

BOARD OF TRUSTEES MEETING

11:00 a.m. | March 29th, 2018

Malone Campus

AGENDA

- I. Call to Order
- II. Approval of February 23rd, 2018 minutes
- III. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- IV. College Reports
 - A. Board Chair
 - B. Vice President for Academic Affairs
 1. Resolution 2018/19 - 15 | Entrepreneur Program addition to Malone Campus
 - C. Dean of Admissions
 - D. Vice President for Administration & Fiscal Operations
 1. Preliminary review of proposed 2018-2019 Budget
 - E. President
 1. Resolution 2018/19 - 16 | Involuntary Withdrawal Policy
 - F. Representative Reports
 1. NCCC Association
 2. NCCC Foundation
- V. Old Business
 - A. Strategic Plan | Progress Report
 - B. Summer Retreat for Academic Planning | Board items and potential dates
- VI. New Business
 - A. Saranac Lake Advisory Board
- VII. Public Comment*
- VIII. Executive Session
- IX. Adjourn

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

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

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, February 23rd, 2018 | Saranac Lake Campus

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

Excused: Mary Irene Lee

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Joe Keegan, Lisa Symonds, Diana Fortune, Sarah Kilby, Chris Knight, Erik Harvey, Kent Egglefield, and Larry McFaddin.

Board Chair, Steve Reed, called the meeting to order at 11:00 AM.

Student Spotlight

Chris Knight presented Chloe Knott, NCCC second year student from Australia. She is an accomplished soccer player, captain of the women's team and 1st team scholar All-American (only 11th to receive this honor). She is an excellent student and an accomplished self-taught banjo player. Kent Egglefield and Larry McFaddin spoke of how great it is to coach and teach this young lady who is the epitome of success and leadership. She is an excellent representation of the College's core values.

*Joe Costa joined the meeting at 11:08 a.m.

Approval of Minutes

Anne McDonald made a motion to approve the January 26th, 2018 minutes. Mark Moeller seconded the motion. The January 26th, 2018 minutes were approved unanimously (6-0-0).

College Senate

Sarah Kilby reported:

- College Senate approved adding A.S. Business: Sports and Events Management program on our Malone Campus.
- Next senate meeting is March 16th at 12:30pm – Mark Moeller volunteered to attend.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

Steve Reed reported:

- He attended Dr. Steen's Nutrition class this month.
- Steve Reed, Tim Burpoe and Mark Moeller attended Bob Farmer's February 13th meeting for the Campus Master Plan.
- Steve Reed attended a meeting with our sponsoring Counties to discuss capital plans.

Vice President for Academic Affairs

Joe Keegan highlighted points of his report and updated:

- February Faculty meeting met and discussed future planning of College programs. They addressed the creature comforts but also new academic programming – such as AOS, AS and trade certificates and degree programs. They will meet again in March to start mapping out programs would work best to align with community needs. A survey was distributed around the faculty to see where the interest is in these areas.
- Faculty have agreed to meet with the Ticonderoga Revitalization Alliance (TRA) to discuss the TRA's interest regarding the School of Applied Technology Proposal.
- Academic Affairs and Admissions have been working together to find ways to better market the school with a focus towards non-traditional students.
- Working with Bob Farmer to see how the College can increase support for instructional technology.
- Path to Potsdam project is moving forward. Faculty meet on Potsdam's campus on March 9th, to continue their collaboration.
- Classroom Conduct is a policy under review by Senate and addresses conduct, rights and responsibilities of students in the classroom.
- Saranac Lake Campus Advisory Board will be held on March 16th at 9am in Hodson Hall 105.

The board acted on the following resolution:

Pete Suttmer recommended resolution 2017-18 | 14 that the North Country Community College Board of Trustees hereby approves the submission of a program proposal to SUNY Administration and NY State Department of Education for North Country Community College to register an A.S. Business: Sports and Events Management program on our Malone Campus. Tim Burpoe seconded the motion. The resolution was approved unanimously (7-0-0).

- Sarah Maroun, Interim Associate Dean of Academic Affairs, made a presentation to the Board regarding Student Learning Outcomes Assessment and Middle States Accreditation expectations.
- A brief history was also shared on Assessment and the need for accountability in Higher Education. Sarah recommended an article in the Chronicle of Higher Education as an excellent resource for gathering further information regarding student learning outcomes assessment.

- The board unanimously agreed that Sarah has done a great job leading the charge with the faculty to ensure the College is in compliance with the requirements set by Middle States.

* Dan Kelleher joined the meeting at 11:42am

Dean of Admissions Report

Steve Tyrell reported in Chris Tacea's absence:

- The next report will show that the College is on target for Fall 2018 enrollment in comparison to this time last year.
- Currently finalizing LPN admits for Fall 2018, they will be notified soon.
- Admissions team has processed 454 student data files for the Path to Potsdam program.
- Financial Aid packaging for Fall 2018 students will begin March 1st. Steve explained that due to the hard work of the Financial Aid team, we're now able to package on March 1st which makes the College much more competitive with other schools who package at this time. Historically, NCCC would package students in early April.
- There was discussion on how the College can continue to improve its current marketing efforts to high school students in our sponsoring counties.
- College attendance norm is now 'non-traditional students'. We're still serving people in the region but it's not the majority students that was historically served a decade ago.
- The College continues to share success stories with the community and sponsoring counties.
- Members of the board spoke of the importance of having joint meetings with the sponsoring counties and how the College needs to make those happen regularly. The College has sent multiple requests proposing meeting times for joint meetings.

Vice President for Administration/CFO

- Bob Farmer discussed the College's current fiscal position with for the 2017-18 year in regards to revenue and expenditures, referenced in the January 2018 report.
- The Long Range Planning and Budget group will meet this afternoon to review information on the proposed 2018-19 budget.
- Thanks was expressed to Steve Reed and Tim Burpoe on their attendance at the February 13th Campus Master Plan meeting with the county representatives.
- Joe Costa moved to approve the January 2018 financials as presented by Bob Farmer. Mark Moeller seconded the motion. The motion was approved unanimously (8-0-0).
 - Dan Kelleher requests the last column in the monthly report to highlight YTD so it's easier to understand the numbers, historically.

President's Report

Steve Tyrell reported:

- Advocacy 18-19 Team will travel to Glens Falls on Monday, February 26th to meet with Senator Little and Assembly member Stec.

- The 50th Anniversary Employee Recognition program has been moved to September 2018 to close out the 50th Anniversary.
- SUNY Potsdam initiative next step is to create a Service Area Agreement between neighboring Community Colleges. Presidents from Jefferson Community College and Clinton County Community College will be meeting with Steve on March 6th at 11:30am. The Service Area Agreement is another part of the process that must be completed.
- Shared Governance working group is in the process of creating a new survey and their plan is to disseminate the survey to the College community the first week of April. Survey results will be reviewed and shared over the summer.
- The second progress report of the Strategic Plan was shared with the College community earlier this week, with an executive summary presented by Stacie Hurwitch. Updated reports will be shared periodically with the College community and the Board of Trustees.
- Essex County finance committee met a few weeks ago regarding the radio station property. The property with the tower will go out for bid, however the parcel of land housing the station will eventually be made as part of Essex County property controlled by the College.
- The YMCA community needs assessment survey will go out to the Community March 1st, a public forum is scheduled for March 8th, 2018 at 6pm.

NCCC Association

Beth Quinn reported:

- First pop-up bookstore on the Ticonderoga campus is scheduled for March 7 & 8th.
- Association is working closely with Kim Irland and Student Life to create a Welcome Weekend experience for new and returning students this Fall.
- American Dining Creations commuter meal plans are restructured, which will give more freedom to use the plan "anytime" and individual funds will roll-over from the Fall to the Spring semester. There was some discussion on how funding works for the Association with regard to American Dining Creations.

NCCC Foundation

Diana Fortune reported:

- 50th Anniversary supplement in the Malone Telegram was wonderful, very grateful for Chris Knight's work. Chris anticipates a supplement for Ticonderoga will be launched in the near future.
- The Scholarship Program booklet was shared with members of the Board.
- Steve Tyrell recognized Diana's hard work and her ability in gaining corporate sponsorships for our students. The Foundation recently received \$50,000 in 2 endowed scholarships for students.
- The NCCC/PSC Alumni event during Winter Carnival was a huge success. Plans are already in work to make this an annual event.

Old Business

None

New Business

- Steve Tyrell informed the Board the College had reached out to the all representatives of our sponsoring counties of Essex and Franklin on February 5th requesting a joint meeting. In the email they were supplied dates and times to work with in forming a gathering. We're hopeful to hear back soon on when we can host them.
- Steve Tyrell asked the Board to attend a summer retreat with the College faculty to discuss Academic Planning and how academic planning will meet the community needs for the next 3-5 years. There was notable interest in setting something up off-campus. Steve R. requested Board members bring items for a tentative agenda, and potential summer dates, to discuss on March 29th.

Public Comment

None.

