

BOARD OF TRUSTEES MEETING

11:00 a.m. | Friday, March 29, 2019

Saranac Lake Campus | HH-105

AGENDA

- I. Call to Order
- II. Approval of January 25, 2019 & March 1, 2019 minutes
- III. Liaison Reports
 - A. College Senate
 - B. NCCCAP
 - C. CSEA
- IV. College Reports
 - A. Board Chair
 - B. Vice President for Academic Affairs
 - o Resolution 2018/19 | #7 Appointment: Admissions Counselor/Men's Soccer Coach
 - C. Interim Vice President for Enrollment Management
 - o Resolution 2018/19 | #8 Appointment: Associate Director of Recruitment for Adult Learners
 - o Veteran & Online Learner Enrollment Campaign
 - o NCCC and PSC Dual Degree Agreement
 - D. Vice President for Administration & Fiscal Operations
 - o Motion to Approve January 2019 Financials
 - o February 2019 Financials
 - o 2019-2020 Budget
 - o Resolution 2018/19 | #12 2019-2020 Tuition
 - o Resolution 2018/19 | #13 2019-2020 Fee Schedule
 - o Resolution 2018/19 | #14 2019-2020 Excelsior
 - o 2018-2019 Forecast
 - E. President
 - o Resolution 2018/19 | #10 Search Firm for VP of Marketing and Enrollment
 - F. Representative Reports
 - o NCCC Association
 - o NCCC Foundation
- V. Old Business
- VI. New Business
 - A. April Board Meeting
- 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, January 25, 2019 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Mary Irene Lee*, Mark Moeller, Pete Suttmeier, and Jerry Griffin.

Excused: Tim Burpoe, Dan Kelleher, Courtney Oakes

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

Board Chair, Steve Reed, called the meeting to order at 11:07a.m.

Public Session

Steve Tyrell began a conversation regarding the future of the NCCC pool. He commented on the master plan for the Saranac Lake Campus and the ideas of how to use the space differently if the College chooses to go in that avenue. JMZ has hired an aquatics consultant to review the pool and offer additional information. JMZ has two proposals in work (one with and one without the pool). Several members of the community showed support in keeping the pool active. They commented on the importance of the pool to not only the College but to the members of community.

Approval of Minutes

Pete Suttmeier made a motion to approve the November 30, 2018 minutes. Mark Moller seconded the motion. The November 30, 2018 minutes were approved unanimously (6-0-0).

College Senate

Steve Tyrell spoke on behalf of Sarah Kilby. Senate recommends the College begin a search for a vice president for marketing and enrollment immediately. If possible, the new president should interview the finalist. Steve Tyrell concurred with the Senate's recommendation and a search will commence at this time.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

Joe Keegan reported:

- Team is preparing for the next anticipated Middle States visit in Fall 2019.
 - o Steve Tyrell directed members of the board to review their packet portion which includes current mission. He commented on the importance of re-writing the College's Mission, Visions Values. Reaffirming accreditation, inclusivity, continuous improvement, curriculum review process is data driven. He respectfully requested the board to review and share perspective.

- Update on Second Chance Pell – we received a request to submit a budget for 19-20 which is a hopeful sign. That budget is under development and due mid-February.
- SUNY Workforce Development Grant – we have been working with workforce partners in Essex and Franklin Counties to gauge interest in participating in the SUNY Workforce Development Grant. The grant, which can be as much as \$50,000 per college, is provided to interested community colleges to work with, administer and, where possible, deliver needed training for area employers.
- Academic Programming Update:
 - o AAS Chem Dep Counseling program was recertified by NYS Office of Alcoholism and Substance Abuse Services (OASAS) to deliver 350-hour education and training to prepare student to become Credentialed Alcoholism and Substance Abuse Counselor trainees.
 - o AEMT materials are being finalized and will be headed to NYSED shortly.
 - o Nursing Self-study which includes a visit from NYSED to recertify the programs is fully underway.

Interim Vice President for Enrollment Management Report

Alex Parnia introduced himself to the members of the Board of Trustees.

- Alex shared his report.
- Alex presented a report regarding current trends in enrollment and the future of NCCC, the importance of increasing our yield rates and the need for the College to focus on recruiting non-traditional students; in particular, the College needs to revise how it chooses to provide classes that accommodate to the needs of this growing prospective student population.

* Mary Irene Lee joined the meeting.

Vice President for Administration/CFO:

Bob Farmer highlighted the November 2018 and December 2018 financials.

- o For 2018-19, overall FTE's are projected to be down 40 for the year vs. 30 at our last meeting. This translates to \$350,000 revenue shortfall.
- o NCCC is fortunate to be in a position to have a fund balance to absorb the deficit. Managers are doing what they can to minimize expenses for current year and work is being done on the 19-20 budget. Some items that can close the gap next year could be additional sports teams and new programs.
- o Investments are earning about 3% and NCCC should earn between \$40,000 - \$50,000 this year vs a budget of \$25,000.
- o There was a brief discussion about the status of Second Chance Pell for next year.

Pete Suttmeier moved to approve the financials as they were presented. Mary Irene Lee seconded. November & December 2018 financial reports were approved unanimously (6-0-0).

President's Report:

Steve Tyrell reported:

- o JMZ will share their final report on the proposed school of applied technology soon.
- o SLK Master Plan final draft presentation, with estimates, will be presented Monday, February 25th. Steve Tyrell recommended moving the board meeting from the February 22nd to Monday, February, 25th.
 - o Mark Moeller moved to approve the new date for the February Board of Trustees meeting to the 25th; to coincide with the Master Plan presentation from JMZ. Pete Suttmeier seconded the motion. The motion carried unanimously (6-0-0).

NCCC Association:

No report.

NCCC Foundation:

Dianna Fortune reported:

- o Alumni Reception will be on February 9th from 10am to Noon at The Hotel Saranac.
- o The Bobby Bernstein scholarship is close to being a fully endowed scholarship fund. Currently an anonymous donor has offered matching dollars until February 19th.

Old Business:

- o Steve Tyrell recommended to the board the Senior Enrollment Management Officer position be titled Vice President of Marketing and Enrollment Management. The board concurred.

New business

- o Steve Tyrell reported SUNY Canton/SUNY Potsdam discussion and negotiations continue. If negotiations go well, a Service Area Agreement will be prepared and distributed for parties to review in the next 2-3 weeks.
- o On February 12th at 12:30pm, there will be an open forum regarding the College's Mission/Vision and Institutional priorities.

The board recommended the following recommendations:

Steve Reed recommended resolution 2018/19 | 5 that the North Country Community College Board of Trustees hereby approves that in conjunction with and subject to the consent and approvals of the Board of Trustees of the State University of the State of New York, the Franklin County Board of Legislators and the Essex County Board of Supervisors, the Board of Trustees of NCCC does hereby consent and authorize the sale of the railroad easement property premises to the State of New York Department of Environmental Conservation, said transfer and sale being subject to the sanitary sewer easement rights of the Village of Saranac Lake and to the retained right of way easement rights of the County of Franklin and the County of Essex for the benefit of the North Country Community College; and that Steve Reed, Chairman of the Board of Trustees is hereby authorized to sign and execute all documents necessary to the transfer of property pursuant to the resolutions. Mark Moeller seconded the motion. The motion was approved unanimously. (6-0-0)

Pete Suttmeier recommended resolution 2018/19 | 6 that the North Country Community College Board of Trustees hereby approves to adopt the changes to section 4c of the Bylaws that includes and specifically states "The Board of Trustees may also form ad hoc committees (i.e., audit, presidential search) and it is the determination of the Board of Trustees regarding the composition of these ad hoc committees including whether a Board of Trustees member or designees chairs an ad hoc committee". Anne McDonald seconded the motion. The motion was approved unanimously (6-0-0).

Executive Session

Jerry Griffin made the motion to enter Executive Session at 12:39pm. 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.* Anne McDonald seconded the motion. The motion was passed unanimously (6-0-0). Steve Tyrell was invited to join the meeting at 12:39pm.

Mark Moeller made a motion to adjourn executive session at 1:03PM. Jerry Griffin seconded the motion. The motion was approved unanimously (6-0-0).

