

**BOARD OF TRUSTEES MEETING**  
**11:00 a.m. | Monday, February 25, 2019**  
**Saranac Lake Campus | HH-105**

**AGENDA**

- I. Call to Order
- II. Approval of January 25, 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. Dean of Admissions
  - D. Vice President for Administration & Fiscal Operations
    - o January 2019 Financials
  - E. President
  - F. Representative Reports
    - o NCCC Association
      - No smoking policy revision for residence halls
    - o NCCC Foundation
- V. Old Business
  - A. Diana Fortune | Presidential Search Update
- VI. New Business
- 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

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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 25<sup>th</sup>. Steve Tyrell recommended moving the board meeting from the February 22<sup>nd</sup> to Monday, February, 25<sup>th</sup>.
  - o Mark Moeller moved to approve the new date for the February Board of Trustees meeting to the 25<sup>th</sup>; 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:

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

### **Old Business:**

- 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**

- 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.
- On February 12<sup>th</sup> 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,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch  
Assistant Secretary to the Board of Trustees

DRAFT

Monday, February 25, 2018

Motion:

Seconded:

Passed: (0-0-0)



**Academic Affairs**  
**North Country Community College**  
**VPAA Report to the College Senate**  
**February 8<sup>th</sup>, 2019**

Greetings to you all and I hope you all enjoy the SL Winter Carnival! We have a number of our faculty and staff participating including in the Fun Run, Arctic Golf, the Lawn Chair Ladies, the Canoodlers, and on it goes. Please find updates from our area here:

- **Academic Planning, Programs and Policies:**
  - **Academic Planning**
    - *Adult Students – Quarter Course Proposals:* We have been working with Alex and his team to explore several options for how to deliver programs that our adult students want in ways that they desire them the most. In general, these are being proposed as online quarter courses and have students taking classes in manageable chunks over the course of 18 months. This could not be conceived without several faculty members laying the groundwork over the years, experimenting in online and alternative scheduling of classes!
    - *Transition to Blackboard:* The transition continues, with ongoing training planned for the Spring 19 semester. We are also exploring some ideas on providing additional summer training. The adoption of a new learning platform is a major learning curve and we expect it will provide more opportunities to enhance instruction, both online and traditional, as well as streamline systems, allowing for course delivery and grade reporting to be on a singular system.
    - *Campus Advisory Boards:* We have tentatively scheduled these to occur at the following times. As happened last year, representatives from the campus community will be invited to participate as well.
      - *Ticonderoga:* Friday, March 8<sup>th</sup> from 9:00-11:00 am
      - *Saranac Lake:* Friday, March 15<sup>th</sup> from 9:00-11:00 am
      - *Malone:* Friday, April 5<sup>th</sup> from 9:00-11:00 am
    - *Continuing Ed:* SUNY released the Workforce Development Grant in late November. Since the start of this semester, Dave has been working with our WFD partners in Essex and Franklin Counties to explore training opportunities that can be funded through the grant. Dave is also exploring an opportunity with RealEstateCE.com a provider of online real estate continuing education to host a link to their trainings. They are licensed in NYS and the College would be reimbursed a % based on those that sign up through that unique URL. We are also anticipating another round of training with IP later in the semester.
    - *St. Regis Mohawk Tribe:* Over break, we heard from the Tribe's Education Department and are planning to meet with them over the next few weeks to review a higher education survey they conducted in Fall 18. All of this is related to how the College can support the higher education aspirations of tribal members including offering courses on Akwesasne.
  - **Academic Programs:**
    - *AA Lib Arts and Sciences – Hum/Soc Science – Teacher Ed Track* – the proposal has been approved by the Humanities and Social Science departments respectively and is working its way through our internal shared governance process.
    - *Advanced EMT:* We wrapped up and submitted the outstanding pieces required by NYSED including an agreement with Mountain Lakes EMS to run the Basic and Advanced EMT courses. We hope this is the last step in the approval process.
    - *AAS Nursing:* Approved by SUNY in Spring 18 it remains at NYSED and Office for the Professions under review. Given our need to update course outlines and prepare for the Nursing Self-Study which takes place in late March, we opted to hold on sending the requested course outlines until they were updated. Those changes were approved by the