Executive Session

Anne McDonald made the motion to enter Executive Session at 12:47 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.* Pete Suttmeier seconded the motion. The motion was passed unanimously (8-0-0). Steve Tyrell was invited to join the meeting at 12:48 p.m.

Tim Burpoe made a motion to adjourn executive session at 1:50 p.m. Pete Suttmeier seconded the motion. The motion was approved unanimously (8-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Joe Costa seconded the motion. The motion was approved unanimously (8-0-0). The Board meeting was adjourned at 1:51p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

UNAPPROVED



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
March 30th, 2018

Greetings to you all on this spring day! Students and faculty have returned from break and are into the final quarter of the academic year. In no time, we will begin enrolling students for the Fall 18 semester. Please find a report from our area here:

- **Academic Planning**
 - Following the February 2nd, 2018 faculty meeting which focused on resuming our academic planning process begun in the Fall 16, at the faculty's request we surveyed the faculty interest in exploring programs outside of the current suite of offerings, including more technologically-focused certificates or program. The results of that survey are attached at the end of our report.
 - A follow-up meeting is slated for Tuesday, March 27th, 2018 from 12:15-1:30 pm to discuss the results and plan next steps.

- **Relocating Programs:**
 - *AS Business: Sports Management* registration in Malone has received all the internal approvals and we are awaiting to finalize an articulation agreement with SUNY Cortland and then it is off to SUNY and NYSED for their review.
 - *AAS Nursing* registration in Malone has received all the internal approvals and we are awaiting some clinical letters of support and then it too is ready to be moved onto SUNY and NYSED.
 - *AAS Entrepreneurship Mgmt – Malone:* The proposal was approved by Curriculum Committee and the College Senate earlier this month. We have a proposal before you today for your review.
 - *AA Liberal Arts – Childhood/Early Childhood Teacher Ed Transfer:* We met with colleagues at SUNY Potsdam to clarify the proposed requirements of the program align with expectations of SUNY Potsdam, particularly in the area of mathematics. We are hoping to have a proposal to work from soon.
 - *Advanced EMT:* The proposal is at Curriculum Committee for their review. A couple of us met with Essex County folks on March 23rd regarding the proposal and will be able to update you at the meeting.
 - *AA Liberal Arts and Sciences – Hum/Soc Science – English advising track.* The Humanities Department moved that to Curriculum Committee and the College Senate who approved it at their March meeting. We hope to have a proposal for you at your April meeting.
 - *Certificate in Entrepreneurship –* No update to report.
 - *AAS Human Services – Ticonderoga:* No update to report.

- **SUNY Potsdam Proposal:**
 - Several faculty members met with counterparts at SUNY Potsdam on March 9th to continue developing the relationship between our institutions. In addition to departmental-specific discussions, the facilities folks provided us with a couple of design sketches for the first phase of the building redesign.
 - The Extension Center Director search is underway and are interviewing a finalist for the position this week.

- A group of us visited SUNY Canton to meet with their administrative team to field questions/concerns that they have raised about the program. This is all part of our continuing to do our due diligence to ensure that our sister SUNY institutions concerns are appropriately addressed.
 - Related in an unrelated way, a formal Service Area Agreement is being drawn up by SUNY on our behalf which allows us to officially move forward with our proposal to offer the program in St. Lawrence County and will be the trigger to resubmit the proposal to SUNY.
- **Assessment of Student Learning:** The faculty have their Spring 18 assessment plan in place and departments are finalizing their three year plans. Sarah M has been coordinating the various elements associated with assessment and will be reaching out to our Middle States liaison to confirm that we are in line with their expectations.
- * **College Bridge:** No update to report.
- **Academic Policies**
 - *Academic Integrity Policy and Classroom Conduct Policy* – The proposals moved their way through departments and the Academic Policy and Standards Committee and were approved by the Senate at their March meeting. We will be reviewing them more thoroughly, looking at the legal implications of the changes and move accordingly. We thank the Senate, APS and the departments for working with us on the new process in reviewing policy changes that was used for these. We believe the final product is a much better process overall because of that share decision-making.
- * **Campus Advisory Boards:**
 - The SL Campus Advisory Board met on Friday, March 16th. We are planning our Spring 18 meeting in Ti for Friday, May 4th, 2018. Given the timing, we will be holding on a 2nd meeting for Malone this year and look to reconvene the group again the fall.
- * **Faculty/Staff Searches:**

We have seven full-time positions we will be looking to fill this year, all which have been approved by PC. Many thanks to all who agreed to serve on a committee. Their status is...

 - *Science Instructor* – Search is underway with finalists on campus.
 - *P-TECH Liaison* - Search is completed and we will be announcing the new hire soon.
 - *SUNY Potsdam Extension Center Director* - Search is underway.
 - *Women's Soccer/LAX Coach & Athl Prog Asst* – Search is nearly complete and we hope to have a finalist for your review at the April meeting.
 - *College Registrar* – Search is underway.
 - *Director of Radiologic Technology* – Search is underway.
 - *Associate Dean for Academic Affairs* – Search is underway.
- * **Grants and Experiments:**

Here is a brief update on our grants:

 - *Second Chance:* The Spring 18 semester is fully underway and planning for how to approach the pending transition of Adirondack Correctional is also taking place. The Summer 18 schedule is being finalized and planning for Fall 18 is occurring.
 - *P-TECH Programs* – As noted above, we have hired a new liaison who will be joining us April 2nd.

- *Perkins*: The program is in full swing with our Career Services Coordinator and retention specialists at Malone and SL. Our midyear report was moved onto NYSED last week.

Respectfully submitted,
Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS There are students at the Malone campus who would like to enroll in the *AAS Entrepreneurship Management* program (currently offered at the Saranac Lake campus), and

WHEREAS the Vice President of Academic Affairs and the Business Department concur, and

WHEREAS the Curriculum Committee and the College Senate approved offering the *AAS Entrepreneurship Management* program at the Malone campus, and

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

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees approves the submission of a program proposal to SUNY and NYSED for NCCC to offer an *Associate in Applied Science Degree in Entrepreneurship Management* at the Malone campus.

2017-18-15

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE: March 29, 2018

A.A.S. Entrepreneurship Management
(HEGIS 5004)



I. PROGRAM CORE COURSES (33/34 credits)	CREDITS	SEMESTER	GRADE
A. BUS 110 Business Mathematics	3		
B. BUS 154 Small Business Accounting or BUS 101 Financial Accounting	3/4		
C. BUS 203 Business Law I	3		
D. BUS 211 Human Resource Management	3		
E. BUS 212 Marketing Principles	3		
F. BUS 215 Small Business Management	3		
G. BUS 220 Business Communications	3		
H. CIS 130 Productivity Computing	3		
I. BUS/CIS/ECO/OFT/REC101/REC150 Electives (9 credits)			
1.	3		
2.	3		
3.	3		

II. LIBERAL ARTS AND SCIENCE (21 credits)	CREDITS	SEMESTER	GRADE
A. SOCIAL SCIENCE (3 credits) (Select from: ANT, ECO, GEO, HIS, POS, PSY or SOC)			
1.	3		
B. HUMANITIES (6 credits)			
1. ENG 101 English Composition I	3		
2. ELECTIVE (3 credits) (Select from: ART, ENG (except ENG 100), DRA, FRE, HUM, MUS, PHI or SPA)	3		
C. MATHEMATICS (3 credits) (Note: MAT 095, MAT 100, MAT 101 do not meet mathematics requirement)			
1. MAT	3		
D. NATURAL SCIENCE (3 credits) (Select from: ANT 101, BIO, CHE, EAS, PHY or SCI)			
1.	3		
E. LIBERAL ARTS and SCIENCE ELECTIVES (6 credits) Select from: ANT, ART, BIO, CHE, DRA, EAS, ECO, ENG (except ENG 100), ENV, FRE, GEO, HIS, HUM, MAT (except MAT 095, MAT 100, MAT 101), MUS, PHI, PHY, POS, PSY, SCI, SOC or SPA			
1.	3		
2.	3		

III. GENERAL ELECTIVES (6 credits)	CREDITS	SEMESTER	GRADE
Select any credit courses offered at the College (Note: ENG 100, MAT 100, MAT 101 are General Electives)			
1.	3		
2.	3		

IV. PHYSICAL HEALTH (2 credits)	CREDITS	SEMESTER	GRADE
Select from: PED or HED courses			
1.	1		
2.	1		

MINIMUM TOTAL CREDITS 62

North Country Community College
New Degree Program Proposal
AAS Entrepreneurship Management

Date: January 20th, 2018

Proposal:

Over the last several years, the Business Department has received multiple requests from students to offer the *AAS Entrepreneurship Management* program on our Malone campus. At the time, we felt that as a department we were already stretched thin, having to staff five programs across two campuses. A program review completed in May 2016 led us to consider consolidating the AAS offerings into a singular program with tracks or concentrations flowing out from them. However, given that one reason for tracks is to provide an opportunity to test whether a program enjoys sufficient interest to then register it, this seemed like trying to put the genie back into the bottle.

