous 360-degree evaluation model that was used in years past. However, the previous evaluation questions were no longer valued because the Executive Director's job responsibilities had changed. I reviewed a number of evaluation forms before finding one that I was comfortable recommending to the Board of Directors. Once the form was approved, I guided the evaluation process from start to finish.

The result was an honest and thorough evaluation that provided valuable feedback to the Executive Director.

The decades I spent as a public school principal provided me with a deep understanding of the lasting effect High-Impact Practices can have upon a child's education. At every school I led, I was able to work with my faculty to develop professional learning communities; as well as, informal and formal evaluation procedures that encouraged their implementation of effective instructional strategies. All of these changes were made with the support of the leadership of the various collective bargaining units.

My years of service as an educator and a leader of educators, at both the public school and higher education levels will make me particularly effective at advocating for the North Country Community College's vision to "...provide a quality education that enhances opportunity, growth and success for our students and community."

I am well versed in what it takes to improve the quality of instruction being offered by a faculty. I enjoy developing and delivering professional development opportunities for my peers. In my career, I have observed hundreds of educators and become adept at providing actionable feedback. My experiences developing curriculum for on-ground and online courses, coupled with my understanding of what it takes to prepare others to become effective teachers and leaders, will allow me to ensure that the programs and instruction being offered by the faculty are rigorous and relevant.

The challenge of uniting people around a common purpose and moving them toward a goal is one of the reasons I am seeking to further my career at North Country Community College. Thank you for the privilege of your consideration. I would be most pleased to explore with you the prospects of our working together in advancing North County Community College toward an ever-brighter future.

Sincerely,

A handwritten signature in black ink, appearing to read "D. St. Germain". The signature is written in a cursive, slightly slanted style.

**DAVID ST. GERMAIN, Ed. D.**

Chair, Education Division & Associate Professor  
College of St. Joseph  
71 Clement Rd.  
Rutland, VT 05701  
office: 802-776-5240 cell: 802-683-8102  
david.stgermain@csj.edu; edsaintmail@gmail.com

**EDUCATION**

Walden University, Minneapolis, MN  
Doctor of Education in Administrator Leadership for Teaching and Learning, 2013  
Dissertation Title - *The Effectiveness of Principal Training at a small New England College*

Castleton State College, Castleton, VT  
Master of Arts in Educational Leadership, 1994

Siena College, Loudonville, NY  
Bachelor of Science in Finance, 1989

**PROFESSIONAL EXPERIENCE**

Education Division Chair and Associate Professor, College of St. Joseph, Rutland Vt, 2016 - Present

Education Division Chair and Assistant Professor, College of St. Joseph, Rutland Vt, 2013 - 2016

Adjunct Professor, Education Division, College of St. Joseph, Rutland Vt, 2005 - 2013

Adjunct Professor, Education Department, Castleton State College, Castleton, VT, 2012 - 2013

Building Principal, Grades PreK-6, Whitehall Elementary School, Whitehall, NY, 2001 - 2014

Building Principal (Grades PreK-12), Hartford Central Schools, Hartford, NY, 1997 - 2001

Assistant Principal (Grades 7-12), Schuylerville Central School, Schuylerville, NY, 1995 - 1997

Teacher, Business & Computer Technology, Bolton Central School, Bolton Landing, NY, 1991 - 1995

Teacher, Business & Computer Technology, St. Regis Falls Central Schools, St Regis, NY 1989 - 1991

## **INSTITUTIONAL AND SYSTEM SERVICE**

Chair, Curriculum & Policy Committee, 2017 - Present

Chair, Education Licensure Committee, 2017 - Present

Chair, Judicial Review Committee, 2017 - Present

Member, Vermont Standards Board for Professional Educators, 2017 - Present

Co-Chair, Diversity & Inclusion Council 2016 - Present

Member, NEASC Preparatory Committee, 2015 - 2016

Member, Academic Advancement Committee, College of St. Joseph, 2014 - Present

Member, Vice President's Council, 2014 - Present

## **COMMUNITY SERVICE AND PRESENTATIONS**

“Becoming an Effective Culturally Responsive Teacher” Presentation at the Kappa Delta Pi Convo, October 2017

“Effective Instructional Strategies” Presentation for the staff of the Rutland County Boys and Girls Club, August 2017

*Member, Vermont Higher Education Collaborative for Diversity Specialists, June 2017*

“Implicit Bias” Presentation for the faculty at the College of St. Joseph, March 2017

*President, Board of Directors, Boys and Girls Club of Rutland County, 2016 - Present*

*Co-Chair, Education Committee, NAACP of Rutland County, 2016 - Present*

*Member, Education Committee, Wonderfeet Kids Museum, 2016 - Present*

*Member, Human Services Advisory Committee, Stafford Technical Center, 2015 - Present*

“How the Brain Learns” Presentation for the faculty at the College of St. Joseph, February 2015

*Member, Vermont Symphony Orchestra – Southwest Region, 2014 - 2016*

*Co-President, Vermont Council of Teacher Educators, 2013 - 2014*

*Vice President, Whitehall PTA, 2005 - 2014*

*President, Railroaders Communities That Care, 2003 - 2006*

*Member, Board of Directors, Warren/Washington County Council for Prevention, 2004 - 2006*

## **UNDERGRADUATE COURSES TAUGHT**

*Introduction to Education*

*Effective Classroom Management*

*Google For Education*

*Student Teaching Seminar*

*Practicum Supervision:  
Elementary, Secondary: History & English*

*Student Teaching Supervision:  
Elementary, Secondary: History & English*

## **GRADUATE COURSES TAUGHT**

*Educational Research*

*Curriculum Development*

*Fundamentals of Education*

*Public School Finance*

*Teaching for Effective Classroom Management*

*Law and the Education of Children*

*Fundamentals of Educational Administration*

*School and Community Relations*

*Adult Learning Theory & Practice*

*Online Course Design*

*Supervision and Staff Development for Educators*

*Student Teaching Seminar*

*Curriculum Management for Administrators*

*Contemporary Issues in Education*

*Practicum Supervision:  
Elementary, Reading, Special Education: Elementary & Secondary, Secondary: History & English*

*Student Teaching Supervision:  
Elementary, Special Education: Elementary & Secondary, Secondary: History & English*

## **PROFESSIONAL MEMBERSHIPS**

*National Association for the Advancement of Colored People, 2016 - Present*

Educator Preparation Inquiry Collaborative, 2015 - Present

Kappa Delta Pi Education Honor Society, 2013 - Present

Vermont Council of Teacher Educators, 2013 - Present

Association Supervision & Curriculum Development, 1995 - Present

## **CERTIFICATIONS**

N.Y.S. Teaching Certification: Business-Distributive Education, Issued: 1989

N.Y.S. Certification: School Administrator/Supervisor and School District Leader, Issued: 2000

## **REFERENCES**

**David Balfour, Chair, Arts & Sciences Division**

College of St. Joseph, Rutland VT

(802) 776-5213 david.balfour@csj.edu

**Tony Peffer, Provost and Vice President for Academic and Student Affairs**

Bemidji State University, MN

(218) 755-3999 tpeffer@bemidjistate.edu

**Jonas Prida, Assistant Provost**

Point Park University, Pittsburgh, PA

(412) 392-4773 jprida@pointpark.edu

**Richard Reardon, Director, Education Department**

Castleton University, Castleton, VT

(802) 468-1234 richard.reardon@castleton.edu

**Roger Weeden, VP for Strategic Initiatives and Resources**

College of St. Joseph, Rutland VT

(802) 776-5243 roger.weeden@csj.edu



**NORTH COUNTRY COMMUNITY COLLEGE  
RESOLUTION**

**WHEREAS** the VP of Academic Affairs recommends the appointment of Kent Egglefield, to the full-time, twelve-month, exempt appointment as Women's Soccer/Lacrosse Coach and Athletic Program Assistant effective April 30, 2018, at an annual salary of \$50,683.

