

BOARD OF TRUSTEES MEETING
11:00 AM | Thursday, June 22nd, 2017
Saranac Lake Campus | Hodson Hall Boardroom

- I. Call to Order
- II. Approval of May 12th, 2017 & June 1st, 2017 minutes
- III. Liaison Reports
 - a. College Senate
 - b. NCCCAP
 - c. CSEA
- IV. College Reports
 - a. Board Chair
 - b. Interim Vice President for Academic Affairs
 - i. *Term & Temporary Appointment Resolutions*
 1. *Resolution 2016/17-73 Art Instructor*
 2. *Resolution 2016/17-74 Humanities Instructor*
 3. *Resolution 2016/17-75 Nursing Instructor | Malone*
 4. *Resolution 2016/17-76 Director of Massage Program*
 5. *Resolution 2016/17-77 Business/CIS Instructor*
 6. *Resolution 2016/17-78 Women's Soccer and Lacrosse Coach/Athletic Program Asst.*
 7. *Resolution 2016/17-79 Nursing Instructor | Saranac Lake*
 8. *Resolution 2016/17-80 LAC Coordinator and Social Sciences Instructor*
 9. *Resolution 2016/17-81 Science Instructor*
 10. *Resolution 2016/17-93 LAC Coordinator*
 - ii. *Promotion Resolutions*
 1. *Resolution 2016/17-82 Technical Specialist to Instructor*
 2. *Resolution 2016/17-83 Associate Professor to Professor*
 3. *Resolution 2016/17-84 Assistant Professor to Associate Professor*
 4. *Resolution 2016/17-85 Instructor to Assistant Professor*
 5. *Resolution 2016/17-86 Instructor to Assistant Professor*
 - c. Dean of Admissions
 - i. *Resolution 2016/17 | 87 Director of Financial Aid*
 - d. Interim Vice President for Administration & Fiscal Operations
 - i. *Financial statements for April 2017 & May 2017*
 - ii. *Resolution 2016/17- 90 Bursar*
 - iii. *Resolution 2016/17-91 Title Change: Human Resource Specialist to Director of HR*
 - e. President
 - i. *Resolution 2016/17 | 92 – Vice President for Academic Affairs*
 - f. Representative Reports

- i. NCCC Association
 - ii. NCCC Foundation
- V. Old Business
- VI. New Business
- VII. Public Comment*
- VIII. Adjourn

***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 12th, 2017 | Saranac Lake Campus**

Board Members Present: Stephen Reed, Tim Burpoe, Anne McDonald, Mark Moeller, Mary Irene Lee, Daniel Kelleher, Jerry Griffin, Joseph Costa, Richard Suttmeier

Excused: Mary Kay Tulloch

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Sarah Shoemaker, Bruce Rowe

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

Approval of Minutes

Anne McDonald made a motion to approve the April 28th, 2017 minutes. Mark Moeller seconded the motion. The April 28th, 2017 minutes were approved unanimously (8-0-0).

College Senate

No report.

NCCCAP

NCCCAP members have a new President, Chad LaDue. Shir Filler will continue serving as Vice President.

CSEA

No report.

Board Chair Report

Stephen Reed reported he attended the New York Community College Trustees (NYCCT) Board of Directors meeting in Syracuse, New York. He now a member of their Political Advocacy Committee.

Interim Vice President for Academic Affairs

Dr. Tyrell reports for Joe Keegan in his absence.

There is now a \$50 increase per credit hour for adjunct pay for the 2017-2018 Fiscal year. This is the first of many increases for the College to make in order to create a competitive salary for our adjunct professors.

Dean of Admissions Report

Chris Tacea shared his report and highlighted:

Due to planned Spring Travel, student admits are low however deposits continue to increase.

The admissions team are currently processing 40 new applications for summer 2nd Chance Pell and scheduling is underway.

On May 11th a Press Conference was held to witness the signing of a Memorandum of Understanding (MOU) between the College and Paul Smiths College. The MOU initiative was also highlighted that graduates of NCCC can transfer to PSC at a competitive price. Joint

marketing plans are in work to ensure the MOU is successful for our graduates (past, present and future). Thanks extended to Dr. Tyrell, Bob Farmer and Stacie Hurwitch for their help.

Vincent Tunstall, the new Director of Financial Aid will start on May 23rd.

Interim Vice President for Administration/CFO:

Bob Farmer presents the 2017/2018 budget, fees and tuition schedule proposals to the board.

2% tuition increase

45K adjunct pay increase

40K 2nd Chance Pell increase for faculty pay

Retirement up due to contractual rate increases

College fee increase (reflects increase for intercollegiate athletics as Saranac Lake and recreational activities at Malone and Ticonderoga)

Projecting a 75 FTE increase over 2016-17 budget

Bob Farmer presented the 2017/2018 Excelsior Scholarship College Fee Schedule to the board.

The NCCC Association Board approved food service agreement with American Dining Creations, a 3rd party company out of Syracuse. Expecting signed contract and implementation by Fall 2017.

Bruce Rowe has been named Chair of the Long Range Planning and Budget committee. They will start to meet early Fall to start reviewing fee structure and comparing it to our peer institutions.

The following resolutions for Business Administration was acted upon by the board:

- Jerry Griffin recommended Resolution 2016/17-69 that North Country Community College Board of Trustees hereby approves the Operating Budget and Fee Schedule for the academic year beginning September 1, 2017 and ending August 31, 2018. Mary Irene Lee seconded the motion. The resolution was approved (7-0-0).
- Jerry Griffin recommended Resolution 2016/17-70 that North Country Community College Board of Trustees hereby approves the full-time and part-time tuition rates for the 2017-2018 academic year. Anne McDonald seconded the motion. The resolution was approved (7-0-0).
- Mark Moeller recommended Resolution 2016/17-71 that North Country Community College Board of Trustees hereby approves the full-time College Fee rate for Excelsior Scholarship recipients. Mary Irene Lee seconded the motion. The resolution was approved (7-0-0).

President's Report:

Dr. Tyrell shared his written report and highlighted:

Press conference between North Country Community College and Paul Smiths College was successful and we're looking forward to working with them in the future.

Attended the Celebration of the Art event in Malone on May 5th. The displays were fantastic. Mayor Joe Riccio was there and proclaimed 2017 the "Year of the College" in Malone, NY.

Fourth draft of the Strategic Plan has been sent out to the College for review. We will be meeting over the summer with key stakeholders to continue to work on this important piece. We anticipate a 5th, or final draft, to be sent out by August.

The survey regarding Shared Governance was launched last week to the College community and we are already receiving responses. The deadline for completing the survey is June 1st. A team will be meeting together over the summer to review the results and analyze the data.

* 11:50 – Board member, Joe Costa arrives for the meeting.

* 11:58 – Board member, Dan Kelleher arrives for the meeting.

NCCC Foundation:

No report.

NCCC Association:

No report.

Old Business:

None.

New Business:

Joe Costa presents his report to the board and highlights the following:

The Student Government Associations (SGAs) need to start discussing on enhancing their presences and creating an election cycle that makes sense. He proposes it start at the beginning of the Spring semester as the end of the semester can be problematic due to lack of transition period.

All campuses have different needs, therefore Joe proposes a functional structure change to meet those needs. This would mean that each campus may not share the same governing structure or by-laws. They each need concrete objectives as well so everyone knows what SGAs responsibilities are and how they function.

SGA leadership workshops are very important to the stability and growth of the SGA. Joe has already designed a workshop that would be beneficial to the leadership and will begin to implement a time that would work for everyone to attend.

All SGA positions need to be filled in order to have the biggest impact on the College. An advertising campaign must be implemented.

Shared Governance is also an important aspect of the SGA and currently needs work on improving the methods of communication with all key stakeholders of the College. Joe suggests a monthly phone call between each SGA and the President.

Public Comment:

None.

Executive Session

Mark Moeller made the motion to enter Executive Session at 12:12 p.m. in relation to ***collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation,***

or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Jerry Griffin seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited in to join executive session at 12:13 p.m.

Jerry Griffin made a motion to adjourn executive session at 12:48pm. Tim Burpoe seconded the motion. The motion were approved unanimously (8-0-0).

Adjourn

Jerry Griffin made a motion to adjourn the meeting. Tim Burpoe seconded the motion. The motion were approved unanimously (8-0-0). The Board meeting was adjourned at 2:07 p.m.

Respectfully Submitted,

Stacie Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED

**NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES – SPECIAL BOARD MEETING
Thursday, June 1st, 2017 | Saranac Lake Campus**

Board Members Present: Stephen Reed, Tim Burpoe, Anne McDonald, Mark Moeller, Mary Irene Lee, Daniel Kelleher, Jerry Griffin, Joseph Costa

Excused: Mary Kay Tulloch, Pete Suttmeier

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Chad LaDue, Ericka Moody

Chair, Stephen Reed, called the meeting to order at 4:01 p.m.

The purpose of this special meeting is to discuss the tentative agreement between the College and North Country Community College Association of Professionals (NCCCAP).

President's Report:

Dr. Tyrell presents the tentative agreement and shares the following highlights.

Both the College and NCCCAP negotiation teams spent a year making positive changes to the proposed agreement.

The following changes to the previous agreement are as follows:

- Definitions and titles have been updated
- Past MOUs incorporated into new agreement
- New salary matrix created
- Promotion process revised
- Progressive discipline program was created

Ericka Moody, NCCC Payroll and Benefits Specialist, explains the salary matrix and how the annual salary percentage increase will work each year for the members of NCCCAP.

Chad Ladue, NCCCAP President, reports he is excited about the agreement and members are pleased with the outcome. He will be meeting with Dr. Tyrell weekly to discuss any items that need the attention of the College and NCCCAP. He stresses that communication between the stakeholders is key and is looking forward to continuing the positive interactions.

The following resolution was acted upon by the board:

Tim Burpoe recommended Resolution 2016/17-72 that North Country Community College Board of Trustees hereby approves the NCCCAP contract with the terms of the agreement effective September 1, 2015 through August 31, 2019. Jerry Griffin seconded the motion. The resolution was approved unanimously (8-0-0).

Public Comment:

None.

Adjourn

Anne McDonald made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion were approved unanimously (8-0-0). The Board meeting was adjourned at 4:16 p.m.

Respectfully Submitted,

Stacie Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
June 22nd, 2017

Greetings to you all and best wishes for an enjoyable summer! The summer sessions are in full swing on campus and in our Second Chance Pell program. Please find updates from our area here:

*** Summer 17 and Fall 17**

- **Summer 17** – On-campus enrollment were lower this year compared to the Summer 16 but on par with Summer 15. With a few weeks left before the second session, we expect that there will be some additional enrollment. Second Chance Pell, on the other hand, has had much more robust registrations in the Summer 17 session than in Spring.

	Summer 17 FTE	Summer 16 FTE	Summer 15 FTE
On-campus	19.7	24.80	20.9
	Summer 17 Headcount and Est FTE	Spring 17 Headcount and Est FTE	
Second Chance	143	109	
	54.7	40.9	

- **Fall 17** – Fall 17 registration of RN students took place last week and we are partnering with Enrollment and Campus and Student Life in planning for New Student Registrations which start the week of June 26th.

*** Nursing**

RN Admissions

- Our RN class selection took place earlier this month and notifications have gone out to students regarding their status. There is a ten-day window for appeals which will wrap up by the Board meeting.

Nursing Director Search

- We are in what we hope are the final days of concluding the search and hope to have more for the Board at your next meeting in July.

*** Classroom Design and Furniture**

- Classroom furniture upgrades have been ordered for several classrooms across the three campuses. Sarah Maroun spearheaded this effort, working with faculty, staff and students in identifying key rooms to upgrade. Many thanks to all who have helped out.
- Scott has been leading the video-conferencing upgrades designed to upgrade three rooms for the Fall 17 semester, CL-012, RH-107 and Ti-210. Rick has been involved with the planning as well.

*** Academic Planning and Programs:**

- As the Board knows, we received final approval from NYSED on the *AS Business - Business Administration* online. This now makes three programs (*AS Business Admin, AA Liberal Arts and Sciences – Hum/ Soc Sci and Certificate in Gerontology*) that are available to students in a fully online fashion.
- New Academic Programs: Over this summer, we are cuing up a number pf proposals developed by the faculty developed over the past year including:

- *AS Business: Sports Management* program registration in Malone
- *AAS Nursing* registration in Malone, moving away from video-conference.
- *AS Liberal Arts and Sciences – Math/ Science* program – adding a biology advising track
- *AA Liberal Arts and Sciences – Hum/ Soc Science* program – add an English advising track
- *Certificate in Entrepreneurship*
- adding a teacher education track to the *AA Liberal Arts –Humanities/ Social Sciences*

These first two will have program announcements to SUNY this month.

- *SUNY Potsdam Meeting:* We met again with our colleagues at SUNY Potsdam on June 8th and have moved a bit further exploring anticipated needs for teaching and office space, academic coordination, tutoring, Registrar office functions, library access and the like.
- *Academic Master Planning:* An update on the status of items within our planning can be found in the far right-hand column:

Rank	Faculty Priorities	Status
1	Increase adjunct pay	Proposed \$50.00/credit increase is in the 17-18 budget.
2*	Inventory our current technology and plan accordingly.	<i>Continues in collaboration with IT and facilities. Scott and crew have been diligent about upgrading and planning for new needs in classroom technology including computer labs updated in Malone and SL and faculty computers. The VC upgrades are also being led by Scott.</i>
3*	Upgrade classroom furniture	New classroom in SL Library; upgrade of Ti classroom; <i>classroom furniture upgrades noted above.</i>
4*	Increase investment in professional development opportunities	Increased 17-18 budget; Application for SUNY grant funds to support year-long diversity and inclusion professional development series in 17-18. <i>Faculty request for additional funding.</i>
5	Investing in the Bridge program and strengthening our partnerships with high schools	No update.
6	Improve access to libraries and the college after hours.	No update.
7*	Invest in career services	<i>Applied for Performance Investment Funding (PIF) to support for 17-18 which was not funded. We will look to Perkins to support it.</i>
8	Revitalize campus-based advisory boards to provide input to academic affairs as to where academic programming can best serve workforce needs.	No update.
9	Strengthen existing assessment practices including the assessment of Institutional Learning Outcomes and tie them to the larger strategic plan.	Underway and ongoing. The assessment of ILOs is led by Sarah M. and three faculty members (Tom Mc, Bruce R, and Cammy) using Moodlerooms as a means to capture those assessments.
*	<i>Indicates change since last report.</i>	

★ **Faculty Matters:**

- **Faculty Development:** Two items of note over the last month:
 - Full and part-time faculty members in the Math Department (Allison Warner, Sarah Kilby, Peter Nelson and Terry Kemp) along with our Malone campus LAC Coordinator (Kate Wells) and our Associate Dean (Sarah Maroun) attended the second Quantways Conference held June 8th-10th in Albany as they prepare to launch Quantways (a new approach to teaching developmental math) in Fall 17.
 - Shir Filler attended the Symposium on Accelerating Developmental English on June 5th at SUNY Rockland.
- **Faculty/Staff Searches:** This has been a year like no other that I can recall in terms of the sheer number of them that were conducted. Many thanks to all the faculty and staff members who were involved in them. The only uncompleted search that remains is:
 - *Nursing Director (in progress)*

★ **Grants and Experiments:** Here is a brief update on our grants:

- *Second Chance:* The first of two summer sessions is underway at all four locations. Sarah Kilby is now directing the program and we have hired two full-time coordinators, Dr. Marianne Goodfellow and Mr. J. Daniel Snyder, serving the northern and southern ends respectively. As you saw above, we are nearing the goal of offering up to 160 students the opportunity to be enrolled. This program has required significant time, energy and resources from across the college community to make happen.
- *P-TECH Programs* – The school year is coming to a close. Each program will be hosting a week-long summer program for returning and new students. Both programs will have new homes for the 17-18 year:
 - PACE is moving from the SW Tech Center of St. Lawrence-Lewis BOCES in Fowler to Edwards-Knox Central School.
 - Northern Borders is moving from Franklin Academy to FEH BOCES in Malone.
- *PELL for High School Students:* No update.
- *Career Services Coordinator:* We are wrapping up the grant year and our Workforce Development efforts. While there was not additional funding through SUNY this year, we are looking to continue our efforts and use Perkins funding to help support it.
- *Perkins:* The 17-18 guidelines are being finalized by the state and we are awaiting them.

★ **Middle States**

- No update. Planning efforts continue to demonstrate mature, systematic assessment linked to strategic planning and budgeting. As noted earlier, Bruce R., Tom Mc and Cammy are using Moodlerooms to assess and record student performance on program and institutional learning outcomes.

★ **Applied Learning**

- We submitted our final Applied Learning analysis at the beginning of May to SUNY.

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Vice President for Academic Affairs recommends the initial term appointment of Elaine Taylor, to the full-time, nine-month, 164-day, exempt appointment as Art Instructor for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$38,425 and at Rank A5, Step 6A.

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 initial term appointment of Elaine Taylor, to the full-time, nine-month, 164-day, exempt appointment as Art Instructor for a one year term effective with the start of the 2017/18 academic year, at an annual salary of \$38,425 and at Rank A5, Step 6A. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

May 24, 2017

Ms. Elaine Taylor
3116 Laredo Drive
Ft. Worth, TX 76116

Dear Ms. Taylor:

Pending approval by the North Country Community College Board of Trustees at their June 2017 meeting, I am pleased to offer you an initial term, full-time, nine-month (164 days) exempt appointment as Art Instructor for a one year term during the 2017-2018 academic year. Faculty members are expected to report on August 21, 2017. Your area supervisor will be Joe Keegan, Vice President for Academic Affairs.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Rank A5 Step 6A on Schedule C of the 2010-2015 CBA, which is \$38,425. Your per-diem rate based on 164 days is \$234.30.

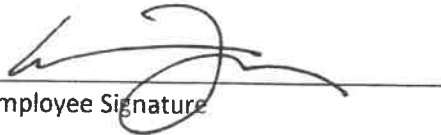
Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than June 2, 2017.

Sincerely,

Steven Tyrell, Ph.D.
President

cc: Personnel File


Employee Signature

6-2-17
Date

Smith, Tara

From: Elaine Taylor <elainetaylorart@gmail.com>
Sent: Thursday, March 09, 2017 2:14 PM
To: Smith, Tara
Subject: Application for Art Instructor position at NCCC
Attachments: Elaine Taylor References.pdf; Elaine Taylor Statement.pdf; Elaine Taylor Teaching Philosophy.pdf; Elaine_Taylor_artmed.pdf; Elaine_Taylor_resume2017.pdf; Elaine_Taylor_TWUtranscriptgrad.pdf; Elaine_Taylor_UWMadgrad.pdf; Elaine_Taylor_studentworkmed.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Ms. Smith,

As an active artist, art consultant and Adjunct Instructor of Computer Graphics at North Lake College, I am excited to learn of the posting for an Instructor of Art with a focus on graphic arts at North Country Community College. My years as a former child model, production assistant for an opera company, library page, assistant to a harpsichord maker, bartender, four-color stripper, bookstore manager, home remodeler, camp counselor, collection manager, art instructor and gallery manager make me an ideal candidate for this position, as I bring a wealth of experience in management, education and working with people. I have a good rapport with artists, students, colleagues and the public.

My own art practice combines various media, including video or manipulated photos. I create site-specific installations that incorporate a variety of materials and processes, depending on the piece, as well as individual sculptures, drawings and paintings. I am always open to learning new techniques as part of my own development, and enjoy sharing my knowledge with students

I have taught Art Appreciation, Aesthetics, Art History Survey, Drawing I, 2D Design, 3D Design, Sculpture, Computer Graphics and Design Communication with Photoshop and Illustrator. I have taught online as well as on-site. I have assisted in district-wide curriculum development, prepared a department budget, supervised adjunct instructors, selected textbooks, and ordered supplies and equipment.

In my current position at North Lake College, an institution of the Dallas County Community College District, I teach Design III and Digital Imaging I and II (Photoshop) concurrently.

As Gallery Manager of the Fort Worth Community Arts Center, I arranged and installed up to 80 exhibits a year, supervising staff and volunteers. I wrote the contracts and liaised with the artists for those shows. I maintained 2 websites, wrote and posted 2 newsletters, designed invitations and catalogs, and wrote press releases and posts to social media.