Since the time of our program review, we learned of interest in creating a certificate in entrepreneurship (that is in the developmental stage pending enrollment projections) and witnessed the unexpected demand for the program within the Second Chance Pell experiment. Those factors, coupled with student requests and our improved ability to teach the program with a full-time faculty member in Malone and others traveling, we believe we are well-positioned to expand this offering our Malone students.

The program is comprised of 33-34 core credits which provide business fundamentals with an emphasis on management skills, is supported by 21 credits of liberal arts and sciences, 6 credits of general electives and 2 health/physical education courses (for the full program worksheet, see below).

The AAS Entrepreneurship Management program has been offered at our Saranac Lake campus in one form or another since the early 1970's. Originally called Retail Business Management, it was retitled to Small Business Management in 1996 and then changed to its current title in 2011. While the name changes sought to reflect larger shifts in society regarding what to refer to this activity, the need for the program remained constant and does so today, regardless of its title.

When looking at the need for small business entrepreneurs at the national, state or local level, the data all point to the fact that small businesses are a critical part of the economy and new businesses are especially vital as much of the job growth in recent years has come from those entrepreneurs. This holds true in both Essex and Franklin Counties. Locating this program in Malone has the added benefit of offering students in a large swath of Franklin County the opportunity to enroll in it. Should the Entrepreneurship Certificate come to pass, it will provide a seamless pathway towards the AAS program.

In terms of student interest and impact on the Business Department and the college more broadly, including the budget, we are offering modest enrollment projections:

Expected Enrollment	When Program Begins	In Year 5
Full-time students	5	15
Part-time students	3	6

We expect that for most of the courses required, there is existing capacity to absorb new students without having to create new sections. As seen below, Entrepreneurship Management shares several core courses requirements or options with the AAS Business Administration program, which is already offered in Malone. Thus there are two courses we will need to add to the teaching rotation regularly: BUS 110 Business Mathematics and BUS 215 Small Business Management. It also would

be desirable to offer BUS 154 Small Business Accounting. All are core electives for the AAS Bus Admin program.

Core Course	AAS Bus Admin	AAS Entre Mgmt
BUS 110 Business Mathematics		required
BUS 154 Sm. Bus Acct or BUS 101 Financial Accounting	BUS 101 required	required
BUS 203 Business Law I	required	required
BUS 211 Human Resource Management	recommended	required
BUS 212 Marketing Principles	recommended	required
BUS 215 Small Business Management		required
BUS 220 Business Communications	recommended	required
CIS 130 Productivity Computing	required	required
Elective - BUS/CIS/ECO/OFT/REC101/REC150		required
Elective - BUS/CIS/ECO/OFT/REC101/REC150		required
Elective - BUS/CIS/ECO/OFT/REC101/REC150		required

At this point, we are proposing to register this as a standard, on-ground offering and do not anticipate a need to add additional full-time faculty to offer it. Should the demand be there, we can look later to add an online component to it and add instructional support if need be. As is, students will be able to take up to 49% of the program online if they desire.

As with any new program, there are impacts on other areas of the College. However, from where we sit, we can only envision positive change coming from this initiative. We have sought the input from those departments/areas that would be directly impacted by the new program. Their comments are found below.

Thank you in advance for considering our proposal. Should you have any questions, please let me know.

Contact Person(s):

Lynne Fisher Kemp, Professor
 Chair of Business Programs

Departmental/Area Support

Art/Computer Graphics and Design

*Tina LaMour; Assistant Professor
Chair, Art/Computer Graphics and Design Department*

Humanities

*Bruce Rowe, Instructor
Chair, Humanities Department*

Mathematics

The Math Department met today and ... supported the Proposal to move the AAS Entrepreneurship Program to Malone. (1/26/18)
*Allison Warner, Assistant Professor
Chair, Mathematics Department*

Science

I support the proposal to offer AAS Entrepreneurship Management at the Malone campus.
*Judy Steinberg, Ph.D.; Professor
Chair, Science Department*

Social Sciences

I shared the AAS EM program with the Social Science department. There was unanimous support for the program with the recommendation that PSY 138 (Human Relations) be “strongly recommended” as a social science elective.
*Cammy Sheridan; Associate Professor
Chair, Social Sciences Department*

Learning Assistance Center – Malone

I ... (enthusiastically) support the AAS Entrepreneurship Program to Malone.
*Kate Wells
Coordinator – Learning Assistance Center
Malone Campus*

Library Services

*Brian O'Connor
Director of Library Services*

Admissions

*Chris Tacea
Dean of Admissions*

Institutional Technology

Fully supportive. Sounds like a good idea.
*Scott Harwood MA/MSIT MCP
Assistant Dean – Institutional Research & Support*

Records/Registrar's Office

Looks great! I think it will be good fit for the Malone campus – my one concern is adding more advisees onto our sole Business advisor in Malone – any chance on having anyone help in

Malone? (Reply from Lynne Fisher Kemp: We have looked into sharing advising responsibilities with the Saranac Lake instructor who travels to Malone twice weekly.)

Shelly St. Louis

College Registrar - Interim

Academic Affairs

Joe Keegan

VPAA



North Country Community College
Faculty Position on Exploring AOS Programs and Certificates
Wednesday, February 21, 2018

At our faculty meeting on February 2nd, 2018, there was a motion to survey the faculty for their interest in exploring the possibilities of adding new programs and certificates, particularly in the trades or other areas where we currently do not offer academic programs. The survey, conducted over the past two weeks, queried the faculty on five questions, which are found below. Overall, of those who participated, the sentiment was to explore doing so and hold another faculty meeting to lay out how best to approach this.

Survey results:

Questions	Numerical Responses	%
Do you support exploring the addition of AOS programs to our offerings?	25/29 support	86%
Do you support exploring the addition of AOS certificates to our offerings?	25/29 support	86%
If yes, do you support adding them to: <ul style="list-style-type: none"> • SL campus • ML campus • Ti campus 	21/25 support - SL 21/25 support - ML 18/25 support - Ti	84% 84% 72%
Are you in favor of holding another faculty meeting focused on what we learn from this survey in the near future?	23/25 support	82%
Please list any program ideas you have for AOS offerings here:	See below	

Health and Human Services

- home health care
- Chem Dep
- I have no ideas. I am in support of adding new programs that do not require a lot of new resources for NCCC. I am a very frugal person and tend to always choose the path of least cost and risk, which is why I am NOT meant to run any sort of business or make these decisions for the college. It is not my forte. I think the EMT certificate program is great! I think the Medical Records/Coding certificate was a good idea as well.
- EMT advanced EMT cert, Medical Assistant

Building Trades and Green Technology

- plumbing/electrician -- any contracting type program
- Building trades, electrical construction, masonry
- Building Trades/Construction leading to (BS) Construction management; Coding and Reimbursement, Court Reporting; Heating/Ventilation; Welding; Masonry; Electrical; Culinary Arts and partner with Paul Smiths for degree
- IP related needs Building trades paper and pulp cosmetology small engine electrician history (I know not AOS) but pertinent to Ti... CNA certificate
- Plumbing
- Plumbing, electrical, green technology, and other general service areas that our areas need for general maintenance and upkeep of properties in the area.
- I support any new programs that appear, through research, to be fiscally viable. I like the idea of looking into green technology.

Other Program Ideas

- cosmetologist, paralegal, funeral director and computer support technician

Concerns

- Frankly, I think we should focus on making our current programs better before creating new ones.
- I think before we spend too much time exploring programs we need to have the conversation on being to provide adequate space for any additional programs - especially when we do not have adequate lab space, as an example.
- I think we need to start with valid research on what kind of jobs and professions in our service areas need actual degrees or certificates. For example it was mentioned today about unions for skill jobs. Many of the contractors, plumbers, and electricians do not belong to unions and many learned their skills through parents and friends.
- Unsure....Proximity to existing programs might be one issue.
- None
- Not sure

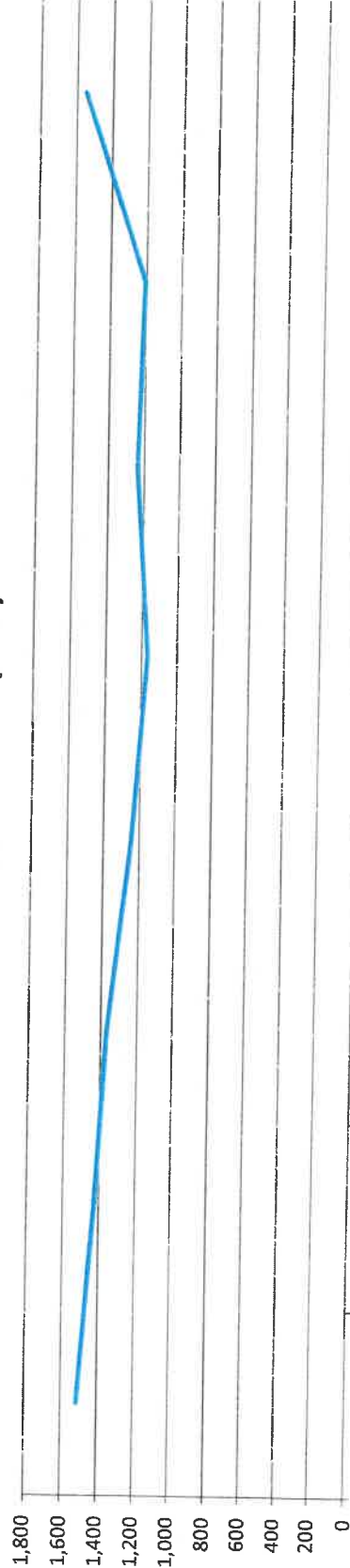
Board of Trustees Report
Office of Admissions
3/21/2018