**WHEREAS** the President hereby concurs in this recommendation,

**NOW, THEREFORE, BE IT**

**RESOLVED** that the North Country Community College Board of Trustees hereby approves the appointment of Kent Egglefield, to the full-time, twelve-month, exempt appointment as Women's Soccer/Lacrosse Coach and Athletic Program Assistant effective April 30, 2018, at an annual salary of \$50,683.

This position is currently funded in the 2017/18 operating budget.

2017-18 | 20  
April 27, 2018

Motion:

Seconded:

Motion Passed/Postponed/Not Passed: (0-0-0)



LAKE

April 19, 2018

Mr. Kent Egglefield  
8081 US Rt 9N  
Elizabethtown, NY 12932

Dear Mr. Egglefield:

Pending approval by the North Country Community College Board of Trustees at their April 2018 meeting, I am pleased to offer you an initial term, full-time, twelve-month (221 days) exempt appointment as Women's Soccer/Lacrosse Coach and Athletic Program Assistant effective April 30, 2018. Your area supervisor will be Joe Keegan, VP Academic Affairs.


As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 18 on Schedule C of the 2015-2019 CBA, which is \$50,683. This amount will be prorated for the remainder of the 17/18 academic year.

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

If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than April 25, 2018.

Sincerely,

  
Steven Tyrell, Ph.D.  
President

cc: Personnel / Payroll File

  
Employee Signature

4/19/18  
Date



<b>Application Breakouts YTD:</b>	<u>Fall 2018</u>	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>17-18#/% Difference</u>	<u>16-18#/% Difference</u>
Applications:	1822	1269	1298	553/43.6%	524/40.4%
Deposits:	126	162	157	-36/-22.2%	-31/-19.7%
Admits:	1000	522	521	478/91.6%	479/91.9%
Incompletes:	576	491	413	85/17.3%	163/39.5%

**Admissions Activities:**

1. PTP is moving in full swing with a May 1st deadline for deposit
2. PTP NYC Accepted Student Reception at SUNY/Manhattan will be May 3rd with anticipated attendance of 100
3. 594 applications for PTP to date
3. Search for Assistant Director Position will kick off in May

**Financial Aid Report:**

1. Fall 18 award packaging has started and will continue through the spring/summer
2. 25 PTP Fall 18 award packages have been mailed to date and will continue through the spring/summer
3. FA website had a refresh/update

**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  
RESOLUTION**

WHEREAS the Dean of Admissions recommends the appointment of Meredith Chapman, to the full-time, twelve-month, exempt appointment as Associate Director of Admissions effective March 19, 2018, at an annual salary of \$69,066.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the appointment of Meredith Chapman, to the full-time, twelve-month, exempt appointment as Associate Director of Admissions effective March 19, 2018, at an annual salary of \$69,066.

This position is currently funded in the 2017/18 operating budget.

2017-18 | 21  
April 27, 2018

Motion:

Seconded:

Motion Passed/Postponed/Not Passed: (0-0-0)



March 20, 2018

Ms. Meredith Chapman  
380 Wesvalley Road  
Lake Placid, NY 12946

Dear Ms. Chapman:

Pending approval by the North Country Community College Board of Trustees at their March 29, 2018 meeting, I am pleased to offer you an initial term, full-time, twelve-month (221 days) exempt appointment as Associate Director of Admissions effective March 19, 2018. Your area supervisor will be Chris Tacea, Dean of Admissions.

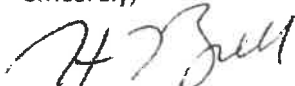
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 32 on Schedule C of the 2015-2019 CBA, which is \$69,066. This amount will be prorated for the remainder of the 17/18 academic year.

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

If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than March 23, 2018.

Sincerely,

  
Steven Tyrell, Ph.D.  
President

cc: Personnel / Payroll File

  
Employee Signature

3/21/18  
Date

**Meredith D. Chapman**  
**380 Wesvalley Rd • Lake Placid, NY 12946**  
**315-525-8261 • meredith.chapman@gmail.com**

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February 5, 2018

Tara Smith  
Director of Human Resources  
North Country Community College  
PO Box 89  
Saranac Lake, NY 12983

Dear Ms. Smith:

Please allow for this letter to indicate my intent to apply for the recently posted Associate Director of Admissions position. Through the valuable experience I have gained through my interim appointment, I believe I can make a valuable contribution to North Country Community College in this position. I am ready to have this move into a more challenging position within Admissions become permanent

Since joining the staff at North Country, I have had positive experiences representing the College in numerous capacities. I have initiated contact with prospects at high school visits, college fairs and through my participation and presentations at special programs including SUNY Day and SUNY Roadshow.

In addition to my background as an Admissions representative, I have also counseled prospective students in all aspects of financial aid, including the verification and student/parent loan processes, as well as SAP auditing. In addition to supporting our traditional students and their families, I enjoy helping non-traditional students return to higher education or begin their college career.

I believe that the combination of my experiences here at North Country with students and families, as well as our faculty and staff, in addition to my leadership in the professional development organization SUNYCAP, are well-suited to the position you described. I have enclosed a copy of a resume with additional information about my qualifications. Thank you for your consideration. I look forward to receiving your reply.

Sincerely,



Meredith Chapman  
Interim Associate Director of Admissions  
North Country Community College

**Meredith D. Chapman**  
**380 Wesvalley Rd • Lake Placid, NY 12946**  
**315-525-8261 • meredith.chapman@gmail.com**

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**OBJECTIVE:**

To obtain a leadership position in higher education in the area of Enrollment Management and Admissions that allows me to assist the Dean of Admissions in planning, organizing, and directing daily operations of the department; communication to the College and to be of service to the community.

**EDUCATION, CERTIFICATES, AWARDS:**

SUNY Potsdam, B.A. Speech Communication, 2001.  
SUNY Plattsburgh, M.S. Leadership, 2015.  
SUNYCAP Leadership Institute, Certificate in Enrollment Management, 2012.  
SUNYCAP Dave Truax SUNYCAP Service Award, 2017.