- Senate in December 18. Our plans are to resubmit prior to sending our Nursing Self-Study to NYSED.
- *AAS Entrepreneurship Mgmt – Malone*: Approved by SUNY on September 5<sup>th</sup>, 2018. It remains at NYSED under review.
  - *LPN and RN Self-Study*: NYSED will visit the college in late March 2019 to review our LPN and RN programs for reaccreditation. The Nursing Department and many others across the College have been working on various portions of the self-study, which is due to NYSED in late February.
  - *AAS Chemical Dependency Counseling*: Changes to NYS regulations regarding Credentialed Alcoholism and Substance Abuse Counselors (CASACs) required an update of our program's content and, in some cases, course learning outcomes, to come into alignment with those regulations. Those changes were submitted approved by NYS OASAS in December 2018 and we continue to be a certified education and training provider to offer the 350-hour education program.
- ***SUNY Potsdam Proposal***: No update to report.
  - ***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*, *AAS Massage Therapy*, *AS Business: Sports and Events Mgmt*, *AS Environmental Science*, and *AS Health Science*.
    - Our Spring 19 Assessment Day included four (4) professional development sessions offered to the faculty on topics including the use of rubrics, including gamification in the class, fostering creative and constructive thinking and current research on the growth mindset.
    - Over the next few weeks, we will be finalizing the self-study team and the design and reaching out to folks to ask them to join us in this critically important effort. While we would like nothing better than to invite everyone to participate, the self-study design is such that there are a limited number of committees and will not be able to ask you all. There will be opportunities for input from the campus community along the way...and there will be another self-study awaiting us eight years in the future ☺.
  - ***College Bridge***: Luke continues to make the transition in leading our College Bridge program. He has been completing spring registrations as well as working with guidance counselors and seniors at area high schools to show them how their College Bridge courses translate to degree requirements here and identify what they would need to take here to earn an associate's degree. Since December, Luke has visited nine high schools across Franklin and Essex Counties.
  - ***Professional Development***: In addition to the Assessment Day workshops put on by Bruce Rowe, Selina LeMay-Klippel, Dave St. Germain and Sarah Maroun, we started the semester with a terrific presentation by Dr. Jeanne Tietjen on *Trauma-informed Learning and Teaching*. Many thanks to Kim I. for bring Jeanne to campus and our colleagues for presenting at Assessment Day.
  - ***Academic Policies***: No update to report:

- **Faculty/Staff Appointments:**

Several searches are underway including:

- Nursing Instructor (3 positions)
- LAC Coordinator (SL)
- LAC Coordinator/Hum/SS Instructor (Ti)
- Business Instructor (x2)
- Sports and Events Mgmt Instructor

- **Grants and Experiments:**

Here is a brief update on our grants:

- *Second Chance:* The Spring 19 SCP program is underway with some 134 students in the program. We received a request for our 19-20 budget for the program, which we will be submitting shortly.
- *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)



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# DAVID CLAYTON

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GVSDAVE@GMAIL.COM



315-368-3307

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## 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.

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## EXPERIENCE

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### **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

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## EDUCATION

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### **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

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**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**

# Marketing and Enrollment Report- February 2019

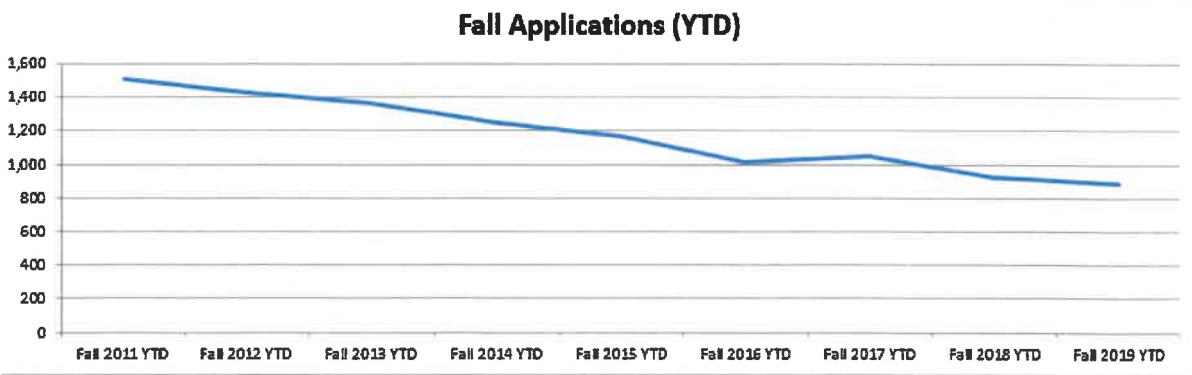


## Vital Statistics

We are delighted to provide this marketing and enrollment report for Fall 2019. We are 35 applications short this year compare to the same time last year at this time. We expect to close this gap in the next few months and increase the application pool by additional marketing efforts, attending fairs, and visiting high schools. As we collect more applications, we will also propose a couple of strategies on how to increase NCCC yield from application to enroll.