Adjourn

Mark Moeller made a motion to adjourn the meeting. Jerry Griffin seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:04 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

DRAFT

Monday, February 25, 2018

Motion:

Seconded:

Passed: (0-0-0)

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
Friday, March 1, 2019 | Saranac Lake Campus

Board Members Present: Steve Reed, Anne McDonald, Mark Moeller, Pete Suttmeier

Excused: Tim Burpoe, Dan Kelleher, Courtney Oakes, Mary Irene Lee, and Jerry Griffin

Others Present: Steve Tyrell, Stacie Hurwitch, Bob Farmer, Alex Parnia, Joe Keegan, Chris Knight, Lisa Symonds, Erik Harvey, Diana Fortune, Beth Quinn, Sarah Kilby.

Board Chair, Steve Reed, called the meeting to order at 11:58 a.m.

* Today's meeting does not meet quorum; therefore, this is not an official meeting. There will be no voting on minutes or other materials today.

College Senate

Sarah Kilby reported:

- First meeting in February.
- Consensual relationship policy was reviewed together and supported. There was a brief discussion about the policy and disclosure.
- Nominations for Senate officers for 2019-2020 will soon begin.
- By-laws are currently being reviewed for practicality and updated as needed.

NCCCAP

No report.

CSEA

No report.

Board Chair Report

No report.

Vice President for Academic Affairs

Steve Tyrell presented in Joe Keegan's absence:

- Steve thanked the faculty for their hard work and approval of the 7.5 week blocks for courses. This would allow students to attend part time on-line; and by taking 6 credits per block and completing 5 blocks a year, they can feel like they are a part-time student, but are completing a full-time student load annually. This is a model similar to Onondaga Community College.
- Transition to Blackboard continues.
- Campus advisory boards are coming up for the Spring semester. Ticonderoga will begin on March 8th at 9am. All are welcome.
- Teacher Ed track is still in internal shared governance review.
- Advanced EMT program currently resides at State Ed and awaiting approval.
- Learning outcomes assessment update to Middle States is due September 1.

- Self-Study proposal will be submitted to MSCHE in June. Teams are starting to gather.
- Steve Reed voiced interest in attending the upcoming meeting with the Akwesasne nation.
- There was a brief discussion regarding the upcoming nursing review and the frequency of all other academic program reviews.
- To date, David Clayton has signed 15 new students to the men's soccer team. The resolution for his position will be brought to the board at the next meeting.

Interim Vice President for Enrollment Management

Alex Parnia reported:

- Thanked academic leadership for approval of 2 new online programs.
- Measuring marketing efforts to draw focus on those most successful.
- A staff member will be going on maternity leave next month. With that employee gone it will be a critical time for the College in recruitment. He voiced a request for the board to consider the approval of a full-time position.
- Overall, the College is 4% behind in applications from where we were in comparison to 2018.
- Steve Tyrell reported the College officially signed the dual admissions agreement with Paul Smiths College. Teams will soon commence on creating a recruitment plan to make it a successful program. The board briefly discussed the benefits of this program.
- Alex explained there is a potential opportunity for another partnership with St. Joe's and will be explored next week. Could bring students in as early as Summer 2019.

Vice President for Administration/CFO:

Bob Farmer shared the January 2019 and February 2019 financials and the forecast with the board.

- Bob highlighted portions of the forecast and discussed it with the board. FTE projection for 18-19 is 940 vs a budget of 970.
- Bob explained the potential of increasing scholarships for out of state students... out-of-state scholarships were increased to attract more students ... we currently have 42 out of state students versus a budget of 50... we have dropped from mid-60's to low 40's in the past couple years.
- Explained we were conservative with the 2nd chance pell budget and picked up summer pell that helped balance the overall budget.
- Current projections show the College will have a balanced budget.
- One more year with 2nd chance will go a long way. Hopeful for a final confirmation in late April. The board briefly discussed the future of 2ndchance pell.
- Team is working on the 19-20 budget and will be discussed in more detail at the next meeting.
- The board briefly discussed the anticipated tuition increase might be. Bob has included 4% in his draft budget... On an average, throughout the state, there will be a 6-8% increase.

President's Report:

Steve Tyrell reported:

- Currently the College is reviewing the Mission/Vision statement and institutional priorities. The current edits were shared with the board in their packet. The College would like to finalize the mission/vision statement by the next board meeting. Comments and recommendations are still being collected. The board was encouraged to review and report back their thoughts.
- Proposed campus closure policy has been discussed throughout the College. Past practice is that if one campus closes then all close. Hopefully a policy will be drafted and shared with the board soon.

The faculty are being extremely creative in making up for lost time due to closures and delays that we've experienced this semester.

- In regard to the pool, people from the community have put together a realistic business plan to include revenues/expenditures to have a full aquatics program at the College. Experts from YMCA are looking to see if it is doable.
- A draft a Campus Master Plan was presented to the College community.
 - Stacie Hurwitch will reach out to county representatives to secure a date for them to receive the same presentation.
- SUNY Potsdam program is delayed until at least Fall 2020 initiative.
- Next board meeting, a vote will be needed regarding the Association property and a no smoking policy.
- SUNY Advocacy handout was shared with the board. Steve explained what the area Community Colleges are highlighting reasons why their institutions are so important to be funded and successful. There is a story out in the local papers regarding NCCC and the implementation

NCCC Association:

Beth Quinn reported:

- Revenue is down in regards to the dorms. Currently there are 64 students residing on campus, leaving 32 open beds (which is equivalent to one of the dorms).
 - Brief discussion on bringing in a men's lacrosse team and the chances of that helping to fill the dorms. Part of the concern would be space in athletics to host and support the team.
 - The men's soccer team returning in Fall 2019 should help to bring the dorms back to capacity.
 - Association is working on assisting Admissions with creating a new view book and helping with marketing materials.
 - New incentives to attract students to the dorms are also in design. One is a waiving a fee if applications are completed by May 1, 2019.
- Bookstore sales have gone down 19% for financial aid and 57% of out of pocket and 11% down in Pell (due to the loss of the one campus). It's difficult to compete with online resources and the lower enrollment. They have been creative in offering used books and trying a new rental program.
- Next Association Board meeting they will discuss a rebrand for the Association which will offer an exciting new look for the residence halls and perhaps other services.
- The tobacco-free policy was voted unanimous to have the residence halls will be used as a test case, making the Association properties (inside and out) tobacco-free on July 1st.
 - Tobacco Free policy for the College must be negotiated with both collective bargaining units.

NCCC Foundation:

Dianna Fortune reported:

- Scholarship directory booklet is completed and circulating. They are accepting applications now and there are \$40,000 available.
- Awards Ceremony in May 2019 and will provide monetary awards for approximately 70-80 student recipients.

Old Business:

- Diana Fortune reports the Presidential Search committee is meeting and the process continues. Semi-finalists have been chosen and interviews will begin next week. Finalists will be recommended to the Board of Trustees. RH Perry will be conducting due diligence on those finalists and if passed, they will be on campus to meet the members of the College community the last week of March 2019. Each of the constituency groups will have an opportunity to provide feedback to the board.

New business

None

Meeting concluded at 1:04 p.m.

Respectfully Submitted,



Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

DRAFT

Friday, March 29, 2019

Motion:

Seconded:

Passed: (o-o-o)



Academic Affairs
North Country Community College
VPAA Report to the Board of Trustees
March 29th, 2019

Greeting to you all and Happy Spring! With Spring Break behind us, we are at the midway point of the semester. Summer 19 registration is underway and Fall 19 is right behind it. On behalf of the Academic Affairs, please find updates from our area here:

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

● ***Summer/Fall 19 Registration***

- Students are now enrolling in Summer 19 classes and financial aid, including PELL, may be available for students enrolled during the Spring 19 semester. Our Financial Aid Director, Mary Ellen Chamberlain, and our Registrar, Shelly St. Louis, developed a guide for advisors on summer aid to help students know their options and, hopefully, boost enrollment. They then held information sessions on all campuses to answer students' questions about summer aid.
- Fall 19 registration begins on Monday, April 1st for continuing students. The schedule will look a bit different this fall with more quarter and hybrid courses scheduled to meet the enrollment initiatives below.