Current Year: 2018

Data Date: 3/21/2018 *Rough estimate based on available data in CAMS

	Fall 2011 YTD	Fall 2012 YTD	Fall 2013 YTD	Fall 2014 YTD	Fall 2015 YTD	Fall 2016 YTD	Fall 2017 YTD	Fall 2018 YTD	Fall 2011 Final	Fall 2012 Final	Fall 2013 Final	Fall 2014 Final	Fall 2015 Final	Fall 2016 Final	Fall 2017 Final	Fall 2018 Final
Fall Applications (YTD)	1,514	1,430	1,368	1,246	1,166	1,237	1,207	1,550	1,843	1,740	1,673	1,921	1,882	1,927	1,898	
Deposits	389	423	315	206	163	141	148	97	449	479	351	481	472	533	451	
Admits	559	568	589	622	491	508	514	990	696	653	771	797	694	762	724	
Wait List (Nursing, RAD)	26	4	24	70	85	59	46	74	27	4	24	38	63	39	59	
Other Application Status	61	237	68	30	0	1	0	0	16	253	32	3	1	3	0	
Received Applications Pending Review	1	4	6	28	22	44	17	52	2	4	9	1	24	7	4	
Incomplete Applications	67	80	280	279	393	392	456	534	170	217	390	14	233	342	322	
Application Withdrawn	106	98	65	9	10	13	16	12	131	109	76	581	181	68	74	
Inactive Application	0	0	0	0	0	76	7	0	0	0	0	0	0	167	260	
Application Rejected	305	16	21	2	2	3	3	3	352	21	20	6	214	6	4	
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	0	628	640	510	575	469	443	456	

Fall Applications (YTD)



Fall 2011 YTD Fall 2012 YTD Fall 2013 YTD Fall 2014 YTD Fall 2015 YTD Fall 2016 YTD Fall 2017 YTD Fall 2018 YTD

Application Breakouts YTD:	<u>Fall 2018</u>	<u>Fall 2017</u>	<u>Fall 2016</u>	<u>17-18#/% Difference</u>	<u>16-18#/% Difference</u>
Applications:	1550	1207	1237	343/28.4%	313/25.3%
Deposits:	97	148	141	-51/-34.5%	-44/31.2%
Admits:	990	514	508	476/92.6%	482/94.9%
Incompletes:	534	456	392	78/17.1%	142/36.2%

Admissions Activities:

1. PTP is moving in full swing with a May 1st deadline for deposit
2. Spring 18 travel has started, separate attachment was disturbed for the last BOT meeting
3. Search for Associate Director Position has concluded with an offer, signed acceptance to come

Financial Aid Report:

1. Fall 18 award packaging has started and will continue through the spring/summer
2. Staff training w/PowerFails completed during college Spring Break
3. FA website had a refresh/update

PSA:

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

REVENUE AND EXPENDITURE BUDGET

FISCAL YEAR 2018 - 2019

	2016-2017 Budget	2016-2017 Actual	2017-2018 Budget	2018-2019 Budget	\$ Change	% Change
REVENUES						
Tuition & Fees	\$ 4,436,500	\$ 4,947,674	\$ 4,549,660	\$ 4,399,784	\$ (149,876)	-3.3%
Sponsors' Contribution	2,480,000	2,480,000	2,480,000	2,380,000	\$ (100,000)	-4.0%
Chargebacks	622,800	920,801	682,500	587,380	\$ (95,120)	-13.9%
Out-of-State Tuition	596,750	508,919	608,685	575,484	\$ (33,201)	-5.5%
State Aid	3,787,682	3,727,633	3,704,326	3,695,867	\$ (8,459)	-0.2%
Second Chance Pell Income	-	490,651	1,458,750	-	\$ (1,458,750)	-100.0%
Contributions & Other Income	947,450	1,067,410	991,450	1,034,080	\$ 42,630	4.3%
Total Revenues	12,871,182	14,143,088	14,475,371	12,672,595	(1,802,776)	-12.5%
EXPENDITURES						
Salaries						
Full Time	4,911,141	4,669,618	5,526,437	5,626,123	\$ 99,686	1.8%
Second Chance Pell Salaries	-	156,568	483,800	-		
Part Time	1,144,400	1,415,837	1,088,100	968,170	\$ (119,930)	-11.0%
Total Salaries	6,055,541	6,242,023	7,098,337	6,594,294	(20,243)	-0.3%
Benefits						
Payroll Taxes	460,281	439,497	488,054	509,667	\$ 21,613	4.4%
Medical	1,547,849	1,571,514	1,331,094	1,975,525	\$ 644,431	48.4%
Retirement	570,716	599,667	659,829	603,960	\$ (55,869)	-8.5%
Second Chance Pell Benefits	-	33,828	209,800	-		
Other	177,557	162,137	110,635	92,810	\$ (17,825)	-16.1%
Total Benefits	2,756,403	2,806,643	2,799,412	3,181,962	592,350	21.2%
Equipment	53,165	101,794	151,330	31,930	\$ (119,400)	-78.9%
Contractual						
Rental	1,456,200	1,438,199	1,455,380	1,455,130	\$ (250)	0.0%
Utilities	510,300	346,046	388,800	378,720	\$ (10,080)	-2.6%
Maintenance	253,310	166,150	219,650	214,650	\$ (5,000)	-2.3%
Office & General Supplies	103,156	66,409	108,124	79,804	\$ (28,320)	-26.2%
Advertising	214,675	164,274	224,575	170,950	\$ (53,625)	-23.9%
Professional Services	198,530	200,411	227,950	104,300	\$ (123,650)	-54.2%
Information Technology	154,162	202,140	195,950	220,950	\$ 25,000	12.8%
Library and Instructional Supplies	228,255	176,596	219,720	183,008	\$ (36,712)	-16.7%
Scholarships	340,000	321,661	360,000	340,000	\$ (20,000)	-5.6%
Travel	184,075	146,645	183,850	147,415	\$ (36,435)	-19.8%
Property & Liability Insurance	145,000	148,761	145,000	135,000	\$ (10,000)	-6.9%
Second Chance Pell Expenses	-	77,532	558,960	-		
Miscellaneous	-	151,466	181,213	180,715	\$ (498)	-0.3%
Total Contractual	3,787,663	3,606,290	4,469,172	3,610,642	(299,570)	-6.7%
Total Expenditures	12,652,772	12,756,750	14,518,251	13,418,828	153,137	1.1%
Surplus / (Deficit)	\$ 218,410	\$ 1,386,338	\$ (42,880)	\$ (746,233)	\$ (1,955,913)	4561.4%
Second Chance Pell Net Surplus				\$ 435,059		
Path to Potsdam Net Surplus				\$ 110,722		
Actual Surplus / (Deficit)	\$ 1,386,338		\$ -	\$ (200,452)		

Assumptions		
FTE	960.00	
In-State Tuition	4,879.68	4% increase
Out of State Tuit	11,509.68	4% increase
Bad Debt	100,000.00	
Out of State FTE	50.00	

3/21/2018

NCCC - Projected Revenue for 2018 - 2019

	FTE	Rate	970 Revenue	975 17-18 Budget	900 16-17 Budget
Tuition & Fees					
Tuition - In State	675.00	\$ 4,879.68	\$ 3,293,784.00	\$ 3,425,160.00	\$ 3,335,000.00
Tuition - Bridge Students	245.00	\$ 600.00	\$ 147,000.00	\$ 114,000.00	\$ 72,000.00
Tuition - Out of State	50.00	\$ 11,509.68	\$ 575,484.00	\$ 608,685.00	\$ 596,750.00
College & Course Fees			\$ 900,000.00	\$ 975,000.00	\$ 994,500.00
Fees - Transcript			\$ 11,000.00	\$ 10,000.00	\$ 4,000.00
Fees - Non-State Aidable			\$ 22,500.00	\$ 22,500.00	\$ 14,000.00
Fees - New Student			\$ 47,500.00	\$ 45,000.00	\$ 45,000.00
Fees - Graduation			\$ 13,000.00	\$ 13,000.00	\$ 2,000.00
Fees - Parking			\$ 65,000.00	\$ 70,000.00	\$ 70,000.00
Bad Debt			\$ (100,000.00)	\$ (125,000.00)	\$ (100,000.00)
Total - Tuition & Fees			\$ 4,975,268.00	\$ 5,158,345.00	\$ 5,033,250.00