Additionally, I planned programming for the Texas Artists Coalition, a 300-member artist organization that I founded, and taught workshops for that organization. I have served on 3 boards and acted as officer in 2 of those. I trained at least one intern a year from a local college, high school or from colleges out of state. Many of my interns have gone on to careers in the arts, having gained useful skills under my direction.

Part of my position as Gallery Manager was to work with other area organizations such as Fort Worth Public Art, local businesses, and various non-profits as part of a team or as a consultant. I participated in fundraising from both individuals and corporations. I have left that position after twelve years due to a change in management.

I maintain my own art practice, serve as judge or juror for area shows, do free-lance art consulting and curate an occasional show. I also founded the Fort Worth Art Collective in 2011, with 28 members that do pop-ups at least twice a year. Throughout my life, I have strived to create opportunities for artists in whatever way I am able.

I would be very interested in interviewing for this position. Having lived in Wisconsin for graduate school, I am prepared for winters. I have relatives in Woodstock, NY, and my family was originally from Rutland, MA and Hudson, NY, and I am thrilled with the idea of returning to those roots.

You will find the requested materials attached, and contact information for my references. Letters of recommendation are available. Please feel free to view my website, as well, at www.elainetaylorart.com.

Elaine Taylor
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Fort Worth, TX 76116
817.210.8044
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Elaine Taylor

3116 Laredo Drive
Ft. Worth, TX 76116
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Education

- 1992 *M.F.A., Art*, University of Wisconsin, Madison, WI
- 1991 *M.A., Art*, University of Wisconsin, Madison, WI
- 1985 *Post-Graduate, Film*, University of North Texas, Denton, TX
- 1984 *B.S., Dramal/Music*, Texas Woman's University, Denton, TX

Professional Experience Summary

Visual Arts/Instruction

- Teach 2D Design, 3D Design, Aesthetics, Art Appreciation, Art History Survey, Computer Graphics, Drawing and Sculpture at college level
- Develop curriculum, select textbooks, write and post online lectures and exercises, lecture and demonstrate course material, prepare lab practicals and written tests
- Guide and critique student work, lead class critiques,
- Grade student work, prepare and post administrative paperwork
- Teach as Technical Assistant in Woodshop and Sculpture Shop at college level
- Teach as Artist-in-Residence through Texas Commission on the Arts: Artists in Education Program
- Teach woodworking at summer camp to children ages 11-17.
- Organize and teach Fine Arts and Arts and Crafts at summer camps for children ages 5-17
- Direct galleries; curate and restore artwork for Regional Art Exhibit, curate exhibits
- Arrange and install up to 80 exhibits a year
- Sculpt large-scale installations and small sculptures; Design and build custom furniture; Draw and paint in various mediums

Graphic Design/Visual Merchandising

- Design and create graphics for advertising, theatrical performances and art exhibits
- Design retail displays; construct, assemble and dress displays
- Create brochures, newsletters, business cards, letterheads, signage, flyers and invoices
- Design and create props for retail displays and theatrical productions
- Photo development and layout for graphic design group

Web Development

- Webmaster for numerous websites, perform monthly updates
- Train employees to maintain and update web pages
- Design Websites
- Design graphics for use on web pages
- Interface between company and ISP

Management/Administration

- Write contracts and liaise with artists about exhibits
- Write press releases and posts to social media for exhibits
- Found 300-member artist organization; plan and implement programming

- Train staff, interns and volunteers
- Liaise with Exhibition Advisory Panel
- Work with FW Public Art, local businesses and organizations
- Raise funds from businesses and individuals for exhibit awards
- Assist with fundraisers for Fort Worth Community Arts Center
- Review operations to streamline procedures for maximum efficiency
- Review and make recommendations on purchase of software, computer hardware, small and large power tools, hand tools and materials
- Training: write employee manual and operations manual, lead training classes and give one-on-one instruction
- Budgetary: write funding proposals and bids; perform bookkeeping and cash handling tasks
- Customer Service: facilitate procedures and training for good customer relations, respond to complaints, and assist clients
- Inventory: track, organize, purchase
- Make final buying decisions
- Vendor point-of-contact

Computer Skills

- Mac or Windows OS; Adobe *Photoshop, Illustrator, InDesign*; Microsoft *Word, Publisher, Excel, Powerpoint*
- Used desktop publishing to write and publish *Taylor's 1998 Science Fiction & Fantasy Price Guide*, a 340-page book

Employment

- 2004 – present Adjunct Instructor-Art, Dallas County Community College District, North Lake College, Irving, TX, El Centro College, Dallas TX
- 2004 – 2016 Gallery Manager, Fort Worth Community Arts Center, Fort Worth, TX
- 1992-1994, 2000-2001, 2004 Adjunct Instructor-Art, Tarrant County College, Fort Worth, TX
- 2002-2003 Assistant Professor-Art, Temporary, Tarrant County College, Fort Worth, TX
- 2000-2003, 2004 Artist-in-Residence/Art Instructor, Arlington Museum of Art, Arlington, TX
- 1993-1996 Store Manager, The Book Shoppe, Fort Worth, TX
- 1997-2003 Co-Owner, The Book Shoppe, Fort Worth, TX
- 1996-1997 Visual Merchandiser, Base Exchange, Sheppard Air Force Base, Wichita Falls, TX
- 1996 Camp Counselor in charge of Arts and Crafts, Camp Lotsafun, Wichita Falls, TX,
- 1992 Head of Woodshop/Camp Counselor, Buck's Rock Camp, New Milford, CT
- 1990-1992 Technical Assistant, Curator, University of Wisconsin, Madison, WI,

Special Projects

- 2003 Workshop Presenter, Arlington Art Educator's Association,
- 2002 Workshop Presenter, Texas Art Education Association Conference,
- 1997-1998 *Taylor's 1998 Science Fiction & Fantasy Price Guide* - Write and publish
- 1997 The Book Shoppe Employee Manual and Operations Manual- Write and publish
- 1992 Wisconsin Regional Art Exhibit - Restore and re-curate
- 1987-88 United Methodist Reporter Arts & Crafts Exhibit - Chair committee and organize

Selected Exhibitions and Residencies

Elaine Taylor

Solo or 2-Person

2015 THE DARKENED HEART Fort Worth Community Arts Center, Fort Worth, TX
2012 PRAIRIE CIRCLE, Featured Artist, Tandy Hills PrairieFest, Fort Worth, TX
2011 DRAWING IN CIRCLES Arts Council of FW & Tarrant Co, Fort Worth, TX
2010 BLACK & WHITE IN GRAPHITE AND CHARCOAL with John Calabrese, North Lake College, Irving, TX
2009 PRAIRIE Featured Artist, Tandy Hills PrairieFest, Fort Worth, TX
2009 CIRCLES Unity Church Gallery, Fort Worth, TX
2005 ENDURING PATTERN with Anne Allen, Gallery 414, Fort Worth, TX
2005 NEW WORK Fort Worth Community Arts Center, Fort Worth, TX
2003 HANGING SHADOWS Carillon Gallery, Fort Worth, TX
1992 QUARRY WORKS Sculpture, Woodstock, NY
1992 ICE FISHING ELEGY M.F.A. Exhibition, UW Madison, WI

Installations and Performances

2015 GRASS CIRCLES Grackle Gallery, Fort Worth, TX
2012 PRAIRIE CIRCLE Tandy Hills PrairieFest, Fort Worth, TX
2009-10 SPRING CIRCLES Tarrant County College, NW, Fort Worth, TX
2008 GARDEN SPIRAL Fort Worth Botanic Garden, Fort Worth TX
2007 THREE STONE CIRCLES Fort Worth, TX
2001 GRAND ENTRANCE Albany, TX
2001 TERRACE WALL Connemara, Dallas, TX
1999 STONE WALL Rivendell, New Paltz, NY
1999 GOING DEEP WITHIN Rivendell, New Paltz, NY
1999 BRUSHWORK Unison Art Center, New Paltz, NY
1992 THERE IS A CIRCLE Murphy, NC
1992 PINELINE Tampa, FL
1992 ICE FISHING ELEGY Center City, MN
1992 SWEEPINGS UW Madison
1992 STICKS AND STONES II UW Madison, WI
1992 WORDS ON TAPE UW Madison, WI
1992 BOOKS ON TAPE Ft. Worth, TX

Group Exhibitions

2016 SIX, ART ROOM GALLERY, Fort Worth, TX
2016 76101 PRESENTS FW ART COLLECTIVE, 76102 Gallery, UTA, Fort Worth, TX
2016 deadWEST: STRUCTURE AND CHANGE, Lakeside, TX
2016 FOUR, A COLLABORATIVE EXHIBIT WITH ART TOOTH/ART ROOM, BRIK, Fort Worth, TX
2016 FORT WORTH ART COLLECTIVE FALL SHOW, Fort Worth, TX
2016 2016 FWCAC BIENNIAL, Fort Worth, TX
2016 FORT WORTH ART COLLECTIVE SPRING SHOW, Fort Worth, TX
2015 9 X 12 WORKS ON PAPER SHOW, Fort Worth, TX
2015 FORT WORTH ART COLLECTIVE AT THE BRIT, Fort Worth, TX
2015 PRESERVATION IS THE ART OF THE CITY FWCAC, Fort Worth, TX
2015 WENDEL ARNYARD KNOWS THE PLEASURE Grackle Gallery, Fort Worth, TX
2015 NATURE BATS LAST, Jaycee Center, Irving, TX
2015 EXCEEDING OUR BOUNDS North Lake College, Irving, TX
2015 BLUEBONNET CIRCLE SHOW Fort Worth Art Collective, Fort Worth, TX
2015 SPRING GROUP SHOW, Fort Worth Art Collective, Fort Worth, TX
2015 AMERICANA ART7 Community Gallery, Fort Worth, TX
2014 FALL GALLERY NIGHT, RACE STREET, Race St, Fort Worth TX
2014 ART7 PREMIER ART7 Community Gallery, Fort Worth, TX
2013 RACE STREET 108 Riverside Arts District, Fort Worth, TX
2013 ARTSCENTER10 INVITATIONAL Fort Worth Community Arts Center, Fort Worth, TX

2013 TEXAS AND THE WEST Fort Worth Central Library, Fort Worth, TX
2012 NORTH LAKE COLLEGE ART FACULTY 2012 EXHIBITION North Lake College, Irving, TX
2012 AN ARTISTS' CHRISTMAS Camp Fire, Fort Worth, TX
2012 EASL ART HEIST, BRIT, Fort Worth TX
2012 BEST OF THE BIENNIAL, Fort Worth Community Arts Center, Fort Worth TX
2011 ARTNFORM, ARTnForm Gallery, Fort Worth, TX
2011 9 x 12 WORKS ON PAPER SHOW Fort Worth Community Arts Center, Fort Worth, TX
2011 CONTEM?ORARIES, Fort Worth Central Library, Fort Worth, TX
2011 (WITHOUT YOU I AM NOTHING) ART AND ITS AUDIENCE, Contemporary Museum of Art, Chicago, IL
2010 AN ARTISTS' CHRISTMAS Campfire, Fort Worth, TX
2010 BEST OF THE BIENNIAL, Fort Worth Community Arts Center, Fort Worth, TX
2009 9 x 12 WORKS ON PAPER SHOW Fort Worth Community Arts Center, Fort Worth, TX
2009 ATC EXHIBITION Richmond Art Gallery, Richmond, BC, Canada
2009 LOOKING FORWARD, LOOKING BACK FWCAC, Fort Worth, TX
2008 9 x 12 WORKS ON PAPER SHOW Fort Worth Community Arts Center, Fort Worth, TX
2008 FRIENDS OF EASL Fort Worth Community Arts Center, Fort Worth, TX
2008 EASL ART HEIST Artspace 111, Fort Worth, TX
2008 NORTH LAKE COLLEGE FACULTY EXHIBIT NLC, Irving, TX
2008 ARTISTS AGAINST AIDS Fort Worth Community Arts Center, Fort Worth, TX
2008 PRESERVATIONS IS THE ART OF THE CITY FWCAC, Fort Worth, TX
2008 2008 BIENNIAL Fort Worth Community Arts Center, Fort Worth, TX
2007 SATURDAY NIGHT FEVER 500X, Dallas, TX
2007 ART IN THE METROPLEX Moody Gallery, TCU, Fort Worth, TX, Michael Duncan, Juror
2007 9 X 12 WORKS ON PAPER SHOW Fort Worth Community Arts Center, Fort Worth, TX
2007 4th FLOOR INVITATIONAL Lancaster Lofts, Fort Worth, TX
2007 WALK A MILE IN HER SHOES: A COMMENTARY Central Library, Fort Worth, TX; Anitra Blayton, curator
2007 VALENSHINE Arlington Museum of Art, Arlington, TX, Live Auction Artist
2006 9 x 12 WORKS ON PAPER SHOW, Fort Worth Community Arts Center, Fort Worth, TX
2006 BLACKWHITE (&GRAY) The Gallery at the University of Texas at Arlington, Arlington, TX
2006 ARTISTS AGAINST AIDS Fort Worth Community Arts Center, Fort Worth, TX
2006 4th FLOOR INVITATIONAL Lancaster Lofts, Fort Worth, TX
2006 BUILDING BLOCKS Fort Worth Community Arts Center, Fort Worth, TX
2006 5 x 7 Arthouse, Austin, TX
2006 FIRE&ICE Arlington Museum of Art, Arlington, TX
2005 FACULTY WORK North Lake College, Irving, TX
2005 9 x 12 FWCAC, Fort Worth, TX
2004 SHINE Arlington Museum of Art, Arlington, TX
2004 EASL FANTASY FURNISHINGS AND FETISHES Fort Worth Community Arts Center, Fort Worth, TX
2004 FACULTY ART El Centro College, Dallas, TX
2003 MARK MAKING Arlington Museum of Art, Arlington, TX; Anne Allen, curator
2003 RED/READ Carillon Gallery, TCC, Ft. Worth, TX; Chrystal Hall, curator
2002 INTERSTICE Carillon Gallery, TCC, Ft. Worth, TX
2002 HOME SWEET HOME Arlington Museum of Art, Arlington, TX

Bibliography

Glasstire.com. 14 Dec 2016/Barbara Koerble
FW Weekly, June 4, 2015, Jeff Prince
ARTLIES 49, Winter 2006, pg 110, ANNE ALLEN AND ELAINE TAYLOR: ENDURING PATTERN, Elizabeth Delaney
ARTLIES 53, Spring 2007, pp 101-2, BLACKWHITE(&GRAY) Kevin Bouchard
artdaily.org, various dates

Residencies

2011 Summer Residency, New Harbor, ME
2000-2002 Arlington Museum of Art, Arlington, TX
2001 Connemara, Dallas, TX
2001 Albany ISD, Albany, TX
1999 Rivendell Art Residency, New Paltz, NY

Juror/Judge

2016 16th Annual Connection Members Show, Irving Arts Center
2016 Arlington Visual Arts Association Membership Exhibit
2016 Sunset Soiree, Bathhouse Cultural Center, Dallas
2013 Arlington Visual Art Association Membership Exhibit
2012 Granbury Art Association Membership Exhibit
2012 Visual Arts Society of Texas Annual Juried Members Exhibition
2012 Mid-Cities Art Alliance Annual Members Exhibition
2012 Main Street Arts Festival
2011 Art Institute of Fort Worth Student Exhibit
2011 Tarrant County College NW Campus Student Exhibit
2011 Art In The Square, Southlake
2010 North Texas Educators Association Exhibit
2010 Mayfest Student Exhibit
2009 DFW Art Exhibit

Professional Organizations

2005-present Texas Artists Coalition, Founder
2003-2016 Exhibition Advisory Panel, Chair/Liaison, Fort Worth Community Art Center
2002-present Fort Worth Art Dealers Association
2013 -2016 Emergency Artists Support League (EASL) President/Vice-President
2000-2003 Texas Commission for the Arts, Artists in Education
2000-2002 Artgrlz, Founder
2000-2001 Dallas Visual Arts Center
1999-2001 Texas Visual Arts Association
1999-2001 McKinney Avenue Contemporary
1999-2001 Victory Arts Center

Sally Packard

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Martha Peters

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Professor of Art, Texas Christian University, Emeritus
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817.515.1371

Flora Maria Garcia

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United Arts Of Central Florida
President & CEO
407.628.0333 x225

Elaine Taylor Statement

Throughout my artistic life there are several common threads: a call to the viewer to be aware of their surroundings, whether physical, social or geopolitical; a need to re-use and recycle; and a love of the minimal, best represented by the use of the circle or line.

Although my artwork is not blatantly political, it has been described as “subversive.” In some pieces, I try to draw attention to the physical space the work inhabits. My current work involves taking a photograph of a location, having that digital photograph printed and mounted, and then placing that photograph back in the site so that it overlaps and intersects the site, acting as an echo, a filter, or a place-marker for the original. The viewer must interact with the photo and the site, replacing the artist in the location in order to see the artwork as intended.

Other work, usually on a darker note, may comment on something in the social or political scene that has come to goad me to the point that I must manifest my discomfort in an actual artwork. Media is unimportant at this point, as I will use anything that speaks to and satisfies that discomfort.

Regardless of the intent of the artwork, a lot of my art involves reclaiming or reusing material, in particular wood in its natural state. Paired with stone, sometimes with text, these works satisfy a deep need in me to connect to the earth. While I will happily use new materials and be thoughtlessly selfish as to harm to the environment if necessary for an artwork, I do try to be more thoughtful as a rule.

I've worked with circles, spheres and spirals for most of my artistic life. To me, the circle represents the infinite in the largest sense. And yet these shapes also carry baggage from the intimate personal interpretation of each viewer.

In a continuation of a long tradition of sculptors, I have explored various methods of drawing and painting as studies and as an outlet on their own that is not satisfied by the expressions of sculpture. These works spring from and prepare for the works in three dimensions. They feed each other and allow me to work out the visual dilemmas that would otherwise be trapped in my mind.

Elaine Taylor

Elaine Taylor References

Sally Packard

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Flora Maria Garcia

FloraMaria@UnitedArts.cc

United Arts Of Central Florida

President & CEO

407.628.0333 x225

Elaine Taylor
A Successful Result
Teaching Philosophy

As a teacher, my goal is for students to succeed in their academic and professional careers. I understand that students have different histories, and that they come to college with different skill levels and maturity. Art students may have excelled at art throughout their school careers or they may be exploring art for the first time. They may be fresh out of secondary school when they initially come to university, or they could be older, returning students, exploring new direction in their lives. The challenge, as I see it, is to engage this diversity of students while teaching the same coursework to all.

I work with students at their level, whatever it is, while pushing them to reach beyond it. Students learn at different paces and with different learning styles. I teach to multiple learning styles through lecture and demonstration, with student exercises and projects, group projects and critiques, and written instructions. I teach the why of a technique, skill or safety measure, to reach those who need to understand the background, complete with all the steps, so that it makes sense to them.

In my opinion, foundation-level art classes need to emphasize the use of tools, techniques and processes, the development of ideas and the historical placement of works and ideas. Students need a basic understanding of the principles and elements of design in 2D and 3D, the techniques necessary to utilize them, and their historical significance. I believe drawing is fundamental to all art programs; drawing teaches observation, provides insight into composition, and guides explorations of value. These are all skills that will serve students well no matter what media they end up working in. Craftsmanship has to be central to the foundation curriculum, to start students on a path of attention to detail and finesse.

As a student progresses, I feel that emphasis should be placed on concepts, and the development of their own personal style as suited for their goals. Intermediate students need to be challenged past what they think they know. They also need to be introduced to more varied media, to Western and Eastern art history, and to a range of contemporary artists, art movements and ideologies.

I believe advanced students should be immersed in an environment of ideas and images. They need feedback on their concepts and technical assistance with realizing their ideas. They should be proficient in techniques they use most often, while encouraged to remain open to new methods.

Each semester's classes are different, as syllabi need to be adjusted for curriculum changes, or changes in technology, or to try new things I've learned myself through my own continuing education. Even so, some of my teaching procedures remain constant.

For studio courses, I generally have written instructions, either handouts or online, followed by hands-on demonstrations and examples. Students are expected to present several versions of proposed works in visual form, and are then given feedback and technical assistance throughout the creative process. Each assignment, each technique, builds on the previous.

In lecture courses, I use PowerPoint presentations, videos and online information. I try to incorporate at least some hands-on creation in my lecture courses, as I think that it helps to connect information to a concrete form, and it makes it fun.