**PRIOR WORK EXPERIENCE:**

*2/2014-Present North Country Community College, Saranac Lake, NY; Interim Associate Director of Admissions*

- Supervise and train professional staff in Admissions policies set by NCCC Board of Trustees, NYSED, US Dept of Education and Middle States Commission on Higher Education.
- Admissions marketing and advertising. Liaison to AdWorkshop to create campaigns, analyze data, optics and click rates of campaigns. Create radio copy, television advertisements, and print media. Coordinated with graphic designers for additional projects.
- Participated in SUNY Directors of Admission meeting with SUNY Systems.
- Counsel prospective students/parents regarding college programs, services, and opportunities.
- General enrollment recruitment: high school fairs and visits, college programs, special events.
- Present to HS counselors and CBO's about NCCC specifically, but also college admissions and SUNY in general.
- Create and supervise Admissions Communication Plan, style guide, branding kit.
- Create, plan, and oversee on-campus recruitment and yielding events such as Open House, Interest Nights, and Visit Days
- Along with the Registrar; plan and supervise Registration events, Instant-Admit Days
- Maintain the front page of the NCCC website sliders, news stories (\*until Director of Communications was hired), and events.
- Developed NCCC Social Media (Facebook, Instagram, Twitter) and maintained until Dir. Of Communications
- Review and evaluate admissions applications, including coordination and implementation of transcript review for Competitive Admissions programs such as LPN/RN, and Radiologic Technology.
- Create and update admission materials such as viewbooks, program guides, and admissions travel materials and correspondence.
- Supervise and train student workers for mailings, campus tours, and general office assistance.
- Serve as the Primary Designated School Official for Student Exchange Visitor Program (SEVP). This requires reporting and certifying international students and complying with SEVIS/ICE regulations and guidelines.
- Serve(d) on College Senate (Chair of Academic Policies and Standards), Student Awards Committee, 50th Anniversary Committee, Website Committee, Administrative Technology Committee, Felony Admissions Review Committee and SUNY College Admissions Professionals Executive Committee, President-Elect & President, 'OperationInformation' Committee, Conference Committee.

*8/2006-2/2014 NCCC, Saranac Lake, NY; Assistant Director for Enrollment & Financial Aid and*

*Enrollment & Financial Aid Counselor*

- Supervise and train professional staff in Enrollment policies set by NCCC Board of Trustees and Financial Aid procedures per the FSA/IFAP/Dept of Ed guidelines.
- Financial Aid duties include a student caseload of approximately 625 students. Responsible for all aspects of packaging and verification, as well as loan counseling.
- Coordination of Federal Pell grant- award, certification and reconciliation.
- Review, publish, update and maintain NCCC scholarship database.
- Admissions recruitment travel coordinator, assigning travel territories, fairs & special programs



- Participated in SUNY Directors of Admission meeting with SUNY Systems
- Counsel prospective students/parents regarding college programs, services, and opportunities.
- General enrollment recruitment: high school fairs and visits, college programs, special events.
- Review and evaluate admissions applications, including coordination and implementation of transcript review for Academic Competitiveness Grants.
- Create and update admission materials such as viewbooks, program guides, and enrollment management surveys, advertising, marketing and correspondence.
- Supervise and train student workers for mailings, campus tours, and general office assistance.
- College Senate shared governance, Chair of Enrollment Committee.
- Serve on College Senate, Academic Advising Committee, Scholarship Committee, Campus Planning Committees, Middle States Review sub-committee, Athlete Mentoring Program Committee, Residence Hall Committee, Technology Advisory Board, Felony Admissions Review Committee and SUNYCAP elected Community College representative for SUNY College Admissions Professionals Executive Committee.

3/2006-8/2006 *Oneida-Madison Electric Cooperative, Inc., Bouckville, NY; Policy Operations Assistant.*

- Duties included office communication management, as well as coordinating the office staff with government representatives regarding public policy as it affected public energy cooperatives.
- Was responsible for marketing/branding, and the production & content of the monthly newsletter.

5/2001-2/2006 *Hamilton CSD, Hamilton, NY; Long-Term Substitute Athletic Director, Substitute Teacher & Coach.*

- Scheduled the facilities, games and securing the availability of officials. Also was responsible for game publications, and event management.
- Responsible for teaching lessons to all grade levels and subjects K-12. Handled classroom management and disciplining of children ranging in age from 5-18.
- Coached girls modified and JV Basketball and Softball.
- Was awarded the Distinguished Community Award in 2003.

8/1998-5/2001 *SUNY Potsdam Sports Information Office, Potsdam, NY; Head Student Assistant.*

- Planned and published media guides for each of the 12 varsity sports; Writing and releasing press information. Preparation of game-day media material for athletic events at Maxcy Hall.
- Organizational coordination of other student workers for game day event management.

#### **OTHER WORK EXPERIENCE:**

2007-2009 *Head Coach Women's Softball, North Country Community College.*

2005 (summer) *Village of Hamilton, Recreation Department, Activities Director.*

#### **RELATED SKILLS:**

- Computer Skills: All Microsoft office suite, PageMaker, CAMS Student Database Management System, Crystal Reports Software, SUNY CampusConnect, FAP, EdExpress, EDConnect, , COD, NSLDS, HESC

#### **PROFESSIONAL REFERENCES**

- Megan E. Sarkis, Assistant Director of Admissions, The College at Brockport  
msarkis@brockport.edu, (585) 395-2751
- Joshua Gregory, Assistant Director of Admissions, SUNY Delhi  
gregorjd@delhi.edu, (607) 746-4555
- Thomas W. Nesbitt, Director of Undergraduate Admissions, SUNY Potsdam  
nesbittw@potdam.edu, (315) 267-2361



**North Country Community College**  
Sponsored by Franklin and Essex Counties

**OPERATING FUND FINANCIAL REPORT**  
*As of March 31, 2018*

**SUBMITTED TO THE BOARD OF TRUSTEES**  
*April 27, 2018*

**ROBERT FARMER**  
Vice President of Administration, CFO

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

	Current YTD	Prior YTD	Variance
	<u>Actual</u>	<u>Actual</u>	
<b>Assets</b>			
Cash	\$ 5,825,834	\$ 4,611,040	\$ 1,214,794
Accounts Receivable-Students	(6,525)	810,369	(816,894)
Due From NCCC Association	46,472	63,950	(17,478)
Due From NCCC Foundation (Contributions)	674,722	1,109,899	(435,177)
Due From Other Funds	152,455	405,495	(253,040)
Due From Governments (State & Fed Fin Aid)	2,474,179	2,271,974	202,205
Prepaid Expenses	(12,045)	(7,740)	(4,305)

**Total Assets** \$ 9,155,092 \$ 9,264,987 \$ (109,895)

**Liabilities**

Accounts Payable	\$ 78,910	\$ 98,531	\$ (19,621)
Payroll & Benefits Liabilities	9,436,948	173,949	9,262,999
Due to NCCC Association (Room, Meals, Books)	598,418	584,419	13,999
Due to NCCC Foundation (Rent)	367,148	680,360	(313,212)
Due to Other Funds	890	81	809
Due to Retirement	50,428	111,920	(61,492)
Compensated Absences	258,987	258,987	-
Other Liabilities	596,657	522,400	74,257

**Total Liabilities** \$ 11,388,386 \$ 2,430,647 \$ 8,957,739

**Month End Equity** \$ (2,233,294) \$ 6,834,340

**Total Liabilities & Equity** \$ 9,155,092 \$ 9,264,987

**Fund Balance Summary**

Fund Balance as of 09/01/16	\$ 4,103,505	
Estimated 16-17 Surplus (before audit)	\$ 775,831	
Project Fund Balance as 09/01/17	\$ 4,879,336	

\* GASB 45 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  
MARCH 31, 2018**