State Aid					
State Aid Per Student-Base	1,001.00	\$ 2,797.00	\$ 2,799,797.00	\$ 2,906,326.00	\$ 2,931,639.00
State Rental Aid			\$ 670,070.00	\$ 572,000.00	\$ 571,043.00
Aid to Small Colleges			\$ 188,000.00	\$ 188,000.00	\$ 235,000.00
Miscellaneous Aid			\$ 38,000.00	\$ 38,000.00	\$ 50,000.00
Total State Aid			\$ 3,695,867.00	\$ 3,704,326.00	\$ 3,787,682.00

County Aid					
Franklin - Essex Sponsorship			\$ 2,380,000.00	\$ 2,480,000.00	\$ 2,480,000.00
County Chargebacks	215.00	\$ 2,732.00	\$ 587,380.00	\$ 682,500.00	\$ 622,800.00
Total County Aid			\$ 2,967,380.00	\$ 3,162,500.00	\$ 3,102,800.00

Other Revenue					
Contributions			\$ 922,580.00	\$ 881,950.00	\$ 856,950.00
Interest & Earnings			\$ 25,000.00	\$ 20,000.00	\$ 1,000.00
Rental of Real Property			\$ 31,500.00	\$ 31,500.00	\$ 31,500.00
Forfeiture of Deposits			\$ 5,000.00	\$ 8,000.00	\$ 8,000.00
Miscellaneous			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Total Other Revenue			\$ 1,034,080.00	\$ 991,450.00	\$ 947,450.00
Total Estimated Revenue			\$ 12,672,595.00	\$ 13,016,621.00	\$ 12,871,182.00

**North Country Community College
2nd Chance Pell
2018-2019**

	<u>Annual Budget</u>	<u>18-19 Actual</u>	<u>Budget Variance</u>
Revenues			
Tuition, Fees and Books	\$ 650,000	\$ -	\$ 650,000
State Aid	330,046	-	\$ 330,046
Offset to Expense	(200,000)	-	\$(200,000)
Total Revenues	\$ 780,046	\$ -	\$ 780,046

Expenses			
Salaries	\$ 206,897	\$ -	\$ 206,897
Regular	76,897	-	76,897
Adjunct	90,000	-	90,000
Overload	40,000	-	40,000
Benefits	38,790	-	38,790
Payroll Taxes	16,000	-	16,000
Medical	14,000	-	14,000
Retirement	8,290	-	8,290
Other	500	-	500
Equipment	2,000	-	2,000
Contractual	97,300	-	97,300
Supplies-Office	1,200	-	1,200
Supplies-Other	3,500	-	3,500
Books	80,000	-	80,000
Copier Charges	500	-	500
Printing-External	50	-	50
Shipping and Handling	50	-	50
Travel	12,000	-	12,000

Total Expenditures	\$ 344,987	\$ -	\$ 344,987
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Net Surplus/(Decrease)	\$ 435,059	\$ -	\$ 435,059
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**North Country Community College
Pathway to Potsdam
2018-2019**

	<u>Annual Budget</u>	<u>18-19 Actual</u>	<u>Budget Variance</u>
Revenues			
Tuition	\$ 281,520	\$ -	\$ 281,520
State Aid	169,200	-	169,200
Other	970,550	-	970,550
Total Revenues	\$ 1,421,270	\$ -	\$ 1,421,270

Expenses			
Salaries	\$ 218,100	\$ -	\$ 218,100
Regular	172,500	-	172,500
Adjunct	45,600	-	45,600
Overload	-	-	-
Benefits	73,158	-	73,158
Payroll Taxes	16,685	-	16,685
Medical	44,000	-	44,000
Retirement	12,473	-	12,473
Other	-	-	-
Equipment	-	-	-
Contractual	1,092,448	-	1,092,448
Supplies	1,800	-	1,800
Due to Potsdam	830,340	-	830,340
Due to Association	102,000	-	102,000
Travel	12,000	-	12,000
Marketing/Tutoring	70,000	-	76,308
Other	76,308	-	-

Total Expenditures	\$ 1,310,548	\$ -	\$ 1,310,548
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Net Surplus/(Decrease)	\$ 110,722	\$ -	\$ 110,722
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**North Country Community College
CAPITAL BUDGET
2018-2019**

	<u>Annual Budget</u>	<u>18-19 Actual</u>	<u>Budget Variance</u>
Revenues			
State Approved Match	\$ 260,000	\$ -	\$ 260,000
County Portion	100,000	-	100,000
Chargeback Revenues	60,000	-	60,000
Contributions from Association	100,000	-	100,000
Total Revenues	\$ 520,000	\$ -	\$ 520,000
Projects			
Classroom Renovations	\$ 120,000	\$ -	\$ 120,000
Maintenance Upgrades	80,000	-	80,000
Infrastruction/Electrical Upgrades	120,000	-	120,000
Malone Generator		-	-
Dining Hall Improvements	200,000	-	200,000
Total Expenditures	\$ 520,000	\$ -	\$ 520,000
Net Surplus/(Decrease)	\$ -	\$ -	

President's Report to the Board of Trustees

March 22nd, 2018

Dr. Steve Tyrell

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

Date:	With:	Location:
2/26/2018	Meeting with Senator Little & Assemblyman Stec	Glens Falls, NY
2/28/2018	Meeting with John McDonald, Ticonderoga School District Superintendent	Ticonderoga, NY
3/2/2018	Shared Governance Conference – SUNY Administration	Albany, NY
3/5/2018	Planning Forum – Proposed YMCA with Community Stakeholders	Saranac Lake, NY
3/6/2018	Conference call with President DiPasquale of Clinton CC	Saranac Lake, NY
3/8/2018	Meeting with Sylvie Nelson, North Country WIB	Saranac Lake, NY
3/13/2018	ACPA Panelist on "College Presidency"	Houston, TX
3/15/2018	St. Joe's Board Meeting	Saranac Lake, NY
3/20/2018	Meeting with SUNY Potsdam & SUNY Canton administrators	Canton, NY
3/22/2018	YMCA Survey Debrief with Community Stakeholders	Saranac Lake, NY
3/28/2018	PTech Parent Night	Malone, NY

- 2) **2017-18 Budget- Enrollment Update** – Scott Harwood reports that the College's spring enrollment and Spring Bridge Programs numbers are in and the College has moved from a projected budget FTE of 985 to one that will land near 1,012 for the 2017-18 year. Please note that last spring, the budget enrollment value used to plan this year's budget was 975 student FTEs (and with not including FTEs from Second Chance Pell in this budget enrollment target). This is great news for the College community as we know that we again have surpassed our annual budget target for enrollment. It is a reflection of the solid planning process we have established over the past few years between administration and governance. It is also a reflection of the hard work our College community with both recruiting and retaining students. Bob Farmer projects a small surplus for the 2017-18 year if this new budget FTE value holds thru August 2018. Scott Harwood reports that the College will close the 17-18 year with an FTE of 1,137 (as 2nd Chance Pell numbers are included in the 1,137). The administration will be discussing with Long Range Planning and Budget committee whether the proposed 2018-19 budget enrollment target of 960 should be adjusted upward for next year's proposed budget.
- 3) **2018-19 Budget** – The College staff and Long Range Planning and Budget (LRP&B) continue to review materials with the proposed 2018-19 budget. We appreciate the feedback, input, and

discussions we have had with LRP&B. Bob Farmer will present current materials related to the proposed 2018-19 budget to Board of Trustees at the March meeting as a preliminary review for the Board. Once Bob has received the final input from both the LRP&B Committee and the Senate in April, he will prepare any updates to the proposed budgets for the Board to review at the April Board meeting.

- 4) **Annual Update of the Five Year Financial Plan** - Bob will also be preparing an updated five year financial plan for the College to review this spring semester. As a draft, this 5-year plan will be adjusted as Bob works with LRP&B, and the Senate, and then the Board of Trustees. The five year financial plan forecasts projections for enrollment, revenue and expenditures. It allows us to look at where we are solid in certain areas and where we have more work to do as a community to insure financial stability in the years to come. It is a discussion that impacts everyone at the College, so I hope you join us for some of these conversations in the months ahead. This activity is also an action item in our strategic plan and Middle States.

- 5) **State Budget Advocacy** - 2018-19 State budget advocacy continues as we advocate for a new funding formula for State community colleges. Last week, the Senate and the Assembly released their respective budget proposals in response to the executive branch's proposed budget (released earlier in January). The executive branch's proposal provided no increase in State support for community colleges. Both legislative branches have counter-proposed a \$100 increase to the per student FTE rate. It is still too early to tell if the new funding formula we proposed or an alternative increase in funding will be included in the 2018-19 budget.