● ***Academic Planning***

- *Non-traditional Students – Quarter Course Proposals:* This program is designed for working adults who value flexibility over speed in terms of taking college courses. Proposed as *online quarter courses* (7½ weeks), students take classes in manageable chunks over the course of 18-20 months. Our area is working with Alex and his team to launch the program in Summer 19. A multi-disciplinary team has been meeting to ensure a smooth launch, addressing items from placement testing, to academic advising, to tracking.
- *St. Joe's Proposal* – Working with Alex, our Social Sciences Chair, Cammy Sheridan, has taken the lead in developing pathways for St. Joseph's Rehabilitation Center staff to earn a degree in either *AA Lib Arts* or *AAS Human Services*. This, too, is expected to launch in Summer 19
- *Transition to Blackboard:* The transition continues. Sarah M, working with IT, recruited Dean Dyer from SUNY Jefferson to provide a full-day training to our faculty who piloted the adoption of Blackboard. Dean was an excellent trainer and those attending learned much and encouraged us to have Dean back again. We are also exploring some ideas on providing additional summer training with our IT staff. We expect the platform will be helpful in supporting the quarter course proposal.
- *Campus Advisory Boards:* Two of the three board meetings have occurred (Ti and SL) and we were delighted by the representation across the respective communities, the quality of the discussion and the ideas that were generated. Our last advisory board meeting is slated for the Malone Campus on Friday, April 5th from 9:00-11:00 am.
- *Program Advisory Boards:* In addition to the campus boards, seven (7) of our academic programs/areas hold annual advisory board meetings. They are Business, Fine Arts/Graphics, Human Services, Massage Therapy, Nursing, Rad Tech and WRL. The boards are composed of representatives from the workforce (practitioners/employers) area high schools/BOCES, students, alumni, higher ed partners and others to help ensure that the programs are well-tuned and delivering the education students need to be successful in the field and/or when they transfer. There are three (3) program advisory board meetings remaining for the year including Nursing, WRL and Human Services.
- *Continuing Ed:* We continue outreach to our workforce partners in Essex and Franklin Counties to identify training needs in the region and see if those might be supported by

the SUNY Workforce Development Grant. Dave SG has led those efforts and thus far has received proposals for training from partners include the Ti Area Chamber of Commerce, the Farrar Home in Malone, and the Akwesasne Mohawk Casino.

- *St. Regis Mohawk Tribe*: Bruce Kelly led a meeting with the SRMT Education Department in late February. We are planning to host two courses at the SRMT's new tribal building in a state-of-the-art classroom and are beginning to work with our partners at Akwesasne and colleagues at NCCC to launch this.
- *SUNY Potsdam Proposal*: No update to report. At this point, we are not planning on the program being available for Fall 19.

- **Academic Programs:**
 - *AA Lib Arts and Sciences – Hum/Soc Science – Teacher Ed Track* – the academic departments weighed in on the proposal which underwent some modification based on those recommendations. We expect it will be moving to the Curriculum Committee soon and we could see something from the Senate by semester's end.
 - *Advanced EMT*: Last week, we had some follow-up questions from NYSED regarding the program and are hopeful that we are nearing the end of the approval process.
 - *AAS Nursing*: The items requested by NYSED are expected to have been submitted by the time of your meeting.
 - *AAS Entrepreneurship Mgmt – Malone*: Approved by SUNY on September 5th, 2018 and NYSED on February 22nd, 2019! The program is now registered in Malone! Kudos to all who helped make this happen.
 - *LPN and RN Self-Study*: Our Nursing Director, Sandy Gothard, led the self-study of both nursing programs these last few months which was completed and submitted to NYSED on March 1, 2019. Many thanks to all who pitched in and helped out. A review team will be on campus March 26th-28th, 2019 for the reaccreditation review of both programs.

- **Middle States/ Assessment of Student Learning:**
 - The faculty have continued to keep student learning assessment in the forefront of their departmental work, whether that be outcomes assessment, program review or engaging in assessment-related professional development
 - We have five program reviews taking place this year: In addition to *AAS Nursing*, program reviews are being conducted for *AAS Massage Therapy*, *AS Business: Sports and Events Mgmt*, *AS Environmental Science*, and *AS Health Science*.
 - We have pushed the time of the Self-Study Design draft out until we complete the review of our mission, vision and values, making sure they fit us today. Originally, we had planned for a visit by our MSCHE Liaison, Christy Faison, in Spring 19, thus the more compressed timeline. At this point, we are anticipating that our liaison will visit the campus in Fall 19 and will complete the self-study design over the spring/summer.

- **College Bridge**: Our liaison continues his work with high school guidance counselors and seniors to show how their College Bridge courses translate to degree requirements and identify what they would need to complete to earn an associate's degree with us.

- **Professional Development**: Five instructors in our Humanities area attended a SUNY sponsored Developmental English Community session at Onondaga Community College on March 1st, 2019.

- **Academic Policies**: The College Senate's *Academic Policy and Standards Committee* has worked with our area to develop a policy regarding awarding posthumous degrees and we expect it

to go to the Senate in April. Their actions were triggered by the death of one of our sophomore Rad Tech students, Andie Carpenter, who passed away unexpectedly in February. The Rad Tech faculty asked us to consider posthumously awarding a degree to Andie and this policy proposal provides the guidelines to do so, if it were to be adopted.

*** Faculty/Staff Appointments:**

Several searches are underway including:

- Massage Therapy Director: *the finalists have already visited campus*
- Business Instructor (x2): *the finalists are scheduled to be on campus in early April*
- Nursing Instructor (x3)
- LAC Coordinator (SL)
- LAC Coordinator/Hum/SS Instructor (Ti)
- Sports and Events Mgmt Instructor

*** Grants and Experiments:**

Here is a brief update on our grants:

- *Second Chance:* Sarah K and her team have been supporting the faculty in the program and recruiting the next cohort for Summer 19. They attended the NYS DOCCS Annual College Providers Meeting in Albany on March 8th. SCP is funded through the 19-20 academic year and are awaiting word on how much funding we will receive. There is hope among those who advocated for SCP that we could see a permanent restoration of Pell to those incarcerated in state and federal facilities by year's end.
- *P-TECH Programs* – Our P-TECH students continue with a presence at our Malone campus on weekday mornings. We expect that pattern to continue next year as well.
- *Perkins:* No changes to report.
-

Respectfully submitted,

Joe

**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Athletics Director recommends the appointment of David Clayton to the full time, temporary, twelve-month exempt appointment as Admissions Counselor/Men's Soccer Coach, effective February 11, 2019 and for the remainder of the 2018/2019 academic year at an annual salary of \$42,699 (pro-rated to \$23,813),

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

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the second temporary appointment of David Clayton to the full time, temporary, twelve-month exempt appointment as Admissions Counselor/Men's Soccer Coach, effective February 11, 2019 and for the remainder of the 2018/2019 academic year at an annual salary of \$42,699 (pro-rated to \$23,813).

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

2018/19 | 7

February 25, 2019

Motion:

Seconded:

(0-0-0)

DAVID CLAYTON



GVSDAVE@GMAIL.COM



315-368-3307

OBJECTIVE

I am seeking a position that fits both parties. My passion for the game started as a young boy who was raised in Wales, UK and now has lead me on a path of self-discovery. I find great enjoyment in building a structure that will not only create success on the field but also allow the players to learn and enjoy playing the game. To put this philosophy into practice and create success, we will also have to train in the off-season to allow for player development. This will consist of league play and tournaments when players are available. My philosophy in the past has shown to be successful and my passion for the sport has created enthusiasm in the players and the program. This position allows me to attain these goals and I look forward to the challenges that may come with it.