	Annual	17-18 YTD	% of
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
<b>Revenues</b>			
Tuition & Fees	\$ 5,596,360	\$ 4,889,246	\$ 707,114 87%
Sponsors' Contribution	2,480,000	1,434,167	1,045,833 58%
Chargebacks	682,500	565,455	117,045 83%
Out-of-State Tuition	608,685	526,247	82,438 86%
State Aid	4,116,376	3,052,267	1,064,109 74%
Contributions	991,450	386,041	605,409 39%

**Total Revenues** \$ 14,475,371 \$ 10,853,423 \$ 3,621,948

**Expenditures**

Salaries	\$ 7,098,337	\$ 4,405,491	\$ 2,692,846 62%
Payroll Taxes	525,065	304,116	220,949 58%
Medical	1,431,094	1,530,996	(99,902) 107%
Retirement	712,619	85,906	626,713 12%
Other	130,635	92,338	38,297 71%
Equipment	151,330	244,566	(93,236) 162%
Facility Leases	1,455,380	487,141	968,239 33%
Utilities	388,800	317,483	71,317 82%
Maintenance	219,650	121,830	97,820 55%
Office & General Supplies	108,124	37,888	70,236 35%
Advertising	224,575	65,023	159,552 29%
Professional Services	227,950	92,998	134,952 41%
Information Technology	195,950	235,070	(39,120) 120%
Library & Instructional Supplies	603,720	164,958	438,762 27%
Scholarships	360,000	449,979	(89,979) 125%
Travel	358,810	114,557	244,253 32%
Property & Liability Ins.	145,000	100,309	44,691 69%
Miscellaneous	181,213	167,697	13,516 93%

**Total Expenditures** \$ 14,518,252 \$ 9,018,346 \$ 5,499,906

**Net Surplus/(Decrease)** \$ (42,881) \$ 1,835,077

**North Country Community College  
Balance Sheet  
FEBRUARY 28, 2018**

	Current YTD Actual	Prior YTD Actual	Variance
<b>Assets</b>			
Cash	\$ 4,617,948	\$ 3,959,971	\$ 657,977
Accounts Receivable-Students	(392,159)	553,871	(946,030)
Due From NCCC Association	45,121	53,173	(8,052)
Due From NCCC Foundation (Contributions)	670,825	978,349	(307,524)
Due From Other Funds	166,036	331,374	(165,338)
Due From Governments (State & Fed Fin Aid)	3,749,742	4,046,605	(296,863)
Prepaid Expenses	(33,045)	(7,740)	(25,305)

**Total Assets** \$ 8,824,468 \$ 9,915,603 \$ (1,091,135)

**Liabilities**

Accounts Payable	\$ 162,055	\$ 321,580	\$ (159,525)
Payroll & Benefits Liabilities	8,131,237	173,629	7,957,608
Due to NCCC Association (Room, Meals, Books)	598,116	1,203,225	(605,109)
Due to NCCC Foundation (Rent)	366,384	561,373	(194,989)
Due to Other Funds	890	41	849
Due to Retirement	(43,628)	56,077	(99,705)
Compensated Absences	258,987	258,987	-
Other Liabilities	564,163	472,236	91,927

**Total Liabilities** \$ 10,038,204 \$ 3,047,148 \$ 6,991,056

**Month End Equity** \$ (1,213,736) \$ 6,868,455

**Total Liabilities & Equity** \$ 8,824,468 \$ 9,915,603

**Fund Balance Summary**

Fund Balance as of 09/01/16	\$ 4,103,505
Estimated 16-17 Surplus (before audit)	\$ 775,831
Project Fund Balance as 09/01/17	\$ 4,879,336

\* GASB 45 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  
FEBRUARY 28, 2018**

	Annual Budget	17-18 YTD Actual	Budget Variance	% of Budget
<b>Revenues</b>				
Tuition & Fees	\$ 5,596,360	\$ 4,878,576	\$ 717,784	87%
Sponsors' Contribution	2,480,000	1,227,500	1,252,500	49%
Chargebacks	682,500	276,765	405,735	41%
Out-of-State Tuition	608,685	527,633	81,052	87%
State Aid	4,116,376	2,112,157	2,004,219	51%
Contributions	991,450	380,915	610,535	38%

**Total Revenues** \$ 14,475,371 \$ 9,403,546 \$ 5,071,825

**Expenditures**

Salaries	\$ 7,098,337	\$ 3,580,867	\$ 3,517,470	50%
Payroll Taxes	525,065	242,570	282,495	46%
Medical	1,431,094	1,011,879	419,215	71%
Retirement	712,619	7,355,836	(6,643,217)	1032%
Other	130,635	83,120	47,515	64%
Equipment	151,330	244,208	(92,878)	161%
Facility Leases	1,455,380	486,565	968,815	33%
Utilities	388,800	297,569	91,231	77%
Maintenance	219,650	118,281	101,369	54%
Office & General Supplies	108,124	35,046	73,078	32%
Advertising	224,575	63,834	160,741	28%
Professional Services	227,950	82,798	145,152	36%
Information Technology	195,950	232,190	(36,240)	118%
Library & Instructional Supplies	603,720	160,872	442,848	27%
Scholarships	360,000	421,125	(61,125)	117%
Travel	358,810	104,186	254,624	29%
Property & Liability Ins.	145,000	100,309	44,691	69%
Miscellaneous	181,213	152,711	28,502	84%

**Total Expenditures** \$ 14,518,252 \$ 14,773,966 \$ (255,714)

**Net Surplus/(Decrease)** \$ (42,881) \$ (5,370,420)

# NORTH COUNTRY COMMUNITY COLLEGE

## RESOLUTION

- WHEREAS Long Range Planning and Budget Committee reviewed and approved the proposed 2018-2019 budget; and
- WHEREAS the President recommends full-time tuition for the 2018-2019 academic year be \$4,880 for New York State residents with Certificate of Residency; \$11,510 for New York State residents without Certificate of Residency; and \$11,510 for non-New York State Residents or International; and
- WHEREAS part-time tuition for the 2018-2019 academic year be \$204 per credit hour for New York State residents with Certificate of Residency; \$480 for New York State residents without Certificate of Residency; and \$480 for non-New York State Residents or International; and
- WHEREAS the Budget and Fee Schedule for 2018-2019 has been developed as part of the 2018-19 operating budget; and
- WHEREAS it is required that the College submit the approved Budget & Fee Schedule to the State University of New York when it submits its budget,
- NOW, THEREFORE, BE IT
- RESOLVED that the North Country Community College Board of Trustees hereby approves full-time and part-time tuition rates for the 2018-2019 academic year; and
- RESOLVED that the North Country Community College Board of Trustees hereby approves the attached Operating Budget & Fee Schedule for the academic year beginning September 1, 2018 and ending August 31, 2019.