Regardless of whether I am teaching a studio course or a lecture course, I require students to investigate the works of other artists through presentations and discussions, through research, and through viewing exhibitions. I expect students to acquire and use the vocabulary relevant to the course. Every student should show improvement in technical abilities as the semester progresses. There are always set parameters for each assignment, with more decisions left to the student as they advance. I require students to explore current issues, autobiographical issues and other areas of their environment in their artworks. All students are strongly encouraged to meet the deadlines for each assignment.

I find a great deal of satisfaction in watching a student blossom in their skills and their creativity. I feel like I had a part in that development, by inspiring students with intriguing assignments, and by encouraging their growth as creative artists.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the 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 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6.

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 Summer Dorr, to the full-time, nine-month, 164-day, exempt appointment as Humanities Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

May 22, 2017

Ms. Summer Dorr
PO Box 194
Madrid, NY 13660

Dear Ms. Dorr:

Pending approval by the North Country Community College Board of Trustees at their June 2017 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 2017-2018 academic year. Faculty members are expected to report on August 21, 2017.

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 Rank A5 Step 6 on Schedule C of the 2010-2015 CBA, which is \$37,450.

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 and 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 5, 2017.

Sincerely,

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

Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

SUMMER DORR

44 Pierrepont Ave., Morey 138
Potsdam, NY 13676
dorrsj@potsdam.edu / 315-261-2542

EDUCATION

University of Alaska Fairbanks—Fairbanks, Alaska
Master of Arts, English (anticipated Spring 2017)

University of New Orleans—(International) Low Residency Program
Master of Fine Arts, Creative Writing, emphasis in Screenwriting (2011)

TEFL certificate, Bridge-Lingetech (2007)

Flagler College—St. Augustine, Florida

Bachelor of Arts, Communication, emphasis in Broadcast Journalism, minor in Advertising (2004)

TEACHING EXPERIENCE

Adjunct Instructor, State University of New York at Potsdam

COMP 309, Screenwriting I (Independent Filmmaking), 4 credits (scheduled for Spring 2017)

COMP 302, Fiction Workshop I (Novel Writing), 4 credits (scheduled for Spring 2017)

COMP 202, Introduction to Creative Writing, 4 credits (Spring 2016, Fall 2016)

COMP 101, Writing & Critical Thinking, 4 credits (Fall 2015 x2, Spring 2016, Fall 2016)

LITR 100, Introduction to Literature, 3 credits (Fall 2016)

Adjunct Instructor, State University of New York at Canton

ENGL 309, Journalism, 3 credits (schedule for Spring 2017)

ENGL 101, Composition & the Spoken Word, 3 credits (Fall 2016x2, scheduled for Spring 2017)

Teaching Assistant, University of Alaska Fairbanks

ENGL 111, Introduction to Academic Writing, 3 credits (Fall 2014, Spring 2015)

Writing Tutor, UAF Writing Center & Rural Student Services—Fairbanks, Alaska (2005-06; 2014-15)

ESOL Instructor, Catholic Charities—Jacksonville, Florida (2012)

ESOL Instructor, One English Academy—Santiago, Chile (2008)

TEFL Teacher, Chilean Ministry of Education—Coyhaique, Chile (2007)

COMPLETED WORK

Dissection of an Olive (a produced, feature-length film), 2010.

WORKS IN PROGRESS

And Then Okay (a completed screenplay, in need of funding to become a feature-length film)

Make Pretend Life (a work of fiction, anticipated to become a novel)

Refugees in Adjust (a documentary project, in delayed-preproduction, in need of funding)

RECEIVED

DEC 23 2016

ACADEMIC AFFAIRS

“The Perimeters of Familial and Peripheral Affection, Examples with *The Metamorphosis*, *The Sooterkin*, and “A Very Old Man with Enormous Wings” (a critical essay)

“Theme Interpretation and Cinematic Adaptation, An Example with Gogol’s “The Overcoat”” (a critical essay)

MEDIA EXPERIENCE

Videographer/Photographer, Emmaus—India (scouting trip scheduled for 1/9 to 1/19/2017)

Freelance Writer/Photographer, *Juneau Empire*, daily newspaper—Juneau, Alaska (2014)

Videographer/Photographer, Project for Hope, nonprofit—Guatemala (2014)

Videographer/Photographer, 12x12 Love Project, nonprofit—Guatemala (2012-2013, 2014)

Contributing Writer/Photographer, *Biddeford-OOB-Saco Courier*—Maine (2013)

Videographer/Grant Writer, Catholic Charities—Jacksonville, Florida (2013)

Music Host, North Country Public Radio—Potsdam/Canton, New York (2010-2011)

Radio DJ, WPDM/WSNN—Potsdam, New York (2009)

Account Executive, KFMG & KSRJ, FM Radio Stations—Juneau, Alaska (2001-2004, 2005)

Staff Writer, *Watertown Daily Times*, daily newspaper—Massena/Canton, New York (2004-2005)

REFERENCES

Dr. Richard Henry

Professor/ Director BFA in Creative Writing, SUNY Potsdam

henryrm@potsdam.edu, 315-267-2010

Dr. Donald McNutt

Associate Professor/ SUNY Potsdam English & Communication Department Chair

mcnuttdj@potsdam.edu, 315-267-2005

Dr. Richard Carr

Associate Professor / UAF English Department Chair

rcarr@alaska.edu, 907-474-6361

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of Deanne Smith, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$41,350, and at Rank A5, Step 8.

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 Deanne Smith, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$41,350, and at Rank A5, Step 8. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE TICONDEROGA

May 26, 2017

Ms. Deanna Smith
PO Box 185
Bombay, NY 12914

Dear Ms. Smith:

Pending approval by the North Country Community College Board of Trustees at their June 2017 meeting, I am pleased to offer you an temporary, full-time, nine-month (164 days) exempt appointment as Nursing Instructor, for a one year term for the 2017 / 2018 academic year. Faculty members are expected to report on August 21, 2017.

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 Rank A5 Step 8 on Schedule C of the 2010-2015 CBA, which is \$41,350.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Malone. Your department chair will be the 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 16, 2017.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

Deanna L. Smith, RN BSN
PO Box 185
Bombay, NY 12914
(518)420-9065
dsmith@nccc.edu

Tara A. Smith, MHRER, PHR, SHRM-CP
Human Resources Specialist / Title IX Coordinator
North Country Community College
23 Santanoni Avenue
P.O. Box 89
Room 156
Saranac Lake, NY 12983

Dear Ms. Smith:

I am writing to express my interest in the full-time position as an instructor in the Nursing Department. As an adjunct faculty member, I am excited at the prospect of joining the faculty on a full-time basis to teach a diverse group of learners, mentor students, and develop innovative, effective methods of teaching Nursing courses. I am passionate about nursing and bring that energy into the classroom, encouraging my students to incorporate content into their practice and their critical thinking process.

My professional background includes experience in teaching students, clients, and staff from diverse backgrounds, developing training and in-service curricula, and a variety of nursing experience. I have demonstrated the ability to successfully coordinate projects in collaboration with other members of multidisciplinary teams to promote positive outcomes for students, patients, and employees.

My experience and education, when combined with my effective communication and management skills, have made me an effective educator. I have successfully developed and implemented lesson plans, assessment and evaluation tools, and learning exercises to promote student achievement.

The enclosed resume details my professional experience and educational background. I would like to bring this education and experience to North Country Community College on a full-time basis, so we may continue to work together to promote positive student outcomes in an efficient and effective manner. Should you have any questions, please do not hesitate to contact me at (518)420-9065 to schedule a meeting.

Thank you very much.

Deanna L. Smith, RN BSN

Deanna Smith, RN

PO Box 185
Bombay, NY 12914
518-420-9065

NYS License # 632417

Objective

Instructor committed to planning and implementing instruction designed to promote student attainment of knowledge, application of knowledge to practice, and the development of critical thinking skills seeking a position as a full-time instructor in the Nursing Program.

Work Experience**Adjunct Instructor of Nursing**

1/2017 to present, North Country Community College, Malone, NY

- Collaboratively teach Nursing 204 with other faculty members to promote a consistent and interactive learning experience to students
- Design and develop lesson plans in accordance with the syllabus and college objectives to promote student learning while promoting individual student responsibility in the learning process
- Encourage and facilitate student development of goals, studying and testing strategies, and critical thinking skills necessary for practice as a Registered Professional Nurse

Sales Representative

11/2016-present, Lincare, Ogdensburg, NY

- Consult with local healthcare providers regarding use of home respiratory equipment, medication administration devices and durable medical equipment
- Independently prioritize and schedule sales calls, while consistently meeting or exceeding sales goals
- Educate clients, assess and identify needs via chronic disease management program

Director of Patient Services/Administrator

3/2015-11/2016, Alice Hyde Assisted Living Program

- Perform and supervise quality assurance/process improvement duties and report on ongoing Quality Assurance efforts to senior management
- Administer Human resources functions such as clinical supervision, developing and implementing staffing budgets, hiring, evaluating, and retaining employees
- Case management duties to include coordination of admissions and discharges, development and implementation of care plans, and individualized service plans
- Perform assessments according to the Uniform Assessment System to identify appropriate resource utilization to optimally meet the needs of the individual
- Work collaboratively with social work and case management at various facilities to coordinate admissions/discharges, and determine appropriate level of care for residents and community members

Healthcare Specialist/Center Manager

8/2010 – 3/2015, Lincare, Ogdensburg, NY

- Perform quality assurance/risk management duties including audits, and clinical evaluations of nurses and respiratory therapists in New York, Connecticut and Vermont
- Administer Human resources functions such as advertising positions, hiring, training, orientation of new employees regarding clinical duties, policies and procedures, and employee health
- Independently prioritize and schedule trainings, audits, and other management duties
- Supervise staff in the provision of superior patient care while improving the profitability of the business

- Provide extensive education to clients regarding disease processes, medications, medical equipment and other aspects of the therapeutic regimen
- Educate local home health care providers regarding use of home respiratory equipment, medication administration devices and durable medical equipment.
- Independently prioritize and schedule client visits while consistently meeting or exceeding clinical goals
- Perform clinical evaluations and feedback to licensed practical nurses in Connecticut
- Participate in continuing education to stay current on advances in treatment methodologies and equipment

Medicaid Obstetrical and Maternal Services Coordinator

1/2010 – 10/2010, Planned Parenthood of the North Country NY, Malone, NY

- Managed all phases of care for pregnant women, including assistance with successful completion of Medicaid applications, improving access to routine prenatal care, smoking cessation assistance, and routine focused physical and psychosocial assessments with needs identification
- Generated and monitored client referrals to community based organizations and healthcare providers based on needs assessment
- Built solid, trusting relationships with clients and families, generating positive PR through extra efforts in care and one-on-one communications
- Collaborated with multidisciplinary team members, working closely with physicians, nurses, and mental health counselors to formulate, implement and modify individual care plans
- Provided community-based education programs to promote positive pregnancy outcomes
- Compiled and reported statistics regarding client care and outcomes for the completion of grant applications and funds disbursement

Education

5/2015 State University of New York at Canton

- Bachelor of Science, Nursing with Highest Honors

5/2010 North Country Community College, Malone, NY

- AAS Professional Nursing with Honors

5/2005 North Country Community College, Malone, NY

- Certificate of Practical Nursing with Business Administration Dual Major with Honors

References

- Michael Shephard, RN MS FNP, Associate Professor of Nursing, North Country Community College-23 Santanoni Ave., PO Box 89, Saranac Lake, NY 12983 (518)354-5252 ext 1320
- Tana Hare, RN BSN, Nursing Faculty, North Country Community College- 23 Santanoni Ave, PO Box 89, Saranac Lake, NY 12983 (518)891-2915 ext 1321
- Anna McPherson, RN, Director of Patient Services, Alice Hyde Assisted Living Program-45 Sixth Street, Malone, NY 12953 (518)481-8402

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second 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 2017/2018 academic year, at an annual salary of \$50,125, and at Rank A5, Step 13A.

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 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 2017/2018 academic year, at an annual salary of \$50,125, and at Rank A5, Step 13A.

This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE TICONDEROGA

May 26, 2017

Jennifer Barrett
206 St. John's Place
Plattsburgh, NY 12901

Dear Jennifer:

Pending approval by the North Country Community College Board of Trustees at their June 2017 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 2017/2018 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 21, 2017.

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 Rank A5 Step 13A on Schedule C of the 2010-2015 CBA, which is \$50,125.

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 16, 2017.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second 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 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6.

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 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 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016-17 | 77

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE . TICONDEROGA

May 26, 2017

Chad Czelusniak-Serviss
79 Glenwood Dr
Saranac Lake, NY 12983

Dear Chad:

Pending approval by the North Country Community College Board of Trustees at their June 2017 meeting, I am pleased to offer you a temporary, full-time, exempt appointment as Business /CIS Instructor, for a one-year period for the 2017/2018 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 21, 2017.

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 Rank A5 Step 6 on Schedule C of the 2010-2015 CBA. The annualized base pay for this grade/step is \$37,450.00.

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 will be Lynne Kemp. Your area supervisor will be Joe Keegan, Vice President for Academic Affairs.

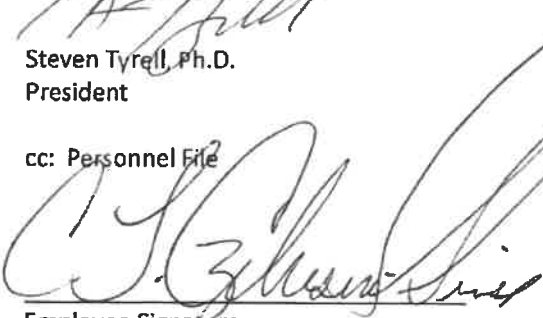

If you have any questions regarding this appointment or related questions regarding benefits, please contact your supervisor or the HR/Payroll department.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 16, 2017.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the third temporary appointment of Kent Egglefield, to the full-time, twelve-month, 221-day, exempt appointment as Women’s Soccer and Lacrosse Coach and Athletic Program Assistant for a one year term effective with the 2017/2018 academic year, at an annual salary of \$45,211, and at Rank A6, Step 5.

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 Kent Egglefield, to the full-time, twelve-month, 221-day, exempt appointment as Women’s Soccer and Lacrosse Coach and Athletic Program Assistant for a one year term effective with the 2017/2018 academic year, at an annual salary of \$45,211, and at Rank A6, Step 5. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016-17 | 78

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

May 30, 2017

Kent Egglefield
101 Roscoe Road
Elizabethtown, NY 12932

Dear Kent:

Pending approval by the North Country Community College Board of Trustees at their June 2017 meeting, I am pleased to offer you a temporary, full-time, twelve month (221 days), exempt appointment as Women's Soccer and Lacrosse Coach and Athletic Program Assistant, for a one year term for the 2017 – 2018 academic year. This will be your third 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. Your pay grade for this appointment is determined using a calculation based on the NCCCAP contract for 164-day employees. Should you accept this position, your pay grade for this appointment is Rank A6 Step 5 on Schedule C of the 2010-2015 CBA, which is \$33,550. Your 164-day per diem rate is \$204.57. Since you are contracted for 221 days, your per diem rate equals \$11,661 over \$33,550 for this appointment. As such, your annual salary as a 221-day employee is \$45,211.

While you may be assigned duties at a variety of locations, your base campus assignment will be Saranac Lake. Your immediate supervisor is Chad LaDue, Director of Athletics. Your area supervisor is Joe Keegan, Vice President for Academic Affairs.

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 16, 2017.

Sincerely,

Steven Tyrell, Ph.D.
President

Cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second 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 2017/2018 academic year, at an annual salary of \$40,375, and at Rank A5, Step 7A.

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 Tana Hare, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$40,375, and at Rank A5, Step 7A. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016-17 | 79

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE . MALONE . TICONDEROGA

May 26, 2017

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 2017 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 2017/2018 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 21, 2017.

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 Rank A5 Step 7A on Schedule C of the 2010-2015 CBA, which is \$40,375.

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 will be the 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.

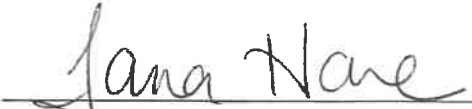
To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 16, 2017.

Sincerely,



Steven Tyrell, PhD.
President

cc: Personnel File



Tana Hare
Employee Signature

6.5.17
Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second 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 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6.

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 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 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6.
This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016-17 | 80
JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

May 26, 2017

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 2017 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 2017/2018 academic year. Your time will be split at 60% Instructor of Social Sciences and 40% Learning Assistance Coordinator. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 21, 2017.

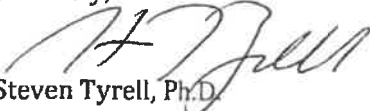
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Rank A5 Step 6 on Schedule C of the 2010-2015 CBA, which is \$37,450.

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 16, 2017.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the temporary appointment of Susan Steen, to the full-time, nine-month, 164-day, exempt appointment as Science Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6.

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 Susan Steen, to the full-time, nine-month, 164-day, exempt appointment as Science Instructor for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016-17 | 81

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

June 8, 2017

Dr. Susan Steen
PO Box 4
Saranac Lake, NY 12983

Dear Dr. Steen,

Pending North Country Community College Board of Trustees approval at their June 2017 meeting, I am pleased to offer you a temporary, full-time, nine-month (164 days), exempt appointment as Science Instructor for a one year term for the 2017/2018 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 21, 2017.

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 as a 164 day employee is Rank A5 Step 6 on Schedule C of the 2010-2015 CBA, which is an annualized base salary of \$37,450.

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

To acknowledge the terms of your appointment, please sign and return this Letter of Appointment no later than June 16, 2017.

Sincerely,


Steven Tyrell, Ph.D.
President

cc: Personnel File


Employee Signature

6/12/2017
Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Academic Affairs recommends the second 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 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6.

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 Lisa Williams, to the full-time, nine-month, 164-day, exempt appointment as LAC Coordinator for a one year term effective with the 2017/2018 academic year, at an annual salary of \$37,450, and at Rank A5, Step 6. This position is currently funded in the 2017/18 operating budget. In accordance with the current NCCCAP agreement Article VII-Appointment and Promotions, this appointment will expire at the conclusion of the 2017/18 academic year and will not be renewed.

2016-17 | 93
JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE · MALONE · TICONDEROGA

May 26, 2017

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 2017 meeting, I am pleased to offer you a temporary, full-time, exempt appointment as Learning Assistance Coordinator, for a one-year period for the 2017/2018 academic year. This will be your second consecutive temporary appointment. Faculty members are expected to report on August 21, 2017.

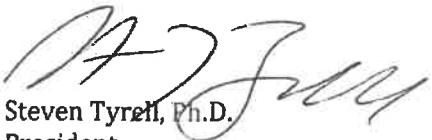
As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Rank A5 Step 6 on Schedule C of the 2010-2015 CBA, which is \$37,450.

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 16, 2017.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File

Employee Signature

Date

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Promotions Committee recommends Jerrad Dumont for promotion from Technical Specialist to Instructor effective September 1, 2017,

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 promotion of Jerrad Dumont for promotion from Technical Specialist to Instructor effective September 1, 2017 at Rank A5, Step 5A at \$49,152.61 for 2017-2018. This position is currently funded in the 2017-2018 operating budget.

2016-17 | 82

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

June 6, 2016

Mr. Jarred Dumont
87 Santanoni Ave
Saranac Lake, NY 12983

Dear Mr. Dumont:

Congratulations on your promotion from your current Technical Specialist level rank to the Instructor level rank. Your promotion will take effect September 1, 2017.

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 promotion, your base salary will be \$49,152.61 plus any subsequent negotiated contractual change in salary. For reference purposes, you will be considered at Rank A5 Step 5A on Schedule C of the 2010-2015 CBA.

To acknowledge receipt of this promotion notice, please sign and return this notice no later than June 23, 2017.