- 6) **The Matter of the College's Fund Balance** – I'd liked to take this opportunity to present some background information of recent conversations related to the College's fund balance. The College's fund balance is the financial reserves the College can draw from for a number of important activities related to insuring the financial stability of the College. When institutions tap into their fund balance, it is generally considered best practice to restrict its use to one-time expenses and not to use it for reoccurring expenses. Over the past few years, LRPB and the College have discussed the importance of the development of a fund balance policy for the College. As a result, there is a specific action item on this matter in the 2017-2020 Strategic Plan. It proposes that the fund balance policy be developed and that it would allocate the institution's fund balance (which sits near \$5,000,000) in the following way:
 - (a) That a portion of the fund balance is held in reserve and that is equivalent to 2 months of the College's annual operating budget. A current estimate would place that amount around \$2,500,000. Why this amount? It is a financial standard set for organizations and it is an estimate used to anticipate the amount of money an organization might need to adjust to any future unanticipated revenue shortfall. For instance, if the College had an unanticipated drop of 100 student FTEs, the \$2,500,000 might serve as the buffer to absorb this loss while we recover over a two or three year period. Is \$2,500,000 enough set aside for this strategy? Some might argue less, others might argue for more....we need to make a determination on what is the right allocation for this purpose....

- (b) A second portion of the fund balance might be invested short term (and where legally permissible and low risk) as a means to put the interest earned annually back into the operating budget. This is a common practice with other colleges as a way to shore up a budget. How much we would invest would be determined by how the policy is written.
- (c) The third portion would be an allotment of the fund balance that could be used for one-time expenses that are directed to support implementing strategic initiatives. Some institutions have used this for an equipment purchase or for compensating staff for leading a new strategic initiative. For NYS community colleges, we are not prohibited from using fund balance monies for equipment purchases, but we are restricted from obtaining a matched dollar from the State if our portion is from our operating budget or our fund balance. So, if we do this, this is a decision that has to be weighed carefully.

These three strategies for a possible approach to a fund balance policy were outlined in the College's strategic plan. At the February meeting on updating the Facilities Master Plan for Saranac Lake, county officials attending there and elsewhere have inquired if the College would use any of its fund balance to contribute to capital projects. As noted above (in section c); we could do so but we would not be able to obtain a State match if we used fund balance dollars in this way. The \$1,100,000 we recently received from DASNY is similar in that it also cannot be used as a match for additional dollars from the State. As I shared with LRP&B on March 15th, we will begin to have more in-depth conversations regarding what is the best strategy for the College to undertake in regard to how to manage our fund balance. This item will be part of an on-going conversation with LRP&B, Senate and the Board of Trustees and other external stakeholders in the months ahead and we look forward to your feedback and input on how we proceed with developing this policy.

- 7) **SUNY Potsdam Initiative** – The senior leadership teams of both institutions met (via conference call) on February 22nd for the purpose of checking on our progress and our continual review of various action items related to implementation of this new program. We are continuing our work with the development of a SUNY service area agreement and we will have a draft agreement for our higher education partners to review before the March Board meeting. Faculty from academic programs in Path to Potsdam program also met in Potsdam this month (2nd meeting for this group); Joe can share with you how we continue to hone in on how best we will insure our instructional needs are met in the *Path to Potsdam* program. Our faculty also saw plans for the facility we will use at the SUNY Potsdam campus. SUNY Potsdam and NCCC senior leaders will be meeting with SUNY Canton senior leadership (2nd meeting) to discuss some of the additional questions SUNY Canton has raised in recent weeks. Stacie Hurwitch continues to track the progress staff and faculty are making on this project. An updated version of the implementation plan was shared with the College community on February 1st. Stacie will send the next progress plan to the College community around April 1st. This initiative is part of the College's strategic plan and its five year financial plan.
- 8) **Shared Governance Working Group** – As a continuation of our work from last year and as an initiative in our strategic plan, four members of the shared governance working group attended the SUNY Voices Conference in Albany on March 2nd. The theme of the conference was Middle

States and Shared Governance. The shared governance working group met on March 5th to discuss the shared governance surveys that were presented at the March 2nd workshop. At the March 5th meeting, the committee decided to move forward with the creation of a survey that is more specific to what the College community sees as accomplishments for the 2017-18 year and what might be next steps for advancing shared governance practices in the 2018-19 year. The shared governance working group met again on March 15th to finalize the survey. We intend to distribute the survey to the College community in the next couple weeks and then the working group will analyze the results in early summer.

- 9) **Strategic Plan Progress Reports** – Stacie Hurwitch continues to track progress on each strategic initiative in the College 2017-2020 strategic plan. The last progress report was shared with the leads of each department overseeing these initiatives on February 22nd. A number of College community members are working on various initiatives at this time and we are extremely appreciative of their efforts to move these action items forward. Stacie reports that the next update on progress on the strategic plan will be shared with the College community and then the Board of Trustees during the last week of March. Our thanks to all who continue to push forward on specific action items that will position the College and our students for continual success in the future.

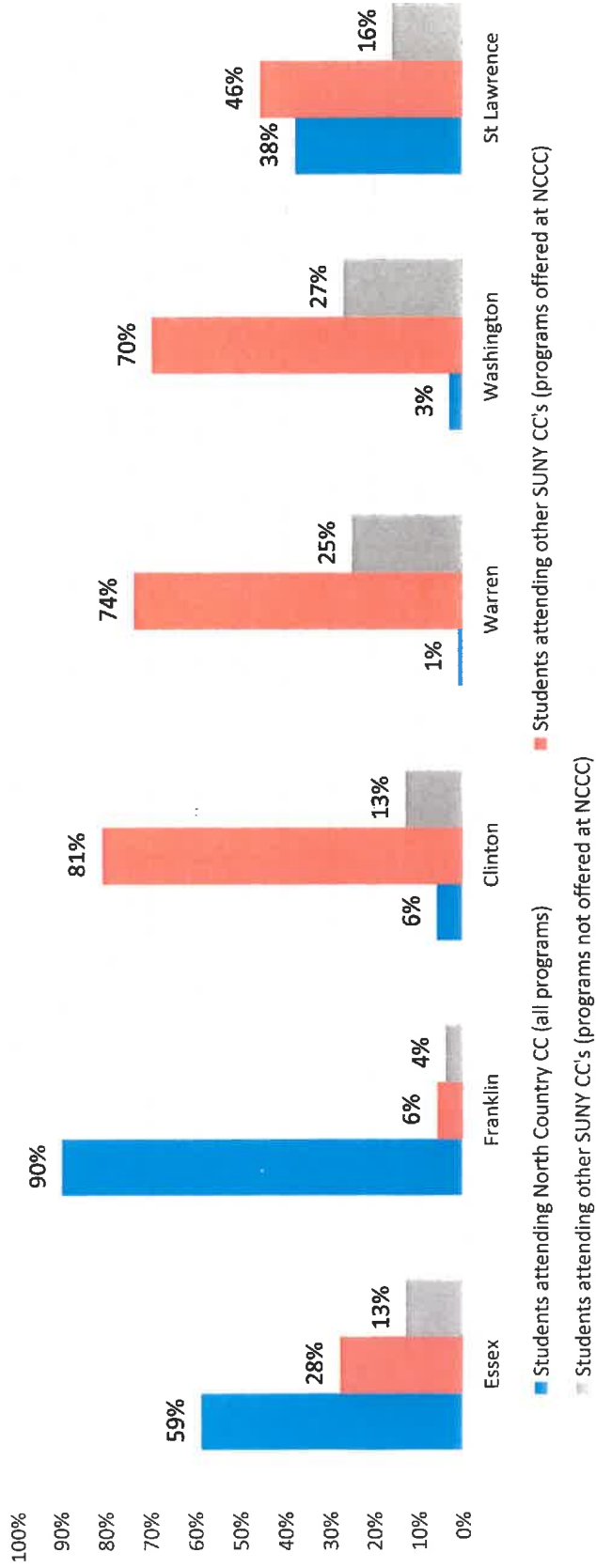
- 10) **YMCA Discussion with Saranac Lake Community** – A Community Needs Assessment survey was launched at the beginning of March and distributed broadly in the Saranac Lake community. The community forum was postponed (on March 8th) due to the weather and has been tentatively rescheduled for April 12th. The forum will be hosted on the Saranac Lake campus. The results of the needs assessment survey and the discussions at the forum will help the community ascertain what role the YMCA might serve to complement existing programs and services in the Saranac Lake region.

- 11) **Saranac Lake Master Plan Update & \$1.1 million DASNY capital grant** – Bob Farmer assembled a team of constituents to update the 2010 Campus Master Plan for Saranac Lake in December. They met December 7th, January 29th and February 13th. Based upon the input from these discussions, Bob has assembled an updated project list from working group members. Bob will present the updated project list to the Senate at their April meeting. With the help of Senator Betty Little in November, we also received a \$1.1 million grant from DASNY to upgrade our science labs and our fitness center/athletic facility. This new funding coupled with the updated project list from the working group will require us to carefully weigh how the DASNY funding will affect/modify (a) the 2010 master plan for Saranac Lake and (b) the projects listed bond match proposal we submitted to the counties in 2015. As many know, the \$1,100,000 from DASNY is targeted to partially fund two of the projects in the 2015 bond match proposal.

