

BOARD OF TRUSTEES MEETING

11:00 a.m. | June 28, 2018

Saranac Lake Campus | HH-105

AGENDA

- I. Call to Order
- II. Approval of May 11, 2018 minutes
- III. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- IV. College Reports
 - A. Board Chair
 - B. Vice President for Academic Affairs
 1. Resolution 2017-18 |39- Appointment, Nursing Instructor
 2. Resolution 2017-18 |40- Appointment, Nursing Instructor
 3. Resolution 2017-18 |41- Appointment, Math Instructor
 4. Resolution 2017-18 |42- Appointment, Massage Therapy Program Director
 5. Resolution 2017-18 |44- Appointment, Business Instructor
 6. Resolution 2017-18 |45- Appointment, Humanities Instructor
 7. Resolution 2017-18 |46- Appointment, Nursing Instructor
 8. Resolution 2017-18 |47- Appointment, LAC Coordinator | Instructor
 9. Resolution 2017-18 |48- Appointment, LAC Coordinator
 10. Resolution 2017-18 |49- Appointment, Associate Dean of Academic Affairs
 - C. Dean of Admissions
 1. Resolution 2017-18 |50- Appointment, Asst. Director of Financial Aid
 - D. Vice President for Administration & Fiscal Operations
 1. Resolution 2017-18 |51- 2018-19 Budget
 - E. President
 1. Resolution 2017-18 |43- Appointment, Asst. Director of Student Life
 - F. Representative Reports
 1. NCCC Association
 2. NCCC Foundation
- V. Old Business
 - A. Update on academic planning retreat – July 2018
- VI. New Business
 - A. Proposed 2018-2019 Board meeting schedule
- VII. Public Comment*
- VIII. Executive Session
- IX. Adjourn

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

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

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, May 11, 2018 | Saranac Lake Campus

Board Members Present: Steve Reed, Tim Burpoe, Anne McDonald, Mary Irene Lee, Dan Kelleher, Mark Moeller, Joe Costa, Pete Suttmeier, and Jerry Griffin.

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Chris Tacea, Chris Knight, Diana Fortune, Chad LaDue, Sarah Kilby, Frank Deforia.

Board Chair, Steve Reed, called the meeting to order at 10:57 AM.

Approval of Minutes

Mark Moeller made a motion to approve the April 27, 2018 minutes. Mary Irene Lee seconded the motion. The April 27, 2018 minutes were approved unanimously (9-0-0).

Wells Fargo Money Management Presentation

Bob Farmer introduced Alan Dana of Wells Fargo, who shared a packet with the board. Mr. Dana is a known partner who manages funds for the North Country Community College Foundation. He presented to the board a proposal using a bond laddering method to spread the investment dollar.

College Senate

Sarah Kilby reported:

- Final Senate meeting for the Academic year will be Monday, May 14, 2018. One of the agenda items will be for proposed School of Applied Technology. All are encouraged to attend.
- There will be a meeting at 11:30am, May 14, 2018 to discuss the shared governance survey results.

NCCCAP

Chad LaDue reported:

Elections are complete. Lee Susice will be the new NCCCAP president. Members of the Board expressed their appreciation of Chad's hard work this past year.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- On Wednesday, May 9 Steve Reed met with a number of faculty and staff to discuss topics raised regarding the proposed School of Applied Technology.
- Together with the Ticonderoga Revitalization Alliance, there will be presentations this summer for the larger community regarding the proposed School of Applied technology.

Vice President for Academic Affairs

Joe Keegan submitted his report and highlighted:

- NCCC will meet with UVM on May 14 to explore pathways for career needs in the North Country area.
- Joe Keegan and Selena LeMay-Klippel are working closely with International Paper Company management. Their goal is to identify how to help with company's need in filling employment, recruitment and retention. There is potential to help with soft skills and exam prep.
- Current proposal for Nursing in Malone is under review by NY State Department of Education.
- New Director has toured the SUNY Potsdam grounds for future planning for the Path to Potsdam program.
- Monday, May 14 will focus on Assessment student learning outcomes.

The board acted on the following resolution:

Anne McDonald recommended resolution 2017-18 | 26 that the North Country Community College Board of Trustees hereby approves the submission of a program deactivation proposal for AAS Business: Office Technology, to SUNY and NY State Education at the campuses with the program is registered (Malone and Saranac Lake). Joe Costa seconded the motion. The resolution was approved unanimously (9-0-0).

* There is no loss of employment related to this program deactivation.

Joe Costa recommended resolution 2017-18 | 27 that the North Country Community College Board of Trustees hereby approves the submission of a program deactivation proposal for Certificate in Business: Office Technology, to SUNY and NY State Education at the campuses with the program is registered (Malone and Saranac Lake). Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

* There is no loss of employment related to this program deactivation.

Mark Moeller recommended resolution 2017-18 | 34 that the North Country Community College Board of Trustees hereby approves the appointment of Becky LaDue, to the full-time, exempt appointment as Radiologic Technology Program Director effective May 14, 2018 at pro-rated annual salary of \$63,813 for the remainder of the 17/18 academic year. Tim Burpoe seconded the motion. The resolution was approved unanimously (9-0-0).

Anne McDonald recommended resolution 2017-18 | 35 that the North Country Community College Board of Trustees hereby approves the appointment of Michelle St. Louis, to the full-time, exempt appointment as Registrar effective May 14, 2018 at pro-rated annual salary of \$78,257 for the remainder of the 17/18 academic year. Mark Moeller seconded the motion. The resolution was approved unanimously (9-0-0).

Dean of Admissions Report

Chris Tacea highlighted his report:

- Fall 2018 applications have grown exponentially showing a spike in numbers when compared to the last three years. This spike is predominately in relation to the Path to Potsdam applications. Numbers without the Path to Potsdam program shows that our numbers are still trending upward in the same comparison. There are weekly progress reports which show how these numbers convert from applications to deposits to students in the seats.
- First Accepted Student day in Manhattan occurred on May 4, 2018. The students received email credentials; 48 students were packaged for the program with 42 deposits. June 22/23 placement

testing will be held on June 22nd and 23rd. There is potential to have a similar event in July. The enrollment cap still holds at 60 students to start Fall 2018.

- Financial Aid processing is no longer in CAMS, working solely in PowerFaid allowing the department to work more efficiently.
- Recently Pell had been announced as a year round option for students.

Vice President for Administration/CFO:

Bob Farmer highlighted the proposed contract between NCCC and JMZ Architects and Planners. This spring Bob and Lisa led a committee who met to re-explore the needs of the College when compared to the existing 2010 Campus Master Plan for Saranac Lake. The committee consisted of stakeholders from the Saranac Lake campus. The board discussed the contract and the potential financial implications of the College.

The board acted on the following resolution:

Mary Irene Lee recommended resolution 2017-18 | 33 that the North Country Community College Board of Trustees hereby approves the contract between North Country Community College and JMZ Architects and Planners to update the Saranac Lake Master Plan per the terms noted in the contract for the amount of \$57,500. Anne McDonald seconded the motion. The resolution was approved unanimously (9-0-0).

President's Report:

Steve Tyrell reported:

Selena LeMay-Klippel had been awarded the Fulbright Scholarship to travel to Russia next semester.

- NCCCAP President Chad LaDue and his administration reviewed and approved the late submission of a sabbatical request. A motion is brought to the floor to waive the requirements for submission of sabbatical due to the late awarding of the Full-Bright Scholarship. Allowing Selina LeMay-Klippel to take sabbatical during the Fall 2018 semester and return to her NCCC duties upon completion of the Fulbright Scholarship.

Motion: Joe Costa

Second: Mary Irene Lee

The resolution was approved unanimously (9-0-0)

- Bob Farmer and Bruce Rowe will present the 5 year financial plan at the May 14, 2018 College Senate meeting.
- A few members of the College attended a meeting on May 9, 2018 to discuss the proposed School of Applied Technology. The faculty voiced they prefer a consultant be hired, and not a faculty member, to do a feasibility study. Steve Reed and Steve Tyrell understood the concerns and agreed that this is a better way to ensure an objective report. The faculty will be invited to sit in with the selection process. The board discussed the faculty perspective of hiring a faculty member verses a consultant and majority concurred with the potential conflict of interest. It is in the best interest of the College to have guidance on the report which would show the "right thing to do" for the College, with data to support it. The Foundation approved on Wednesday to underwrite up to \$100,000 for this vetting process.
- Members of NCCCAP shared questions with Steve Reed and Steve Tyrell. They are working to address these questions and answers will be available in the near future.