Sincerely,

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

Steven Tyrell, Ph.D.
President

cc: Personnel File

Signature

Date

Jerrad W. Dumont

87 Santanoni Avenue
Saranac Lake, NY 12983

518-651-4694
jdumont@nccc.edu

Education-----

Master's in Organizational Leadership

September 2013 Columbia Southern University Orange Beach, AL

Bachelor of Arts in Criminal Justice

May 2009 Plattsburgh State University Plattsburgh, NY

Associates in Humanities & Social Sciences

May 2005 North Country Community College Saranac Lake, NY

Professional Experience-----

Athletic Facilities Manager/Event Coordinator

08/2010- Present North Country Community College Saranac Lake, NY

- Assist with the development of an annual budget for Sparks Athletic Complex
- Hire/Delegate responsibilities to more than 25 staff including facility supervisors, lifeguards, event workers, and athletic department work-study students.
- Schedule and negotiate contracts with external groups for use of Sparks Athletic Complex
- Develop training programs and train staff on the use of equipment and policies
- Conduct periodic inspection of equipment and supplies for Sparks Athletic Complex
- Coordinate the purchase of equipment and supplies for Sparks Athletic Complex
- Coordinate internships with students of North Country as well as other institutions (SUNY Canton)
- Collaborate with Presto Sports on the creation of the new North Country athletics website (2013)

Head Women's Basketball Coach

08/2007-Present North Country Community College Saranac Lake, NY

- 2014-2015 NJCAA Region III Coach of the Year/Mountain Valley Conference Coach of the Year
- 2010-2011 NJCAA Region III Coach of the Year/Mountain Valley Conference Coach of the Year
- Developed/Maintained a recruiting database to help formulate a competitive roster each season based on retention + recruiting
- Plan & run daily practices; scout and prepare for games
- Oversee my athletes academically through the Athlete Mentoring Program
- Maintain a 30,000 dollar annual team budget with respect to scheduling, recruiting, and scouting
- Fundraised over 45,000 dollars in 8 years with the program
- Closely follow guidelines set forth by the NJCAA, Mountain Valley Conference, and North Country Community College

Physical Education Instructor

9/2013-Present North Country Community College Saranac Lake, NY

- Develop syllabi and maintain a grading system for each individual class
- Instruct various physical education classes including volleyball, physical conditioning and golf

Player/Leadership Experience-----

Captain-Plattsburgh State University Men's Basketball team 2006-07

NCAA Tournament 2nd Round & SUNYAC Champions 2006-07

Plattsburgh State Alumni Association Unsung Hero Award Winner 2006-07

NCAA Tournament 1st Round & SUNYAC Champions 2005-06

North Country Community College Athlete of the Year 2004-05

Captain- North Country Community College Men's Basketball + Soccer Team 2004-05

Additional Professional Activities & Certifications-----

NYS Pool Certification/ CPR & First Aid Certified

Suicide Prevention Trainer

August 2010

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Promotions Committee recommends Shir Filler for promotion from Associate Professor to Professor effective September 1, 2017,

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 promotion of Shir Filler for promotion from Associate Professor to Professor effective September 1, 2017 at Rank A2, Step 14A at \$65,725 for 2017-2018. This position is currently funded in the 2017-2018 operating budget.

2016-17 | 83

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



1000 STATE STREET, MALDEN, NEW YORK 12548

June 6, 2016

Ms. Shir Filler
751 Coldbrook Road
Bloomingdale, NY 12913

Dear Ms. Filler:

Congratulations on your promotion from Associate Professor to Professor. Your promotion will take effect September 1, 2017.

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 promotion, your base salary will be \$65,725 plus any subsequent negotiated contractual change in salary. For reference purposes, you will be considered at Rank A2 Step 14A on Schedule C of the 2010-2015 CBA.

To acknowledge receipt of this promotion notice, please sign and return this notice no later than June 23, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "STY", written over a horizontal line.

Steven Tyrell, Ph.D.
President

cc: Personnel File

Signature

Date

SHIR FILLER

Home: 751 Cold Brook Rd., Bloomingdale, NY 12913 (518) 891-6755
Office: North Country Community College, Room S-09
23 Santanoni Ave., Saranac Lake, NY 12983
(518) 354-5217 -- sfiller@nccc.edu

Academic Preparation

M.A. in Creative Writing and Literature
New York University, May 1995
Recipient of one of five annual fellowships in fiction

B.S. in Earth, Atmospheric, and Planetary Sciences
Massachusetts Institute of Technology, May 1988
Minor in writing

Professional Experience

- January 1998 to present **ASSOCIATE PROFESSOR OF ENGLISH (2011 to present; Assistant Professor 2005 to 2011; Instructor 1998 to 2005)**
North Country Community College, Saranac Lake, NY
- Teach all levels of English Composition as well as Critical Thinking, Literature, and Humanities classes.
 - Taught pilot ENG101 class at FCI Ray Brook in fall 2015, also volunteered at prison re-entry events. Received Volunteer of the Year award from FCI. Planning to teach ENG101 at FCI and Adirondack Correctional Facility in spring 2017 as part of Second Chance Pell program.
 - Regularly teach online courses; was one of the first to use the Moodlerooms platform.
 - Advise students in AA Liberal Arts and AAS Individual Studies degree programs, as well as other programs as needed.
 - Participate in and lead college committees and student activities:
 - Quality Control Officer of Curriculum Committee (2016 to present).
 - Vice president of NCCC Association of Professionals (2016 to present)
 - Member of Diversity Task Force (2017)
 - Helped edit Middle States Periodic Review Report in 2016; co-chaired Middle States Steering Committee; edited/wrote Middle States Self-Study (2011).
 - Former chair (2011-2014) of College Senate Long-Range Planning and Budget Committee.
 - Edited and published *The Northern New Yorker*, a yearly color journal of student writing and art (1998- 2013). Currently helping students to establish a biweekly newspaper in Saranac Lake.
 - As chair of Senate Assessment Committee, coordinated creation of College-Wide Goals for Student Learning (2011).
 - Past member College Senate Executive Committee, Curriculum Committee, NCCCAP Promotions Committee, and College Success Program Committee; chaired General Education Assessment Committee, Task Force to create College-Wide Attendance Policy, and Developmental Education Action Team. Helped establish chapter of Phi Theta Kappa in 1999 and served as advisor spring 2010 to 2013 and 1999-2003. Participated in and chaired multiple college-wide search committees.

August 2014
to present

HUMANITIES DEPARTMENT COORDINATOR/CHAIR

North Country Community College, Saranac Lake, NY

- Create semester course schedules, taking into account the needs and schedules of all programs (since all students are required to take English Composition and many students also need developmental writing).
- Create department budget, balancing college finances with departmental needs, such as staging for performing arts in Malone and pay for adjuncts to be involved in critical activities such as assessment and updating of course outlines.
- Hire, evaluate, and mentor 13 or more adjunct faculty members on three campuses per semester and now, additionally, at four prisons.
- Coordinate creation of course assessment plans and execution of assessments as well as closing the loop with lessons learned for better instruction.
- Work with department to update course outlines and create new courses and potentially a new program with a concentration in English to better serve students.
- Work with department to create resources for Bridge instructors and all department faculty to better ensure consistent instruction and assessment.
 - Facilitated on-campus workshop for department faculty and College Bridge instructors.

September 2011
to June 2013
September 2004
to January 2009

ASSESSMENT COORDINATOR

North Country Community College, Saranac Lake, NY

- Facilitated all college-wide assessment initiatives in collaboration with Vice President of Academic Affairs, College Senate and College Senate Assessment Committee.
- Assisted departments and program leaders in the development of assessment plans and strategies as well as coordination of program reviews.
- Worked with college community to interpret assessment results and use them to improve instruction.
- Coordinated the writing, execution, and revision of NCCC's SUNY General Education Assessment Plan.
- Chaired interdisciplinary task force to review and revise AAS Individual Studies program. Shepherded revised program through to adoption (2007-2009).

February 2005
to January 2008

MEMBER SUNY DISCIPLINE PANEL IN CRITICAL THINKING

State University of New York System, Albany, NY

- Helped create assessment rubric to be utilized throughout SUNY for Strengthened Campus-Based Assessment of critical thinking.
- Conducted workshops at three SUNY campuses to train faculty in use of the rubric.

July 1996 to
December 1997

MANAGING EDITOR

The Lake Placid News, Lake Placid, NY

- Edited, wrote for, and laid out weekly newspaper (circ. 3,300).
- Supervised two reporters, a photographer, and several freelancers.

1992-1997 **ADJUNCT INSTRUCTOR, EDITOR, WRITER, AND TUTOR**
North Country Community College, Saranac Lake, NY
New York University, New York, NY
Adirondack Daily Enterprise, Saranac Lake, NY
John Jay College Of Criminal Justice, New York, NY

Publications

- February 2015 **Guest Essay: "Students Learn Valuable Lessons at Community Colleges"**
Published in *Glens Falls Post-Star* and *Adirondack Daily Enterprise*
- May 2006 **"Reading *Lolita* in Tehran leads to Reading, Writing, Drawing, Painting, Sewing and Thinking in Saranac Lake, New York"**
Published in *Teaching English In The Two-Year College (TETYC)*
Awarded prize for best TETYC article of 2006
- September 2006 **The SUNY Community Colleges: An Oral History of the First 30 Years**
Published online by SUNY
- December 2006 **Review of *Meaning-Centered Grammar* by Craig Hancock**
Published in *TETYC*
- May 1999 **"Fantastic Projects"**
Published in *Innovation Abstracts*

Presentations

- April 2016 **Inmate Re-Entry Workshop at FCI Ray Brook**
Worked with other college personnel as well as FCI staff and inmates to present the benefits and possibilities of college education as part of a larger re-entry program that included organizations from across the country. Workshop was built on experience teaching at FCI in fall 2015 (and in the early 1990's) as well as personal research, and included student and audience participation.
- September 2011 **"Assessment-Driven Knowledge: Curricular Alignment"**
Facilitated workshop for NCCC faculty with Monroe CC Coordinator of Assessment and Program Review Michael Heel and Paul Smith's College Dean of Curriculum and Student Learning Gail Sheffield.
- February 2007 **"Strengthened Campus-Based Assessment of Critical Thinking"**
Workshop on using faculty-developed rubric to assess critical thinking, presented to faculty from around the state at SUNY Canton, Hudson Valley Community College, and SUNY Cortland.
- September 2005 **"Rita Smilkstein's 'Natural Human Learning Process'"**
Instructional workshop presented to NCCC faculty.
- February 2005 **"Communication Across the College"**
Facilitated workshop with SUNY Albany Professor Craig Hancock for NCCC faculty on teaching writing across disciplines.

- January 2005 **“Teaching Critical Thinking Across the Curriculum”**
Daylong instructional workshop presented to NCCC faculty.
- October 2001 **“Teaching that Moves”**
Workshop on using physical movement in classroom instruction presented, with Elinor Mattern,
at Cornell ICCD Successful Teaching Conference.

Recent Conferences Attended

- January 2017 Niagara University International Conference on Teaching and Learning
- January 2015 Onondaga Community College Workshop on Accelerated Learning Program (ALP) for
developmental courses
- October 2011 IUPUI National Assessment Institute at Indiana University
- April 2010 SUNY/Middle States Assessment Retreat and Workshop presented by Linda Suskie
- Dec. 2009, 2010 Middle States Commission on Higher Education Annual Conference
- June 2009 SUNY AIRPO – Assessment and Institutional Research Annual Conference
- April 2007 SUNY Council on Writing

Community Service

- Elected member of Saranac Lake Central School District Board of Education 2013-2015
Served several months on BOCES Board of Education 2014
Member Town of Franklin Scholarship Committee 2000-2012, chair 2000-2004

References

Cammy Sheridan, Social Science Dept. Coordinator
North Country Community College
23 Santanoni Ave., Saranac Lake, NY 12983
(518) 891-2915
csheridan@nccc.edu

Diane Fox, Superintendent of Schools
Saranac Lake Central School District
79 Canaras Avenue
Saranac Lake, NY 12983
(518) 897-1408
foxdia@slcs.org

Hedva Lewittes, Assoc. Prof. of Social Science
SUNY Old Westbury
P.O. Box 210,
Old Westbury, NY 11568-0210
516-876-3119 (office)
516-482-7895 (home)
516-445-7792 (cell)
lewittesh@oldwestbury.edu

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Promotions Committee recommends Tina LaMour for promotion from Assistant Professor to Associate Professor effective September 1, 2017,

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 promotion of Tina LaMour for promotion from Assistant Professor to Associate Professor effective September 1, 2017 at Rank A3, Step 7A at \$48,175 for 2017-2018. This position is currently funded in the 2017-2018 operating budget.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

June 6, 2016

Ms. Tina LaMour
15 Smallman Drive
Malone, NY 12953

Dear Ms. LaMour:

Congratulations on your promotion from Assistant Professor to Associate Professor. Your promotion will take effect September 1, 2017.

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 promotion, your base salary will be \$48,175 plus any subsequent negotiated contractual change in salary. For reference purposes, you will be considered at Rank A3 Step 7A on Schedule C of the 2010-2015 CBA.

To acknowledge receipt of this promotion notice, please sign and return this notice no later than June 23, 2017.

Sincerely,

A handwritten signature in cursive script, appearing to read "S. Tyrell".

Steven Tyrell, Ph.D.
President

cc: Personnel File

Signature

Date

TINA M. LAMOUR

15 Smallman Drive, Malone, NY 12953 ~ (518) 651-6710 ~ tina.lamour@yahoo.com
www.tinalamour.com

EDUCATION

MFA, University of Colorado, Boulder, CO, 2007
Major Field: Sculpture, Minor Field: Printmaking
Master's Thesis: *Reconciling the Past*
BFA, SUNY Plattsburgh, Plattsburgh, NY, 2004

SOLO EXHIBITIONS

Reflections, Gallery 393 Above, Malone, NY, 2010
Disordered Memory, Lycoming College Art Gallery, Snowden Library, Williamsport, PA, 2009

EXHIBITIONS

Open Juried Art Exhibit, North of Adirondacks Artists Gallery, Malone, NY, 2015
Best of Show Award, Juror: Ken Wiley
Opening Doors, Flanagan Hotel, Malone, NY 2014
Lines and Colors, Pouring Light Studio, Malone, NY, 2014
SUNY Faculty Show, SUNY Albany, Albany, NY, 2014
Dichotomies: Traces and Places, Northcutt Steele Gallery, Billings, MT, 2013, print collaboration
with O. Gustavo Plascencia, photographer
Mixed Nuts, Faculty Exhibition, NCCC, Malone, NY, 2012
Brand New Day, Gallery 393 Above, Malone, NY, 2009, Juror: Aislinn Leggett,
Montreal, QC, 1st Place Award
Creative Artists Celebrate, Foothills Art Society, Reteshinka Hall, Malone, NY, 2009
Night of the Arts, NCCC, Malone, NY, 2008
Snap to Grid, LACDA, Los Angeles, CA, 2007
Outside In, UCB Art Gallery, MFA Exhibition, Boulder, CO, 2007
Insurgence, CHAC Gallery, Denver, CO, 2007
Graduate Exhibition, The Dairy Center, Boulder, CO, 2007
One Night Stand, The Factory on 5th, Albuquerque, NM, 2007
In Through the Dog Door, Context Gallery, Boulder, CO, 2006
Cultural Signs 2, Instituto de Artes, Columbia, Medellin – Boulder, CO, 2006
INKLANDIA, Purdue University, West Lafayette, IN, 2006
Facts About Your World, University of Arizona, Tucson, AZ, 2006
A Many Colored Spectacle, University of Wisconsin, Madison, WI, 2006
Visualizations Without Borders, Universidad Nacional, Xochomilco, Mexico, 2006
Visualizations Without Borders, Escuela Nacional De Artes, Xochomilco, Mexico, 2006
World Art Annual, Lessedra Gallery, Sofia, Bulgaria, 2005
The Seven Ages of Man, University of Arizona, Tucson, AZ, 2005
Annual Open Show, Spark Gallery, Denver, CO, 2005
Sixteen Sense, Bluseed Studios, Saranac Lake, NY, 2004
BFA Exhibition, SUNY Plattsburgh, Plattsburgh, NY, 2004
Fine Art, Fun Art, Quelle! Gallery, Lake Placid, NY, 2003
North Country Regional Juried Art Show, SUNY Potsdam, Potsdam, NY, 2003
Sixteen Sense, Bluseed Studios, Saranac Lake, NY, 2003
Best of Show, SUNY Albany, Albany, NY, 2003
Under the Influence, Arrowmont School, Gatlinburg, TN, 2003

RELATED EMPLOYMENT

Assistant Professor, North Country Community College, Malone, NY, 2013 - present

Developed course syllabus and structure for an Independent Studies course for five students in Printmaking II. Along with lectures to present additional historic and contemporary art and artists in the print realm I worked with students throughout the semester which ended in an opening of the work that they created. This entailed creating a body of work, writing artist statements, matting and framing their work, completing a research journal, advertising and marketing and organizing an opening for their show.

Art Department Coordinator, North Country Community College, Malone, NY, 2011-13

As Coordinator, supervised 2 full-time instructors and 5 adjunct instructors on the main campus and two satellite campuses. Responsible for all department curriculums, department budgets, hiring adjunct instructors and scheduling courses. Reported to the Vice President of Academic Affairs. Developed course syllabus and structure for 3D Design.

Assistant Professor, North Country Community College, Malone, NY, 2010-11

Developed course syllabi and structure for the following courses: Digital Painting and Drawing II. Responsible for grading, critiques and demonstrations. Assisted with development of AS Fine Art degree.

Instructor, North Country Community College, Malone, NY, 2007-10

Developed course syllabi and structure for the following courses: Art History Surveys I & II, Drawing I, 2D Design, Printmaking, Sculpture I, Painting, Digital Photography and Introduction to Art. Responsible for grading, critiques and demonstrations. Assisted with development of AS Fine Art degree.

Instructor of Record, Sculpture II, University of Colorado, Boulder, CO, 2005-07

As Instructor of Record I was responsible for developing course syllabus, preparing demonstrations, critiquing and grading. Course focused on materials and techniques with emphasis on metal and wood fabrication, installations and mold making processes. Students were required to take and present slides of their work completed during the semester.

Graduate Assistant, Sculpture Area, University of Colorado, Boulder, CO, 2006

Responsible for ordering and delivery of sculpture supplies for area faculty. Supervised three undergraduate assistant shop monitors working in the metal shop. Monitored the Installation room, scheduled installations for advanced sculpture students and all graduate students and maintained upkeep of the room.

Graduate Assistant, Printmaking Area - Intaglio, University of Colorado, Boulder, CO, 2005

Responsible for making bulk paper pulp for the papermaking aspect of class. Also responsible for preparation of studio and running the print store for the duration of class.

Instructor of Record, Foundations, University of Colorado, Boulder, CO, 01/05-05/05

As Instructor of Record I was responsible for developing course syllabus, preparing demonstrations, critiquing and grading. Course focused on introductory theory and practice for all art disciplines.

Graduate Assistant, Sculpture Area, University of Colorado, Boulder, CO, 2004-05

Responsible for ordering and delivery of sculpture supplies for area faculty. Supervised four undergraduate assistants working in the metal shop. Monitored the Installation room, scheduled and maintained upkeep of the room.

RELATED EMPLOYMENT CONTINUED

Tutorial Assistant, Sculpture I, SUNY Plattsburgh, Plattsburgh, NY, 2003

Assisted beginning sculpture students in the processes of arc welding, operating a cutting torch, and metal finishing. Assisted students in the process of lost wax casting including investment and foundry procedures.

Tutorial Assistant, Printmaking, SUNY Plattsburgh, Plattsburgh, NY, 2003

Assisted beginning print students in the techniques of intaglio printing; including hard and soft grounds, rosin, dry point and etching. Demonstrated blind embossing and monoprints. Assisted in the completion of a panel book that the class collaborated on.

North Country Cultural Center for the Arts, Plaster Carving, Plattsburgh, NY, 2003

Taught 7th through 9th graders plaster carving techniques using Jean Arp and Henry Moore as inspiration. Taught students how to mix plaster, use various carving tools, use reductive processes to sculpt and put selected finishes on their completed work.

Tutorial Assistant, Printmaking, SUNY Plattsburgh, Plattsburgh, NY, 2002

Assisted beginning printmaking students in the techniques of intaglio printing; including hard and soft grounds, rosin, dry point and etching. Demonstrated blind embossing and monoprints.