EXPERIENCE

KRAJISNIK F.C (UPSL) SEMI PRO SOCCER

2017 – Present
Head Coach; Head Recruiter

COLLEGE OF ST. JOSEPHS (DIV 2)

2018 – Present
Head Coach- Men and Women's Soccer
Admissions Recruiter (All Sports)

Herkimer College (NJCAA)

2016-2018
Assistant Soccer Coach
-National Championship Finalist 2018
-Regional Champions 2017, 2018 (Finalist 2016)
-Mohawk Valley Conference Champions 2015, 2016
NSCAA National Assistant Coach of the Year 2017
Regional Staff of the Year 2016, 2017

EDUCATION

BACHELORS; BUSINESS MANAGEMENT & ECONOMICS (CERTIFICATE IN SUSTAINABILITY)

SUNY Empire State College
3.87 GPA

Associates Degree- General Studies
Mohawk Valley Community College

*NSCAA Class D License- (in process of class C)

*First Aid and CPR Certified

*SCAT- Concussion certified

REFERENCES;

**Ryan Hall- MASL Pro Indoor Soccer League
Head Coach- Utica City Football Club (UCFC)
(440)-752-4242**

**Anel Pajzetovic- President Krajsnik F. C. (Youth and Semi pro Division)
(315)-601-4454**

**Pepe Aragon- Herkimer College
Head Mens Soccer Coach
7x National Champion- 23 Regional Championships
(315) 868-7373**

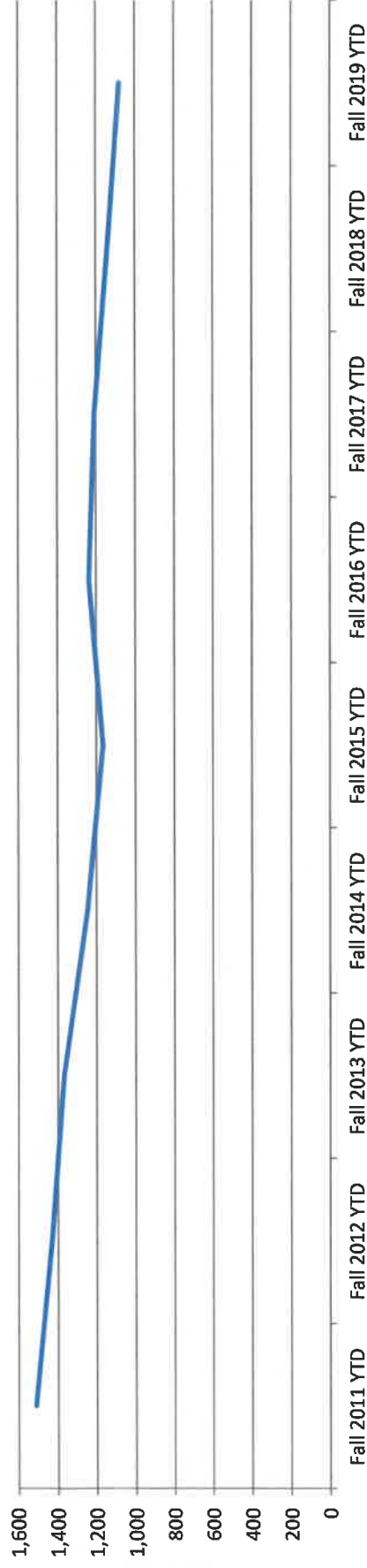
**Sarah Puskarenko
Soccer Director at Field of Dreams/Head Coach
(315) 868-0939**

Current Year: 2018

Data Date: 3/21/2019 *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 2019 YTD	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	1,141	1,080	1,843	1,740	1,673	1,882	1,921	1,882	1,927	1,898	1,802
Deposits	389	423	315	206	163	141	148	97	98	449	479	351	472	481	472	533	451	405
Admits	559	568	589	622	491	508	514	369	390	696	653	771	694	797	694	762	724	522
Wait List (Nursing, RAD)	26	4	24	70	85	59	46	74	59	27	4	24	63	38	63	39	59	17
Other Application Status	61	237	68	30	0	1	0	0	0	16	253	32	3	3	1	3	0	0
Received Applications Pending Review	1	4	6	28	22	44	17	52	30	2	4	9	24	1	24	7	4	8
Incomplete Applications	67	80	280	279	393	392	456	534	493	170	217	390	14	14	233	342	322	597
Application Withdrawn	106	98	65	9	10	13	16	12	8	131	109	76	181	581	181	68	74	237
Inactive Application	0	0	0	0	0	76	7	0	1	0	0	0	0	0	0	167	260	12
Application Rejected	305	16	21	2	2	3	3	3	1	352	21	20	214	6	214	6	4	4
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	0	0	628	640	510	469	575	469	443	456	426

Fall Applications (YTD)



**NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION**

WHEREAS the Interim Vice President of Enrollment Management recommends the appointment of Amy Tuthill to the full time, temporary, twelve-month exempt appointment as Associate Director of Recruitment for Adult Learners, effective April 29, 2019 and for the remainder of the 2018/2019 academic year at an annual salary of \$53,256 (pro-rated to \$18,435),

WHEREAS the President hereby concurs in this recommendation,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the appointment of Amy Tuthill to the full time, temporary, twelve-month exempt appointment as Associate Director of Recruitment for Adult Learners, effective April 29, 2019 and for the remainder of the 2018/2019 academic year at an annual salary of \$53,256 (pro-rated to \$18,435)

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

2018/19 | #8
MOTION:
SECONDED:
(0-0-0)



SARANAC LAKE . MALONE . TICONDEROGA

March 18, 2019

Ms. Amy Tuthill
8030 State Route 3
Vermontville, NY 12989

Dear Ms. Tuthill:

Pending approval by the North Country Community College Board of Trustees at their March 29, 2019 meeting, I am pleased to offer you a temporary, full-time, twelve-month (261 days) exempt appointment as Associate Director of Recruitment for Adult Learners for the remainder of the 2018-2019 academic year. Your position will commence on Monday, April 29, 2019.

As a member of the North Country Community College Association of Professionals (NCCCAP) bargaining unit, your compensation and benefits are detailed in your collective bargaining agreement (CBA) between the College and NCCCAP. Should you accept this appointment, your pay grade for this appointment is Step 20 on Schedule C of the 2015-2019 CBA, which is an annualized salary of \$53,256. This amount will be pro-rated to reflect the total number of pay periods remaining in the 2018-2019 academic year; which equates to \$18,435.

Professional staff members shall not be assigned to more than two campus locations without their consent. Your base campus is Saranac Lake. Your direct supervisor is Alex Parnia, Interim Vice President of Enrollment Management.

To acknowledge the terms of your appointment, sign and return this Letter of Appointment no later than March 22, 2019.

Sincerely,

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

Steven Tyrell, Ph.D.
President

cc: Personnel File / Payroll File

A handwritten signature in black ink that reads "Amy Tuthill".
Employee Signature

3/18/19
Date

Amy Tuthill
8030 State Route 3
Vermontville, NY 12989

March 18, 2019

Alex Parnia, Ph.D.
Interim Vice President of Enrollment Management
North Country Community College
23 Santanoni Avenue, P.O. Box 89
Saranac Lake, NY 12983

Dear Alex:

As a former non-traditional student, I am thrilled to see that North Country Community College recognizes the need for a professional dedicated to the recruitment and support of this population through the new position of Associate Director of Recruitment for Adult Learners. I submit this letter and my resume as my request to be considered for the position.

Having earned my Bachelor of Science degree as an adult student, I am keenly aware of the challenges the non-traditional student faces when making the decision to pursue an education. The struggle to balance home and work life, along with the need to navigate systems on a college campus, can present barriers some will perceive as insurmountable. Having a point person who can ease those concerns and smooth the process makes an enormous difference.

From inquiry to matriculation, my current responsibilities as Director of Veteran and Enrollment Services require that I provide a level of assistance that is high-touch and intentional. Outreach to these prospective students is conducted via phone, e-mail, text, at education fairs, and through ongoing contact with their influencers. In addition to admissions counseling, veterans and service members rely on me for academic and financial aid counseling, local resource information, onboarding assistance and general support to ease their transition.

A lifelong resident of the Adirondacks, my connections to the area are vast. Through a combination of life and work experiences in the region, outreach to agencies that focus their energies on this prospective pool of adult students will be a natural extension of my recruitment efforts. Further, having lived and experienced the adult education world from the perspective of the non-traditional learner and a higher education professional, I am uniquely qualified to fill this position.

Thank you in advance for your consideration. I look forward to hearing from you soon.

Best Regards,

Amy M. Tuthill

Amy M. Tuthill
enc.