A few points to add regarding to the DASNY grant. We are elated to receive capital dollars to upgrade some key facility needs in Saranac Lake. The business office is currently completing the DASNY “authorization of funds” paperwork. We expect to have DASNY staff on site this summer to begin planning the work. We will want the science faculty, the athletic department and the Office of Academic Affairs at the table with the administrative staff for all of these planning sessions.

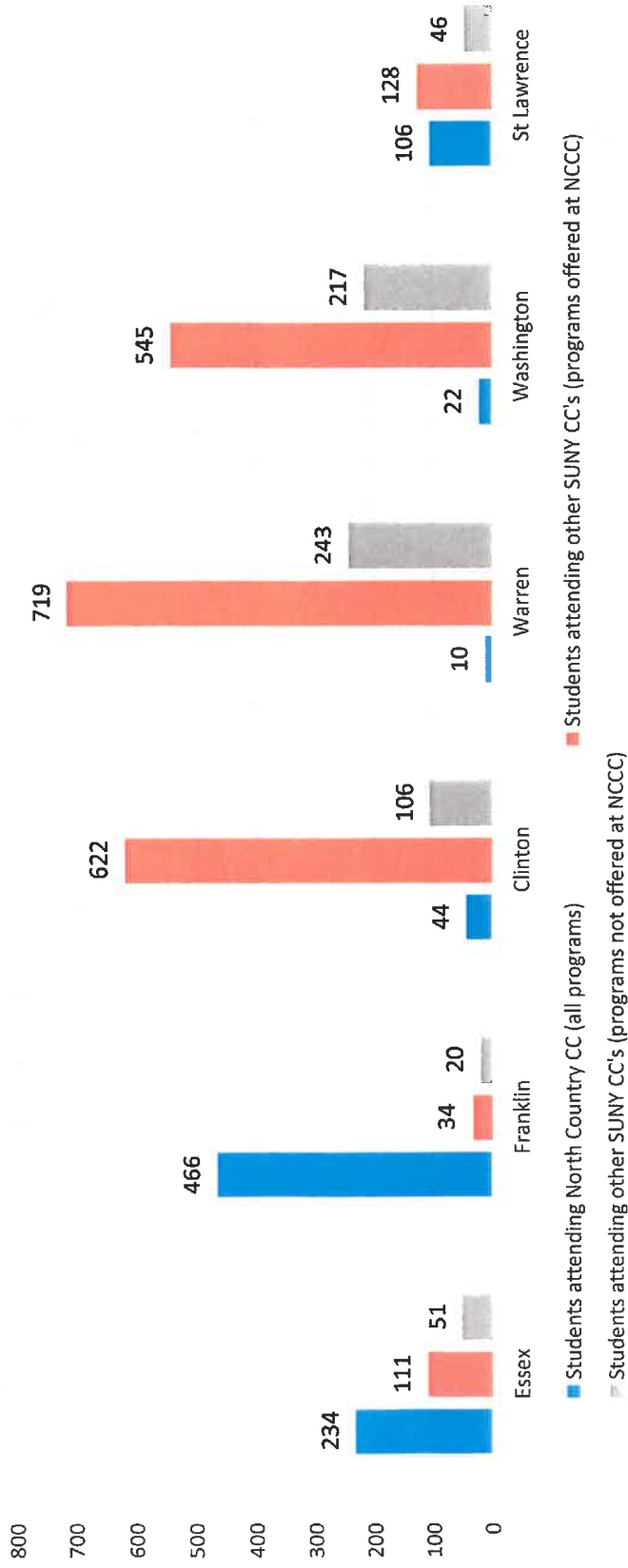
2017-18 Students Attending SUNY Community Colleges						
Students attending North Country CC (all programs)	Essex	Franklin	Clinton	Warren	Washington	St Lawrence
Students attending other SUNY CC's (programs offered at NCCC)	59%	90%	6%	1%	3%	38%
Students attending other SUNY CC's (programs not offered at NCCC)	28%	6%	81%	74%	70%	46%
Students attending other SUNY CC's (programs not offered at NCCC)	13%	4%	13%	25%	27%	16%

2017-18 Students Attending SUNY Community Colleges - By County



2017-18 Students Attending SUNY Community Colleges						
Students attending North Country CC (all programs)	Essex	Franklin	Clinton	Warren	Washington	St Lawrence
Students attending other SUNY CC's (programs offered at NCCC)	234	466	44	10	22	106
Students attending other SUNY CC's (programs not offered at NCCC)	111	34	622	719	545	128
	51	20	106	243	217	46

2017-18 Students Attending SUNY Community Colleges - By County



	2016-17 Grads with Regents Diploma (SED)	Enrolled @ NCCC as First Time Student 2017-18	Enrolled @ other SUNY CC in a program offered at NCCC	Enrolled @ another SUNY CC in programs not offered at NCCC	Enrolled @ a Private 2 or 4 Year College in or out of State	Enrolled @ a SUNY 4 Year College / University	Assumed to not be attending College	Percentage that didn't enroll in College
Franklin Academy	128	39	3	2	6	18	60	47%
Lake Placid	44	6	2	0	3	8	25	57%
Moriah	43	7	2	1	3	5	25	58%
Saranac Lake	85	30	2	1	6	16	30	35%
Total:	300	82	9	4	18	47	140	47%

Approximately 53% of Essex & Franklin County recent High School Graduates enrolled in college (16-19 years old)

2016 Bureau of Labor Statistics 69.7% of high school graduates enrolled in college (recent grads)

2016 Bureau of Labor Statistics 51% 2 year College, 32% 4 year College (recent grads in college)

National Center for Education Statistics 24% @ 2 year college, 46% @ 4 year college

College completion rate is less than 55% @ 6 years.

NCHEMS Information (37.8% of 18-24 years olds enrolled in College NYS

NCHEMS Information (5.2% of 25 to 49 year olds with no bachelors degree are enrolled in College NYS

Franklin & Essex (1099 HS grads)	300 of 1099 projected # of grads not in College	1099
Extrapolate (47%)		517

Northern NY Counties - High Schools 2017-18 12th Grade Enrollment

<u>YEAR</u>	<u>COUNTY</u>	<u>SCHOOL DISTRICT</u>	<u>12TH GRADE ENROLL</u>
2017-18	CLINTON	AUSABLE VALLEY	84
2017-18	CLINTON	BEEKMANTOWN	134
2017-18	CLINTON	NORTHEASTRN CLNTON	102
2017-18	CLINTON	CHAZY	33
2017-18	CLINTON	NORTHRN ADIRONDACK	46
2017-18	CLINTON	PERU	152
2017-18	CLINTON	PLATTSBURGH	155
2017-18	CLINTON	SARANAC	112
Total:			818

2017-18	ESSEX	CROWN POINT	20
2017-18	ESSEX	ELIZABETHTOWN	15
2017-18	ESSEX	KEENE	18
2017-18	ESSEX	MINERVA	8
2017-18	ESSEX	MORIAH	46
2017-18	ESSEX	NEWCOMB	9
2017-18	ESSEX	LAKE PLACID	54
2017-18	ESSEX	SCHROON LAKE	16
2017-18	ESSEX	TICONDEROGA	69
2017-18	ESSEX	WESTPORT	13
2017-18	ESSEX	WILLSBORO	13
Total:			281

2017-18	FRANKLIN	TUPPER LAKE	51
2017-18	FRANKLIN	CHATEAUGAY	37
2017-18	FRANKLIN	SALMON RIVER	88
2017-18	FRANKLIN	SARANAC LAKE	89
2017-18	FRANKLIN	MALONE	176
2017-18	FRANKLIN	BRUSHTON MOIRA	56
2017-18	FRANKLIN	ST REGIS FALLS	25
Total:			522

2017-18	SAINT LAWRENCE	BRASHER FALLS	88
2017-18	SAINT LAWRENCE	CANTON	80
2017-18	SAINT LAWRENCE	CLIFTON FINE	24
2017-18	SAINT LAWRENCE	COLTON PIERREPONT	23
2017-18	SAINT LAWRENCE	GOUVERNEUR	104
2017-18	SAINT LAWRENCE	HAMMOND	17
2017-18	SAINT LAWRENCE	HERMON-DEKALB	24
2017-18	SAINT LAWRENCE	LISBON	36
2017-18	SAINT LAWRENCE	MADRID WADDINGTON	51
2017-18	SAINT LAWRENCE	MASSENA	219
2017-18	SAINT LAWRENCE	MORRISTOWN	18
2017-18	SAINT LAWRENCE	NORWOOD NORFOLK	59
2017-18	SAINT LAWRENCE	OGDENSBURG	99
2017-18	SAINT LAWRENCE	HEUVELTON	31
2017-18	SAINT LAWRENCE	PARISHVL HOPKINTON	39
2017-18	SAINT LAWRENCE	POTSDAM	96
2017-18	SAINT LAWRENCE	EDWARDS-KNOX	42
Total:			1050

*Data was taken from NYS State Education Department: <http://www.p12.nysed.gov/irs/>

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS students whose physical well-being or mental health needs are sometimes beyond the resources of the College; and they are referred to off-campus facilities and service providers, and

WHEREAS the Student Code of Conduct is the only current means to address student misconduct with elements of mental/medical health and where other institutions of higher education have the option to invoke an involuntary medical leave for students in these circumstances; and NCCC currently does not have this policy in place, and

WHEREAS the Student Life department, the Behavioral Intervention Team, the Student Life committee of the College Senate and the College Senate have all reviewed and recommend the approval of the attached Involuntary Medical Leave of Absence policy to the Board of Trustees, and

WHEREAS the President concurs with this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the attached Involuntary Medical Leave of Absence policy beginning August 1, 2018.