The board acted on the following resolutions through one vote:

Tim Burpoe recommended resolution 2017-18 | 28 that the North Country Community College Board of Trustees hereby approves the promotion of Jimmy Cunningham for promotion from Instructor to Assistant Professor effective September 1, 2018 at Step 22 at \$55,895 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 29 that the North Country Community College Board of Trustees hereby approves the promotion of Kathleen Dowd-Maloney for promotion from Instructor to Assistant Professor effective September 1, 2018 at Step 18 at \$50,617 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 30 that the North Country Community College Board of Trustees hereby approves the promotion of Kimberly Duffey for promotion from Assistant Professor to Associate Professor effective September 1, 2018 at Step 20 at \$53,256 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 31 that the North Country Community College Board of Trustees hereby approves the promotion of Lawrence McFaddin from Assistant Professor to Associate Professor effective September 1, 2018 at Step 35 at \$73,050 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

Tim Burpoe recommended resolution 2017-18 | 32 that the North Country Community College Board of Trustees hereby approves the promotion of Lee Susice from Associate Professor to Professor effective September 1, 2018 at Step 35 at \$69,091 for 2018-19. Pete Suttmeier seconded the motion. The resolution was approved unanimously (9-0-0).

NCCC Association:

No report.

NCCC Foundation:

Diana Fortune reported:

- There will be the Students Awards Ceremony this evening at Hotel Saranac.
- The Foundation Board thanks Joe Costa for his work as a member of their Board. They will need another representative when Joe completes his term June 30th.
- Alan Dana, of Wells Fargo, is well respected and has been an advisor to the Foundation for years.
- A 'Donate Now' button is now live on the College website.

Old Business:

None

New business

None

Public Comment:

None

Executive Session

Tim Burpoe made the motion to enter Executive Session at 12:26pm. 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.*** Joe Costa seconded the motion. The motion was passed unanimously (9-0-0). Steve Tyrell was invited to join the meeting at 12:26pm.

Joe Costa made a motion to adjourn executive session at 1:30 p.m. Anne McDonald seconded the motion. The motion was approved unanimously (9-0-0).

Adjourn

Pete Suttemeier made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (9-0-0). The Board meeting was adjourned at 1:30 p.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

To: Board of Trustees

From: Sarah Kilby, College Senate Chair

Date: June 18, 2018

RE: College Senate Report for June 28, 2018

If I'm able to get away from new student registration for a few minutes I will try to attend the Board meeting, otherwise the attached composition of the College Senate for the 2018 – 2019 academic year is the highlight of my report for this meeting.

The elected officers and other members of the Senate Executive Committee are:

Senate Chair	Sarah Kilby
Senate Vice Chair	Summer Dorr
Senate Secretary	Angela Brice
Information Officer	Brian O'Connor
Governance Officer	Lisa Williams
Immediate Past Chair of Senate	Bruce Rowe
FCCC Rep	Bruce Rowe
Student Representative	Courtney Oakes
Committee Chair Representative	Judy Steinberg
Senator at Large	Kate Wells

Currently there are only 3 vacancies that need to be filled to complete the voting membership of the Senate. Two committee chair positions and the Ticonderoga Student representative.

Senate Composition

June 1, 2018 – May 31, 2019

Group	Title	Representatives	Term Expires
Ex-Officio Members			
	President	Steve Tyrell	
	Vice President	Joe Keegan	
	Vice President	Robert Farmer	
Committee Chairperson			
	Academic Policy & Standards	Stacey Mascia-Susice	5/2019
	Advising	Larry McFaddin Lisa Williams	5/2019
	Assessment		5/2019
	Campus & Student Life	Robbie Woodward	5/2019
	Curriculum	Renee Poirier	5/2020
	Enrollment	Beth Quinn	5/2019
	Faculty & Staff Recognition	Judy Steinberg	5/2019
	Long Range Planning & Budget	Lee Susice	5/2019
	Professional Development		5/2019
Students			
	Student Trustee	Courtney Oakes	5/2019
	ML Student	Julie Derouchie	5/2019
	SL Student	Hugh McElroen	5/2019
	TI Student		5/2019
FCCC Rep		Bruce Rowe	5/2019
Non-Teaching Professionals	4 representatives		
		Kate Wells	5/2020
		Meredith Chapman	5/2020
		Kim Irland	5/2019
		Scott Harwood	5/2019
Management Confidential	1 representative		

		Lisa Symonds	5/2019
Adjuncts	2 representatives	Jenn Cantwell	5/2020
		Peter Nelson	5/2019
Classified Service	2 representatives		
		Dianna Dudley	5/2020
		Maggie Willet	5/2019
NCCC Association	1 representative	Beth Quinn	
NCCC Foundation	1 representative	Diana Fortune	
Full Time Faculty	12 representatives		
		Chad Czelusniak-Serviss	5/2020
		Summer Dorr	5/2020
		Dave Merrick	5/2020
		Mike Saulpaugh	5/2020
		Sarah Shoemaker	5/2020
		Allison Warner	5/2020
		Becky LaDue	5/2019
		Lynne Kemp	5/2019
		Stacey Mascia-Susice	5/2019
		Kelli Rodriguez	5/2019
		Judy Steinberg	5/2019
		Lee Susice	5/2019

Executive Committee of the Senate

Senate Chair	Sarah Kilby
Senate Vice Chair	Summer Dorr
Senate Secretary	Angela Brice
Information Officer	Brian O'Connor
Governance Officer	Lisa Williams
Immediate Past Chair of Senate	Bruce Rowe
FCCC Rep	Bruce Rowe
Student Representative	Courtney Oakes
Committee Chair Representative	Judy Steinberg
Senator at Large	Kate Wells



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

Greetings to you all. I hope you are all enjoying the start of the summer. Please find updates from our area here:

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

- ***Academic Planning***

- Several of us met with representatives from Adirondack Health, the University of Vermont's Continuing Education Department and community members to explore health care career path opportunities and barriers late May. It was a good discussion and we are awaiting a summary report on the meeting.
- We are wrapping up our work with IP and others on a project they are referring to as *School to Work*, to respond to a significant number of vacancies at the mill, both currently and projected into the future. One proposal is for the College to assist with some preemployment training with the goal of improving chances of prospective employees to be hired. This training addresses many of the items we heard at our campus advisory boards regarding the lack of workforce readiness across our communities.
- Our Academic Planning team will be hosting workforce and economic development representatives from Essex and Franklin County on Tuesday, June 26th from 10:00am-1:00 pm. The objective for the meeting is to hear from experts in the area of work-force regarding needs, trends and challenges to help us better plan our academic programming.

- ***Academic Programs:***

- *Advanced EMT*: Approved by SUNY on June 15th, 2018 and has been sent to NYSED for review.
 - *AS Business: Sports Management*: Approved by SUNY on June 18th, 2018 and has been sent to NYSED for review.
 - *AAS Nursing*: Approved by SUNY in Spring 18; pending review by NYSED and Office for the Professions.
 - *AAS Entrepreneurship Mgmt – Malone*: Pending submission to SUNY.
 - *AA Lib Arts and Sciences – Hum/Soc Science* – English advising track. Pending submission to SUNY.
 - *AA Liberal Arts – Childhood/Early Childhood Teacher Ed Transfer*: A group of us made changes to the proposal to align it better with SUNY Potsdam and SUNY Plattsburgh's programs and sent it along to them for review. When our faculty return in August, we will pick it up again.
 - *Certificate in Entrepreneurship* – No update to report.
 - *AAS Human Services – Ticonderoga*: No update to report.
- ***SUNY Potsdam Proposal***: No update to report.

- **Assessment of Student Learning:** Our report on our work towards developing a mature and systematic process of assessment is being compiled for our follow-up Middle States report due at the end of summer. The faculty, under Sarah Maroun's leadership, made significant strides in addressing the issues raised by Middle States in a sustainable and meaningful way.
 - **College Bridge:** No update to report.
 - **Academic Policies: Academic Integrity Policy and Classroom Conduct Policy** – The changes made by our counsel was approved by the Academic Policy and Standards Committee and the College Senate at their last meeting of the year.
- ★ **Campus Advisory Boards:**
- Our spring meeting in Ti was scheduled for Friday, May 4th, 2018 from 9:00-11:00 am. We'll share with you updates at the meeting.
- ★ **Faculty/Staff Appointments:**
- There are several appointments before the Board today, many temporary full-time appointments for the 18-19 year. We will also be recommending that Sarah Maroun be appointed as our Associate Dean of Academic Affairs.
- ★ **Grants and Experiments:**
- Here is a brief update on our grants:
- *Second Chance:* Summer 19 courses are underway and our 18-19 budget request has been submitted.
 - *P-TECH Programs* – We recently learned that one of our P-TECH programs, PACE, which was located at Edwards-Knox Central School has decided to cease operating at the end of this 17-18 academic year. Their decision was largely based on uncertain funding from participating school districts coupled with a series of leadership changes at the program. This leaves us with a single program, Northern Borders P-TECH, located at FEH BOCES.
 - *Perkins:* Our 18-19 application will be sent out the NYSED by June 22nd, 2018.