Amy M. Tuthill
8030 State Route 3
Vermontville, NY 12989
(518) 891-5691 (H) (518) 524-5691(C)
amy.m.tuthill@gmail.com

CAREER OBJECTIVE

Higher Education professional with over 18 years of progressive experience in admissions, veterans' affairs, and concurrent enrollment administration. With 9+ years of experience in veteran recruitment and retention, along with thorough background in federal Veterans Administration (VA) education benefits, I am uniquely qualified to promote and increase adult college enrollment. Seeking to further the mission of North Country Community College through the recruitment of adult students.

PROFESSIONAL EXPERIENCE

Paul Smith's College, Paul Smiths, NY

Director, Veteran and Enrollment Services – 2012 to Present

Advanced Studies Program Coordinator – 2002 to Present

Assoc. Director for Veteran Recruitment and Retention – 2009 – 2012

Tutor Coordinator – 2004 – 2009

Assistant Director of Admissions – 2000 - 2004

- Successfully developed and grew the Veteran Services program. Responsible for the recruitment and retention of student veterans. Develop and implement travel schedules to recruit student veterans. Certify student VA and military education benefits. Primary point of contact for Veterans Administration, Department of Defense, and New York State Approving Agency related issues. Ensure compliance with all federal and state reporting requirements to maintain the college's ability to receive funding through federal and state funding streams. Maintain current knowledge of changes in federal and state legislation affecting veteran's affairs. Develop and manage external relationships on the local, state and federal level with influencers of prospective students. Advise students on all aspects of GI Bill and federal Tuition Assistance, including course selection and satisfactory academic progress. Evaluate academic and military transcripts for potential transfer credit. Serve as liaison to campus offices involved in all aspects of the student veteran experience at the college. Advocate and promote awareness across campus regarding issues facing veterans as adult/non-traditional students. Provide local resource information for successful transition into the college and local community.
- Assumed responsibility for administration and growth of the Advanced Studies program. Successfully expanded the college's footprint from one partner school to its current size of 17 participating schools. Responsible for all aspects of program administration, including registration, billing, grade submission, and adjunct approval. Coordinate campus visit days for students enrolled in

Advanced Studies Program courses. Serve as Admissions Counselor for prospective students from partner schools.

- Coordinated academic support services for students; including tutoring, writing support, and group sessions. Mentored students on academic probation. Supervised and trained student employees.

Adirondack Community Action Program, Elizabethtown, NY

Family Worker, Saranac Lake Head Start Program – 1991 – 2000

- Conducted home visits to establish rapport with parents of participating students. Collaborated with parents to assess individual and family goals throughout the school year. Provided guidance to parents seeking to further their education in order to obtain their G.E.D. or enroll in community college. Referred parents and families to appropriate agencies for assistance. Advocated for families using community resources. Assisted in crisis intervention and case management. Participated in multi-disciplinary case conferencing. Prepared monthly reports for administrative staff. Coordinated fund raising and volunteer activities. Developed and maintained community relationships. Facilitated regular Parent Committee meetings. Served on agency-wide strategic planning committees.

EDUCATION

B.S., Human Services (1993), State University of New York, Plattsburgh, NY

A.S., Data Processing (1982), Canton Agricultural & Technical College, Canton, NY

A.S., Business Administration (1981), Canton Agricultural & Technical College, Canton, NY

PAUL SMITH'S COLLEGE COMMITTEE INVOLVEMENT

- Co-Chair Staff Advisory Council (2007-2011)
- Middle States Accreditation (2006) External Community
- Curriculum Standards Committee – Admissions Representative
- Chamberlain Award Selection Committee (Recipient-**H. David Chamberlain Merit Award for Staff**. 2009)
- Strategic Planning Committee (2015) Off-Site Learning
- Strategic Planning Committee (2011) Build the Franchise
- Strategic Planning Committee (2009) Our Culture

COMMUNITY INVOLVEMENT

- Patriot Hills/Homeward Bound Community Advisory Committee (2010-2016)
- Women's College Scholarship Fund (2009-2013)

NORTH COUNTRY COMMUNITY COLLEGE

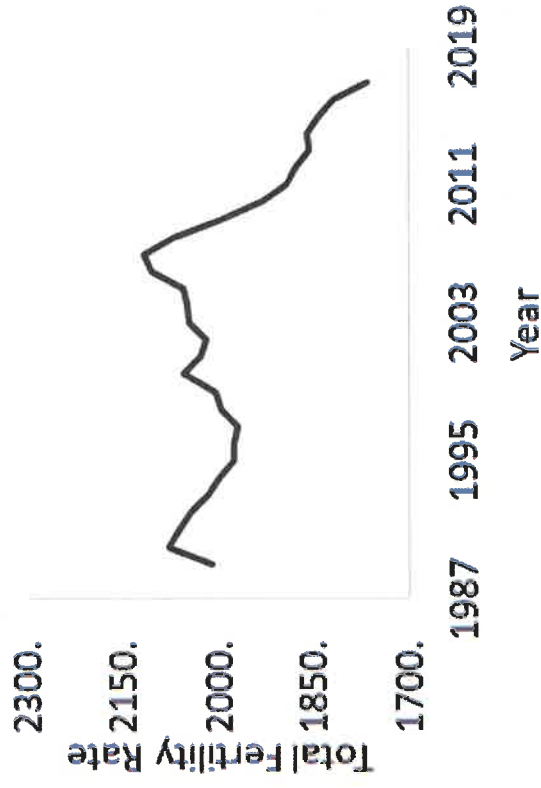
The State University of New York



Veterans & Online Learner Enrollment
Campaign

Why Focus on Adult Learner

Figure 1. Total Fertility Rate in the United States, 1989-2017.



Source: National Vital Statistics Reports volume 67, number 8.



Rise of Adult Learners

Number of Adults 20 or older going back to school since 1970 with projected numbers for 2019 and 2024

The number of adults going back to school from 1970 to 2010 increased 194.7%, peaking with 16.8 million people enrolled in Full or Part Time school in 2010. After a slight drop in enrollment from 2010 to 2015, projections show the upward trend will return.



The projected increase in enrollment from 2015 to 2024 of Adults 20 or older shows continuous growth across genders: females (56.3%) and males (2.3%).



There is a projected increase in enrollment for Full Time (14.1%) and Part Time attendance (2.5 9%) in the same group of Adults 20 or older from 2015 to 2024.



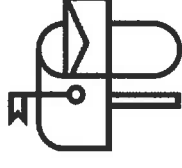
Goals For This Marketing Campaign



- Help NCCC find potential new students in two target markets:
 - Military/Veterans seeking a college education
 - Individual adults looking to take college classes online
- Target audience:
 - Potential students in a 50 mile radius of all three NCCC campuses
 - Students that started but never finished
 - Students wanting to advance professionally
 - Students wanting to learn a new skill
 - Businesses wanting to offer a professional development option for their employees
 - High school student parents
 - Inquiry list from the college

First 60 days

- Omni-Channel Marketing Approach



- Targeted Direct Mail (Postcards, letters & Flyers)



- Businesses
- Alumni
- Residents



- Print Ads
- Digital Ads



- Marketing Collateral



- Event Marketing (Library event)



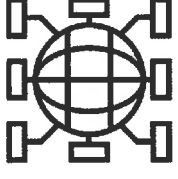
Fully Online Programs (Liberal Arts & Business Administration)

ADULT LEARNER



Campaign Tactics

- Targeted Direct Mail
- Print Advertising
- Digital Advertising
- Event Marketing



Targeted Direct Mail

Target Audiences

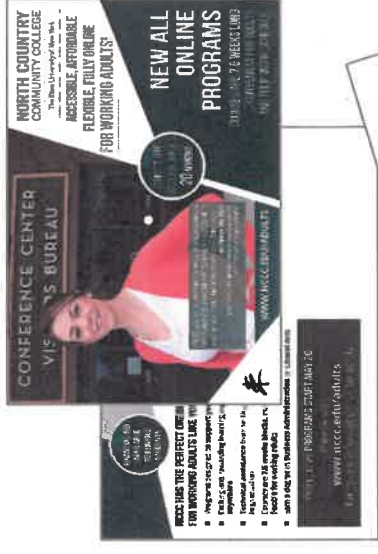
- Household within 50 mile radius from each campus
- Inquiry list from college

Goal

- Promote fully online programs

Trackable

- Dedicated landing pages for tracking purposes



Print Ads

Target Publications

- Adirondack Enterprise
- Lake Placid News
- Pennysaver
- Indian News
- Ticonderoga
- Malone

Goal

- Promote fully online programs
- Ad placement has been a collaborative effort with Adworkshop

Trackable

- Dedicated landing pages for tracking purposes

FLEXIBLE FULLY ONLINE DEGREE PROGRAMS FOR WORKING ADULTS

CONFERENCE CENTER

NCCC HAS THE PERFECT ONLINE DEGREE DESIGNED FOR WORKING ADULTS LIVE THE WAY YOU WANT TO LIVE

ENROLL NOW IN ONE OF OUR NEW ALL ONLINE PROGRAMS!