Data Date: 2/7/2019 \*Rough estimate based on available data in CAMS

	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2011	Fall 2012	Fall 2013	Fall 2015	Fall 2015	Fall 2016	Fall 2017	Fall 2018
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Final	Final	Final	Final	Final	Final	Final	Final
Fall Applications (YTD)	1,514	1,490	1,368	1,246	1,166	1,011	1,050	921	886	1,843	1,740	1,673	1,921	1,882	1,927	1,898	1,802
Deposits	389	423	315	206	163	13	30	10	8	449	479	351		481	472	533	405
Admits	559	568	589	622	491	326	501	142	185	696	653	771		797	694	762	522
Wait List (Nursing, RAD)	26	4	24	70	85	6	44	0	0	27	4	24		38	63	39	17
Other Application Status	61	237	68	30	0	0	0	0	0	16	253	32		3	1	5	0
Received Applications Pending Review	1	4	6	28	22	12	15	14	32	2	4	9		1	24	7	8
Incomplete Applications	67	80	280	279	393	602	454	752	655	170	217	390		14	233	342	597
Application Withdrawn	106	98	65	9	10	4	6	3	0	131	109	76		581	181	68	257
Inactive Application	0	0	0	0	0	46	0	0	0	0	0	0		0	0	167	12
Application Rejected	305	16	21	2	2	2	0	0	6	352	21	20		6	214	6	4
Registered First Time, Transfer and Readmit	0	0	0	0	0	0	0	0	0	628	640	510		575	469	443	426



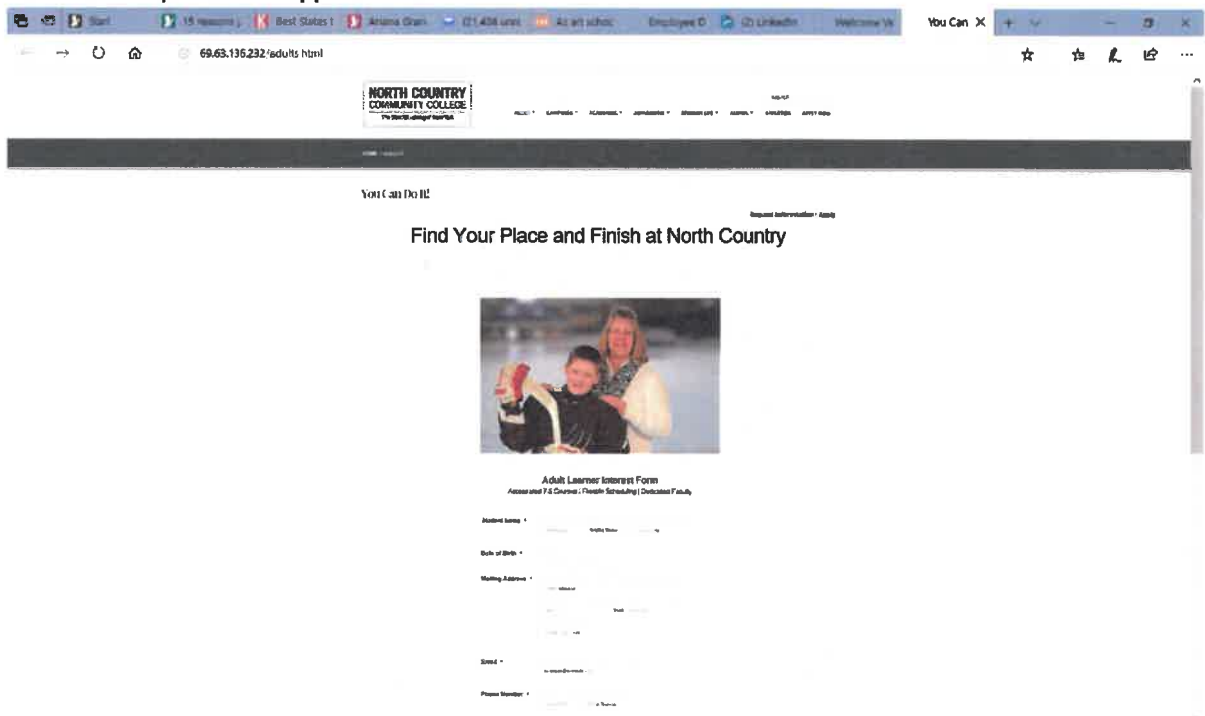


## Marketing

Recruiting students has become a competition for market share due to dwindling of high school graduates. In order to increase NCCC market share, we will be defining what we do best and capture these in form of characteristics that are appealing to high school graduates and adult learners alike. Based on this information, we will make informed decisions on marketing and recruitment. t

Following is a list of marketing activities, which we expect to contribute to a larger application pool:

- College has undertaken an initiative through AdWorshop to define and refine the brand of NCCC. This report is expected to be ready within 6 to 8 weeks.
- In the meantime, AdWorshop is preparing a campaign, which will launch on March 1, 2019- More information will be shared in the next Senate Meeting
- Don Paulson has created landing pages. Sample below. We will use these landing pages to track sources of inquiries and applications