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April 27, 2018

Motion:

Seconded:

Motion Passed/Postponed/Not Passed: (0-0-0)

FISCAL YEAR 2018 - 2019

	2016-2017 Budget	2016-2017 Actual	2017-2018 Budget	2018-2019 Budget	\$ Change	% Change
<b>REVENUES</b>						
Admission & Fees	\$ 4,436,500	\$ 4,947,674	\$ 4,549,660	\$ 4,399,784	\$ (149,876)	-3.3%
Donors' Contribution	2,480,000	2,480,000	2,480,000	2,380,000	\$ (100,000)	-4.0%
Grants	622,800	920,801	682,500	741,750	\$ 59,250	8.7%
Out-of-State Tuition	596,750	508,919	608,685	575,484	\$ (33,201)	-5.5%
State Aid	3,787,682	3,727,633	3,704,326	3,712,070	\$ 7,744	0.2%
Second Chance Pell Income	-	-	-	-	\$ -	-
Contributions & Other Income	947,450	1,067,410	991,450	1,034,080	\$ 42,630	4.3%
<b>Total Revenues</b>	<b>12,871,182</b>	<b>13,652,437</b>	<b>13,016,621</b>	<b>12,843,168</b>	<b>(173,463)</b>	<b>-1.3%</b>
<b>EXPENDITURES</b>						
Salaries						
Full Time	4,911,141	4,669,618	5,526,437	5,626,123	\$ 99,686	1.8%
Second Chance Pell Salaries	-	-	-	-	\$ -	-
Part Time	1,144,400	1,415,837	1,088,100	968,170	\$ (119,930)	-11.0%
<b>Total Salaries</b>	<b>6,055,541</b>	<b>6,085,455</b>	<b>6,614,537</b>	<b>6,594,294</b>	<b>(20,243)</b>	<b>-0.3%</b>
Benefits						
Payroll Taxes	460,281	439,497	488,054	509,667	\$ 21,613	4.4%
Medical	1,547,849	1,571,514	1,331,094	1,906,102	\$ 575,008	43.2%
Retirement	570,716	599,667	659,829	603,960	\$ (55,869)	-8.5%
Second Chance Pell Benefits	-	-	-	-	\$ -	-
Other	177,557	162,137	110,635	92,810	\$ (17,825)	-16.1%
<b>Total Benefits</b>	<b>2,756,403</b>	<b>2,772,815</b>	<b>2,589,612</b>	<b>3,112,539</b>	<b>522,927</b>	<b>20.2%</b>
Equipment	53,165	101,794	151,330	31,930	\$ (119,400)	-78.9%
Contractual						
Rental	1,456,200	1,438,199	1,455,380	1,455,130	\$ (250)	0.0%
Utilities	510,300	346,046	388,800	378,720	\$ (10,080)	-2.6%
Maintenance	253,310	166,150	219,650	214,650	\$ (5,000)	-2.3%
Office & General Supplies	103,156	66,409	108,124	79,804	\$ (28,320)	-26.2%
Advertising	214,675	164,274	224,575	170,950	\$ (53,625)	-23.9%
Professional Services	198,530	200,411	227,950	104,300	\$ (123,650)	-54.2%
Information Technology	154,162	202,140	195,950	220,950	\$ 25,000	12.8%
Library and Instructional Supplies	228,255	176,596	219,720	183,008	\$ (36,712)	-16.7%
Scholarships	340,000	321,661	360,000	340,000	\$ (20,000)	-5.6%
Travel	184,075	146,645	183,850	147,415	\$ (36,435)	-19.8%
Property & Liability Insurance	145,000	148,761	145,000	135,000	\$ (10,000)	-6.9%
Second Chance Pell Expenses	-	-	-	-	\$ -	-
Miscellaneous	-	151,466	181,213	180,715	\$ (498)	-0.3%
<b>Total Contractual</b>	<b>3,787,663</b>	<b>3,528,758</b>	<b>3,910,212</b>	<b>3,610,642</b>	<b>(299,570)</b>	<b>-7.7%</b>
<b>Total Expenditures</b>	<b>12,652,772</b>	<b>12,488,822</b>	<b>13,265,691</b>	<b>13,349,405</b>	<b>83,714</b>	<b>0.6%</b>
<b>Surplus / (Deficit)</b>	<b>\$ 218,410</b>	<b>\$ 1,163,615</b>	<b>\$ (249,070)</b>	<b>\$ (506,237)</b>	<b>\$ (257,167)</b>	<b>103.3%</b>
Second Chance Pell Net Surplus		\$ 222,723	\$ 206,190	\$ 435,059		
Gift to Potsdam Net Surplus		-	-	\$ 110,722		
<b>Total Surplus / (Deficit)</b>		<b>\$ 1,386,338</b>	<b>\$ (42,880)</b>	<b>\$ 39,544</b>		



**NORTH COUNTRY COMMUNITY COLLEGE  
2018-2019 FULL-TIME TUITION & CHARGES**

RESIDENT	TUITION	INSURANCE	STU/FEE	ATHLETIC/RE C FEE	TECH FEE	SECURIT Y FEE	TOTAL
FALL	2,440.00	50.00	98.00	24.00	360.00	75.00	2,972.00
SPRING	2,440.00		98.00	24.00	360.00	75.00	2,922.00
SPRING ONLY	2,440.00	35.00	98.00	24.00	360.00	75.00	2,957.00
SUMMER	PER CREDIT						

NON-RESIDENT	TUITION	INSURANCE	STU/FEE	ATHLETIC/RE C FEE	TECH FEE	SECURIT Y FEE	TOTAL
FALL	5,755.00	50.00	98.00	24.00	360.00	75.00	6,287.00
SPRING	5,755.00		98.00	24.00	360.00	75.00	6,237.00
SPRING ONLY	5,755.00	35.00	98.00	24.00	360.00	75.00	6,272.00
SUMMER	PER CREDIT						

**2018-2019 PART-TIME TUITION & CHARGES**

CREDITS	RESIDENT TUITION	NON-RES TUITION	STUDENT FEE	ATHLETIC/RE C FEE	TECH FEE	SECURIT Y FEE	NON- RES TOTAL
0.5	102.00	240.00	7.00	1.00	15.00	3.50	266.50
1	204.00	480.00	14.00	2.00	30.00	7.00	533.00
2	408.00	960.00	28.00	4.00	60.00	14.00	1,066.00
3	612.00	1,440.00	42.00	6.00	90.00	21.00	1,599.00
4	816.00	1,920.00	56.00	8.00	120.00	28.00	2,132.00
5	1,020.00	2,400.00	70.00	10.00	150.00	35.00	2,665.00
6	1,224.00	2,880.00	84.00	12.00	180.00	42.00	3,198.00
7	1,428.00	3,360.00	98.00	14.00	210.00	49.00	3,731.00
8	1,632.00	3,840.00	98.00	16.00	240.00	56.00	4,250.00
9	1,836.00	4,320.00	98.00	18.00	270.00	63.00	4,769.00
10	2,040.00	4,800.00	98.00	20.00	300.00	70.00	5,288.00
11	2,244.00	5,280.00	98.00	22.00	330.00	75.00	5,805.00

**INSURANCE**

- 1 Accident insurance is mandatory for all full-time students
- 2 Accident insurance is optional for part-time students
- 3 Health insurance is optional for full-time and part-time students,
- 1 Free tuition and no student fee
- 2 Course or lab fee will be charged
- 3 Free tuition if space is available

**TECH FEE DESCRIPTION**

Student use of college printers in LAC  
Hardware and software updates including Library