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Nursing Program Director recommends the temporary appointment of Marcie Sullivan-Marin, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$44,019,

WHEREAS the Vice President for Academic Affairs hereby concurs in this recommendation,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Marcie Sullivan-Marin, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$44,019.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 39
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



May 22, 2018

Ms. Marcie Sullivan-Marin, DNP
40 Ashton Road
Potsdam, NY 13676

Dear Ms. Sullivan-Marin:

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

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 13 on Schedule C of the 2015-2019 CBA, which is \$44,019.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 8, 2018.

Sincerely,

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

Steven Tyrell, Ph.D.
President

cc: Personnel File

A handwritten signature in blue ink that reads "Marcie Sullivan-Marin".

Employee Signature

Date

5/24/18

Marcie Sullivan-Marin, DNP
40 Ashton Road, Potsdam, NY 13676
(315) 265-0019 home
(315) 276-6913 cell

April 30, 2018

Re: Full-time Nursing Faculty

Attn: Hiring Committee

Having worked in the field of home healthcare for four years afforded me diverse experiences in the medical-surgical venue just as my hospital work in Obstetrics, Newborn Nursery and Post-Partum for 13 years have afforded me wide-ranging experience in the field of Maternal Newborn. For the past three years, I have had the pleasure and challenge of teaching OB to the LPN students as well as one semester of teaching OB in the AAS program. I am nationally certified in Labor & Delivery through NCCC.

Additional didactic experience revolves around teaching Nursing Trends, Pathology, Medical Terminology and First Year Experience since 2008 all at SUNY Canton as an adjunct instructor. Of course, clinical experiences in Psych, OB and Nursing 101 have also been incorporated into the past ten years of teaching.

Finally, I have just completed my doctorate in nursing practice and look forward to the next several years of utilizing my terminal degree in the art of teaching.

Sincerely,

Marcie Denise Sullivan-Marin, DNP

Peggy LaFrance lafrancep@canton.edu

Pamela McDonald LaChance ptilson@alicehyde.com

Missy Heylen mpheylen4np@gmail.com

Marcie Sullivan-Marin
40 Ashton Road, Potsdam, NY 13676
(315)265-0019 home or (315) 276-6913 cell

CAREER OBJECTIVE

To work in a position that will utilize my passion for nursing in education.

EDUCATION

Doctorate of Nursing Practice: 1/15 to 02/18
Grand Canyon University, Phoenix, Arizona

Masters in Science (MS) in Nursing: 9/06 to 12/08 Nursing Education
Walden University Online, Minneapolis, Minnesota

Associates in Applied Science (A.A.S.): 9/92 to 5/96 Nursing
Truckee Meadows Community College, Reno, Nevada

Bachelors in Art (B.A.): 9/73 to 5/77 Sociology & Psychology
Oklahoma Baptist University, Shawnee, Oklahoma

RELEVANT SKILLS AND EXPERIENCE

- **Instructor in Maternal and Pediatrics for RN & LPN programs x 3 yrs.**
- **Instructional Support for 3 Nursing Simulation Labs**
- **Instructor Trends in Nursing x 3 semesters**
- **Instructor Medical Terminology x 1 semester**
- **Instructor Pathology x 2 semesters and online x 1 semester**
- **Clinical Instructor in Psych, OB, & Long-term care x10 years**
- **Instructor First Year Experience (FYE) x 9 semesters**

EMPLOYMENT HISTORY

2008-current	SUNY Canton College, Adjunct Health Sciences & Maternal/Child Instructor for RN and LPN programs, Instructional Support Associate
2010-2013	Home Health Services of Northern NY, RN Case Manager
2009-2010	SLPC, Psychiatric Nurse 2
2002-2009	Canton Potsdam Hospital, Staff/Charge RN in Obstetrics
2007-2008	BOCES LPN Program; Clinical LPN Instructor
1997-1998	Washoe Medical Center; Staff RN Oncology
1996-2002	St. Mary's Regional Medical Center; Staff RN Postpartum/Nursery

CERTIFICATIONS/LICENSES/TRAINING

1996 State of Nevada RN licensure; inactive
2000 State of New York RN licensure; renews December 2020
2006 RNC in Obstetrics; renews December 2018
2011 All-scripts Computer Competency
2011 Wound Care Program VAC-certified
2011 Hyperbaric and Wound Care Therapy National Certification
2012 NYS Screen and PRI Certification through NYS Dept. of Health
2014 Wilderness First Aid Certification
2015 Mental Health First Aid Certification
2015 BLS, CPR for health provider; renews 2019
2015 Parish Nurse Training and Certification

COMMITTEE WORK & COMMUNITY SERVICE

2015-current Employee Assistance Program (EAP) Coordinator at SUNY Canton
2016-current Teaching & Learning Technology committee member at SUNY Canton
2015-current St. Lawrence Valley Parish Nurse committee member
Summers 2014-2015 Joey/Kangaroo Program at SUNY Canton
2014-2015 Women's Sunday School Teacher
Summers 2014-2015 Camp Nurse at 4-H Children's Camp in the Adirondacks
Summers 2011-2012 Arts & Crafts Director for VBS
Summers 2010-2011 Hosted International Students from Russia via SUNY Canton
2009-2012 Steering Committee to establish Care Net Crisis Pregnancy Center
2008-2012 Nazarene Church Board & Women's Ministry Board member

PROFESSIONAL MEMBERSHIPS

American Diabetes Association Professional member
Nurses Christian Fellowship Interservice member
Sigma Theta Tau Nursing Honor Society member

ACCOMPLISHMENTS AND AWARDS

2010 Received **Golden Apple Award** from Phi Theta Kappa at SUNY Canton
2008 Developed and led an all-day **Charge Nurse Workshop** during 125 hour practicum project
2008 Authored and developed "**Diabetic Education Series for Staff Nurses**"
2008 Authored 128 page **application to NYSNA** for Evidence Based Committee as Chair
2005 Military **Plaque Award** from Canton-Potsdam Hospital (CPH) for employee memorials who have families in the military and/or overseas
2005 Co-authored and choreographed "**Be a Mama Bear**" pamphlet {proactive approach to preventing abduction}
2006 **National Certification** in Obstetric nursing (RN-C)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Nursing Program Director recommends the temporary appointment of Mathew Fleming, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$41,380,

WHEREAS the Vice President for Academic Affairs hereby concurs in this recommendation,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the temporary appointment of Mathew Fleming, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$41,380.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 40
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 14, 2018

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

Dear Mr. Fleming:

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

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 11 on Schedule C of the 2015-2019 CBA, which is \$41,380.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 29, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

Mathew Fleming

20 Mulflur Rd.
Saranac Lake, NY 12983

(518)637-7603
mfleming12986@yahoo.com

May 14, 2018

North Country Community College

Saranac Lake, NY 12983

Dear Tara,

I am expressing interest in the full-time nursing faculty position you have listed. I am a driven, hardworking nurse committed to providing a high quality educational experience which encourages students to excel both inside and outside of the classroom setting. I have over two years of experience as a Registered Nurse, over a year of experience as a Training Specialist (nursing), and more recently a semester worth of experience as an Adjunct Nursing Faculty. All three positions have allowed me to develop experience and knowledge specific to providing education and training to individuals of all ages.

Working at Sunmount for over two years as a Registered Nurse has allowed me to develop competencies in various aspects of direct nursing care, including catheter care, both indwelling and straight, diabetic care, tracheostomy care, administration of injections through various routes, as well as providing both medications and enteral feedings through gastrostomy tubes. This experience has assisted me in developing a solid foundation of various diseases processes, pharmacological agents, and nursing interventions, and has allowed me to utilize this knowledge to provide education and training to staff within the organization.

In addition to nursing, I have experience providing education and training to direct care staff and nursing students. My experience at Sunmount as a Training Specialist (nursing) has allowed me to carry out and enhance programs specific to staff training. This includes developing and carrying out various training and educational programs as needed, serving as a secondary administrator for the State-Wide Learning Management System, and developing a solid knowledge base regarding various nursing tasks and legalities specific to nursing practices in New York State. My experience at North Country Community College as an Adjunct Nursing Faculty has allowed me to gain experience in providing nursing students education specific to various medical disorders, diagnostic tests, nursing interventions and pharmacological agents utilized in the healthcare setting. Additionally, this experience has allowed me to become familiar with the faculty portal, grade and data entry, and experience assisting other faculty with the development of quizzes and tests.