NORTH COUNTRY COMMUNITY COLLEGE

www.nccc.edu/pnews

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www.nccc.edu/pnews



adworkshop.

Digital Advertising

- NRCCUA collaborative effort
 - 2 digital ad sizes
- RMB provided the ad creative
- Goal
 - Promote fully online programs
 - Ad placement has been a collaborative effort with Ad Workshop
- Trackable
 - Dedicated landing pages for tracking purposes



Event Marketing

- Bruce Rowe
 - Lake Placid Library Informational Session
 - April 23rd

Goal

- Promote fully online programs
- Explain the benefits of getting a college degree

Target Audience

- 25 mile radius of Lake Placid
 - Households
 - Businesses





Fully Online Programs (Liberal Arts & Business Administration)

VETERANS



Targeted Direct Mail

Campaign Theme

- We are proud to honor our veterans

Target Audiences

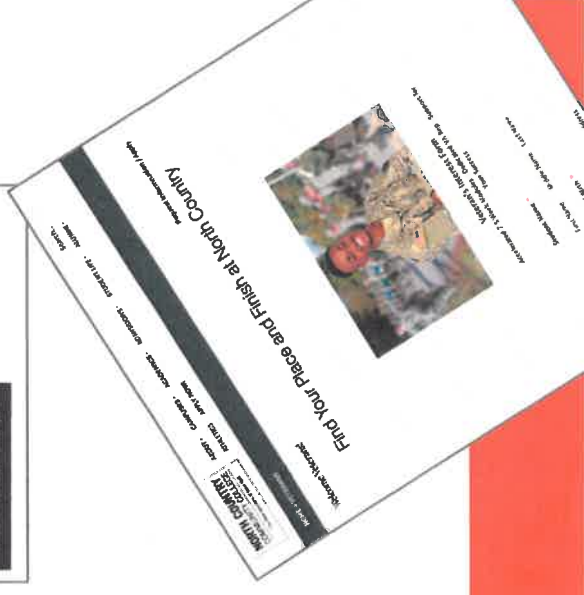
- Veterans living within 50 mile radius from each campus
- RMB acquired the mailing list of 1,400 veteran

Goal

- Promote fully online programs

Trackable

- Dedicated landing pages for each initiative



**NORTH COUNTRY
COMMUNITY COLLEGE**

The State University of New York

OTHER MARKETING COMMUNICATIONS



Other Marketing Communications

- Departmental Letters
- Revision of Marketing Collateral
 - Brochures
 - Flyers
 - Envelopes



**NORTH COUNTRY
COMMUNITY COLLEGE**

The State University of New York

TRADITIONAL RECRUITMENT- HIGH SCHOOL VISITS



Planned Spring Visits

Fair	Location
Green Mountain College Transfer Fair	GMC
SUNY Counselor Forum	SUNY Welcome Center, NYC
College 101	Clinton CC
Brushton-Moira Career Expo Day	BMCS
Gateways to Careers	SUNY Canton
Plattsburgh HS College & Career Fair	Plattsburgh HS
Head, Hands, Heart Day	CVPH-Plattsburgh
SUNY College Fair	UAlbany
Herkimer County Counselors Fair	Herkimer College
Champlain Valley College Fair	Champlain Valley Union HS
Northeast Kingdom College Night	Northern Vermont University
Central Vermont College Fair	Vermont Technical College
Rutland Area College Fair	Castleton University
College & Career Night	SUNY Oswego
ADK School Counselor College Night	SUNY Adirondack



Planned Spring Visits

County	School	County	School
Franklin	Franklin Academy	Hamilton	Long Lake Central
Franklin	Chateaugay	Hamilton	Indian Lake Central
Franklin	Salmon River	Hamilton	Wells Central
Franklin	Brushton-Moira	Warren	Glens Falls
Franklin	Tupper Lake	Warren	Queensbury
Franklin	Saranac Lake	Warren	North Warren
Franklin	St. Regis Falls	Warren	Bolton
Essex	Lake Placid	Warren	Lake George
Essex	Keene	Warren	Hadley-Luzerne
Essex	Elizabethtown-Lewis	Warren	Warrensburg
Essex	Crown Point	Warren	Johnsburg
Essex	Ticonderoga	Clinton	Ausable Valley
Essex	Minerva	Clinton	Beekmantown
Essex	Moriah	Clinton	Chazy
Essex	Schroon Lake	Clinton	Northeastern Clinton
Essex	Willsboro	Clinton	Northern Adirondack



Planned Spring Visits

County	School
St. Lawrence	Gouverneur
St. Lawrence	Hammond
St. Lawrence	Morristown
St. Lawrence	Ogdensburg
St. Lawrence	Heuvelton
St. Lawrence	Hermon-DeKalb
St. Lawrence	Potsdam
St. Lawrence	Canton
St. Lawrence	Parishville-Hopkinton
St. Lawrence	Colton-Pierrepont
St. Lawrence	Lisbon
St. Lawrence	Madrid-Waddington
St. Lawrence	Edwards-Knox
St. Lawrence	St. Lawrence Central
St. Lawrence	Massena
St. Lawrence	Norwood-Norfolk
St. Lawrence	Clifton-Fine

Planned Spring Visits

Essex	Westport	Clinton	Peru
Essex	Newcomb	Clinton	Saranac Central
		Clinton	Plattsburgh
		Clinton	Seton Catholic

**NORTH COUNTRY
COMMUNITY COLLEGE**

The State University of New York

NEW REGISTRATION DATES



New and Improved Registration Dates

-
- April 27th; New Student Registration – all 3 campuses – 4 sessions - 9, 10:30, 12 and 1:30pm
- May 13th; 9:00, 11:00, 1:00pm – LPN Advising/Orientation (Nursing advisors only needed and have been contacted).
- May 13th; 12:00pm – Rad Tech advising/orientation (Rad Tech advisors only needed and have been contacted).
- May 16th; Instant Admit and Advising (all 3 campuses) 2:00-5:00pm
- June 20th; Instant Admit and Advising (Saranac Lake and Malone) 2:00-5:00pm
- July 8th; Instant Admit and Advising (Ticonderoga only) 10:00-1:00pm
- July 18th; Instant Admit and Advising (Saranac Lake and Malone) 2:00-5:00pm
- August 8th; Instant Admit and Advising (Saranac Lake and Malone) 2:00-5:00pm
- August 19th; Final Registration Malone & Ticonderoga – 4 sessions - 9, 10:30, 12 and 1:30pm
- August 20th; Final Registration Saranac Lake – 4 sessions - 9, 10:30, 12 and 1:30pm
-

NCCC and PSC Dual Degree Agreement

2 + 2 + = You



Purpose

- ▶ Establishes a Dual Admissions Program between North Country Community College and Paul Smith's College
- ▶ Effective Date Fall 2019
- ▶ Satisfactory completion of a prescribed sequence of courses leading to AS from NCCC,
- ▶ continue their studies at Paul Smith's College a
- ▶ corresponding baccalaureate degree by taking four additional semesters of normal course load
- ▶ Students sign the Dual Admission Agreement , but obligation to attend