**NORTH COUNTRY COMMUNITY COLLEGE  
2018-2019 Course Related/ Lab Fee Schedule**

ART 101-104-105-108-111-125-131-150-151-155-189-201-202-203-206-220-245-251	\$250.00
ART 205 DIGITAL PAINTING	\$180.00
ART 235 3-D COMPUTER MODELING	\$160.00
BIO 101-102-108-109-112-125-160-201-205-215-216-230-240	\$150.00
BUS 221 COMPUTERIZED ACCOUNTING	\$55.00
CHE 101-102-201-202	\$150.00
ONLINE LEARNING FEE (PER COURSE)	\$50.00
ENG 100 ESS EFFECTIVE WRITING	\$75.00
ENG 101 ENGLISH COMP I	\$75.00
ENV 108-125-204-205	\$150.00
HED 160 WILDERNESS FIRST RESPONDERS	\$560.00
WILDERNESS FIRST RESPONDERS (NON-MATRICULATED)	\$740.00
HED 161 WILDERNESS FIRST AID	\$185.00
NURSING FEE	\$650.00
PED 129-155-199-229 ROCK CLIMBING	\$118.00
PED 149 WHITEWATER GUIDE TRAINING	\$88.00
PED 151 ADIRONDACK HIKING & YOGA	\$92.00
PED 153 ORIENTEERING	\$68.00
PED 154 SNOW SHOEING	\$92.00
PED 155 ICE SKATING	\$118.00
PED 167 LIFE GUARDING	\$78.00
PED 171 ADIRONDACK HIKING	\$92.00
PED 175 INTRO TO OLYMPIC WINTER SPORTS	\$92.00
PED 178 BACKPACKING	\$122.00
PED 179 SNOWBOARDING	\$118.00
PED 146 ALPINE SNOW SPORTS	\$118.00
PED 183-186-189-192-193-283-292-293 SPORTS FEE	\$55.00
PED 184 BOWLING	\$108.00
PED 185 CANOEING	\$82.00
PED 187 CROSS COUNTRY SKIING	\$152.00
PED 188 GOLF	\$78.00
PED 190 PHYSICAL CONDITIONING	\$72.00
PED 196 TENNIS	\$50.00
PED 198 KAYAKING	\$160.00
PED 199 MOUNTAIN BIKING	\$118.00
PED 229 INTERMEDIATE ROCK CLIMBING	\$118.00
PHY 100-101-102 PHYSICS	\$150.00
RAD 120 RADIOLOGIC PROCEDURES I	\$75.00
RAD140 RADIOLOGIC PROCEDURE II	\$75.00
REC 118 BACKCOUNTRY NAVIGATION WITH GPS	\$105.00
REC 240 WILDERNESS RECREATION LEADERSHIP/FALL PRACTICUM	\$950.00
REC 249 WILDERNESS RECREATION LEADERSHIP/WINTER PRACTICUM	\$600.00
SCI 110 FORENSIC SCIENCE LAB FEE	\$50.00



Alumni Dues (per semester)	\$7.00
Allied Health Program Fee	Academic year \$365.00 Spring Only \$260.00
Excess Course Credit Administration Fee – Per Credit Hour over 18 Credit hours each semester:	
NYS Residents With Certificate of Residency	\$130.00
Resident w/o Certificate of residency	\$275.00
Non- NYS Resident/International	\$275.00
Faxing Fee (Per Page)	\$2.00
Excess Printing Fee	\$8.00
Graduation Fee	\$45.00
Immunization Form Fee	\$7.00
Insufficient Fund Fee	\$40.00
Late Payment Fee	\$75.00
New Student Orientation Fee	\$125.00
Payment Plan Fee	\$50.00
Parking Fines - per violation	\$25.00 - \$75.00
ID Replacement Fee	\$15.00
Transcript Fee	\$7.00

# **NORTH COUNTRY COMMUNITY COLLEGE**

## **RESOLUTION**

**WHEREAS** the State of New York established the Excelsior Scholarship for 2018-19; and whereas the State of New York's enacted budget freezes tuition for community college students at the 2016-17 rate of \$4,600 for New York Residents, the Administration recommended to the President to Charge a different College Fee for Excelsior Scholarship students; and

**WHEREAS** the President concurs and recommends the College fee rate for Excelsior program recipients be set for these full-time enrolled NYS residents at \$776, and

**NOW, THEREFORE, BE IT**

**RESOLVED** that the North Country Community College Board of Trustees hereby approves the full-time College Fee rate for Excelsior Scholarship recipients.

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April 27, 2018

Motion:

Seconded:

Motion Passed/Postponed/Not Passed: (0-0-0)

**NORTH COUNTRY COMMUNITY COLLEGE**

**EXCELSIOR PROGRAM**

**2018-2019 FULL-TIME TUITION & CHARGES**

<b>RESIDENT</b>	<b>TUITION</b>	<b>INSURANCE</b>	<b>STU/FEE</b>	<b>COLL/FEE</b>	<b>TOTAL</b>
FALL	2,300.00	50.00	98.00	388.00	2,836.00
SPRING	2,300.00		98.00	388.00	2,786.00
SPRING ONLY	2,300.00	35.00	98.00	388.00	2,821.00
SUMMER	PER CREDIT				

<b>NON-RESIDENT</b>	<b>TUITION</b>	<b>INSURANCE</b>	<b>STU/FEE</b>	<b>COLL/FEE</b>	<b>TOTAL</b>
FALL	5,425.00	50.00	98.00	388.00	5,961.00
SPRING	5,425.00		98.00	388.00	5,911.00
SPRING ONLY	5,425.00	35.00	98.00	388.00	5,946.00
SUMMER	PER CREDIT				

**2018-2019 PART-TIME TUITION & CHARGES**

<b>CREDITS</b>	<b>RESIDENT TUITION</b>	<b>NON-RES TUITION</b>	<b>STUDENT FEE</b>	<b>COLLEGE FEE</b>	<b>RESIDENT TOTAL</b>	<b>NON-RES TOTAL</b>
0.5	96.00	227.00	7.00	17.00	120.00	251.00
1	192.00	453.00	14.00	33.00	239.00	500.00
2	384.00	906.00	28.00	66.00	478.00	1,000.00
3	576.00	1,359.00	42.00	99.00	717.00	1,500.00
4	768.00	1,812.00	56.00	132.00	956.00	2,000.00
5	960.00	2,265.00	70.00	165.00	1,195.00	2,500.00
6	1,152.00	2,718.00	84.00	198.00	1,434.00	3,000.00
7	1,344.00	3,171.00	98.00	231.00	1,673.00	3,500.00
8	1,536.00	3,624.00	98.00	264.00	1,898.00	3,986.00
9	1,728.00	4,077.00	98.00	297.00	2,123.00	4,472.00
10	1,920.00	4,530.00	98.00	330.00	2,348.00	4,958.00
11	2,112.00	4,983.00	98.00	363.00	2,573.00	5,444.00

**INSURANCE**

- 1 Accident insurance is mandatory for all full-time students
- 2 Accident insurance is optional for part-time students

**SENIOR CITIZENS-AGE 60 YEARS AND OVER**

- 1 Free tuition and no student fee
- 2 Course or lab fee will be charged
- 3 Free tuition if space is available

**COLLEGE FEE DESCRIPTION**

- Ticonderoga and Malone Recreation Fee
- Use of Athletic Facilities
- Student use of college printers in LAC
- Hardware and software updates including Library