Attached is my resume for your review. Please feel free to contact me by phone or email. Thank you for your time and consideration.

Sincerely,

Mathew Fleming, BSN, RN

Mathew Fleming

20 Mulflur Rd.
Saranac Lake, NY 12983

(518)637-7603
mfleming12986@yahoo.com

Objective

Seeking a position where I can utilize my knowledge and skills to motivate nursing students to excel within the nursing profession.

Education

SUNY Plattsburgh

Plattsburgh, NY

Bachelor of Science in Nursing, December 2016

- GPA: 3.97

North Country Community College

Saranac Lake, NY

Associate of Science in Nursing, May 2014

- GPA: 3.7 (major), 3.5 (cumulative)

Work Experience

Registered Nurse, Sunmount DDSO, Tupper Lake, NY 12986. July 2014-December 2016.

- Implementation and evaluation of various nursing interventions.
- Providing staff training and support.
- Supporting staff in performing their residential care duties.

Training Specialist (nursing), Sunmount DDSO, Tupper Lake, NY 12986. December 2017-current.

- Developing and presenting training programs as needed by determining course content, obtaining training materials and determining delivery methodology.
- Serving as State Wide Learning Management System secondary administrator: setting up classes, assisting OPWDD employees, and running reports.

Adjunct Nursing Faculty, North Country Community College, Saranac Lake, NY 12983. January 2018-May 2018

- Providing education regarding various disease processes, diagnostic tools, nursing interventions, and pharmacological agents.
- Assisting in the development of quizzes and tests.
- Experience entering grades and utilizing the various features of the faculty portal.

20 Mulflur Rd.
Saranac Lake, NY 12983

Mathew Fleming

(518)637-7603
mfleming12986@yahoo.com

References

Maureen Zande

Registered Nurse, Sunmount DDSO

Tupper Lake, NY 12986

Work: 518-359-2937

Eileen Minnie

Developmental Assistant 3, Sunmount DDSO

Saranac Lake, NY 12983

Work: 518-891-5476

Wade Sullivan

Registered Nurse

Vermontville, NY 12989

Cell: 518-332-9453

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Vice President of Academic Affairs recommends the temporary appointment of Marcus Painter, to the full-time, nine-month, 164-day, exempt appointment as Math Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$37,421,

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 Marcus Painter, to the full-time, nine-month, 164-day, exempt appointment as Math Instructor for a one year term effective with the start of the 2018/2019 academic year, at an annual salary of \$37,421.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 41
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE BCONOTROGA

May 22, 2018

Mr. Marcus Painter
512 Reynolds Road, Apt F12
Johnson City, NY 13790

Dear Mr. Painter:

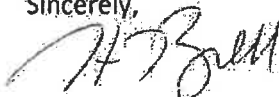
Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Math Instructor for a one year term during the 2018-2019 academic year. Faculty are expected to report to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

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 8 on Schedule C of the 2015-2019 CBA, which is \$37,421.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 8, 2018.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File



Employee Signature

24 May 2018

Date

Marcus Painter
painter.marcus37@gmail.com
(315)771-5135

North Country Community College
Tara Smith

Greetings Tara Smith, I hope this letter finds you well. My name is Marcus Painter, and I am a final year M.A. student at Binghamton University who is currently entering the job market. I am writing you in regards to the full-time math instructor position at North Country Community College.

I feel I am qualified for this position at NCCC, because ever since I was young, I have dreamed of teaching college level mathematics. I remember in fourth grade, meeting with the high school calculus teacher from my school district and talking about trigonometry and quadratic equations. I found this so interesting, that later that day I talked with my parents and the calculus teacher about potential careers involving mathematics. They helped me find my love of math and supported me through my schooling and university studies. It has been my goal to become a lecturer of math at a college in New York since then.

To that end, I have devoted my studies and career path to achieving that goal. I started my college career at Clarkson University, but it wasn't quite the right fit, so I decided to try a community college instead. Hence, I found myself at Mohawk Valley Community College graduating with an associate's degree in mathematics. From there I continued on to SUNY Potsdam and earned a bachelor's degree in Mathematics and Psychology. I then found myself looking into graduate schools and trying to decide on a Ph.D. program or a M.A. program. I decided to enroll at SUNY Binghamton, because it felt like the best fit for me.

At Binghamton, I was fortunate enough to have the opportunity to teach, not just T.A., calculus 1 and I knew that I had chosen the right path for my career. I fell in love with teaching mathematics in a whole new way, since now I had firsthand experience with what I always dreamed of. My time spent here at Binghamton has shown me that I am pursuing my true calling and I can't imagine choosing any other career.

My current dream is to achieve a full-time lecturer position at a college in New York and teach math for the years to come!

For these reasons, listed above, I believe I would be a valuable addition to NCCC and thank you for your time.

Sincerely,
Marcus Painter

Marcus Painter

512 Reynolds Rd.

Apt F12

Johnson City, NY 13790

(315)771-5135

painter.marcus37@gmail.com

Work Experience:

MATH 223/224/225 Teaching Assistant at Binghamton University

Date: August 2017-May 2018

Duties: Taught calculus 1, wrote quizzes, graded exams, assigned homework, scheduled and ran review sessions, held office hours

MATH 130 Teaching Assistant at Binghamton University

Date: August 2016-May 2017

Duties: Ran a dissertation for an intro level math course, wrote exams, assigned homework, wrote quizzes, graded assignments, held office hours

TRiO Support Tutor at SUNY Potsdam

Date: August 2015-May 2016

Duties: Created study guides for students in multiple intro level math courses and assisted in their understanding/learning the material

Mathematics Tutor at SUNY Potsdam math lab

Date: August 2015-May 2016

Duties: Assisted students with understanding course materials from Calculus 1 and 2

Mathematics Tutor at Mohawk Valley Community College

Date: August 2012-December 2014

Duties: Tutored students in Calculus 1,2,3, Differential Equations, and Linear Algebra

Sales Assistant at B and B Burnables

Date: May 2010-June 2016

Duties: took inventory, handled sales, answered calls from customers, occasionally helped in production of candles

Volunteer Work:

Utica Rescue Mission (raised money through B and B Burnables Light of Hope program)

Date: Every December from 2005-2016

Duties: Help create candles
assist in selling the candles
raise donation money

Various Races (5k's, marathons, etc.)

Date: Varies

Duties: directing traffic and/or handing out water

Academics:

M.A. in Mathematics from SUNY Binghamton(May 2018)

B.A. in Mathematics from SUNY Potsdam(May 2016)

B.A. in Psychology from SUNY Potsdam(May 2016)

A.S. in Mathematics from Mohawk Valley Community College(Dec 2014)

Additional Work and Skills:

Have a basic understanding of Java, C++, and Python

Excellent computer skills (office, email, troubleshooting etc.)

former CompTIA A+ certification

Current active member of the Binghamton Univ. Running Club

Was president of the Math Club at Mohawk Valley Community College

helped organise and budget a 3 day trip to New York City for the club

Was an active member of the Track Club at SUNY Potsdam

helped organise a track meet between SUNY Potsdam and Clarkson U

Student senator at Mohawk Valley Community College

SkillsUSA representative for Lewis County BOCES

Placed 1st in NY state and 17th in national SkillsUSA related technical math contest

Former CPR certification (currently looking to renew in the summer)

References

William Kazmierczak

Director of calculus at SUNY Binghamton

Email: kaz@math.binghamton.edu

Phone: (607)777-4276

Carroll Boswell

Former professor at SUNY Potsdam

Phone: (315)212-5507

Daniel McKinney

Head of MATH224/225 at SUNY Binghamton for Spring 2018

Email: mckinney@math.binghamton.edu

Phone: (607)725-3326

Amy Hannahan

Instructor of record of MATH223/224/225/226 at SUNY Binghamton

Email: hannahan@math.binghamton.edu

Phone: (315)877-3398

Recommendation Letter for Marcus Painter

I first met Marcus Painter when he took my “Teaching of College Mathematics” course in the fall of 2016. This is a course for all of our new graduate instructors to take their first semester. We do a lot of practice teaching in this course and I knew right away he had the qualities needed to be a successful teacher. He was ready for a course of his own. Consequently, Marcus Painter was one of the many instructors I supervised for the teaching of “Intro to Calculus” (precalculus for calculus), Calculus 1, and Calculus 2. He was the instructor for “Introduction to Calculus”, “Differential Calculus” in Fall 2017, and is presently instructor for “Differential and Integral Calculus” in Spring 2018.