GRANTS, SCHOLARSHIPS and AWARDS

Professional Development Award, NCCC Foundation, Saranac Lake, NY, 2015

Professional Development Grant, Adirondack Teacher's Center, Malone, NY, 2010

First Place Award, *Brand New Day*, Gallery 393 Above, Malone, NY, 2009

International Sculpture Center Student Award Nominee, 2007

Dedalus Foundation Fellowship Nominee, 2006

Nancy Fedou Getzelman Fund Grant, University of Colorado, Boulder, CO, 2006

Graduate Student Grant, University of Colorado, Boulder, CO, 2005

Tony Papa Award, SUNY Plattsburgh, Plattsburgh, NY, 2004

Jane Prescott-Rawison Award, SUNY Plattsburgh, Plattsburgh, NY, 2003

Lucienne Glaubinger Award in Sculpture, SUNY Plattsburgh, Plattsburgh, NY, 2002

COLLECTIONS

Plattsburgh State University Art Foundation, Plattsburgh, NY

Q'uelle Gallery, Lake Placid, NY

Bluseed Studios, Saranac Lake, NY

Private collections in NY, CO, PA, WA, TN, and GA

CONFERENCES and WORKSHOPS

Quality by Design Webinar, September 2016

Going Beyond the Professoriate Webinar, June 2016

Demystify Your DSLR Webinar, Dave Morrow Photography, July 2016

College Art Association, Chicago, IL, 2014

Papermaking Workshop with artist Drew Mattot, Bluseed Studio, Saranac Lake, NY, 2008

Annual Iron Pour, University of Wyoming, Laramie, WY, 2006

Southern Graphics Print Conference, University of Wisconsin, Madison, WI, 2006

Intaglio Workshop with artist Fred Hagstrom, University of Colorado, Boulder, CO, 2006

Frogman's Print & Paper Workshop, University of South Dakota, Vermillion, SD, 2005

Monoprint Workshop with artist Melanie Yazzie, University of Colorado, Boulder, CO, 2005

Reunion Iron Pour, SUNY Plattsburgh, Plattsburgh, NY, 2004

Collograph Workshop with artist E.C. Cunningham, University of Colorado, Boulder, CO, 2004

PROFESSIONAL MEMBERSHIPS: 2005 - present

College Art Association
International Sculpture Center
Southern Graphics Council
Mid America Print Council

SELECTIVE SERVICE / OUTREACH

Orientation Committee, North Country Community College, Malone, NY, 2016-2017
50th Anniversary Committee, North Country Community College, Malone, NY, 2016-2017
College and Student Life Committee, Co-Chair, North Country Community College, Malone, NY, 2016-2017
College and Student Life Committee, Chair, North Country Community College, Malone, NY, 2015-2016
Long Range Planning and Budget Committee member, North Country Community College, Malone, NY, 2016-2017
Board of Directors, Foothills Art Society, Malone, NY, 2015-2017
Long Range Planning and Budget Committee, Co-Chair, North Country Community College, Malone, NY, 2015-2016
College Senate, North Country Community College, Malone, NY, 2015-2017
Search Committee Member: Library Director, North Country Community College, Malone, NY, spring 2015
Long Range Planning and Budget Committee, North Country Community College, Malone, NY, 2014-2015
NCCCAP Scholarship Committee Member, North Country Community College, Malone, NY, 2014-2015
College Senate, North Country Community College, Malone, NY, 2014-2015
Juror, Wilder Homestead Exhibition, Wilder Farm, Malone, NY, 2014
NCCCAP Scholarship Committee Member, North Country Community College, Malone, NY, 2013-15
Peer Observation Committee, North Country Community College, Malone, NY, 2013-2014
Juror, Lamitie-King Annual Student Show, For ARTSake Gallery, Malone, NY, 2013
Visiting Artist, Central Washington University, Ellensburg, WA, 2013
Search Committee Member: Administrative Assistant to the Vice President of Academic Affairs, North Country Community College, Malone, NY, 2013
NCCC Presidential Inaugural Committee Member, North Country Community College, Malone, NY, 2013
Curriculum Committee Member, North Country Community College, Malone, NY, 2012-2014
Search Committee Member: Math Instructor, North Country Community College, Malone, NY, 2012
College Senate, North Country Community College, Malone, NY, 2011-13
NCCCAP Scholarship Committee Member; North Country Community College, Malone, NY, 2011-12
Board of Directors, Foothills ARTSociety, Malone, NY, 2010
Board of Directors, Treasurer, Foothills ARTSociety, Malone, NY, 2009-2010
Board of Directors, Adirondack Teacher's Association, Malone, NY, 2009-2011
Visiting Artist, Lycoming College, Williamsport, PA, 2009
Project Director, Celebration of the Arts Week, NCCC, Malone, NY, 2008-2016
Search Committee Member: Library/LAC, North Country Community College, Malone, NY, 2009
Juror, Wild Things, Reteshinka Hall, Malone, NY, 2009
Faculty Advisor: Art Club, North Country Community College, Malone, NY, 2008-present
Juror, Lamitie-King Annual Student Show, For ARTSake Gallery, Malone, NY, 2008
Graduate Student Committee, Sculpture Rep, University of Colorado, Boulder, CO, 2005-07
Budget/Student Fee Committee, Sculpture Rep, University of Colorado, Boulder, CO, 2005-07
Don Osborn Sculpture Park Endowment Fund, SUNY Plattsburgh, Plattsburgh, NY, 2004-07

PUBLICATIONS

<http://www.potsdam.edu/newsandevents/31711threewomenexhibit.cfm>

<http://www.lycoming.edu/news/archive/newsOld/22009/ArtistTinaLaMour.htm>

Rivero-Marshall, Isabel, 2007, INSURGENCE: a discourse on social change, Exhibition Catalogue, p. 12.

Cultural Signs, Medellin - Boulder, 2006, Exhibition Catalogue, p.4.

Rivera, George Ph.D., 2006, Visualizations Without Borders, Exhibition Catalogue, p.12.

Lessedra Gallery and Contemporary Art Projects, 2005, Annual Catalogue, p. 192.

North Country Regional Juried Art Show, 2003, Exhibition Purchase Award Catalogue, p. 3.

Spring SUNY Student Art Exhibition, 2003, Exhibition Catalogue, p. 11.

"Glaubinger Award Touches Three Disciplines", 2002, Plattsburgh Magazine, Spr/Sum, Vol. 3 No. 2, p. 17.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Promotions Committee recommends Kelli Rodriguez for promotion from Instructor to Assistant Professor effective September 1, 2017,

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 promotion of Kelli Rodriguez for promotion from Instructor to Assistant Professor effective September 1, 2017 at Rank A4, Step 7A at \$44,275 for 2017-2018. This position is currently funded in the 2017-2018 operating budget.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)

RESUME

Kelli Rodriguez

OVERVIEW

I have earned a Master's degree in Human Services and am working on a Doctorate Degree in Psychology. I have work experience in the Human Services field. I have experience teaching a variety of college courses in multiple formats, including traditional classroom, hybrid, and online.

Education:

- Working on PsyD, California Southern University, Expected 2018 or 2019
- M.S. Human Services, Capella University, 2008
- Graduate Certificate in Human Services: Community and Human Services, Capella University, 2005
- B.S., Community and Human Services, SUNY Empire State, 2003
- A.A., Humanities and Social Sciences, Clinton Community College, 2000

Work Experience:

- Assistant Residential Manager, Mountain Lake Services, 2006
- Key Volunteer Network, Marine Corps Base Camp Lejeune, 2001-2002
- Childcare Provider and Owner, Family Day Care, 1999-2000

Teaching Experience:

- Social Sciences Instructor, North Country Community College, 2012-Present
- Cultural Diversity Facilitator, Capella University, 2009-Present

KELLI RODRIGUEZ

69 Macey Lane, Plattsburgh, NY 12901

518-534-2548

KRodriguez@nccc.edu

Education

- PsyD. In Process, Psychology, California Southern University (Transferred November 15, 2015)
- PhD. Started then Transferred to CalSouthern, Psychology, Capella University (Started April 7, 2014)
- M.S., Human Services, Capella University (2008)
- Graduate Certificate, Human Services – Marriage and Family Services, Capella University (2005)
- B.S., Community and Human Services, SUNY Empire State (2003)
- A.A., Humanities and Social Sciences, Clinton Community College, Former Name: Kelli Lauzon (2000)

Honors and Awards

- Graduated with Honors (4.0 G.P.A.), Capella University (March 2008)
- Graduated with Honors (3.7 G.P.A.), SUNY Empire State (August 2003)
- Graduated with Honors (4.0 G.P.A.), Community College (December 2000)
- Valedictorian, Clinton Community College (December 2000)
- President's List, Clinton Community College (December 1998 – December 2000)
- 4.0 Award, Clinton Community College (Spring Semester 2000)

Graduate Courses and Research Papers

- Survey of Research Methodology, SUNY Plattsburgh, *Computer Mediated Communication and its Effect on the Social Skills of Traditional Aged College Students*, (May 2007).
- Survey of Research in Human Development and Behavior, Capella University, *Addressing the Developmental Needs and Cultural Issues of Asian American Adolescents*, (March 2004).
- Methods of Family Research, *Critique of Studies on Well-being of Military Families*, (June 2004).
- Marriage and Marital Therapy, *A Case Study in Marital Therapy: Applying Gottman's Sound Marital House and Hudson and O'Hanlon's Brief Marital Counseling Approaches*, (September 2004).
- Family Therapy Theory and Methods, *Common Factors Approach to Family Therapy*, (August 2007).
- Marriage and Family Systems, *Emerging Adulthood: The Transition to Adulthood in Modern Society*, (March 2005).
- Scope of Human Services, *Applying an Integrated Approach to a Case Example: Cognitive Behavioral Therapy and Person Centered Therapy*, (March 2007).
- Professional and Scientific Ethics, *Professional Ethics in Human Services*, (March 2007).
- Ethnic and Cultural Awareness, *Lookism and Weight-Discrimination*, (June 2007).
- Diagnosis and Treatment of Psychopathology, *Borderline Personality Disorder: DSM Diagnosing and Empirically-Based Treatment*, (June 2007).
- Social Systems, *Applying Systems Approach in Counseling Military Families*, (September 2007).
- Integrated Project for Human Services Learners (Master's Thesis), *Computer Mediated Communication and the Social Skills of Traditional College Students*, (September 2007).
- Cultural Diversity, California Southern University, *Interviewing Mental Health Professionals*, (February 2016)
- Advanced Theories of Personality, *Cognitive-Behavioral Approach to Post-Traumatic Stress Disorder*, (February 2016)
- Ethical and Professional Issues, *Dual Relationships, Self-Disclosure, and other Ethical Issues Faced by Psychologists*, (April 2016)
- Advanced Psychopathology, *Narcissistic Personality Disorder*, (July 2016)
- Psychopharmacology, *Psychopharmacological Treatments of Post-Traumatic Stress Disorder*, (July 2016)

- Physiological Psychology, Autism Spectrum Disorder: Physiological Aspects, (August 2016)
- Cognition, Emotion, and Motivation, Applying Motivational Theories to Motivate College Students, (October 2016)
- Human Sexuality, Intimacy and Sexuality Issues of Combat Veterans, (December 2016)
- Psychological Assessment I, Manic Depression: Using Psychological Measures to Diagnose and Make Recommendations, (February 2017)

Association Memberships

- American Psychological Association (APA), Community College Teacher Affiliate Membership
- Psychology Teachers at Community College (PT@CC), Membership
- Society for the Teaching of Psychology (STP), Student Affiliate Membership
- Social Psychology Network (SPN), Coursera Membership

Professional Experience

Assistant Residential Manager - Mountain Lake Services, Willsboro, NY (2006)

- Coordinated all services and programs for up to 12 developmentally delayed adults, ages 30-80, living in a group home setting to provide a safe living environment and foster social development.
- Served as case manager, teacher, counselor, and advocate for residents with additional diagnoses of bipolar disorder, depression, and anxiety, with focus on empowering and motivating residents to achieve highest level of functioning, independence, and well-being.
- Hired, trained, scheduled, supervised, and evaluated staff of 20 with focus on unity and teamwork.
- Conducted monthly staff meetings to assign duties and outline expectations and to conduct on-going training.
- Given responsibility to manage house budgets and maintenance and complete all paperwork including insurance forms.
- Interacted with medical professionals regarding resident care and medications.
- Implemented behavior modification plans for residents exhibiting problematic behaviors.
- Led professional team meetings involving direct care staff, psychologist, registered nurse, day treatment instructor, behaviorist, and speech language pathologist to develop quarterly service plans for each resident.
- Prepared for quality inspections conducted by the agency and the state and achieved deficiency-free audits.

Key Volunteer Network - Camp LeJeune, Jacksonville, NC (2001-2002)

- Served as support person for up to 15 Marine Corps spouses and families and acted as liaison between commander and families to ensure military readiness of enlisted personnel.
- Assisted families with transition issues during soldier deployment to Iraq and return to base after deployment.
- Offered peer counseling, emotional support, and networking opportunities, as well as referrals to financial and mental health services provided by the military.

Owner and Operator, Family Day Care, Plattsburgh, NY (1999-2000)

- Cared for daily needs of up to 7 children, ages newborn to 7, with focus on structured learning, nutrition, and social development. Developed and taught preschool curriculum.
- Empowered children by evaluating and encouraging their unique abilities, interests, talents and personality characteristics.
- Teamed with community agencies including the JCEO Community Outreach Program, Department of Social Services, and the Child Care Coordinating Council of the North Country to ensure proper services for children.
- Offered parents referrals to community services related to financial, social, emotional, and educational issues.
- Wrote monthly parent newsletter to provide parenting suggestions and child development information.
- Attained deficiency-free audits while ensuring all licensing and training regulations were met.

- Skilled in managing all aspects of business including bookkeeping and tax preparation.

Teaching Experience

North Country Community College, Psychology and Sociology Instructor (January 2012 – present)

- Current and past experiences creating curriculum for and instructing Psychology and Sociology courses both in the classroom and online. Courses taught include: Introduction to Psychology, Psychology of Human Relations, Psychology of Personal Growth, Developmental Psychology, Introduction to Sociology, Sociology of Contemporary Problems, Sociology of Family, Sociology of Diversity, and Women's Studies
- Instructed psychology courses at correctional facilities as part of a grant program.
- Travels between two campuses: Saranac Lake and Malone. Maintains consistency in curriculum between courses offered at both locations. Available to students during office hours (split time between the two campuses) and quick to respond to phone and email messages.
- Carries out the role of academic advisor to 30+ students. This role includes registering students for courses, as well as providing remediation, referrals, and support.
- Contributes to college, program, and course assessment activities. Designed the assessment measure for Developmental Psychology and Introduction to Sociology. Assisted in the revision of assessment measure for Introduction to Psychology. Participated in Assessment Committee.
- Reviews, refines, and updates course syllabi and outlines. Created Sociology of Diversity course proposal and outline. Updating Sociology of Contemporary Problems outline. Working on Sociology of Global Issues course proposal.
- Engages in numerous NCCC committees, including Curriculum Committee (Secretary and Social Sciences Representative), Professional Development (Chair), Diversity Committee, Senate (Faculty Representative), Human Services Position Search Committee, Malone's 50th Anniversary Planning Committee, and Scholarship Committee. Past committee membership includes Advising Committee, Assessment Committee, Senate Executive Committee, and Student and Campus Life Committee.
- Participates in college and community activities to promote goodwill and service. Co-planned a Domestic Violence Awareness Exhibit on Malone Campus. Involved in Operation Christmas Child. Involvement in various community social justice groups, including North Country R.E.S.P.E.C.T., Standing up for Social Justice (Plattsburgh S.U.R.J.), People for Positive Action (Plattsburgh), and John Brown Lives.
- Keeps abreast of developments in the fields of Psychology, Sociology, and Teaching Pedagogy. Working on Doctorate in Psychology. Participate in a variety of workshops, webinars, and MOOCs.
- Implements instructional technology into the classroom to facilitate student learning and interest. Uses various apps as part of the class activities, including Animoto, LivePolling, eText, and prezi. Integrates youtube videos, TED talks, and podcasts into lessons. Proficient in Moodlerooms, Schoology, and various other learning platforms.

Clinton Community College, Self-Sufficiency/Homesteading Workshop Instructor (September 2012)

Facilitated a one day workshop on how to live a more self-sufficient life by homesteading. Topics discussed with participants included: gardening, raising chickens, bee keeping, canning, and living "green."

University of Phoenix, Cultural Diversity Instructor (January 2009 – present)

- Facilitates mainly Cultural Diversity courses with an occasional College Success workshop.
- Educates students in the Cultural Diversity course about issues of race and ethnicity by presenting historical and modern perspectives on diversity in the United States, and by providing tools necessary to promote a respectful and inclusive society. Students are asked to complete several activities that allow them to examine their own values in relation to the values of various other racial and ethnic communities.
- Develops effective curriculum, encourages dynamic online discussions, provides quality and timely feedback to assignment, and maintains telephone and computer office hours.
- Utilizes asynchronous online course using Outlook Express newsgroups.
- Applied technical skills toward utilizing online programs to review reports and grade assignments.
- Successfully providing learner-centered leadership for students through an interactive online environment.

- Proactively monitored student learning, developing curriculum with staff and implementing plans for improving student achievement.
- Encouraging students to critically examine the diverse world we live in and identify opportunities for increasing acceptance of diversity in modern society.
- Evaluated success of courses and reviewing student performances.
- Received strong annual faculty peer reviews with no deficiencies identified and all requirements met or exceeded. Peer Review Team concluding comments from most recent Peer Review: "Kelli did a great job facilitating her ETH 125 class. She used a warm, welcoming tone and provided feedback consistently. Overall, she met UoP's requirements time and again."
- Earned positive feedback from students to include the following comments from the most recent courses: "Thanks for your feedback on all assignments. This has been one of my favorite classes so far, I enjoyed it very much." and "I just wanted to say thank you! You have been a marvelous and a superb instructor. Again, thanks for this meaningful experience, which I have learned a lot."

References

- **William Price**, NCCC Social Sciences Adjunct, wprice@nccc.edu
 - **Cammy Sheridan**, Chair of NCCC Social Science Department, csheridan@nccc.edu
 - **Andrew McKee**, Adjunct at NCCC, Prior Coordinator of Malone Campus and Prison College Program, amckee@nccc.edu
 - **Peer Review Team**, University of Phoenix, Online Campus, 3157 E Elwood St, Phoenix, AZ 85034, Phone: 800-366-9699 ext. 3872738, axiaprteam@phoenix.edu
-

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Promotions Committee recommends Allison Warner for promotion from Instructor to Assistant Professor effective September 1, 2017,

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 promotion of Allison Warner for promotion from Instructor to Assistant Professor effective September 1, 2017 at Rank A4, Step 7A at \$44,275 for 2017-2018. This position is currently funded in the 2017-2018 operating budget.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALDEN FUNDIPOGA

June 6, 2016

Ms. Allison Warner
PO Box 281
Lake Clear, NY 12945

Dear Ms. Warner:

Congratulations on your promotion from Instructor to Assistant Professor. Your promotion will take effect September 1, 2017.

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 promotion, your base salary will be \$44,275 plus any subsequent negotiated contractual change in salary. For reference purposes, you will be considered at Rank A4 Step 7A on Schedule C of the 2010-2015 CBA.

To acknowledge receipt of this promotion notice, please sign and return this notice no later than June 23, 2017.

Sincerely,

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

Steven Tyrell, Ph.D.
President

cc: Personnel File

Signature

Date

ALLISON W. WARNER
North Country Community College
23 Santanoni Ave., P.O. Box 89
Saranac Lake, NY 12983
awarner@nccc.edu
Office: (518)-891-1767 x 1309
Cell: (518)-332-8889

EDUCATION

- **M.A., Mathematics Education. 2011.** Goddard College. Plainfield, VT.
THESIS: *Motivation in Post-Secondary Developmental Mathematics*
- **Equivalent of B.A., 36 credits, Mathematics. 2008.** SUNY Plattsburgh. Plattsburgh, NY.
- **B.S., Natural Science and Mathematics. 1997.** Washington & Lee Univ. Lexington, VA.

ACADEMIC HONORS AND AWARDS

- **Recipient, Spirit of Goddard Scholarship Award. 2010.** Goddard College.
- **Recipient, Semmler Math Endowment. 2008.** SUNY Plattsburgh.
- **Recipient, Mathematics Scholar Award. 2008.** SUNY Plattsburgh.

CERTIFICATION

- **New York State Initial Secondary Mathematics Teaching Certificate. 2011.**

ACADEMIC / TEACHING EXPERIENCE

Mathematics Instructor. 2012-2017. North Country Community College. Saranac Lake, NY.
Develop curricula for and teach mathematics courses including Pre-Algebra, Elementary Algebra, Intermediate Algebra, Precalculus, and Elementary Statistics. Developed guided notes to facilitate instruction in Precalculus and Statistics courses. Developed online courses in Precalculus and Statistics. Encourage students to create tools for studying. Model metacognitive strategies. Model study techniques. Travel to distant locations to teach. Video broadcast courses to two locations.