**NORTH COUNTRY COMMUNITY COLLEGE**

**2018-2019 Course Related/ Lab Fee Schedule**

**PROPOSED**

ART 101-104-105-108-111-125-131-150-151-155-169-201-202-203-206-220-245-251	\$250.00
ART 205 DIGITAL PAINTING	\$180.00
ART 235 3-D COMPUTER MODELING	\$160.00
BIO 101-102-108-109-112-125-160-201-205-215-216-230-240	\$150.00
BUS 221 COMPUTERIZED ACCOUNTING	\$55.00
CHE 101-102-201-202	\$150.00
ONLINE LEARNING FEE (PER COURSE)	\$50.00
ENG 100 ESS EFFECTIVE WRITING	\$75.00
ENG 101 ENGLISH COMP I	\$75.00
ENV 108-125-204-205	\$150.00
HED 160 WILDERNESS FIRST RESPONDERS	\$560.00
WILDERNESS FIRST RESPONDERS (NON-MATRICULATED)	\$740.00
HED 161 WILDERNESS FIRST AID	\$185.00
NURSING FEE	\$650.00
PED 129-155-199-229 ROCK CLIMBING	\$118.00
PED 149 WHITEWATER GUIDE TRAINING	\$88.00
PED 151 ADIRONDACK HIKING & YOGA	\$92.00
PED 153 ORIENTEERING	\$68.00
PED 154 SNOW SHOEING	\$92.00
PED 155 ICE SKATING	\$118.00
PED 167 LIFE GUARDING	\$78.00
PED 171 ADIRONDACK HIKING	\$92.00
PED 175 INTRO TO OLYMPIC WINTER SPORTS	\$92.00
PED 178 BACKPACKING	\$122.00
PED 179 SNOWBOARDING	\$118.00
PED 146 ALPINE SNOW SPORTS	\$118.00
PED 183-186-189-192-193-283-292-293 SPORTS FEE	\$55.00
PED 184 BOWLING	\$108.00
PED 185 CANOEING	\$82.00
PED 187 CROSS COUNTRY SKIING	\$152.00
PED 188 GOLF	\$78.00
PED 190 PHYSICAL CONDITIONING	\$72.00
PED 196 TENNIS	\$50.00
PED 198 KAYAKING	\$160.00
PED 199 MOUNTAIN BIKING	\$118.00
PED 229 INTERMEDIATE ROCK CLIMBING	\$118.00
PHY 100-101-102 PHYSICS	\$150.00
RAD 120 RADIOLOGIC PROCEDURES I	\$75.00
RAD140 RADIOLOGIC PROCEDURE II	\$75.00
REC 118 BACKCOUNTRY NAVIGATION WITH GPS	\$105.00
REC 240 WILDERNESS RECREATION LEADERSHIP/FALL PRACTICUM	\$950.00
REC 249 WILDERNESS RECREATION LEADERSHIP/WINTER PRACTICUM	\$600.00
SCI 110 FORENSIC SCIENCE LAB FEE	\$50.00

Alumni Dues (per semester)	\$7.00
Allied Health Program Fee	Academic year \$365.00 Spring Only \$260.00
Excess Course Credit Administration Fee – Per Credit Hour over 18 Credit hours each semester:	
NYS Residents With Certificate of Residency	\$130.00
Resident w/o Certificate of residency	\$275.00
Non- NYS Resident/International	\$275.00
Faxing Fee (Per Page)	\$2.00
Excess Printing Fee	\$8.00
Graduation Fee	\$45.00
Immunization Form Fee	\$7.00
Insufficient Fund Fee	\$40.00
Late Payment Fee	\$75.00
New Student Orientation Fee	\$125.00
Payment Plan Fee	\$60.00
Parking Fines - per violation	\$25.00 - \$75.00
ID Replacement Fee	\$15.00
Transcript Fee	\$7.00

# NORTH COUNTRY COMMUNITY COLLEGE

## RESOLUTION

### SUNY POTSDAM STUDENTS

WHEREAS the President recommends full-time tuition for the 2018-2019 academic year for the Path to Potsdam students be \$4,880 for New York State residents with Certificate of Residency; \$11,510 for New York State residents without Certificate of Residency; and \$11,510 for non-New York State Residents or International; and

WHEREAS part-time tuition for the 2018-2019 academic year be \$204 per credit hour for New York State residents with Certificate of Residency; \$408 for New York State residents without Certificate of Residency; and \$408 for non-New York State Residents or International; and

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves full-time and part-time tuition rates for Path to Potsdam Students for the 2018-2019 academic year.

2017-18 | 25

April 27, 2018

Motion:

Seconded:

Motion Passed/Postponed/Not Passed: (0-0-0)

# NORTH COUNTRY COMMUNITY COLLEGE

## 2018-2019 FULL-TIME TUITION & CHARGES

### SUNY POTSDAM

RESIDENT	TUITION	INSURANCE	ACTIVITY FEE	TECH FEE	HEALTH FEE	FITNESS CENTER FEE	TOTAL
FALL	2,440.00	50.00	100.00	214.00	194.00	19.00	3,017.00
SPRING	2,440.00		100.00	214.00	194.00	19.00	2,967.00
SPRING ONLY	2,440.00	35.00	100.00	214.00	194.00	19.00	3,002.00
SUMMER	PER CREDIT						

NON-RESIDENT	TUITION	INSURANCE	ACTIVITY FEE	TECH FEE	HEALTH FEE	FITNESS CENTER FEE	TOTAL
FALL	5,755.00	50.00	100.00	214.00	194.00	19.00	6,332.00
SPRING	5,755.00		100.00	214.00	194.00	19.00	6,282.00
SPRING ONLY	5,755.00	35.00	100.00	214.00	194.00	19.00	6,317.00
SUMMER	PER CREDIT						

## 2018-2019 PART-TIME TUITION & CHARGES

CREDITS	RESIDENT	NON-RES TUITION	ACTIVITY FEE	TECH FEE	HEALTH FEE	FITNESS CENTER FEE	RESIDENT TOTAL	NON-RES TOTAL
0.5	102.00	240.00	4.18	9.00	8.10	0.80	124.08	262.08
1	204.00	480.00	8.35	17.85	16.20	1.60	248.00	524.00
2	408.00	960.00	16.70	35.70	32.40	3.20	496.00	1,048.00
3	612.00	1,440.00	25.05	53.55	48.60	4.80	744.00	1,572.00
4	816.00	1,920.00	33.40	71.40	64.80	6.40	992.00	2,096.00
5	1,020.00	2,400.00	41.75	89.25	81.00	8.00	1,240.00	2,620.00
6	1,224.00	2,880.00	50.10	107.10	97.20	9.60	1,488.00	3,144.00
7	1,428.00	3,360.00	58.45	124.95	113.40	11.20	1,736.00	3,668.00
8	1,632.00	3,840.00	58.45	142.80	129.60	12.80	1,975.65	4,183.65
9	1,836.00	4,320.00	58.45	160.65	145.80	14.40	2,215.30	4,699.30
10	2,040.00	4,800.00	58.45	178.50	162.00	16.00	2,454.95	5,214.95
11	2,244.00	5,280.00	58.45	196.35	178.20	17.60	2,694.60	5,730.60

### INSURANCE

- 1 Accident Insurance is mandatory for all full-time students
- 2 Accident insurance is optional for part-time students

COMPREHENSIVE FEES-Per Semester	
Room	3,880.00
Board	2,815.00
Transportation Fee	15.00
Orientation Fee	Variable