Marcus is a gifted teacher who is patient with his students, and spends the time needed to create engaging lectures. He has a great enthusiasm for mathematics, which is certainly evident in the classroom; and his ability to connect with his students is uncanny. I’m always receiving unsolicited feedback from students on how great his classes are, and how well he explains difficult topics. His greatest strengths, creativity and enthusiasm. He has a positive and energetic presence that keep students engaged.

Marcus Painter is a leader when it comes to his teaching, and is at the forefront of trying new pedagogies. When introducing a more interactive way of teaching Calculus 1 and Calculus 2, he was more than happy to try this relatively new way of teaching. It was a flipped classroom approach with a mix of mini lectures and in class participation of student doing problems in class. He was a natural, and thrived under this pedagogy.

Marcus has that rare gift of student empathy when it comes to understanding student trouble spots, and a master of keeping students on track with understanding important concepts. His communication skills are stellar, allowing him to communicate mathematics in clear and interesting way, and his empathic, patient style and constant availability for individual help is what makes him such an exceptional teacher. Students realize relative quickly that he’s there for them. But there is no need to just take my word on this. We have plenty of feedback from students in his evaluations. Here are some quotes:

“Marcus cares a lot about my success. He was always approachable and held lots of office hours.”

“Marcus is a personable person and makes sure he tries to get to know the students individual needs.”

“Thank you so much for believing in me! My high school teacher never believed in me and I thought I could never succeed in college calculus, but you encouraged me and helped me succeed.”

As you can see Marcus has special gift for affectively communicating mathematics to first year students. We in the Math Department consider Marcus one of our best, and I think he's at a point in his life where he's realizing this calling.

Sincerely,

Dr. Bill Kazmierczak

Dr. L. William Kazmierczak
Director of Calculus
Department of Mathematical Sciences
Binghamton University
kaz@math.binghamton.edu

To whom it may concern:

I am writing to recommend Marcus Painter for employment as a teacher on the college level. I knew Marcus several years ago as a student. He took Modern Algebra 1 (group theory) and Linear Algebra 2 from me in two different years, so I have had the opportunity to observe his performance as a student in classes that are typically quite difficult, and I have had the opportunity to observe him socially with his peers. Everyone appeared to enjoy his company and like him personally. His roommate was also in five or six of my classes and so I have some knowledge of his social skills.

As a student, Marcus was first in both classes. It was not just a matter of grades, but of actual insight and mastery of the material we covered. He has a natural ability with mathematics that extends to knowledge in general. During office hours we not only discussed mathematics, but Shakespeare and psychology. I believe that a wide range of curiosity is essential to being a good teacher of any subject, and Marcus has this quality. His class participation was always helpful, asking the right question at the right time, and usually the question whose answer was the sticking point for the other students in the class. I found him an invariable aid to my own performance as a teacher.

Though he was the top student, he was helpful to the weaker students and through his personal interactions with them helped many of them along. I had occasion many times to have those weaker students in my office and be informed of his efforts on their behalf. They all knew of his talents and sought him out and never found in him the condescension that could have been expected. He knew how to be a mentor.

This is the basic over-arching qualification that Marcus has for any teaching position: as he learned new material he seemed never to lose the memory for what it was like to not understand. Perhaps we have all had teachers who were simply brilliant in their field but could no longer communicate with "mere mortals". That will not be Marcus. He is able to connect to those who are confused because he can remember where the confusion comes from. That gives him strong potential to facilitate the learning of any student. He combines real mathematical talent with strong communication skills and the sort of empathy that is necessary to a good teacher.

In short, I cannot recommend him highly enough. He is one of the two or three students I have had in my entire career who were clearly created to be good teachers. If you need more information of any kind please feel free to call me at home at 315-212-5507, as I am now retired.

Sincerely,
Dr. Carroll W. Boswell
SUNY Potsdam College

To whom it may concern:

I am writing to recommend Marcus Painter for employment as a college teacher. I have known Marcus for a few years now as a coworker and fellow classmate. I have been able to watch him grow as not only a student but as an instructor at the college level. Sharing an office with Marcus has allowed me to really get to know him, see how he interacts with his students and gain insight to his teaching style.

Throughout the courses we have taken together the past two years, I have been able to see him grow in the field of mathematics. Marcus is one of the brightest classmates I have had in any mathematics class I've taken in my college career. He not only cares about the grade he is receiving but truly cares about the mathematics of the subject. In my eyes, he is a perfect classmate which is what I believe makes him such a great teacher. Not only is Marcus interested in mathematics but he has taken an interest in other fields at the college level, including psychology. This passion for other subjects makes Marcus well rounded and why he is really able to connect to his students.

I think one of the best things about Marcus' teaching style is that he can relate to students struggles. This is essential when it comes to teaching and being able to remember what it is like to learn new material is a wonderful trait. You can tell when his students come in for questions he really wants them to understand the material that is being taught. By teaching many of the same classes as Marcus I have been able to also interact with his students though our math open tutoring and they have nothing but praise for Marcus as a professor. As a teacher, he knows what material he needs to teach and some of the best ways to get his class to participate and learn the material.

Marcus has the ability to not only learn tough mathematical concepts but has the skills to communicate that material to a class. Mix this with his passion for teaching mathematics and passion for his students and you have some of the best qualities that make a great professor. His passion would make him an asset to any college mathematics department.

To summarize, I cannot recommend Marcus enough for employment at the college level. He has a passion for helping student's better themselves and as I've watched him grow in graduate school, he is truly meant to be a college professor. If you have any other questions for me, I can be reached by email at hannah@math.binghamton.edu.

Sincerely,
Amy E. Hannahan

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the third temporary appointment of Jennifer Barrett, to the full-time, nine-month, 164-day, exempt appointment as Interim Director of the Massage Program for a one year term effective with the 2018/2019 academic year, at an annual salary of \$54,576,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Jennifer Barrett, to the full-time, nine-month, 164-day, exempt appointment as Interim Director of the Massage Program for a one year term effective with the 2018/2019 academic year, at an annual salary of \$54,576.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 42
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 6, 2018

Jennifer Barrett
66 Park Ave
Plattsburgh, NY 12901

Dear Jennifer:

Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you a temporary, full-time, 164-day exempt appointment as Interim Director of the Massage Therapy Program, for a one-year period for the 2018/2019 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 22, 2018.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Step 21 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$54,576.

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

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the third temporary appointment of Chad Czelusniak-Serviss, to the full-time, nine-month, 164-day, exempt appointment as Business / CIS Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Chad Czelusniak-Serviss, to the full-time, nine-month, 164-day, exempt appointment as Business / CIS Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 44
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 7, 2018

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

Dear Chad:

Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you a temporary, full-time, exempt appointment as Business /CIS Instructor, for a one-year period for the 2018/2019 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 20, 2018.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment Step 10 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$40,060.

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

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second temporary appointment of Summer Dorr, to the full-time, nine-month, 164-day, exempt appointment as Humanities Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$38,741,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Summer Dorr, to the full-time, nine-month, 164-day, exempt appointment as Humanities Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$38,741.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 45
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 7, 2018

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

Dear Ms. Dorr:

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

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 9 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$38,741.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Nursing Program Director recommends the third temporary appointment of Tana Hare, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$44,019,

WHEREAS the VP of Academic Affairs hereby concurs in this recommendation,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Tana Hare, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2018/19 academic year, at an annual salary of \$44,019.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 46
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 7, 2018

Tana Hare
752 St. Regis Ave
Bloomingdale, NY 12913

Dear Tana:

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

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 13 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$44,019.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your department chair/immediate supervisor will be Sandra Gothard, Nursing Program Director and your area supervisor will be Joe Keegan, Vice President for Academic Affairs.

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the third temporary appointment of Thomas McGrath, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator and Social Science Instructor for a one year term effective with the 2018/2019 academic year, at an annual salary of \$41,380,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Thomas McGrath, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator and Social Science Instructor for a one year term effective with the 2018/2019 academic year, at an annual salary of \$41,380.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 47
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 7, 2018

Thomas McGrath
154 Lake Road
Putnam Station, NY 12861

Dear Thomas:

Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days) exempt appointment as Learning Assistance Coordinator and Instructor of Social Sciences, for a one-year period for the 2018/2019 academic year. Your time will be split at 60% Instructor of Social Sciences and 40% Learning Assistance Coordinator. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 20, 2018.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 11 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$41,380.