Adjunct Mathematics Instructor. 2010-2012. North Country Community College. Saranac Lake, NY.

Selected to design and teach developmental mathematics courses for Springboard, a pilot program created to help students transition to college-level coursework. Designed curriculum and assessments. Taught Pre-Algebra, Elementary Algebra, and Technical Mathematics.

Tutor/Assistant Coordinator. 2002-2012. Learning Assistance Center, North Country Community College. Saranac Lake, NY.

Tutored students in pre-algebra, algebra, statistics, technical mathematics, geometry, pre-calculus, and calculus courses. Tutored other subjects as needed. Proofread papers, taught writing and study skills, scheduled tutoring sessions for students. Provided note-takers and testing accommodations for students under ADA. Tutored and assisted students with Microsoft Windows programs.

ACADEMIC / TEACHING EXPERIENCE (continued)

Mathematics Teacher / Long-Term Substitute. Feb. - June 2009. Long Lake Central School. Long Lake, New York.

Taught all mathematics courses grades seven to eleven. Designed curricula and assessments for Pre-Algebra, Algebra, Math 7, Geometry, and Math B. Prepared students for and administered Regents Examinations. Scored Regents Exams. Provided Academic Intervention Services for struggling math students. Taught after-school Regents preparation classes to Algebra and Math B students.

Educator / Demonstrator of Guideboat Construction. Summers 2003-2017. Adirondack Museum. Blue Mountain Lake, New York.

Educate patrons about traditionally-built Adirondack Guideboats: their use, history, and construction. Construct traditionally-built Adirondack Guideboats and all components before museum patrons using traditional methods and tools. Produce traditional wooden boat that is auctioned and whose proceeds benefit the museum's education program.

COMMITTEES and SPECIAL PROJECTS

Committees. 2009- 2017. North Country Community College. Saranac Lake, New York.

- Peer Observer / Evaluator. 2015-2017
- College Senate Faculty Representative. 2014-2017
- Curriculum Committee. 2014-2017
Chair. 2016-2017
- Student Conduct Committee. 2014-2017
- Promotions Committee. 2014-2016
- Long Range Planning and Budget. 2014-May 2015
- Academic Advising Committee. 2014-May 2015
- Technology Advisory Board. 2013-2014
- Science Search Committee. 2013
- Academic Standards and Policy Committee. 2009-2013

Special Project. 2016-2017. North Country Community College. Saranac Lake, New York.

Faculty Facilitator. Quantway / Carnegie Math Pathways. 2016-2017

Spearheaded initiative to bring Quantway, an innovative developmental math curriculum endorsed by SUNY, and grant funded by the Gates Foundation, to NCCC for Fall 2017 implementation. Arranged meetings for approval and endorsement from college administration, mathematics department, and other stakeholders. Prepared documents for curriculum approval; received endorsements from Curriculum Committee and College Senate; prepared budget proposal for \$25,000 in grant funds. Position requires facilitating the implementation of Quantway on all three campuses including collaborating with the Learning Assistance Centers to train tutors and staff. Will act as faculty liaison between NCCC, SUNY, and the Carnegie Foundation for the Advancement of Teaching.

PROFESSIONAL DEVELOPMENT

- **Pathways Winter Institute (for Quantway Administrators). Jan. 25-27, 2017.** Carnegie Foundation. Stanford, CA.
- **Pathways Fall Institute (for Quantway Teaching Faculty). Nov. 4-5, 2016.** Carnegie Foundation/SUNY. Saratoga Springs, NY.
- **Moodle Rooms Workshop. May 2015.** North Country Community College. Saranac Lake, NY.
- **Online Teaching Workshop. May 2015.** North Country Community College. Saranac Lake, NY.
- **Smartboard Workshop. Jan. 2014.** North Country Community College. Saranac Lake, NY.
- **Internet Tools Workshop. Jan. 2014.** North Country Community College. Saranac Lake, NY.
- **Academic Advising Workshop. Jan. 2014.** North Country Community College. Saranac Lake, NY.
- **Outlook 365 Workshop. Oct. 2013.** North Country Community College. Saranac Lake, NY.
- **Online Teaching Workshop. Oct. 2013.** North Country Community College. Saranac Lake, NY.
- **Producing Transformational Learning in Mathematics. Oct. 2012.** Empire State College, Saratoga Springs, NY.
- **Online Learning Workshop. Apr. 2011.** North Country Community College. Saranac Lake, New York.
- **Math Camp for Middle School Educators. Aug. 23-27, 2010.** Teachers College, Columbia University. New York, New York.

PRESENTATIONS

- **Monday Night Lecture Series. Aug. 2016.** Adirondack Museum. Blue Mountain Lake, NY.
Keeping the Tradition Alive. Panel Presentation.
- **Evening Lecture. June 2016.** Northern Forest Canoe Trail in partnership with Historic Saranac Lake. Saranac Lake, NY.
Adirondack Guideboat History: Builders Talk about their Craft. Panel Presentation.
- **Special Event-Antique Boat Museum. Sept. 2014.** Adirondack Museum. Blue Mountain Lake, NY.
Building Adirondack Guideboats. Lecture Presentation.
- **Thesis Presentation. May 2011.** Goddard College. Plainfield, VT.
Motivation in Post-Secondary Developmental Mathematics. Lecture Presentation.
- **Adirondack Museum Reception. Sept. 2010.** Adirondack Museum. Blue Mountain Lake, NY.
Adirondack Guideboats Then and Now. Lecture Presentation.

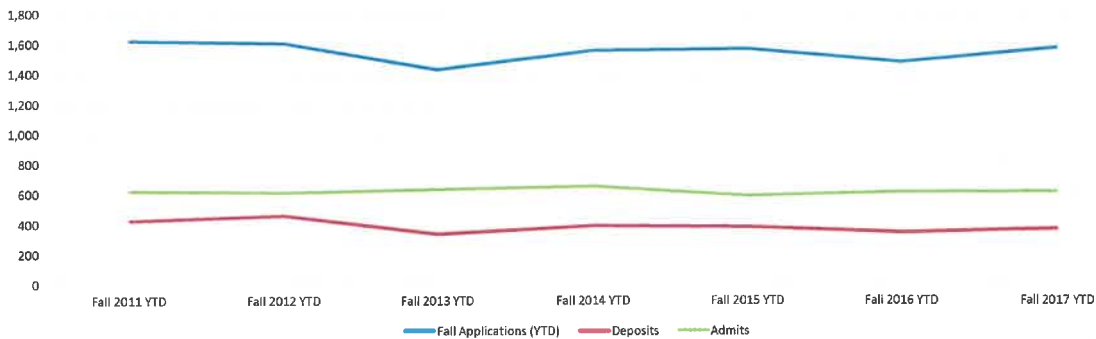
**Board of Trustees Report
Chris Tacea - Admissions
6/13/2017**

Current Year: 2017

Data Date: 6/7/2017 *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 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2015 Final	Fall 2015 Final	Fall 2016 Final
Fall Applications (YTD)	1,623	1,606	1,429	1,556	1,565	1,475	1,571	1,843	1,740	1,673	1,921	1,882	1,927
Deposits	423	457	333	388	379	340	365	449	479	351	481	472	533
Admits	619	609	629	651	585	608	612	696	653	771	797	694	762
Wait List (Nursing, RAD)	26	4	24	54	72	60	64	27	4	24	38	63	39
Other Application Status	0	249	29	132	0	0	0	16	253	32	3	1	3
Received Applications Pending Review	1	4	6	6	16	38	36	2	4	9	1	24	7
Incomplete Applications	95	159	315	273	388	313	306	170	217	390	14	233	342
Application Withdrawn	118	107	71	48	119	26	31	131	109	76	581	181	68
Inactive Application	0	0	0	0	0	88	179	0	0	0	0	0	167
Application Rejected	341	17	22	4	6	2	4	352	21	20	6	214	6
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	628	640	510	575	469	443

7 year Admissions Trends



Breakouts YTD:	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>#/% Difference</u>
Applications:	1571	1475	96/6.5%
Deposits:	365	340	25/7.4%
Admits:	612	608	4/.07%
Incompletes:	306	313	-7/-2.2%

New Student Registrations for June:

	Fall 2017	Fall 2016	#/% Difference
Saranac Lake:	72	123	-51/-41.5%
Ti:	19	62	-43/69.4%
Malone:	56	120	-64/-53.3%
Total:	147	305	-158/-51.8%

Admissions Activities:

1. Meredith & Rachel chaired the conference for SUNYCAP in Lake Placid.
2. The admissions team finished up Spring travel.
3. Marketing is full-time for June student registrations...14 days and counting.
4. Attended 3rd meeting w/Potsdam and have scheduled two meetings for the balance of June w/admissions & FA.
5. Attended the Directors of Admissions meeting for SUNY.
6. Admissions office attended Department of Labor town hall meeting hosted @ NCCC.
7. It wouldn't be a report if I didn't mention 2nd Chance Pell!

Financial Aid Report:

1. Vincent Tunstall is now on campus and starting to learn NCCC and the region.
2. 17-18 packaging is continuous for all admitted students and continue & returning students.
3. Implementation of PowerFunds has re-started for FA team.
4. Communication has been sent to all students in regards the process of the new Excelsior Scholarship.
5. Website updated and office is trained and ready to service students in regards to the application window of 6/7 to 7/21 Excelsior Scholarship.
6. 2nd Chance Pell steps to rehabilitate credit based on defaulted loans is in progress for selected inmates.

PSA:

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

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Dean of Admissions recommends the initial term appointment of Vincent Tunstall, to the full-time, twelve-month, 261-day, exempt appointment as Director of Financial Aid for a one year term effective May 23, 2017, at an annual salary of \$78,220.43 and at Rank A5, Step 12.

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 initial term appointment of Vincent Tunstall, to the full-time, twelve-month, 261-day, exempt appointment as Director of Financial Aid for a one year term effective May 23, 2017, at an annual salary of \$78,220.43 and at Rank A5, Step 12. This position is currently funded in the 2016/17 operating budget.

2016-17 | 87
JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANAC LAKE MALONE TICONDEROGA

May 1, 2017

Mr. Vincent Tunstall
111 Cameron Ave
Merrick, NY 11566

Dear Mr. Tunstall:

Pending approval by the North Country Community College Board of Trustees at their June 2017 meeting, I am pleased to offer you an initial, continuing track, full-time, 261-day, exempt appointment as Director of Financial Aid effective May 30, 2017.

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 rank for this appointment as a 164 day employee is A5 step 12 on Schedule C of the CBA. Your 164 day salary is \$49,150. As you are assigned to work 261 days each year, an additional 97 days will be added to your compensation. The CBA requires that each additional day is paid on a per diem rate. Your per diem rate is \$299.69. With the added 97 days, your annual compensation will be \$78,220.43.

Professional Staff members shall not be assigned to more than two campus locations without their consent. Your base campus assignment will be Saranac Lake. Your area supervisor will be Christopher Tacea, Dean of Admissions.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than May 12, 2017.

Sincerely,

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

Dr. Steve Tyrell
President

cc: Personnel File

A handwritten signature in black ink, appearing to be a cursive name.

Employee Signature

5-8-17
Date

Smith, Tara

From: vincent.tunstall@yahoo.com
Sent: Wednesday, May 17, 2017 12:06 PM
To: Smith, Tara
Subject: Re: Director of Financial Aid / Vince Tunstall

Hi Tara
Just an fyi

I'll be starting on the 23rd

Thanks
Vin

Sent from my T-Mobile 4G LTE device

----- Original message-----

From: Smith, Tara
Date: Wed, May 10, 2017 9:04 PM
To: Vincent Tunstall;
Cc:
Subject: Re: Director of Financial Aid / Vince Tunstall

Thank you!!

Sent from my iPhone

On May 10, 2017, at 8:58 PM, Vincent Tunstall <vincent.tunstall@yahoo.com> wrote:

Hi Tara

Per your request
see attached

Thank you
Vince

Professional Highlights

College of Mount Saint Vincent Associate Director of Financial Aid

**Riverdale, New York
September 2016-March 2017**

- Provide leadership and participate in the development of a customer service friendly Financial Aid Office and Student Service Call Center.
- Responsible for the alternative loan programs, Institutional, State and Federal disbursement and reconciliation of funding, financial aid professional judgment, verification policy and procedures, Tracking, data collection and analysis of the Student Service Call Center operations.
- Monitor and evaluate SAP for Federal, State and Institutional financial assistance.
- Integral team member in collecting data and filing the FISAP, A133 Audit. Responsible for the internal financial aid and student account audit.
- Work closely with the Dean of Undergraduate Students and Dean of Graduate Students in resolving any issue their students brought to their attention regarding financial aid funding, policy or customer service issues.
- Responsible and developed a policy and procedures for the institutions International study abroad program with its recruiting partner IPSL.
- Counsel and provide financial aid and student account information to students/parent's.
- Develop, support and mentor the current Director of Financial Aid.
- Integral member of the Vice President and Chief Financial Officer's solutions team.
- Active liaison with the Admissions and Athletic departments.

Ironbridge Resources/Gallaudet University Interim Temporary Director/Financial Aid

**Washington, DC
November 2015 – April 2016**

- Provide ongoing training and coaching on financial aid best practices to the financial aid team.
- Conducted and completed a 2014-15 and 2015-16 Title 4 and Institutional aid audit.
- Work with the Financial Aid staff to develop clear and realistic goals for future academic semesters.
- Ensure that Gallaudet University is in regulatory compliance.
- Edit and update the financial aid operations and verification manual.
- Reviewed and completed all files selected for verification.
- Determine an appropriate delineation of duties for the staff and ensure that they are trained to perform those duties.
- Work with the Associate Director on monthly reconciliations of Pell, Work Study, Direct Loans and other funds.
- Suggest best business practices for day-to-day management of the FA Office.
- Instill a culture of friendly customer service for the operation.
- Recommend activities to build a cohesive team and optimal staffing needs for the operation.

ProEducation Solutions Financial Aid/Admissions Consultant

**Tampa, FL
May 2015- November 2015**

- Assist Financial Aid and Admission departments in their daily functions.
- Develop and assist in the development of all school policies and procedures with respect to financial aid services and admissions.
- Respond to student inquiries regarding financial aid, admissions and student services.
- Integral part in the development of new communication protocols.
- Perform and refine financial aid verification procedures.

Long Island University
Senior Associate Director of Admissions

Brookville, NY
August 2013- May 2015

Promoted twice during my tenure at the college.

- Collaborate with the enrollment management team on scholarship and financial aid strategy.
- Assess internal and external data and trends to inform the planning and budgeting processes as well as provide strategic adjustments in ongoing admissions, enrollment and retention issues.
- Participate in the development of operational improvements utilizing CRM/PeopleSoft systems to automate processes, decisions and communications.
- Develop and maintain close working relationship with faculty, students, staff and other key constituents.
- Assist in the planning and organizing of the admission counseling staff travel schedules, workloads and assignments; developed performance goals and objectives for admission counseling staff.
- Collaborate with the Dean of Admissions on the execution of strategies to increase the academic strength of the entering class, while continuing to increase the academic reputation of the university. This includes establishing measures to increase the yield of the incoming freshmen class.
- Work closely with the Director of International Admissions on marketing and recruitment of international students that produced a 14% increase in applications for the fall 2014 semester.
- Review and evaluate international applications and process the I20.
- Integral member of the graduate and transfer team that produced an 11% increase in spring 2014 enrollment.
- Conduct workshops for high school juniors and seniors regarding Financial Aid and the Admissions process.
- Communicate all LIU program information to potential students including costs and meeting all expenses.
- Liaison between the Admissions Department and Financial Aid, Bursar and the Registrar..

The Institute of Culinary Education
Director, Financial Aid

New York, NY
May 2012-July 2013

- Planned and executed the Institutional annual operating budget with an annual scholarship budget of over \$1 million.
- Member of the College president's senior strategy team with responsibility for setting institutional goals, refining recruitment and marketing plans, and determining overall budget allocations.
- Led the successful inaugural participation of the College in the SEOG and Federal Work Study programs.
- Manage and oversee the day-to-day operations of the financial aid office, including workflow, productivity, and the activities of a team of six financial aid professionals.
- Monitor quality control and accuracy of awards, in accordance with federal, state, and institutional guidelines.
- Develop and track complex data management tools to enable data-driven decision-making and real-time business practice re-engineering.
- Chief liaison for all audits and compliance reviews of various financial aid programs and functions, ensuring institution-wide compliance with federal and state financial aid laws and regulations.
- Continually identify, refine, and recommend key control objectives and business process changes resulting in strengthened internal controls and operational efficiencies.
- Initiated and completed a policy and procedure manual for awarding New York State TAP.

Fairleigh Dickinson University
University Director, Financial Aid

Madison, NJ
Sept. 2007 – April 2012

- Engaged a multi-tiered strategic aid-leveraging model that resulted in a net revenue increase each year and an overall reduction of the institutional discount rate to well below national standards.
- Develop the annual financial aid budget in excess of \$80 million per year and an annual operating budget of 500,000.
- Responsible for the oversight and daily activity of the financial aid division spanning two campuses.

- Create, manage and execute all Federal, State, NCAA, and Institutional regulatory and compliance reports on behalf of the University resulting in A133 reports showing no findings for four consecutive years.
- Initiated and launched an innovative recruitment model pairing highly cross-trained admissions and financial aid staff members to meet the 360-degree enrollment needs of incoming students; the program was featured in the May 2011 Chronicle of Higher Education as a result of its success.
- Assisted with the development and design of the Financial Aid and Admissions new freshmen/transfer information packages and brochures.
- Engaged a strategic net-leveraging model that not only achieved enrollment targets and raised net revenue, but also reduced the institutional discount rate by 3.5%
- Transformed and modernized financial aid awarding policy changes that led to an overall enrollment increase of 5% over a 4 year period and an increase in year-to-year retention of 3% during that same time frame.
- Led the implementation of a financial aid document imaging system.
- Administered the University Private and Endowed scholarship fund.
- Integral part of the University conversion to the William D. Ford Direct lending program.
- Chief liaison for all internal and external audits and reviews responsible for keeping senior administration appropriately engaged and informed of process and outcomes.
- Contributing member of the University President's Budget and Planning committee.

College of Saint Elizabeth

Director, Financial Aid

Madison, NJ

Sept. 2003 – Sept. 2007

- Supervise a staff of four counselors and three work-study students.
- Responsible for the completion of the A133 audit, FISAP and NCAA reporting
- Integral member of the Budget Committee composed of the Vice President of Finance, Controller and President.
- Chairperson of the Institutional Scholarship Committee and the Institutional Compliance Committee.
- Sought-after speaker at local high schools, colleges, conferences and national organizations.
- Responsible for the administration of the New Jersey Tuition Aid Grant and scholarship programs.
- Developed and completed the College Financial Aid Policy and Procedure manual.
- Administered the Federal Perkins loan program.

Molloy College

Director, Financial Aid

Rockville Centre, NY

November 1997-August 2003

- Promoted three times during my tenure with the College.
- Accountable for the development and implementation of all Financial Aid budgets, including scholarships and internal grants.
- Worked closely with the Vice President of Enrollment and the President in the development of a more aggressive recruitment policy.
- Initiated changes to the financial aid packaging policy that led to a thirty percent increase in freshmen enrollment for 1999 and a twenty percent increase in 2000 and 2001.
- Planned and executed admission events, including but not limited to: Open House, Scholarship Brunch, and Accepted Students Day.
- Supervise a staff of seven counselors and five work study students.
- Elected to the Financial Resources Committee, Institutional Budgeting Committee and the Administrators Council (Chairperson).

Professional Affiliations

- New Jersey Assoc. of Student Financial Aid Administrators (NJASFAA)
- New York State Financial Aid Administrators Association (NYSFAA)
- Appointed to the New Jersey Advisory Committee for Student Aid (NJACSA)
- Independent College Sector Representative, 2007 – 2009 (elected to a two year term)
- Association of Independent Colleges and Universities of NJ (AICUNJ)

Qualifications

- Microsoft Professional, Power-Faids, Ed Express, Datatel/Banner (Ellucian), ELM, NSLDS, HESAA, HESC Jenzabar, PeopleSoft, Financier and COD.
- Extensive experience in direct customer relations with an emphasis on ownership and active problem resolution/prevention while continually exceeding customer and company expectations.
- Instilling the highest level of customer experience.
- Solving problems and investigate/resolve a wide variety of issues.
- Ability to work independently or as a team with a positive attitude at all times.
- Ability to lead while problem solving and providing a one stop resolution for the customer.