**NORTH COUNTRY COMMUNITY COLLEGE**

**2018-2019 Course Related/ Lab Fee Schedule**

**PROPOSED**

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Transcript Fee	\$7.00

## President's Report to the Board of Trustees

April 18<sup>th</sup>, 2018

Dr. Steve Tyrell

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

Date:	With:	Location:
4/3/2018	Donna Wotton, Ti Alliance	Saranac Lake, NY
4/10/2018	SUNY Chancellor Awards for Student Excellence Event	Albany, NY
4/12/2018	YMCA   Community Open Forum	Saranac Lake, NY
4/13/2018	NYCCAP Executive Team Meeting	Saranac Lake, NY
4/16/2018	Donna Wotton, Ti Alliance	Saranac Lake, NY
4/18/2018	NCCC Retirees Breakfast	Saranac Lake, NY
4/18/2018	TRA Presentation for Sponsoring Counties	Saranac Lake, NY
4/19/2018	St. Joe's Board of Directors Meeting	Saranac Lake, NY

- 2) **Chancellor's Award for Student Excellence** – Our congratulations to Victoria Smith and Chloe Nott, both recipients of this year's Chancellor's Award for Student Excellence!
- 3) **Annual Update of the Five Year Financial Plan** - Bob is preparing an updated five year financial plan for the College to review this spring semester. As a draft, it is a plan that will be adjusted as Bob works with LRP&B, and the Senate, and then the Board of Trustees. The five year financial plan forecasts projections for enrollment, revenue and expenditures. It allows us to look at where we are solid in certain areas and where we have more work to do as a community to insure financial stability in the years to come. It is a discussion that impacts everyone at the College, so I hope you join us for some of these conversations in the months ahead. This activity is also an action item in our strategic plan and one for Middle States.
- 4) **State Budget Advocacy** - 2018-19 State budget was approved last week with a \$100/FTE increase. This provides an additional \$50,000 to the proposed 2018-19 budget. The State also eliminated the new chargeback formula that was to go in effect this fall semester. Using the current chargeback formula was favorable to the College and added additional revenue to the proposed budget (approximately \$154,000). Lisa Symonds also recalculated the projected insurance costs for next year and found a small amount of savings. In totality, the staff has updated the proposed 2018-19 budget approved by LRP&B with one that presents a positive balance. Bob will provide additional details at the Board meeting. In closing, the new funding formula SUNY proposed this year is still on the table for future advocacy efforts. We will be meeting with SUNY officials in the next few weeks to determine next steps and I will pass them along to the College community once I have more information.
- 5) **Prioritizing Future Funding Requests & Linkage to the Strategic Plan** – In my last report to the Board, I discussed the various elements of a policy on fund balance management. And of course, these elements are delineated in the strategic plan. At LRP&B, a few times over the course of the year, discussions have evolved toward new funding requests. The Committee and

the administration want to make sure that these and future funding requests are linked strongly to our strategic plan. In March, LRP&B asked President's Council to develop a list of future funding requests and to prioritize them for LRP&B and the College community to review in the future. Staff will be reaching out to their departments to complete funding requests and President's Council will collect the information by the end of the semester. President's Council will meet this summer to complete the prioritization activity and then we will push our completed work back out to everyone thereafter.

- 6) **SUNY Potsdam Initiative** – A drafted service area agreement was submitted to SUNY recently. We will be following up with them shortly for next steps. Stacie will be sharing an updated progress report on the Path to Potsdam program shortly. You will find updates included there from other staff.
- 7) **Shared Governance Working Group** – The shared governance survey was distributed the first week of April. We encourage everyone to complete the survey. The working group plans to review the results next week and it is our hope to share initial results and discuss next steps at a second shared governance program for the College community on Monday afternoon, May 14<sup>th</sup>. We hope Board members are able to attend.
- 8) **Strategic Plan Progress Reports** – Stacie Hurwitch continues to track progress on each strategic initiative in the College 2017-2020 strategic plan. The 2nd progress report was shared with the College community on March 27<sup>th</sup> with information from the leads of each department overseeing these initiatives. A number of College community members continue to make progress and a few action items have been completed this year. This is not an easy task given all the other daily tasks each of us also attend to, so please know the efforts of our community members are greatly appreciated.
- 9) **YMCA Discussion with Saranac Lake Community** – A Community Needs Assessment survey was launched at the beginning of March and distributed broadly in the Saranac Lake community. The community forum (postponed on March 8<sup>th</sup> due to the weather) occurred on April 12<sup>th</sup>. The forum had approximately 50 in attendance. It was an invaluable discussion of the programs currently offered in the community and where there are many unmet needs yet to be addressed. There seemed to be support for the YMCA to fulfill a role in the area, but what that role would be remains unknown still. The results of the needs assessment survey coupled with the information gleaned on the 12<sup>th</sup> will point the working group to what might be next steps. We will continue to keep you posted.
- 10) **DASNY \$1.1 Million Capital Grant** – DASNY will meet with faculty and staff for the first time later in May. Before that meeting occurs, Erik Harvey will convene a meeting with the administration and the Science faculty to discuss their needs with science labs and then another meeting with the athletic department regarding the proposed project in the Sparks facility.
- 11) **Proposal for a School of Applied Technology - Ti-Alliance Presentations** – Donna Wotton, from the Ticonderoga Revitalization Alliance, alongside myself and Steve Reed, presented to the College community and then a few county officials later in the day on April 18<sup>th</sup>. I want to thank

those faculty members and members of the greater community that were able to attend these presentations. Chris Knight videotaped the sessions and will make them available shortly. In addition, as Steve Reed noted in his remarks at last week's Senate meeting and again on the 18<sup>th</sup>, Donna, Steve and I will offer additional presentations as requested from the College community and other interested parties. We look forward to the May Senate meeting for additional conversation with the College community.

- 12) **Railroad – Trail Discussion Update** – We recently received word that the DEC would like to proceed with their interest to acquire a portion of the railroad corridor that runs past Sparks Facility. Jim Brooks will continue to serve as the College representative on this property discussion and we will share information with the Board and the College community once we have the details before us.

# North Country Community College Foundation

P.O.Box 89 • 23 Santanoni Avenue • Saranac Lake, NY 12983 • (518) 354-5261 • [foundation@nccc.edu](mailto:foundation@nccc.edu)

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## **NCCC Foundation Report to NCCC Board of Trustees April 19, 2018**

### **NCCC Foundation 2018-19 Scholarship Program**

Scholarship Application deadlines are approaching for the 2018-19 awards. The Foundation Scholarship Committee will meet in June and recipients are notified in early July.

### **Student Awards for Excellence Program**

The NCCC Student Awards for Excellence Program is scheduled for May 11, 2018 at 4:30 p.m. at the Hotel Saranac. The Foundation has secured the underwriting for these student awards. All are invited to attend the award ceremony and congratulate our student recipients.

### **50<sup>th</sup> Anniversary Community Leaders Day**

Saranac Lake Campus 50<sup>th</sup> Anniversary Committee will host Community Leaders Day on April 27 beginning at 9:00 a.m. in the Connector. As we approach the close of our 50<sup>th</sup> year, this event will “kick off” the next half-century of Excellence in Education for NCCC.

-Submitted by Diana Fortune, Director