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

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the third temporary appointment of Lisa Williams, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the third temporary appointment of Lisa Williams, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator for a one year term effective with the 2018/19 academic year, at an annual salary of \$40,060.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 48
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 7, 2018

Lisa Williams
25 Trumbulls Rd
Upper Jay, NY 12987

Dear Lisa:

Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you a temporary, full-time, exempt appointment as Learning Assistance Coordinator, for a one-year period for the 2018/2019 academic year. This will be your third consecutive temporary appointment. Faculty members are expected to report on August 20, 2018.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 10 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$40,060.

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

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the appointment of Sarah Maroun, to the full-time, 261 day, exempt appointment as Associate Dean of Academic Affairs effective May 28, 2018,

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 Sarah Maroun, to the full-time, 261 day, exempt appointment as Associate Dean of Academic Affairs effective May 28, 2018 at pro-rated annual salary of \$92,700 for the remainder of the 17/18 academic year.

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

2017-18 | 49
June 28, 2018

Motion:
Seconded:
Approved/ Denied/ Postponed: (0-0-0)



June 6, 2018

Sarah Maroun
PO Box 774
Lake Placid, NY 12946

Dear Sarah:

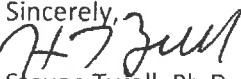
Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you an initial term, full-time, 261-day exempt appointment as Associate Dean for Academic Affairs effective May 28, 2018. Joseph Keegan, Vice President of Academic Affairs, will be your direct supervisor.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Step 50 on Schedule C of the 2015-2019 CBA, which is \$92,700, pro-rated for the remained of the 2017/2018 academic year.

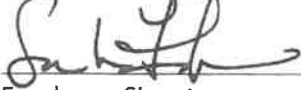
In the event that you or your supervisor determine you will no longer continue in this role, you will return to your previous appointment status as Associate Professor. In addition, you will return to your previous office location. You will return to a salary rate that reflects those accruals earned at your Associate Professor salary during the duration of your time as the Associate Dean for Academic Affairs and that any calculated salary increase will be reflected in the payroll period following your return to the Associate Professor position.

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 14, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File


Employee Signature

6/6/18
Date

February 10, 2018

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

Dear Ms. Smith:

Please accept this letter and résumé as an indication of my interest in the position of Associate Dean of Academic Affairs. Over the past fifteen years, I have had the pleasure of working with NCCC students, faculty, and administration. This experience, combined with my insight into many aspects of the NCCC community, enhances my ability to perform the functions listed in the job description for this position.

Since the fall of 2002, I have worked at North Country Community College in many capacities, including work as an adjunct and full-time instructor, Learning Assistance Center tutor, Humanities Department Coordinator, and most recently, Interim Associate Dean of Academic Affairs. With over fourteen years of classroom experience along with my years as a department administrator, I am familiar with the rewards and also the challenges that are integral to the work of teaching and learning at NCCC.

In addition to my work with students in and outside of the classroom, I also coordinated the Humanities Department for a number of years, performing duties such as supervising and coordinating adjunct faculty, developing and scheduling new courses and programs, creating and maintaining budgets, facilitating assessment, as well as serving as a representative for the Humanities Department both within and outside of NCCC. This work helped me develop the skills and knowledge needed to initiate new ideas and support others in their innovative endeavors.

In the fall of 2014, my work at the College shifted from that of a faculty member and department coordinator, to that of an interim administrator. Initially, much of my focus as Associate Dean consisted of developing and writing new program proposals, tracking students in academic jeopardy, implementing a new course management system for online learning (Moodlerooms), restarting course-level assessment activities among departments, facilitating more regular program reviews, and working to support the Academic Affairs Office in various capacities. With the retirement of the Assistant Dean of Grants & Special Projects, my duties expanded to include oversight of the dual enrollment program (Bridge Program) across North Country high schools and BOCES programs. This program also involves two PTECH (Pathways to Early College High School) grant programs in partnership with Franklin-Essex-Hamilton BOCES and St. Lawrence-Lewis BOCES. The diversity of my work experiences and responsibilities both challenges and motivates me to find creative ways to solve problems.

Having served the college in several roles as a professor, coordinator, and administrator, I hope to continue to serve my colleagues, the college, and the outlying communities through my work as Associate Dean of Academic Affairs.

Thank you in advance for consideration of my application.

Sincerely,



Sarah Maroun
Associate Professor of English
Interim Associate Dean of Academic Affairs

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Education

M.A., English. 2007. Bread Loaf School of English, Middlebury College, Middlebury, VT.

*B.A., English. Magna Cum Laude, 1995. Middlebury College, Middlebury, VT.
Minors: Secondary Education/ American History.*

Certified Secondary Education Teacher. English/History. State of Vermont. 1995-2003.

Professional Education Experience

Interim Associate Dean of Academic Affairs: 2014-Present. North Country Community College. Saranac Lake, NY.

Responsible for assisting the Academic Affairs Office in the administration of academic offerings. Primary duties include oversight of online learning; oversight of dual-enrollment program, including 32 programs across four counties; coordination of academic assessment; coordination of notification and tracking for students in academic jeopardy; assistance with development of new programs; and providing general support for operations within the Academic Affairs Office.

Humanities Coordinator: 2008-2014. North Country Community College. Saranac Lake, NY.

Coordinated all aspects of the Humanities Department including: hiring and supervising adjunct faculty, scheduling and selecting texts for over fifty courses per semester in various disciplines including drama, English, humanities, music, philosophy, French, and Spanish; developed and managed departmental budgets; worked with local high school instructors who teach Bridge courses; organized assessment for learning outcomes in various disciplines; and addressed student and/or faculty complaints within the department.

English and Humanities Instructor: 2003-Present. North Country Community College. Saranac Lake, NY.

Taught various levels of English Composition and literature courses, as well as Humanities courses including Native American Culture, World Mythology, Film, and Women's Studies, both in the classroom and through distance learning. Developed syllabi, revised course outlines, advised students, and served on various college committees.

Writing Center, Learning Assistance Center Tutor: 2006-2007. North Country Community College. Saranac Lake, NY.

Tutored students to improve their writing, revision, and editing skills. Taught and developed classroom workshops on plagiarism, study skills, and organizational skills, as well as 'Munch 'n Crunch' workshops on documentation and punctuation.

Full-time English Instructor. 2002-2003: Paul Smith's College. Paul Smiths, NY.

Taught English Composition I and II.

Adjunct English Instructor. 2002: North Country Community College. Saranac Lake, NY

Taught English Composition I.

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Committee and Special Project Work

Committee Work at North Country Community College: 2003-Present. Curriculum Committee; Assessment Committee; Governance Committee; Advisement Committee; College Statement on Academic Integrity; Difficult Dialogues Grant Committee; Take Back the Night Committee; NCCCAP Scholarship Committee (Professional Union); NCCCAP (Professional Union) Professional Leave Committee; College Senate; Vice Chair, College Senate; Academic Technology Committee; College for Every Student (CFES) Representative; Advisor for Outdoor Club.

Associated Activities/Special Project Work: 2003-Present. Ad hoc committee to establish the current governance structure at NCCC; scheduled Open Mic nights; participated in various grant-related activities such as a speaker series and College for Every Student (work with local high schools), facilitated discounted Whiteface Season Pass sales to students; facilitate yearly whitewater rafting trip open to students on all three campuses; Coordinator Task Force, multiple search committees.

SUNY/USAID Grant team, Beirut, Lebanon. Set up institutional assessment structure for Al-Kafaat University, 2014.

Individual Studies External Review Team, Clinton Community College, 2015.

New York State PTECH Advisory Board, PACE Academy, 2015-Present.

New York State PTECH Advisory Board, Northern Borders Academy, 2015-Present.

New York Concurrent Enrollment Program Committee, (NYCEP), 2016-Present.

Professional Development Conferences

Middle States Commission on Higher Education. December, 2017. National conference.

Assessment Network of Northern New York. November, 2017. Regional assessment conference, both public and private schools in northern New York region.

SUNY Council on Assessment. October, 2017. Regional SUNY assessment conference.

Carnegie Institute. June, 2017. Regional Quantway/Statway Math Pathways Conference.

Carnegie Institute. January, 2017. Winter Institute for Quantway/Statway Math Pathways Conference.

College for Every Student Conference. December, 2016. Regional Conference.

NACEP, National Association of Concurrent Enrollment Programs. October, 2016. National conference on dual enrollment programs. Related to experimental PELL program for high school students.

SUNY Council on Assessment. October, 2016. Regional SUNY assessment conference.

Southern Association of Colleges and Schools. December 2014. National conference.

College Governance Leaders Conference. September, 2012; September, 2013. SUNY Voices Conference for SUNY Community College Governance Leaders.

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Outdoor Writers' Conference. September, 2013. Conference for Outdoor Writers. National Outdoor Writers' Association.