Education

- Master of Science, Banking and Money Management, Adelphi University.
- Bachelor of Science, Finance, St. John's University.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the temporary, full-time, 221-day, exempt appointment of Meredith Chapman, in the position of Interim Associate Director of Admissions terminates on August 31, 2017,

WHEREAS the Dean of Admissions recommends an extension for the temporary, full-time, 221-day, exempt appointment of Meredith Chapman to the position of Interim Associate Director of Admissions, at an annual salary of \$62,291.00 (Base salary 164 day - \$46,225.00; 221 day - \$62,291.00) at Rank A3 Step 6A through December 15, 2017,

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 extension for the temporary, full-time, 221-day, exempt appointment of Meredith Chapman to the position of Interim Associate Director of Admissions, at an annual salary of \$62,291.00 (Base salary 164 day - \$46,225.00; 221 day - \$62,291.00) at Rank A3 Step 6A through December 15, 2017. This position is currently funded in the 2017-2018 operating budget.

2016-17 | 88

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE RESOLUTION

WHEREAS the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt, in the position of Interim Assistant Director of Admissions terminates on August 31, 2017,

WHEREAS the Dean of Admissions recommends an extension for the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt to the position of Interim Assistant Director of Admissions, at an annual salary of \$49,152.00 (Base salary 164 day - \$36,475.00; 221 day - \$49,152.00) at Rank A4 Step 3A through December 15, 2017

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 extension for the temporary, full-time, 221-day, exempt appointment of Rachel Gebhardt to the position of Interim Assistant Director of Admissions, at an annual salary of \$49,152.00 (Base salary 164 day - \$36,475.00; 221 day - \$49,152.00) at Rank A4 Step 3A through December 15, 2017. This position is currently funded in the 2017-2018 operating budget.

2016-17 | 89

JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the VP of Administration / CFO recommends the initial term appointment of McCayla Quinn, to the full-time, twelve-month, 261-day, exempt appointment as Bursar for a one year term effective June 5, 2017, at an annual salary of \$40,980 and at Rank A6, Step 1.

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 initial term appointment of McCayla Quinn, to the full-time, twelve-month, 261-day, exempt appointment as Bursar for a one year term effective June 5, 2017, at an annual salary of \$40,980 and at Rank A6, Step 1. This position is currently funded in the 2016/17 operating budget.

2016-17 | 90
JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)



SARANA LAKE MALONE TICONDEROGA

May 22, 2017

Ms. McCayla Quinn
79 Franklin Ave Apt 1
Saranac Lake, NY 12983

Dear Ms. Quinn:

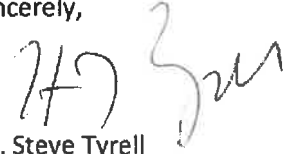
Pending approval by the North Country Community College Board of Trustees at their June 2017 meeting, I am pleased to offer you an initial, continuing track, full-time, 261-day, exempt appointment as Bursar, effective June 5, 2017.

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 rank for this appointment as a 164 day employee is A6 step 1 on Schedule C of the CBA. Your 164 day salary is \$25,750. As you are assigned to work 261 days each year, an additional 97 days will be added to your compensation. The CBA requires that each additional day is paid on a per diem rate. Your per diem rate is \$157.01. With the added 97 days, your annual compensation will be \$40,980.

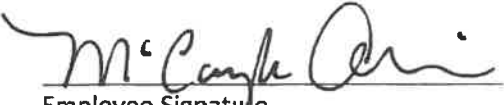
Professional Staff members shall not be assigned to more than two campus locations without their consent. Your base campus assignment will be Saranac Lake. Your area supervisor will Robert Farmer, VP Administration / CFO.

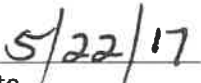
To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than May 26, 2017.

Sincerely,


Dr. Steve Tyrell
President

cc: Personnel File


Employee Signature


Date

McCayla Quinn

79 Franklin Avenue Apt 1
Saranac Lake, NY 12983
adkita@gmail.com
518-637-9810

Thursday, April 13th, 2017

Ms. Tara Smith
Human Resources Specialist – Title IX Coordinator
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983

Dear Ms. Smith:

There is one thing I can say with full conviction: I love my hometown. As teenagers there are many of us who desire to travel away after we graduate to experience a new world and I too had such aspirations yet was also drawn so fully to the Adirondacks that I chose a college close enough to home that I could still enjoy the area. Hearing about the opening in the Bursar's office is the perfect opportunity to work in a position in the community while sharing my love of the area to college students.

I absolutely cherished my time at St. Lawrence University and it is only fitting that I should find interest in being involved with my local college; to help the student experience in the bursar so the students can focus on their educational and social experiences.

My qualifications for this position come from years of experience with confidential employee and financial data from multiple fields. At my most recent position with Northline Utilities I was responsible for the accurate and timely input and output of data for a multimillion dollar project. I was put in a position for the company to track, bill and organize information for the largest project the company had procured. As Project Coordinator I was expected to multitask and efficiently keep records of all information for the Project Manager to ensure successful and productive communications with the customer. I also gained two years of experience in payroll with the same employer; improving upon my data entry skills from my job in Admissions in college.

My liberal arts education with a bachelor's degree in English has given me verbal and written communication skills and the computer knowledge necessary to master new tasks quickly. I am confident that my ability to learn systems swiftly and the background I have with money management and customer service will make me a valued member to your team. I want greatly to challenge myself with this opportunity and know I would be an efficient addition to the North Country Community College Team.

I would like to thank you for taking the time to review my application. I would appreciate the opportunity to meet with you in person to discuss my candidacy for this position. I look forward to corresponding with you in the future.

Sincerely,

McCayla Quinn

McCayla Quinn

adktita@gmail.com

518-637-9810

Current Address

79 Franklin Avenue Apt #1
Saranac Lake, NY 12983

Education

St. Lawrence University, Canton, NY

Bachelor of Arts

May 2011

Major: English Literature

Overall GPA: 3.521/4.000

Honors: Dean's List (Spring 2008, Fall 2009, Spring 2010, Fall 2010); Presidential Scholarship (Fall 2007-May 2011)

Study Abroad: London Semester Program

Fall 2009

Work Experience

Rising Star Productions, Director, Lake Placid and Saranac Lake, NY

September 2013-Present

- Selection and organization of annual fall children's musical for the local community for children ages 4 to 14
- Create rehearsal schedules, characterization, set and lighting design, choreography, vocal and physical warm-ups and ensure a safe, fun and efficient show
- Teach behind-the-scenes skills with lighting, sounds cues, building sets, and drama education to children actors and teenage stage crew

Northline Utilities, LLC, Payroll Clerk / Project Coordinator, Au Sable Forks, NY

August 2014-April 2017

- Ensured the accurate and timely input of payroll data for 160-300 employees
- Created systems and processes to reach compliance standards while maintaining confidentiality with sensitive company and employee information
- Gathered, organized and maintained detailed records of data for a multi-million dollar project to ensure timely billing, and distribution of data to the customer
- Use of advance Excel skills to manage budgets, costs, billing, and payroll information

High Peaks Dental, Financial Coordinator/ Front Desk Reception Lake Placid, NY

September 2012-May 2014

- Responsible for opening and closing the office including counting money, making deposits and recording production and collection numbers
- Presentation of treatment plans and financial options available, verified and explained insurance benefits, submission of insurance claims and appeals

Fortunes of Time, Production Assistant/Key Holder Lake Placid, NY

June 2011-September 2012

- Responsible for opening and closing the store including counting registers and change bank totals, count and record daily deposits into a data system, prepare bank bags for change
- Organization of inventory, re-stock of inventory daily, create purchase orders, enter vendors and items into a data system, process deliveries, create displays in-store and for windows
- Work individually with vendors and customers on orders and sales

Admissions, Admissions Clerical Assistant, St. Lawrence University Canton, NY

Fall 2007-May 2011

- Organize, label and file folders and applications for prospective students
- Input relevant application information for prospective students into a data system

Internships

Conference Hound, Data Curator, San Francisco, CA/Saranac Lake, NY

April 2011-February 2012

- Created short press releases for an online directory of conferences and conventions throughout the United States
- Learned basic social media marketing techniques, focused on promoting events, listings, blogs, and articles via Twitter, Facebook and Linked-In

Dining and Conference Services, Summer Conference Assistant, St. Lawrence University Canton, NY

Summer 2010

- Prepared campus for sports camps and conferences by assembling key cards, working with facilities and organizing the registration process, preparing rooms for overnight stays
- Remained on-call for 24 hours a day, providing assistance to coaches and conference leaders
- Strengthened computer skills by utilizing Excel and Word for various office tasks

Red Gate Gallery, Gallery Assistant, London, United Kingdom

Fall 2009

- Wrote online press releases for gallery openings
- Contacted and interacted with artists in preparation for gallery showings
- Enhanced computer skills by using Photoshop to create brochures for the gallery

Activities

Community Theater Players Actor Lake Placid Center for the Arts and Pendragon Theatres

January 2012-Present

University Theatre Arts, Stage Manager/Actor St. Lawrence University

Fall 2008-Spring 2011

Habitat for Humanity, Club Vice President St. Lawrence University

Fall 2008-Spring 2010

Skills

Learns new data systems quickly, organization, people interactions, Microsoft Programs, Sage CRE

McCayla Quinn

adktita@gmail.com

518-637-9810

Professional References:

Paul Schlitt *Project Manager* Northline Utilities, LLC, Au Sable Forks, NY

pschlitt@northlinellc.com

(518) 578-0883

Dr. Donnon O'Neill, DDS *Dentist* High Peaks Dental, Lake Placid, NY

(518) 524-1120

Kim Shelton-Bodean *Accounts Receivable* Northline Utilities, LLC, Au Sable Forks, NY

twigcraft@yahoo.com or kbodean@northlinellc.com

(518) 647-5475

Jessica Deeb *Business Associate / Mentor* Rising Star Productions, Saranac Lake, NY

(518) 891-5183 or cell (518) 524-0492

Bonnie Brewer *Theatre Associate*, Community Theatre Players & Rising Star Productions, Lake Placid, NY

(518) 524-4271

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

- WHEREAS Tara Smith currently holds the title of Human Resources Specialist, and
- WHEREAS Tara Smith's experience and education is reflective of those required for a Director of Human Resources, and
- WHEREAS the duties performed by Tara Smith are those consistent with a Director of Human Resources, and
- WHEREAS the Vice President of Administration / Chief Financial Officer 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 title change for Tara Smith to accurately reflect her duties as the Director of Human Resources effective June 22, 2017.

2016-17 | 91
JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)

Tara A. Smith, MHRER, PHR, SHRM-CP
1544 Blue Mountain Road
Paul Smiths, NY 12970
518-605-4993 faeries_5@yahoo.com

Experience:

August 2015 – current
North Country Community College

Human Resources Specialist

- Administer the day to day functions of the Human Resources Department.
- Plan and implement employee programs and training.
- Provide counsel to employees and management on HR related issues/concerns.
- Participate in collective bargaining negotiations and labor management meetings.
- Assist with organizational reviews that involve employee interviews, workflow observation, questionnaires, and prepare findings.
- Prepare wage and salary surveys, including review and analysis of compensation practices and pay scales, to assure equity.
- Serve as the Title IX Coordinator.
- Serve as the ADA/504 Coordinator for employees.
- Prepare and administer HR related audits to ensure compliance with College policies and procedures.
- Update and prepare current and new positions descriptions to meet College needs.
- Remain current with all state and federal regulations in regards to employment.
- Ensure all files are compliant with state and federal regulatory agencies.
- Ensure proper and current posting of all applicable labor/wage law posters.

January 2001-August 2015
Adirondack Medical Center, Saranac Lake, NY

January 2011 – August 2015

Benefits Manager

- Administered the benefit program for the entire organization of 900+ employees including, but not limited to: - Medical, Dental, Vision, Pharmacy, Life Insurance, Flexible Spending, Tuition Reimbursement, Wellness Programs, and 403(b) and 457(b) retirement plans.
- Advised employees on current benefit package offerings and assisted with any issues and problem solving necessary by working as a liaison between the employee and vendor.
- Actively sought out and successfully implemented benefit offerings based on employee need.
- Responsible for processing all benefit enrollment forms and making changes in the employee payroll system.
- Submitted annual 5500 filings.
- Provided counsel to employees and management on benefit and HR related issues/concerns.
- Processed benefit and compensation surveys.
- Served as the Affirmative Action Officer. Responsible for completing the annual EEO-1 and VETS-100 reports.
- Participated in collective bargaining negotiations and labor management meetings as required.
- Administered unemployment insurance.
- Ensured all files are compliant with state and federal regulatory agencies.
- Ensured proper and current posting of all applicable labor/wage law posters.

August 2009 – January 2011

HRIS Coordinator/HR Generalist

- Maintained the HR employee database.
- Maintained the Applicant Tracking System.

- Coordinated all background checks for new hires.
- Ensured all employee files were in compliance with all applicable accreditation standards and laws.
- Performed duties as the Staffing Coordinator and the Benefits Administrator as required.
- Provided counsel to employees and management on all HR related issues/concerns.
- Responsible for the performance evaluation distribution/tracking system.
- Ensured all certified and licensed staff maintained credentials.
- Served as the Affirmative Action Officer and was responsible for completing the annual EEO-1 and VETS-100 reports.

July 2007 – August 2009

Human Resources Office Coordinator

- Coordinated the internal job posting process.
- Responsible for the performance evaluation distribution/tracking system.
- Ensured all certified and licensed staff had current credentials.
- Coordinated background checks for all new hires.
- Served as the Affirmative Action Officer and was responsible for completing the annual EEO-1 and VETS-100 reports.
- Provided advice and counsel to employees and management on HR related matters.
- Supported and performed clerical duties for the HR and the Employee Health/Education Departments.

February 2006 – July 2007

Medical Imaging Secretary/Receptionist

- Registered/Scheduled patients for exams.
- Answered phones and directed calls as appropriate.
- Maintained patient report folders and kept all related filing current.

October 2002 – February 2006

Staffing Coordinator/HR Generalist

- Was responsible for all aspects of recruiting for open positions.
- Provided advice and counsel to employees and management on HR related matters.
- Participated in meetings with Union representatives to successfully resolve issues/concerns between labor and management.
- Was responsible for gathering data and completing all compensation surveys.
- Served as the Affirmative Action Officer and was responsible for completing the annual EEO-1 and VETS-100 reports.

January 2001 – October 2002

Human Resources Assistant

- Tracked education and annual evaluation records for 600+ employees.
- Coordinated the internal job posting process.
- Provided administrative support to the Human Resources and to the Employee Health/Education Departments.

Certification / Education:

Human Resources Certification Institute (HRCI)

Professional in Human Resources (PHR)

Awarded in June 2012

Society for Human Resources Management (SHRM)

Certified Professional (SHRM-CP)

Awarded in February 2015

Cornel University
Strategic Human Resources Leadership Certificate
Awarded in May 2017

Pennsylvania State University
Master's Degree
Human Resources and Employment Relations
Degree awarded in January 2014

Empire State College
Bachelor's Degree
Science/Economics with a concentration in Human Resources Management
Degree awarded in June 2011

North Country Community College
Associate's Degree
Liberal Arts in Science and Humanities
Degree awarded in May 1997

President's Report to the Board of Trustees

June 14, 2017

Dr. Steve Tyrell

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

Date:	With:	Location:
May 16 th	Malone Campus Walk-Thru on Facilities Needs	Malone, NY
May 17 th	DEC Walk-Thru on College Railroad Corridor	Saranac Lake, NY
May 18 th	Meeting with Russ Kenyon – Economic Development Director for Franklin County	Saranac Lake, NY
May 18 th	Hotel Saranac Rolls Out Management Team	Saranac Lake, NY
May 23 rd	Excelsior Scholarship’s Roundtable Discussion with Commissioner Roberta Reardon	Saranac Lake, NY
May 24 th - 25 th	Adirondack Research Consortium – Annual Conference	Lake Placid, NY
June 1 st	CV-Tech Ribbon Cutting on New Pressure House	Plattsburgh, NY
June 5 th - 8 th	NYCAP Liaison at CCBOA Conference	Clayton, NY
June 13 th	Saranac Lake Chamber of Commerce	Saranac Lake, NY
June 14 th	SUNYCAP Welcome	Lake Placid, NY
June 16 th	Ticonderoga Chamber of Commerce Annual Event	Ticonderoga, NY
June 19 th	Regional Roundtable with NYS Federal Reserve Bank	Plattsburgh, NY
June 20 th	Thank You Reception for Chancellor Zimpher	Albany, NY
June 21 st	Joint Meeting with Sponsoring Counties Representative on 2017-18 Budget	Saranac Lake, NY

- 2) **College 2017-18 Budget** – The College forwarded its proposed 2017-18 budget to the two sponsoring counties in May. The counties will meet with the College in a joint meeting on June 21st at the Saranac Lake campus.
- 3) **2015-19 NCCCAP- College Collective Bargaining Agreement** – Following the approval of the tentative agreement by the Board of Trustees on June 1st, the College forwarded the agreement to both sponsoring counties on June 5th. The College awaits notice to meet with each counties’ respective committee to seek their review and action.
- 4) **College Railroad Corridor Update** – College officials and DEC representatives met in mid-May on-site to review survey of the property under consideration for purchase by the State. Recently, the College received documentation from the DEC outlining the property it desires to purchase from the College for the trail program. The College attorney continues to serve as the lead

representative for the College on this project and will present final recommendations to the College community and the Board of Trustees in the near future.

- 5) **Excelsior Scholarship** – The College hosted the Commissioner of Labor in May who met with College staff and community members regarding the new Excelsior Scholarship program. HESC will serve as the State entity processing student’s request for the scholarship. Students must apply for a Fall 2017 scholarship between June 7th and July 21st.
- 6) **SUNY Potsdam Initiative** – Senior leadership teams from both colleges have met three times over the past two months to map out many of the details critical to launching a NCCC academic program initiative with SUNY Potsdam campus for Fall 2018. We will be sharing these details with faculty and staff in the upcoming month.
- 7) **Assessing the Effectiveness of Shared Governance** – The results of the AAUP survey will be reviewed by the working group on June 20th. The group will also be looking at first drafts decision-making flow charts representing how decisions are arrived at through various forms of shared governance. Examples will include policy development, academic program development, and hiring processes.
- 8) **Strategic Plan Update** – We plan to reconvene the August 2016 strategic planning group to review Draft 4 of the new strategic plan. In addition, we will also invite the new executive committee of the College Senate to join the August 2016 group to help us continue to make revisions and improvements. An updated document will be sent to the College community prior to the beginning of the fall semester. An all campus meeting will be held during welcome back week in August to collect additional feedback.
- 9) **Middle States - Drafting the September 1st Monitoring Report** – Item 7) and 8) of this report represent two of the four items the College will address in its monitoring report to Middle States. We will have drafts of these sections and the other two (fiscal stability and assessment) to the editing group in July.

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the President recommends the appointment of Joseph Keegan, to the full-time, management confidential, twelve month, 261-day, exempt appointment as Vice President of Academic Affairs effective June 12, 2017, and at an annual salary of \$115,000.

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the appointment of Joseph Keegan, to the full-time, management confidential, twelve month, 261-day, exempt appointment as Vice President of Academic Affairs effective June 12, 2017, and at an annual salary of \$115,000.

This position is currently funded in the 2016-2017 operating budget.

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JUNE 22, 2017

Motion:

Seconded:

Motion approved/denied: (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

SARANAC LAKE MALONE TICONDEROGA

May 31, 2017

Joseph Keegan
225 Fletcher Farm Rd
Vermontville, NY 12989

Dear Joe:

Pending approval by the North Country Community College Board of Trustees at their June 2017 meeting, I am pleased to offer you a full-time, twelve-month, management confidential appointment as Vice President of Academic Affairs effective June 12, 2017. Dr. Steve Tyrell, President, will be your direct supervisor.

Your annual salary will be \$115,000.00. You are eligible for benefits afforded to management confidential employees.