Parallel Majors

NCCC Academic Majors	Paul Smith's Academic Majors
<ul style="list-style-type: none"> Environmental Studies (AA) 	<ul style="list-style-type: none"> Environmental Studies (BA)
<ul style="list-style-type: none"> Child & Family Services (AS) 	<ul style="list-style-type: none"> Psychology (BS)¹
<ul style="list-style-type: none"> Liberal Arts & Sciences: Math & Science (AS) 	<ul style="list-style-type: none"> Human Health & the Environment
<ul style="list-style-type: none"> Environmental Science (AS) 	<ul style="list-style-type: none"> Biology Environmental Science (BS) Fisheries & Wildlife Science (BS) Ecological Restoration (BS) Environmental Studies (BA)
<ul style="list-style-type: none"> Health Science (AS) 	<ul style="list-style-type: none"> Biology (BS)
<ul style="list-style-type: none"> Sports & Events Management (AS) 	<ul style="list-style-type: none"> Management: Sports & Events Management² Hotel, Resorts & Tourism Management²
<ul style="list-style-type: none"> Wilderness Recreation Leadership (AS) 	<ul style="list-style-type: none"> Psychology (BS) Parks & Conservation Management (BS) Recreation, Adventure Education & Leisure Management (BS)
<ul style="list-style-type: none"> Business Administration (AAS) 	<ul style="list-style-type: none"> Management (BS)³ Entrepreneurship (BS)³
<ul style="list-style-type: none"> Entrepreneurship Management (AAS) 	<ul style="list-style-type: none"> Management (BS)³ Entrepreneurship (BS)³
<ul style="list-style-type: none"> Liberal Arts & Sciences: Math and Science (AS) 	<ul style="list-style-type: none"> Parks & Conservation Management (BS)



- ¹ Students must take Biology 101 and 102 as electives**
- ² Students must take Accounting 2 and Research Methods**
- ³ Students must take Statistics, Economics, and Research Methods**



Advising

- ▶ To be determined by North
Country Academic Leadership



Advising Continued

- ▶ Curriculum guide sheets will be created and used as the mechanism for communicating degree requirements to students.
- ▶ Guide sheets will be reviewed annually and appropriate revisions to guide sheets will reflect addition, deletion or changes to course offerings and requirements at each institution.

Application Procedures

- ▶ Participants in the Dual Admissions Program are not required to file an additional application for admission to Paul Smith's College
- ▶ Admitted student's will receive an acceptance letter from North Country Community College and Paul Smith's College
- ▶ Students whose native language is not English must either complete a TOEFL with a minimum grade of 79 (iBT)/550 (PBT), submit an IELTS score report with an overall band score of 6.5, or complete two college level credit bearing, non-ESL courses in English composition with grades of "C" or better
- ▶ International students must also submit the Paul Smith's College "International Applicant Financial Form", which is available from the Office of Admissions at Paul Smith's College or online at

NORTH COUNTRY COMMUNITY COLLEGE

RESOLUTION

WHEREAS the President recommends full-time tuition for the 2019-2020 academic year be \$5,076 for New York State residents with Certificate of Residency; \$11,972 for New York State residents without Certificate of Residency; and \$11,972 for non-New York State Residents or International; and

WHEREAS part-time tuition for the 2019-2020 academic year be \$212 per credit hour for New York State residents with Certificate of Residency; \$499 for New York State residents without Certificate of Residency; and \$499 for non-New York State Residents or International; and

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves full-time and part-time tuition rates for the 2019-2020 academic year.

2017-18 | 13/2

March 29, 2019

Motion:

Seconded:

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

NORTH COUNTRY COMMUNITY COLLEGE
RESOLUTION

WHEREAS the Fee Schedule for 2019-2020 has been developed as part of the 2019-2020 operating budget; and

WHEREAS it is required that the College submit the approved Fee Schedule to the State University of New York when it submits its budget,

NOW, THEREFORE, BE IT

RESOLVED that the North Country Community College Board of Trustees hereby approves the attached Fee Schedule for the academic year beginning September 1, 2019 and ending August 31, 2020.

2017-18 | ~~12~~ / 3

March 29, 2019

Motion:

Seconded:

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

NORTH COUNTRY COMMUNITY COLLEGE

2019-2020 FULL-TIME TUITION & CHARGES

DRAFT 3.07.2019 updated 3.08.19

RESIDENT	TUITION	ALUMNI DUES	STUDENT FEE	ATHLETIC	TECH FEE	SECURITY FEE	TOTAL
FALL	2,538.00	7.00	98.00	24.00	360.00	75.00	3,102.00
SPRING	2,538.00	7.00	98.00	24.00	360.00	75.00	3,102.00
SUMMER / WINTER	PER CREDIT						

NON-RESIDENT	TUITION	ALUMNI DUES	STUDENT FEE	ATHLETIC	TECH FEE	SECURITY FEE	TOTAL
FALL	5,986.00	7.00	98.00	24.00	360.00	75.00	6,550.00
SPRING	5,986.00	7.00	98.00	24.00	360.00	75.00	6,550.00
SUMMER / WINTER	PER CREDIT						

2019-2020 PART-TIME TUITION & CHARGES

CREDITS	RESIDENT TUITION	NON-RES TUITION	ALUMNI DUES	STUDENT FEE	ATHLETIC	TECH FEE	SECURITY FEE	RES TOTAL	NON-RES TOTAL
0.5	106.00	249.50	7.00	7.00	1.00	15.00	3.50	139.50	283.00
1	212.00	499.00	7.00	14.00	2.00	30.00	7.00	272.00	559.00
2	424.00	998.00	7.00	28.00	4.00	60.00	14.00	537.00	1,111.00
3	636.00	1,497.00	7.00	42.00	6.00	90.00	21.00	802.00	1,663.00
4	848.00	1,996.00	7.00	56.00	8.00	120.00	28.00	1,067.00	2,215.00
5	1,060.00	2,495.00	7.00	70.00	10.00	150.00	35.00	1,332.00	2,767.00
6	1,272.00	2,994.00	7.00	84.00	12.00	180.00	42.00	1,597.00	3,319.00
7	1,484.00	3,493.00	7.00	98.00	14.00	210.00	49.00	1,862.00	3,871.00
8	1,696.00	3,992.00	7.00	98.00	16.00	240.00	56.00	2,113.00	4,409.00
9	1,908.00	4,491.00	7.00	98.00	18.00	270.00	63.00	2,364.00	4,947.00
10	2,120.00	4,990.00	7.00	98.00	20.00	300.00	70.00	2,615.00	5,485.00
11	2,332.00	5,489.00	7.00	98.00	22.00	330.00	75.00	2,864.00	6,021.00

SENIOR CITIZENS-AGE 60 YEARS AND OVER

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

NORTH COUNTRY COMMUNITY COLLEGE

2018-2019 Course Related/ Lab Fee Schedule

ART 101-104-105-108-111-131-150-151-155-169-201-202-203-206-220-245-251	\$250.00
ART 114-125-205-209 DIGITAL	\$180.00
ART 235 3-D COMPUTER MODELING	\$180.00
BIO 101-102-108-109-112-125-160-201-204-205-215-216-230-240	\$150.00
BUS 221 COMPUTERIZED ACCOUNTING	\$55.00
CHE 101-102-201-202	\$150.00

CHE 105 FORENSIC SCIENCE LAB FEE	\$150.00
ONLINE LEARNING FEE (PER COURSE)	\$50.00
ENG 100 ESS EFFECTIVE WRITING	\$75.00
ENG 101 ENGLISH COMP I	\$75.00
ENV 108-125-204-205	\$150.00
HEA 106 PHLEBOTOMY	\$40.00
HED 160 WILDERNESS FIRST RESPONDERS	\$700.00
WILDERNESS FIRST RESPONDERS (NON-MATRICULATED)	\$740.00
HED 161 WILDERNESS FIRST AID	\$185.00
NURSING FEE	\$650.00
PED 129-155-199-229 ROCK CLIMBING	\$118.00
PED 146 ALPINE SNOW SPORTS	\$118.00
PED 149 WHITEWATER GUIDE TRAINING	\$88.00
PED 151 ADIRONDACK HIKING & YOGA	\$92.00
PED 153 ORIENTEERING	\$68.00
PED 154 SNOW SHOEING	\$92.00
PED 155 ICE SKATING	\$118.00
PED 167 LIFE GUARDING	\$78.00
PED 171 ADIRONDACK HIKING	\$92.00
PED 175 INTRO TO OLYMPIC WINTER SPORTS	\$92.00
PED 178 BACKPACKING	\$122.00
PED 179 SNOWBOARDING	\$118.00
PED 157-159-183-186-189-192-193-257-259-283-292-293 TEAM SPORTS FEE	\$55.00
PED 184 BOWLING	\$108.00
PED 185 CANOEING	\$82.00
PED 187 CROSS COUNTRY SKIING	\$152.00
PED 188 GOLF	\$78.00
PED 190 PHYSICAL CONDITIONING	\$72.00
PED 196 TENNIS	\$50.00
PED 198 KAYAKING	\$160.00
PED 199 MOUNTAIN BIKING	\$118.00
PHY 100-101-102 PHYSICS	\$150.00
RAD 120 RADIOLOGIC PROCEDURES I	\$75.00
RAD140 RADIOLOGIC PROCEDURE II	\$75.00
REC 118 BACKCOUNTRY NAVIGATION WITH GPS	\$105.00
REC 240 WILDERNESS RECREATION LEADERSHIP/FALL PRACTICUM	\$950.00
REC 249 WILDERNESS RECREATION LEADERSHIP/WINTER PRACTICUM	\$600.00