Freedom Network USA. March, 2011. Conference for Educators/Advocates. Freedom Network.

Slavery in New York? Slavery Today? December, 2010. Conference for Educators. John Brown Lives!

College for Every Student Conference. January, 2010; January, 2011; December 2016. Regional Conference.

Rethinking Schools Conference. April, 2009. SUNY Plattsburgh.

Assessment Conference. February, 2007. SUNY Campus Based Assessment Panel.

Plagiarism Conference. April, 2006. SUNY Council on Writing.

Successful Teaching Conference. October, 2004. Institute for Community College Development.

Presentations

National Council for Teachers of English. National Conference. March, 1995. Boston. Student Teacher Panel Presentation in conjunction with Dr. Judith Harmon Miller.

Additional Professional Experience

Licensed Wilderness First Responder. (WFR). May, 2009-2015

Licensed Emergency Medical Technician_(EMT). State of Utah. 1997-2004.

EMT, Ski Patroller, Snow Safety Analyst, Backcountry Skiing Guide. October-April, 1996-2002. Solitude Ski Patrol, Solitude Mountain Resort, Brighton, Utah. Duties included responding to medical emergencies, educating the public and resort employees about safe practices, and mitigating avalanche hazards using explosives.

Outdoor Skills Instructor, EMT, Trip Leader. May-August, 2000-2001.

Camp Tuttle—outdoor camp for children. Brighton, Utah. Duties included responding to medical emergencies, supervising staff, and leading hiking, mountain biking, rafting, and week-long camping trips.

Related Undergraduate Experience

Student Teacher. 1995. Middlebury Union High School, Middlebury, VT.

Teaching Assistant. 1994. Middlebury College, VT.

Participated in and led collaborative group work, led class discussions, responded to student writing, and individually tutored students in a freshman seminar.

Peer Writing Tutor. 1994-1995. Middlebury College, VT.

On-call writing tutor for Middlebury campus in teacher education, American literature, history, and English courses.

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

Teaching Assistant at High School. 1993. Middlebury Union High School. Middlebury, VT.

Observed, assisted, and taught a tenth-grade writing class.

Teaching Internship at High School. January, 1994. Middlebury Union High School.

Assisted in developing and executing lesson plans. Supervised and assisted with research projects, group work, and mid-term exams. Assisted a special needs/ IEP student.

Sarah F. Maroun

PO Box 774 Lake Placid, NY 12946

(518) 637-3811 smaroun@nccc.edu

References:

Lynne Fisher Kemp

Chair, Business Programs, NCCC

lkemp@nccc.edu

(518) 891-2915, x1295

Kate Wells

Coordinator, Malone Learning Assistance Center, NCCC

kwells@nccc.edu

(518) 891-2915, x3224

Maureen Sayles

Former Assistant Dean of Grants & Special Projects, NCCC

maureensayles@gmail.com

(518) 354-2392

Innam Dajany

Former Coordinator, Saranac Lake/Ticonderoga Learning Assistance Center, NCCC

idajany@nccc.edu

(518) 354-9983

Julie Austin-Kormanyos

Principal, Northern Borders PTECH Academy, FEH BOCES

jkormanyos@mail.fehb.org

(315) 842-7877

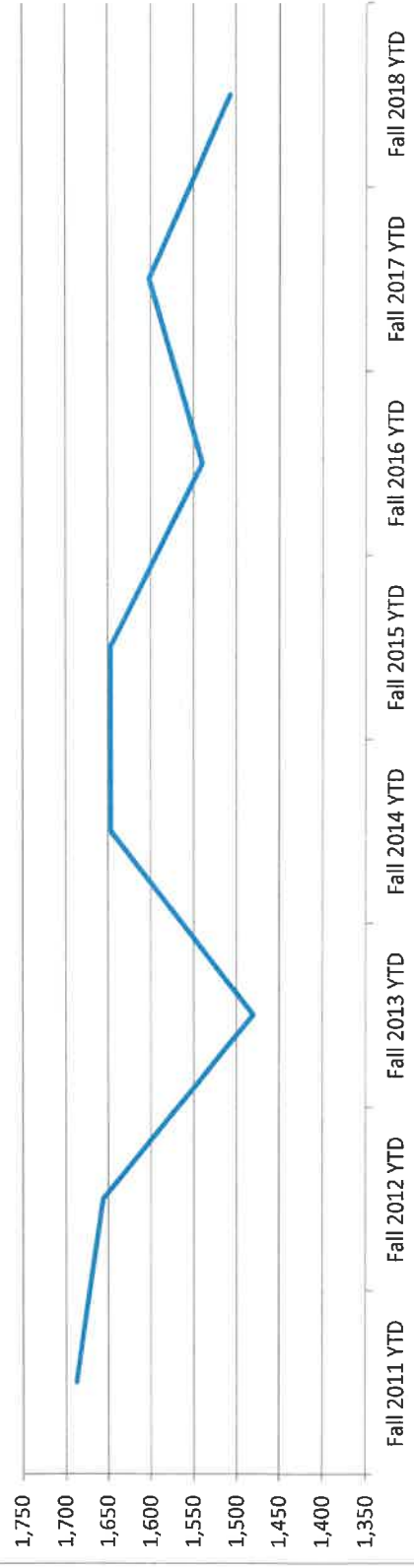
Board of Trustees
Office of Admissions
June 18, 2018

Current Year: 2018

Data Date: 6/18/2018 *Rough estimate based on available data in CAMS

	Fall 2011 YTD	Fall 2012 YTD	Fall 2013 YTD	Fall 2014 YTD	Fall 2015 YTD	Fall 2016 YTD	Fall 2017 YTD	Fall 2018 YTD	Fall 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2014 Final	Fall 2015 Final	Fall 2016 Final	Fall 2017 Final	Fall 2018 Final
Fall Applications (YTD)	1,688	1,656	1,481	1,647	1,647	1,540	1,602	1,507	1,843	1,740	1,673	1,921	1,882	1,927	1,898	
Deposits	429	466	341	409	416	382	362	330	449	479	351	481	472	533	451	
Admits	651	621	644	689	604	621	617	930	696	653	771	797	694	762	724	
Wait List (Nursing, RAD)	26	3	24	56	75	63	62	37	27	4	24	38	63	39	59	
Other Application Status	0	251	31	139	0	0	0	0	16	253	32	3	1	3	0	
Received Applications Pending Review	1	4	6	21	9	19	12	18	2	4	9	1	24	7	4	
Incomplete Applications	116	182	339	273	407	305	336	523	170	217	390	14	233	342	322	
Application Withdrawn	123	110	74	56	129	37	33	30	131	109	76	581	181	68	74	
Inactive Application	0	0	0	0	0	111	177	1	0	0	0	0	0	167	260	
Application Rejected	342	19	22	4	7	2	3	3	352	21	20	6	214	6	4	
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	0	628	640	510	575	469	443	456	

Fall Applications (YTD)



Application Breakouts YTD:

	<u>Fall 2018</u>	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>17-18#/% Difference</u>	<u>16-18#/% Difference</u>
Applications:	1507	1602	1540	-95/-5.9%	-33/-2.1%
Deposits:	330	362	382	-32/-8.8%	-52/-13.6%
Admits:	930	617	621	313/50.7%	309/49.8%
Incompletes:	523	336	305	187/55.7%	218/71.5%

Admissions Activities:

1. PTP notification is moving in full swing with Potsdam for deposit/non-deposited students
2. PTP NYC Accepted Student placement testing at SUNY/Manhattan will be June 22 & 23 with anticipated attendance of 40+
3. Meredith & Rachel spearheaded this years SUNCAP professional conference in Cortland, NY June 12-15
4. New Student Registration starts the week of the 25-27 on all three campuses

Financial Aid Report:

1. Fall 18 award packaging to date is, 246 new students - 116 C & R students
2. 46 PTP Fall 18 award packages will be transferred to Potsdam
3. PowerFaid's training continues for the summer

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 Director of Financial Aid recommends the second temporary appointment of Scott Mitchell, to the full-time, twelve-month, 221-day, exempt appointment as Assistant Director of Financial Aid for a one year term for the 2018/19 academic year, at an annual salary of \$50,617,

WHEREAS the Dean of Admissions concurs in this recommendation,

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Scott Mitchell, to the full-time, twelve-month, 221-day, exempt appointment as Assistant Director of Financial Aid for a one year term for the 2018/19 academic year, at an annual salary of \$50,617.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

2017-18 | 50
June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 7, 2018

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

Dear Mr. Mitchell:

Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you an temporary, full-time, twelve-month (221 days) exempt appointment as Assistant Director of Financial Aid, for a one year term for the 2018/2019 academic year. This will be your second consecutive temporary appointment.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this confirmation, your pay grade for this appointment is Step 18 on Schedule C of the 2015-2019 CBA, which is an annualized salary of \$50,617.