2017-18/ 16

MOTION:

SECOND:

ACTION:

Yeas:

Nays:

Abstentions:

DATE: March 29, 2018

**Student Life Office
North Country Community College**

**Resolution in Support of
Involuntary Medical Leave of Absence Policy**

WHEREAS Students whose physical well-being or mental health needs are beyond the resources of the Student Life Department are regularly referred to off-campus facilities and service providers when possible; and

WHEREAS the current NCCC Emergency Withdrawal Policy reads, "Withdrawal for a documentable medical, military, or other emergency may be requested at the Registrar's Office at any time. Requests are considered on a case-by-case basis, and in most cases verification will be required (verification from a treating physician/clinician, military orders, etc.). If approved, an emergency withdrawal will be noted on the permanent record as "W*". Please note that an approved emergency withdrawal does not cancel the student's financial liability to the College for course tuition or fees. Once the withdrawal is approved by the appropriate college official, questions regarding the student's billing statement should be directed to the Bursar's Office."

WHEREAS the Student Code of Conduct currently has the following regulation regarding student behavior:

Psychological and Physical Self-Harm: Students are prohibited from physically harming themselves or engaging in self-threatening behaviors. Participating in drinking games or engaging in behavior which results in a student's being transported to the hospital for a suspected alcohol or drug overdose are violations of this regulation.

- *Range of Sanctions: Disciplinary Probation to Expulsion.*
- *Information: Students may be subject to disciplinary charges if they engage in behavior that is harmful to themselves or self-threatening. When these allegations occur, an administrative hearing will occur with the Dean of Student Life (or designee).*

WHEREAS invoking the above mentioned code violation results in a student judicial record, of which can feel overly punitive to the alleged student whose behavior is a call for help.

THEREFORE, BE IT RESOLVED that the North Country Community College Senate endorses and supports the development of an involuntary medical leave of absence policy for students; and

BE IT RESOLVED that the North Country Community College Senate requests that NCCC President and Board of Trustees adopt a policy that calls for involuntary medical leaves of absence be treated as an emergency withdrawal according to campus policies; and

BE IT RESOLVED that the North Country Community College Senate encourages administration to adopt an involuntary medical leave of absence policy that allows a student in these circumstances be eligible for a non-penalizing emergency withdrawal, preserving their educational status and financial resources.

INVOLUNTARY MEDICAL LEAVE OF ABSENCE - DRAFT POLICY as of January 2018

Students whose physical well-being or mental health needs are beyond the resources of the Student Life Department will be referred to off-campus facilities and service providers when possible. However, students who cannot complete or refuse to complete an assessment and/or accept recommended emotional and/or medical treatment and whose resulting behavior renders them unable to effectively function in the residential or College community (that is, without harming themselves or others or disrupting the College community) may be required to leave the College following the described procedure below:

1. The Dean of Student Life or designee may require a mandatory psychological or emergency medical assessment of a student's condition when it is evident the student is unable to function in the College community without harming themselves or others and/or disrupting the educational mission of the institution.
2. When the written opinion of a licensed mental health professional or medical responder is that a treatment plan cannot support continued enrollment, and the student does not opt to voluntarily withdraw; the College can exercise its option to involuntarily withdraw the student and until such time the licensed mental health professional provides written verification that the student is ready to return to the College.
3. When the written opinion of a licensed mental health professional or medical responder is that a treatment plan can support continued enrollment, and the student does not complete the treatment plan as prescribed, and the student does not opt to voluntarily withdraw; the College can exercise its option to involuntarily withdraw the student and until such time the licensed mental health professional provides written verification that the student is ready to return to the College.
4. If the student completes the treatment plan as prescribed, they may continue enrollment or reapply; whichever is applicable based upon the treatment plan requirements.
5. As soon as possible, members of the College community shall report any behavioral concern regarding a student to the Dean of Student Life or Administrator on Call. An incident report will be used to formally document student behavior.
6. When the Dean of Student Life or Administrator on Call receives notification under either (1), (2), or (3), described above, the Dean of Student Life or his/her designee will review appropriate documentation and make a decision regarding the student's status. Failure for the student to attend a mandated assessment will result in an involuntary medical leave of absence without further process. If the Dean of Student Life determines that the student should leave the College, the Dean of Student Life or his/her designee reserves the right to inform the student's parent, spouse, or other close relative.
7. Although a student's request for return will be assessed whenever requested by a student, involuntary medical leaves of absence are generally for a period of no less than the remainder of one semester. A student may apply for re-enrollment by contacting the Dean of Student Life for information on the re-enrollment process. A temporary hold will be placed on a student's record at the time of withdrawal requiring administrative authorization before re-enrollment.
8. Financial liability for the remainder of the semester in which a student is involuntarily withdrawn will be reviewed by the Bursar on a case by case basis.

NCCC Association
NCCC Board of Trustee Report
March 29, 2018

Residence Halls Update:

At the Association Board Meeting on March 9th, 2018 the board members voted to approve the purchase of new furniture for the residence hall buildings. The new furniture will replace the original furniture placed in service back in 1998. The anticipated cost of the new furniture will be about \$130,000.00 - \$140,000.00 including freight, installation and disposal of old furniture, if needed. I am in the process of contacting local charities as well as any local shelters to see if they are interested in accepting the old furniture as a donation to help reduce our cost of disposal. The furniture will be installed the first week in August prior to pre-season athletics check-in.

Summer Group bookings have begun. We will be hosting a large group of Professional Lacrosse players in July along with a few returning groups as well. We have been contacted by the Lake Placid Sinfonietta to accommodate some of their orchestra members for the summer months also.

Myself, Robbie Woodward and Kim Irland are constructing our first ever "Welcome Weekend" for residence hall students as well as new incoming commuter students. More to follow.....

Bookstore Update:

Graduation attire is in and we are preparing adoptions for our Summer 2018 course listings as well as Fall 2018 courses for our three campuses, Pell and Pathways to Potsdam. Fall 2018 general merchandise ordering is completed.

Our first ever "Ticonderoga Pop Up Bookstore" was held on March 7th. The event was well attended even though the weather was not very cooperative. I was unable to go back down for the second day due to a snow day so I have rescheduled for April 12th. The students were very pleased to see us there. I was very pleased with the outcome.

I have also created a small brochure for the bookstore that is available by email and in print format for students and Alumni. This will give family and friends the opportunity to see what items we have for purchase as well as sizing and pricing.

Food Service Update:

I am currently working with American Dining Creations, our third party vendor, to provide meal tickets, free of charge, to interested students and parents to utilize while they are here on a campus tour. This will give the prospective student an opportunity to sample our food options and the dining atmosphere.

Chip Mecca, District Manager for American Dining Services and Anthony Pernisi, Chef Manager, have been invited to attend the April 20th Association Board Meeting to give an overview of our first academic year with them.

I am also working with the Anthony Pernisi, Chef Manager, to create marketing materials for our new "Anytime Meal Plans" for commuter students on the Malone & Saranac Lake Campuses. These materials will be utilized during our student registrations.

The Association board voted at the March 9th board meeting to endorse a "Healthy Food, Beverage and Wellness Policy" through a grant provided by the Department of Health. This grant is applicable to our two campuses located in Essex County and is an opportunity for the Association to promote healthy food and beverage choices. On the Ticonderoga Campus the grant will help to fund a fitness center/rec room as well as the potential to install a water filtration water fountain unit. The Association has already taken steps to replace a soda vending machine with a glass front beverage vending machine that will include healthy selections. We will be doing the same with the snack vending machine also, changing out the current selections with healthier choices. Thank you to Kim Irland, Dean of Student Life for her time and efforts. She has been instrumental in bringing this grant to life.

**Student Life Office
North Country Community College**

**Resolution in Support of
Involuntary Medical Leave of Absence Policy**

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