ADDITIONAL FEES:	
Allied Health Program Fee (Nursing, Rad Tech, Massage)	Academic year \$365.00 Spring Only \$260.00
Excess Course Credit Administration Fee – Per Credit Hour over 18 Credit hours each semester:	
NYS Residents With Certificate of Residency	\$180.00
Resident w/o Certificate of residency	\$275.00
Non- NYS Resident/International	\$275.00
Faxing Fee	\$2.00
Excess Printing Fee	\$8.00
Graduation Fee	\$45.00
Immunization Form Fee	\$7.00
Insufficient Fund Fee	\$40.00
Late Payment Fee	\$75.00
New Student Orientation Fee	\$125.00
Payment Plan Fee	\$50.00
Payment Plan Late Fee	\$25.00
Parking Fines - per violation	\$25.00 - \$75.00
ID Replacement Fee	\$15.00
Transcript Fee	\$7.00

NORTH COUNTRY COMMUNITY COLLEGE

RESOLUTION

WHEREAS the State of New York established the Excelsior Scholarship for 2019-2020; and whereas the State of New York's enacted budget freezes tuition for community college students at the 2016-17 rate of \$4,600 for New York Residents, the Administration recommended to the President to Charge a different College Fee for Excelsior Scholarship students; and

WHEREAS the President concurs and recommends the College fee rate for Excelsior program recipients be set for these full-time enrolled NYS residents at \$1,200, and

NOW, THEREFORE, BE IT

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

2017-18 | 214

March 29, 2019

Motion:

Seconded:

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

**NORTH COUNTRY COMMUNITY COLLEGE
EXCELSIOR PROGRAM**

DRAFT 03.07.19

2019-2020 FULL-TIME TUITION & CHARGES

RESIDENT	TUITION	ALUMNI DUES	STUDENT FEE	ATHLETIC	TECH FEE	SECURITY FEE	TOTAL
FALL	2,300.00	7.00	98.00	24.00	600.00	75.00	3,104.00
SPRING	2,300.00	7.00	98.00	24.00	600.00	75.00	3,104.00
SUMMER / WINTER	PER CREDIT						

NON-RESIDENT	TUITION	ALUMNI DUES	STUDENT FEE	ATHLETIC	TECH FEE	SECURITY FEE	TOTAL
FALL	5,425.00	7.00	98.00	24.00	600.00	75.00	6,229.00
SPRING	5,425.00	7.00	98.00	24.00	600.00	75.00	6,229.00
SUMMER / WINTER	PER CREDIT						

2019-2020 PART-TIME TUITION & CHARGES

CREDIT S	RESIDENT TUITION	NON-RES TUITION	ALUMNI DUES	STUDENT FEE	ATHLETIC	TECH FEE	SECURITY FEE	RES TOTAL	NON-RES TOTAL
0.5	96.00	226.50	7.00	7.00	1.00	25.00	3.50	139.50	270.00
1	192.00	453.00	7.00	14.00	2.00	50.00	7.00	272.00	533.00
2	384.00	906.00	7.00	28.00	4.00	100.00	14.00	537.00	1,059.00
3	576.00	1,359.00	7.00	42.00	6.00	150.00	21.00	802.00	1,585.00
4	768.00	1,812.00	7.00	56.00	8.00	200.00	28.00	1,067.00	2,111.00
5	960.00	2,265.00	7.00	70.00	10.00	250.00	35.00	1,332.00	2,637.00
6	1,152.00	2,718.00	7.00	84.00	12.00	300.00	42.00	1,597.00	3,163.00
7	1,344.00	3,171.00	7.00	98.00	14.00	350.00	49.00	1,862.00	3,689.00
8	1,536.00	3,624.00	7.00	98.00	16.00	400.00	56.00	2,113.00	4,201.00
9	1,728.00	4,077.00	7.00	98.00	18.00	450.00	63.00	2,364.00	4,713.00
10	1,920.00	4,530.00	7.00	98.00	20.00	500.00	70.00	2,615.00	5,225.00
11	2,112.00	4,983.00	7.00	98.00	22.00	550.00	75.00	2,864.00	5,735.00

SENIOR CITIZENS-AGE 60 YEARS AND OVER

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

President's Report to Board of Trustees March 21, 2019

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

Date:	With:	Location:
3/4-3/5/2019	ACPA MMI Event	Boston, MA
3/7/2019	CCBOA Executive Committee Meeting	Saratoga, NY
3/8/2019	NCCC Ticonderoga Advisory Board	Ticonderoga, NY
3/11/2019	YMCA & Community Leaders Meeting	Saranac Lake Campus
3/11/2019	Pool Business Plan Discussion with YMCA & Community Members Meeting	Saranac Lake Campus
3/14-3/16/2019	NJCAA Nationals Women's Saints Games	Bethlehem, PA
3/19/2019	SUNY Legislative Reception	Albany, NY
3/20/2019	Ed Alliance Meeting with K-12 and Higher Ed Leaders on STEAM Initiative	Albany, NY
3/21/2019	Dr. Paul Miller, visit to Green Tech H.S.	Albany, NY
3/22/2019	SUNY Micro-credentialing Conference	Albany, NY
3/26/2019	NYS Office of Professions, Dept. of Ed. Nursing Program Review	Saranac Lake Campus

- 2) **MSCHE Self- Study Design Proposal** – At the last Board of Trustees meeting, we shared a proposed change to the current mission and vision statement. We have sent a final request for feedback from the College community and will bring a final version to the College Senate and the Board in April for consideration and adoption. We will also host an open forum on what institutional priorities we will also measure ourselves against in the upcoming self-study process. That session will occur in April.
- 3) **Update on Search for Vice President for Marketing & Enrollment** – The College sent out an RFP for executive search firms to bid on assisting the college in our search for the new vice president position. The College has completed its review of the applications received and is recommending RH Perry as the search firm selected through our review process.
- 4) **Pool Discussion - Update** - I have meet with community leaders recently and a representative from the YMCA. The YMCA reviewed the draft business plan we prepared in February and they have offered to submit a business plan proposal for an aquatics program that they feel they could sustain. Once that proposal is received, our working group with reconvene with the YMCA to ascertain from the operational perspective; if the operation of the pool is financially viable under a new aquatics program format and operated by the YMCA.
- 5) **Saranac Lake Master Plan – Next Steps** – Upon receipt of the final report from JMZ, we will circulate the report to the College community. Per the Board’s request, we have communicated with the two sponsoring counties and requested a date to meet on this matter. Both county chairs have responded that they are willing to meet. A date has been proposed for the meeting

and once it is confirmed, we will share it with the rest of the College community and the Board of Trustees.

- 6) **Guiding Principles on Shared Governance** – The current draft continues to be vetted and updated with minute changes. Since January, we have asked Senate and the Board to provide final comments and recommendations. In addition, as a follow-up to the March conversation at Senate, there are some definitions of terms in the current draft that bears more conversation so that we are clear about how certain aspects of shared governance will work in the future.
- 7) **Strategic Plan** – The Strategic Plan/Measurable Outcomes Progress Report and Executive Summary was updated by Stacie Hurwitch. It was recently shared with the College community. As always, suggested edits are welcomed and encouraged.