In the event that you or your supervisor determines you will no longer continue in this role, you will return to your previous appointment status as Associate Professor and Coordinator of Human Services. 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 Vice President of 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 16, 2017.

Sincerely,



Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll

Employee Signature

Date

September 28th, 2016

Vice President for Academic Affairs Search Committee
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983

Greetings to you all,

Please permit this letter and the accompanying documentation to serve as my application for the recently advertised Vice President for Academic Affairs/Chief Academic Officer position. I am fortunate to have been involved with North Country Community College for nearly thirty years, first as a returning student in the late 1980's, then as an instructor beginning in 1994, and more recently as our interim Vice President for Academic Affairs. Without a doubt, these experiences have enriched me, personally and professionally, and have afforded me an opportunity to be of service to our students, my colleagues and the communities we proudly serve.

The committee will notice that my application package is light on letters of recommendation. In preparing my credentials and supporting documentation for your review, I felt in a quandary requesting letters of recommendation from those with whom I currently work with. In many cases, those individuals I would have typically asked (e.g. my supervisor, my colleagues, and representatives across the three campuses) would be placed in a potentially awkward situation as many may be involved in some way in the search process for this position. To spare anyone having to reconcile potential and real conflicts of interest, I opted to not ask and place people in those straits. However, I have provided the committee with references from both past and current supervisors and colleagues which I hope will round out my application.

Given that there will not be much in the way of written support of my candidacy from those I currently work with, let me share a few highlights of my career at North Country that illustrate why I wish to be considered for this position. First, my experience as a student at North Country was nothing short of excellent. As a student, I received some of the best education and advising here and that propelled me down an academic and career path I could not have dreamed of when I first arrived. It literally transformed my life, and it is that same outcome that I strive to help replicate for our students.

In 1994, I returned to North Country as an adjunct instructor, teaching my very first class. Over the next several years, I continued as an adjunct instructor and eventually joined the faculty full-time in 2001. As an instructor, I sought to provide my students with the highest quality education I could. I dedicated myself to the profession, spending countless hours, working and reworking lessons so that they a) covered the necessary material, b) covered the difficult material and c) were interesting. This dedication and worth ethic continues to drive my work with students and colleagues. My guiding philosophy has been that my classes should move students beyond what they can arrive at on their own through reading the text. If I am not adding value to their educational experience, then something is wrong. I also see that my work with students extends outside the classroom, first as an academic advisor and then in other ways that can help open doors that may have been previously closed. These aspects of my job have always been and remain deeply satisfying and in some fashion are my way of continuing the pattern of inspiring and serving students, characteristics of NCCC from which I found to be invaluable in guiding my professional career.

From 2001 to 2009, I took on additional responsibilities as Chair of our Human Services programs, helped create the *AAS Chemical Dependency Counseling* program and willingly participated in various

extra-curricular committees and task-forces. In 2009, I was asked to serve as the Interim VPAA which I did for the next 18 months. I learned much in that first stint and was grateful for the opportunity. Upon my return to the faculty, I picked up my departmental chair and faculty member responsibilities and a year later began a two year stint as the Chair of the College Senate. I worked with an exceptional executive committee and was pleased with our efforts and helping move the practice of shared governance along. Finally, in June 2014, I once again was asked to serve as the Interim VPAA and am currently in that position.

Serving as the VPAA has been gratifying and I feel honored to have served the College in this capacity. Both Presidents that I worked for indicated that they selected me based on the recommendation of my colleagues. That confidence and support was and remains humbling and powerful because it spoke to a certain trust between us that had and would continue to guide our work together. In virtually every venture that I have engaged in, as an instructor, chair and now as VPAA, I have relied upon and partnered with my colleagues. I trust that the solutions we arrive at together are generally better than the ones that I come up with alone. The accompanying selection of highlights of activities that I have been a part of as the Interim VPAA are the fruits of the labor of many. I would add that over the last two and one-half years, the people who I have been privileged to lead have put this institution on much firmer ground, from assessment to program development, from community outreach to student success.

As the College looks to bring on a permanent VPAA, the experiences I have had in my two stints as the interim, place me in a good position to be considered. The announcement for the position indicates that the VPAA will *"play a strategic leadership role in the development of new academic programs to serve important workforce needs for the Adirondack region and across New York State."* As my supporting documentation illustrates, as Interim VPAA at North Country I have been directly, and in some cases, quite deeply, involved in many aspects of the program development process. In the last two years, the College has added two new programs, received approval for its first (and second) fully online program and has a proposal for a new psychology track to be added to the *AA Liberal Arts and Sciences – Humanities and Social Sciences* program. This required working with colleagues within and across disciplines and functional areas to ensure that the programs would prepare students for the workforce and/or transfer. At times, this included outreach to various colleagues and employers external to the college in order to ensure that the program accurately captured the demands of the workforce and/or transfer.

One of the other elements that the position requires is working with regional education leaders as well as the State University of New York and the New York State Education Department for the purposes of *"coordinating new academic initiatives."* The program development process mentioned above, requires that level of coordination, and we have forged partnerships with our colleagues at two and four-year schools across the area by being fair and transparent with them about our aspirations. When planning new programs, we have shared and sought counsel from schools that were already doing programs similar to what we were proposing. We have asked for and received support for our new programs and, in turn, provided support for our regional education partners' initiatives.

Regarding the State University of New York (SUNY) and New York State's Department of Education (NYSED) our involvement with them has not been limited to program review. The Chief Academic Officer of community colleges within the SUNY system are engaged in any number of initiatives in support of SUNY. In recent years, that has included the SUNY Seamless Transfer, SUNY Applied Learning and SUNY Excels, elements which our office has been instrumental in moving forward. Additionally, we have worked with our accrediting body, the Middle States

Council on Higher Education (MSCHE) in program approval for online courses and, more recently, the completion of our portion of the Periodic Review Report which was completed at the end of the Spring 2016 semester.

The position description also speaks to the role that the VPAA will take in leading *“the College’s commitment to assess the success of its curriculum including on-going academic program reviews, program and course assessments including the assessment of student learning outcomes. The successful candidate will also direct on-going program and regional accreditation efforts with academic leaders in their respective curriculums.”* The College has made significant strides in this area under the leadership of our Associate Dean. While assessment is everyone’s concern and responsibility, I have had the unique ability to champion the cause and allocate budgetary and other resources to support it.

In closing, it has been and continues to be my distinct pleasure to work here at North Country. I believe in our mission, embrace our values and feel blessed to have a professional life that is meaningful. It is my hope that you find my candidacy to be a fit for the College as it prepares to enter its next 50 years of existence. I thank you for your service on this committee and ask that if you require anything additional from me regarding my application to please contact me at your convenience.

The best to you all,

Joe

Joe Keegan
225 Fletcher Farm Rd
Vermontville, NY 12989
jkeegan@nccc.edu
(518) 891-3728 (H)
(518) 891-2915 ext 1202 (W)

JOSEPH KEEGAN

225 FLETCHER FARM RD • VERMONTVILLE • NEW YORK 12983
(518)891-3728 • ikeegan@nccc.edu

EDUCATION

<i>Masters of Arts in Anthropology</i> University of Albany SUNY	1994
<i>Bachelors of Arts in Anthropology</i> Potsdam College SUNY	1991
<i>Associates of Arts in Liberal Arts – Humanities/ Social Sciences</i> North Country Community College	1989

ADMINISTRATIVE EXPERIENCE

<i>Interim Vice President for Academic Affairs</i> North Country Community College	June 2014-Present
<i>Interim Vice President for Academic Affairs</i> North Country Community College	March 2009-August 2010
<i>Grant Liaison – Tri Lakes Prevention Coalition</i> North Country Community College	Summer 2003-July 2011
<i>Coordinator of Human Services Programs</i> North Country Community College	Fall 2003-Present

TEACHING EXPERIENCE

<u>North Country Community College</u> <i>Associate Professor</i>	Fall 2013-Present
<i>Assistant Professor</i>	Fall 2004-Spring 2012
<i>Instructor</i>	Fall 2001-Fall 2004
<i>Temporary Full-Time Professor</i>	Spring 2000
<i>Adjunct Professor</i>	Fall 1994-1999
<u>Paul Smith's College</u> <i>Adjunct Professor</i>	Fall 1994-1998

PROGRAMMATIC EXPERIENCE

* Child and Family Services Program Development	Fall 2014-Spring 2015
* Human Services and Chemical Dependency Program Reviews	2004; 2012
* Human Services Coordinator	Fall 2003-Present
* Social Sciences Coordinator	Fall 2004-Spring 2005
* Human Services Advisor (Saranac Lake and Malone campuses)	Ongoing since 2001
* Chemical Dependency Degree Program Development	2002
* Human Service Advisory Board Development and Facilitation	Ongoing since 2002

COURSES TAUGHT

- * Introduction to Human Services
- * Delivering Human Services
- * Basic Counseling Skills
- * Psychology of Personal Growth
- * Sociology of Addiction
- * Introduction to Social Welfare

Introduction to Sociology
Archaeology
Cultural Anthropology
Physical Anthropology
Race and Ethnic Relations
Human Services Internship

COLLEGE GOVERNANCE

- * College Senate Chair
- * Academic Council
- * Assessment Committee Member
- * Calendar Committee
- * Curriculum Committee Member
- * Drug-Free Schools Biennial Review Committee Member
- * Individual Studies Internal Review Committee Member
- * Middle States Internal Review Stds 11-13 Subcommittee
- * Promotion Committee Member
- * RAVE Committee Member
- * Wellness Committee

Fall 2012-Spring 2014
Fall 2003-Present
Fall 2002-Spring 2009
Spring 2002
Fall 2002-Spring 2005
Spring 2002-Spring 2009
Spring 2007-Spring 2009
Spring 2008-2011
Spring 2006-Spring 2009
Summer 2005-Spring 2009
Fall 2004-Fall 2006

PROFESSIONAL ACTIVITIES

- * US Dept. of Education Second Chance Pell Inaugural Convening Summer 2016
- * College For Every Student Summit Spring 2016
- * SUNY Chief Academic Officer Meetings Fall and Spring Meetings (2015-2016; 2014-2015; 2009-2010) 2015-Present
- * Northern Borders P-TECH Steering Committee Member 2016
- * PACE P-TECH Advisory Board Member Summer 2014
- * Common Ground Alliance - Annual Meeting Participant Spring 2012
- * Another's Treasure Strategic Planning (led Strategic Planning) April 2012
- * Participant – Mid-Atlantic Consortium for Human Services Conference (Helping Hands in the Adirondacks) Fall 2011
- * SUNY Showcase – Human Services and the Vibrant Community Clinton Community College December 2011
- * Mercy Care for the Adirondacks (led Strategic Planning session) Summer 2010
- * Lakeside House Strategic Planning (led Strategic Planning) April 2009
- * Apple Education Summit – Participant – Dallas, TX Fall 2009-Spring 2010
- * SUNY Strategic Planning “Group of 200” January 2010
- * Outreach to Pfizer Displaced Workers December 2009
- * CCSSE Workshop – Ulster Community College November 2009
- * CTE Future Direction E-Forum October 2009
- * New York State Human Service Educators’ Annual Meeting Spring 2008
- * Agency Review St. Joseph’s Rehabilitation Center
Facilitated review of Inpatient Services
- * Participant - Rural Community Forum addressing Substance Abuse Service Delivery in Rural Areas in New York and Pennsylvania Spring 2008
- * Panel Member *Higher Education and the Frontline Workforce in the Developmental Disabilities Field Conference* November 2007
- * U.S. Department of Education's National Meeting on Alcohol and Other Drug Abuse and Violence Prevention in Higher Education Fall 2006
- * U.S. Department of Education's National Meeting on Alcohol and Other Drug Abuse and Violence Prevention in Higher Education Fall 2005
- * Northeastern Anthropological Association Annual Meetings April 2005

- * Presenter: Roundtable on Chemical Dependency and Prevention Services – Northern Tier Providers Conference September 2005
- * Presenter: Roundtable on Chemical Dependency and Prevention Services - Northern Tier Providers Conference September 2004

PROFESSIONAL CREDENTIAL(S)

Credentialed Alcoholism and Substance Abuse Counselor 2002-2011; 2013-Present
 New York State Office of Alcoholism and Substance Abuse Services

PROFESSIONAL AWARDS

SUNY Chancellor's Award for Excellence in Teaching 2011-2012

COMMUNITY INVOLVEMENT

- * Franklin County Community Services Board Member March 2013-Present
- * Lakeside House Board of Directors Member December 2003-Present
- * Paul Smith's College Task Force Committee Member 2005-2006
 Community Responsibility & Campus Health

PREVIOUS/RELATED EMPLOYMENT

Substance Abuse Counselor 1996-2001
 North Star Substance Abuse Services

Alcohol and Substance Abuse Trainer 1999
 Far North Training Consultants

Alcoholism Counselor 1994-1995
 St. Joseph's Outpatient Clinic

Alcohol and Substance Abuse Educator 1995
 Paul Smith's College

Undergraduate Academic Advisor 1991-1994
 SUNY Albany

JOSEPH KEEGAN

225 FLETCHER FARM RD • VERMONTVILLE • NEW YORK 12983
(518)891-3728 • JKEEGAN@NCCC.EDU

REFERENCES

- Steve Tyrell *President (Current Supervisor)*
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915 ext 1200
styrell@nccc.edu
- Sarah Maroun *Interim Associate Dean*
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915 ext 1243
smaroun@nccc.edu
- Lee Susice *Associate Professor/ NCCCAP President*
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915 ext 3248
lsusice@nccc.edu
- Dianna Trummer Dudley *Helpdesk Technician/CSEA President*
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915 ext 1280
dtrummer@nccc.edu
- David Chapman *Instructor/Chair of Criminal Justice*
North Country Community College
23 Santanoni Avenue
Saranac Lake, NY 12983
(518) 891-2915 ext 1291
dchapman@nccc.edu
- Frederick G. Smith *Former Supervisor when Interim President at NCCC*
61 Maine Road
Plattsburgh, NY 12903
(518) 647-1209
fgs1964@yahoo.com

Thomas J. Finch

Vice President for Academic Affairs (Former Supervisor)
Jefferson Community College
1220 Coffeen Street
Watertown, NY 13601
(315) 786-2235
tfinch@sunyjefferson.edu

Bernard "Bud" Ziolkowski

Consultant
North Country Behavioral Health Care Network
PO Box 891
126 Kiwassa Road
Saranac Lake, NY 12983
(518) 891-9460
bud@behaviorhealthnet.org

JOSEPH KEEGAN

225 FLETCHER FARM RD • VERMONTVILLE • NEW YORK 12983
(518)891-3728 • jkeegan@nccc.edu

HIGHLIGHTS WHILE VICE PRESIDENT FOR ACADEMIC AFFAIRS

RELEVANT EXPERIENCE

Academic Programs

While Interim VPAA, I have been part of a number of teams that developed and eventually registered several new programs at NCCC. By definition, academic programs are the purview and responsibility of the faculty, and our office has worked closely with the faculty in creating these programs. Successful program development requires work with many different constituencies, both internal and external, and requires that the programs are viable for students, either by preparing them for the workforce, for a baccalaureate degree or both. Over the last few years, under my leadership, the VPAA's office has supported new program development by doing outreach and working with our faculty colleagues as well as our partners in Enrollment Management, Information Technology and others to help identify program interest and need.

With each new program, the process improved and became much more inclusive, and our office offered support and assistance at every juncture. Those new and/or revised programs include:

- *AA Liberal Arts and Science – Humanities and Social Sciences – Psychology Track* (2015; currently awaiting NYSED approval).
- *Certificate of Gerontology – Online option* (2015).
- *AA Liberal Arts and Science – Humanities and Social Sciences – Online option* (2015; required additional NYSED and MSCHE approvals).
- *AS Child and Family Services* (2015).
- *AA Environmental Studies* (2015).

Additionally, there are at least two other programs currently under consideration by departments, which include:

- *AS Business Administration – Online option*.
- *AS Liberal Arts and Sciences – Math/Science – Biology Track*.

In a prior period when I also served as the Interim VPAA, our office offered support and assistance in helping add the following programs to the NCCC suite of offerings:

- *AS Fine Arts – Studio* (2010). *
- *AS Environmental Science* (2010). *
- *AS Health Sciences* (2010).

Finally, earlier in my academic career at NCCC, I led the development of the following program while serving as a faculty member:

- *AAS Chemical Dependency Counseling* (2002).

* *These programs were already drafted when I became the Interim VPAA in 2009. My role was to complete the application process to SUNY.*

Assessment

As Program Chair for the Human Services programs, I conducted program reviews of the *AAS Human Services* and *AAS Chemical Dependency Counseling* programs in 2004 and again in 2011-12. Along the way, I wrote several of our course outlines and updated those and others, first in 2007, then in 2011 and again in 2013. This latter coincided with another quasi-review as part of reaccreditation of the *AAS Chemical Dependency Counseling* program with NYS Office of Alcoholism and Substance Abuse Services (OASAS). This past summer (2016), I completed yet another reaccreditation with OASAS and the College received another three years of approval.

Since June 2014, when I returned as Interim VPAA, I have worked closely with our Associate Dean, who has spearheaded our assessment efforts. In many respects, my role has largely been as cheerleader and supporter of those efforts. Our Associate Dean has been instrumental in working with program chairs and others to get us back on track with program review, course-level outcomes assessment, and in a few cases, program-level assessment. It has been a work in progress and one that has yielded very positive results.

Budget

The Academic Affairs budget accounts for nearly 50% of the entire College budget, and as Interim VPAA it has been my responsibility to work with my colleagues to develop and execute it. We are now moving into the third budget cycle where I have been responsible for this budget area and have approached the process both analytically and strategically. While much of the previous two years was spent working to reduce both present-year spending as well as the following year's budget, we are now in a much better budget position, in large part due to a combination of prudent spending, conservative budgeting and an improved enrollment outlook. Throughout this period, I was involved in those decisions.

Inmate Higher Education Programs

During both of my tenures as Interim VPAA, the College was offered an opportunity to apply for the funding to deliver higher education inside the prison walls. This first offer came in 2010 from New York State and eventually led to the Bare Hill and Franklin Correctional Higher Ed programs. My role was to help craft the academic program, the offerings and the budget.

Currently, we have been awarded a chance to participate in the Second Chance Experiment, which relaxes the prohibition restricting access to Pell grants for those incarcerated in state and federal prisons. Once again, as part of a team, I am crafting the academic program, the budget and working with our prison partners to start the program in Spring 2017. If fully subscribed to, this could result in as many as 160 students in prison afforded an opportunity to receive a North Country Community College education.

Supervision

The current structure at NCCC has the VPAA as the direct supervisor of almost all the full-time faculty and professional staff within Academic Affairs. At present, that is some fifty (50) professionals for whom I am the direct supervisor and complete annual performance evaluations for. This supervisory position requires a collaborative approach to foster an environment of continual improvement, guiding faculty and staff to pursue their professional goals to the best of their abilities.

INSTITUTIONAL SERVICE IN OTHER AREAS

Article 8.1 Committee Member and Chair

In response to declining enrollments, the President notified NCCCAP that circumstances warranted a review of our budget and possibly the retrenchment of staff and programs. Dubbed the 8.1 Committee in reference to Article 8.1 within the NCCCAP contract from which it emanated, a group of six employees (three appointed by the President of the College and three by NCCCAP President) worked throughout the 14-15 and 15-16 academic years. I was selected by the President as one *his* appointees and by the committee as *their* chair. Throughout the two years of its existence, the committee devoted an incredible amount of time and energy to more fully understand the financial picture of the College, identify areas of potential cost-savings and efficiencies, and provide the President and the Board of Trustees with recommendations related to those. We engaged and welcomed the entire campus community to help us and were transparent with our reporting out of our findings which were summarized in two reports to the President and Board of Trustees.

President's Council Member

- June 2014 to Present as Interim VPAA.
- December 2012-May 2014 as College Senate Chair.

Strategic Planning

- *North Country Community College – 2013 to present*
 - o Served on team reviewing the strategic plan each summer since 2013.
 - o Academic Affairs addressed a number of action items in previous strategic plans.
 - o Currently participating in the development of a new strategic plan, of which a comprehensive Academic Master Plan will be a key component.
- *SUNY Group of 200 – 2009-10*
 - o Participated in a series of activities as a representative of NCCC and the community college sector to help develop the SUNY Strategic Plan.
- *Lakeside House - 2010*
 - o Participated and helped lead a comprehensive strategic plan for the agency.