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

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date

NORTH COUNTRY COMMUNITY COLLEGE

RESOLUTION

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 the attached Operating Budget & Fee Schedule for the academic year beginning September 1, 2018 and ending August 31, 2019.

2017-18 | 51

June 28, 2018

Motion:

Seconded:

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

REVENUE AND EXPENDITURE BUDGET

FISCAL YEAR 2018 - 2019

	2016-2017 Budget	2016-2017 Actual	2017-2018 Budget	2018-2019 Budget	\$ Change	% Change
REVENUES						
Tuition & Fees	\$ 4,436,500	\$ 4,947,674	\$ 4,549,660	\$ 4,399,784	\$ (149,876)	-3.3%
Sponsors' Contribution	2,480,000	2,480,000	2,480,000	2,380,000	\$ (100,000)	-4.0%
Chargebacks	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%
Total Revenues	12,871,182	13,652,437	13,016,621	12,843,168	(173,453)	-1.3%
EXPENDITURES						
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%
Total Salaries	6,055,541	6,085,455	6,614,537	6,594,294	(20,243)	-0.3%
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%
Total Benefits	2,756,403	2,772,815	2,589,612	3,112,539	522,927	20.2%
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	216,887	151,466	181,213	180,715	\$ (498)	-0.3%
Total Contractual	4,004,550	3,528,758	3,910,212	3,610,642	(299,570)	-7.7%
Total Expenditures	12,869,659	12,488,822	13,265,691	13,349,405	83,714	0.6%
Surplus / (Deficit)	\$ 1,523	\$ 1,163,615	\$ (249,070)	\$ (506,237)	\$ (257,167)	103.3%
Second Chance Pell Net Surplus		\$ 222,723	\$ 206,190	\$ 435,059		
Actual Surplus / (Deficit)		\$ 1,386,338	\$ (42,880)	\$ (71,178)		



President's Report to the Board of Trustees

June 20th, 2018

Dr. Steve Tyrell

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

Date:	With:	Location:
May 22 nd	SUNY Presidents Meeting	Albany, NY
May 24 th	DASNY Capital Projects Kick-Off Meeting for Sparks Facility & Science Labs	Saranac Lake, NY
May 24 th	University of Vermont & Adirondack Health Collaboration Session with Regional Stakeholders	Saranac Lake, NY
May 25 th	Local Electrical Trades Union Apprenticeship Program Tour & Discussion	Plattsburgh, NY
May 29 th	SUNY Administration & SUNY Potsdam Discussion – Path to Potsdam	Saranac Lake, NY
May 29 th	Ticonderoga Revitalization Alliance & NCCC presentation – Proposed School of Applied Technology	Ticonderoga, NY
May 30 th	Ticonderoga Revitalization Alliance & NCCC presentation – Proposed School of Applied Technology	Malone, NY
May 31 st	Malone Rotary Club – Future Issues in Higher Education	Malone, NY
June 4 th	Canton President, Zvi Szafran	Conference Call
June 4 th	SUNY Administration & SUNY Potsdam	Conference Call
June 4 th	Snap-On Regional Manager Presentation for Proposed School of Applied Technology	Saranac Lake, NY
June 6 th	Planning Discussion between Presidents of SUNY Canton, SUNY Potsdam and NCCC	Conference Call
June 8 th	NYCCAP & Management Contract Negotiations	Saranac Lake, NY
June 15 th	Fundraising Planning Session for Proposed SAT – with Donna Wotton	Conference Call
June 18 th	JMZ Master Plan Update Session for the Saranac Lake Campus	Saranac Lake, NY
June 18 th - 20 th	CCBOA Conference – NYCCAP Liaison Report to CCBOA	Saratoga, NY
June 19 th -20 th	NYCCAP Conference	Queensbury, NY
June 21 st	Meeting with Franklin County Legislators	Malone, NY
June 21 st	St. Joe's Board of Directors Meeting	Saranac Lake, NY
June 27 th	YMCA & Local Stakeholders	Saranac Lake, NY
June 29 th	Regional Economic Development Council – CFA Workshop for 2018 Round	Lake Placid, NY

- 2) **Strategic Plan – Periodic Updates** – Stacie Hurwitch shared with the College community an updated progress report regarding the work completed in the 2017-20 strategic plan.

- 3) **Path to Potsdam Update**– College presidents from SUNY Canton, SUNY Potsdam and NCCC continue to discuss the Path to Potsdam program, and discussions include items that should be weighed for consideration in the development of a future service area agreement.
- 4) **Preparation of draft MSCHE monitoring report** – Various staff have been assembling components for the next MSCHE monitoring report due September 1, 2018. Shir Filler will again assist the College as a lead editor of the materials currently being prepared. It is our plan to present a final draft of the monitoring report to the College community during the first week of August.
- 5) **Update on RFPs for the Viability Study – School of Applied Technology** – A review team to rate the proposals received for the viability study has been assembled. Members of the review team are Shir Filler, Bob Farmer, Sarah Kilby, Chris Tacea and Tim Burpoe. Once I receive and review the recommendations from the review team, I will forward my recommendation(s) to the Board for their action.
- 6) **YMCA project** – The working group looking at the possible next steps related to a YMCA presence in the Saranac Lake community will meet on June 27th.
- 7) **Shared Governance Working Group** – The shared governance working group will meet on June 26th. They will be drafting the document that clarifies roles, responsibilities and processes related to shared governance at the College. The final draft will be shared with the College community in August for additional feedback.
- 8) **Saranac Lake MakerSpace Proposal** – the Franklin County IDA staff and Saranac Lake representatives have approached Paul Smith College and NCCC regarding a maker space initiative they are pursuing in downtown Saranac Lake. I will learn more about what they have in mind; but generally speaking, these are locations where individuals can develop a business to launch in the community. Both institutions were approached because the developers were interested in how we might provide some form of advice or educational support to future entrepreneurs developing projects. The meeting is scheduled for early July and I will share what details are provided thereafter.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Dean of Student Life recommends the second temporary appointment of Angela Brice, to the full-time, twelve-month, 221-day, exempt appointment as Assistant Director of Student Life for a one year term for the 2018/19 academic year, at an annual salary of \$46,658.

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the second temporary appointment of Angela Brice, to the full-time, twelve-month, 221-day, exempt appointment as Assistant Director of Student Life for a one year term for the 2018/19 academic year, at an annual salary of \$46,658.

This position is currently funded in the 2018/19 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2018/19 academic year and will not be renewed.

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June 28, 2018

Motion:
Seconded:
Approved/Denied/Postponed: 0-0-0



SARANAC LAKE . MALONE . TICONDEROGA

June 6, 2018

Angela Brice
5605 Sutton Road
Avon, NY 14414

Dear Angela:

Pending approval by the North Country Community College Board of Trustees at their June 2018 meeting, I am pleased to offer you a temporary, full-time, 221-day exempt appointment as Interim Assistant Director of Student Life for a one-year period for the 2018/2019 academic year. This will be your second consecutive temporary appointment. Kim Irland, Dean of Student Affairs, will be your direct supervisor.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this position, your pay grade for this appointment is Step 15 on Schedule C of the 2015-2019 CBA, which is an annualized base salary of \$46,658.

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

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

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 22, 2018.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

Employee Signature

Date



SARANAC LAKE | MALONE | TICONDEROGA

Board of Trustees

Proposed | 2018-2019 Meeting Schedule

Friday, September 28, 2018 | Saranac Lake Campus

Friday, October 26, 2018 | Saranac Lake Campus

Thursday, November 29, 2018 | Malone Campus

Friday, December 21, 2018 | Saranac Lake Campus

Friday, January 25, 2019 | Saranac Lake Campus

Friday, February 22, 2019 | Saranac Lake Campus

Thursday, March 28, 2019 | Ticonderoga Campus

Friday, April 26, 2019 | Saranac Lake Campus

Friday, May 10, 2019 | Saranac Lake Campus

Thursday, June 27, 2019 | Saranac Lake Campus

Thursday, July 25, 2019 | Saranac Lake Campus

Friday, August 30, 2019 | Saranac Lake Campus

Unless otherwise noted, NCCC Board of Trustee meetings will begin at 11:00 a.m. in Hodson Hall room 105 on the Saranac Lake Campus. Video conferencing will be available for all meetings from both the Malone and Ticonderoga campus. Please note, all NCCC Board of Supervisors meetings are subject to change with notice.