- We are looking into CRM (Constituent Relations Management) software. CRM helps to monitor our performances and enhances the response time to all inquiries and applications. It also provides a dashboard to the College leadership to monitor the overall application trend and take corrective actions. I have request three proposals from three different vendors

# NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

- Once we have a green light from Academic Leadership on two online programs in Business Administration and Liberal arts delivered in quarter (7.5 weeks) model, we will be placing ads in local papers, social media, email blasts, newspaper inserts, and postcards mailed to targeted zip codes. Following is a sample of messages and ads we are considering:

**NORTH COUNTRY  
COMMUNITY COLLEGE**  
The State University of New York

**ACCESSIBLE, AFFORDABLE  
FLEXIBLE, FULLY ONLINE  
AT NCCC!**

**ACCELERATED  
PROGRAMS**

**ALL NEW  
ONLINE  
PROGRAMS**

TO TAKE YOUR CAREER TO THE NEXT LEVEL.

BETHANY VALENSE  
EVENT COORDINATOR, FOODS & VOLUNTEER  
DIRECTOR, BUSINESS MANAGEMENT  
'17 SPORTS & EVENT MANAGEMENT

WWW.NCCC.EDU

## NORTH COUNTRY COMMUNITY COLLEGE

The State University of New York

ACCESSIBLE - AFFORDABLE - FLEXIBLE - FULLY ONLINE

### ONLINE LEARNING AT NCCC IS AN ANYTIME, ANYWHERE EDUCATION!

Take your career to the next level with these flexible degrees and increase your earning potential. We will support you every step of the way, beginning to end!



#### BUSINESS ADMINISTRATION

CAREER POSSIBILITIES:  
Accounting, Customer Service, Entrepreneurship, Human Resources, Hospitality, Insurance, Retail, Marketing, Real Estate, Sports Career Paths, Degree additional education or training.



#### LIBERAL ARTS

CAREER POSSIBILITIES:  
Anthropology, Art, Education, Engineering, Hospitality, Journalism, Law, Medicine, Psychology. Some career paths require additional education or training.



#### TALK TO YOUR COUNSELOR

Hi! I'm Mariya Romero. I'm here to help you answer any questions you may have and review the financial aid options available. Contact me today to get started!

Call me at (518) 891-2915 ext. 1233 or email me at [mromero@nccc.edu](mailto:mromero@nccc.edu)

Or, visit us at [nccc.edu/online](http://nccc.edu/online) for more information about our online programs.

North Country Community College  
25 Saratoga Ave., Saratoga Lake, NY 12983  
(518) 891-9222  
[nccc.edu](http://nccc.edu)

Back of the Card



## Planned Trips and Fairs for Spring 2019- Starts in March.

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

### HIGH SCHOOL 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



Essex Westport  
Essex Newcomb

Clinton Peru  
Clinton Saranac Central  
Clinton Plattsburgh  
Clinton Seton Catholic

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





## Notes

**President’s Report to the Board of Trustees**

February 14, 2019

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

<b>Date:</b>	<b>With:</b>	<b>Location:</b>
2/1/2019	Sylvia Getman, Adirondack Medical Center (AMC)	Saranac Lake, NY
2/5/2019	Cathy Dove, Paul Smiths College President	Saranac Lake, NY
2/6-2/8/2019	NYCCAP Meeting	Utica, NY
2/11/2019	SUNY Visit	Albany, NY
2/13/2019	Community Members, Pool Discussion in Regard to Development of a Business Plan	Saranac Lake Campus
2/25/2019	JMZ Presentation, Final Draft Campus Master Plan	Saranac Lake Campus

- 2) **Middle States 2020-21 Self Study – Mission & Institutional Priorities** – In January, I shared the need for the College to submit a self-study design to Middle States as a requirement we must meet prior to beginning our self-study. As I noted at opening remarks in January and the January meeting of the Board of Trustees, our MSCHE Institute attendees observed that we may need to revise our mission statement prior to submitting our proposed self-study design. On February 12<sup>th</sup>, we hosted an open forum to take up these questions. Below is the draft of revisions that emerged from that session with faculty and staff. We would like to finalize the institution’s mission, vision and values statement by mid-March so that we can begin to assemble our self-study design proposal – which we believe we will complete by early June 2019. The MSCHE liaison would then visit the College in the Fall semester to discuss our design proposal.

	<b>Current</b>	<b>Mission Statement as drafted on 2/12/19....</b>
<b>Mission</b>	<i>North Country Community College provides an exceptional learning and community building experience for all who seek it, challenging and supporting all individuals in their educational and personal growth.</i>	<i>North Country Community College ensures open access to high quality postsecondary education and contributes significantly to the development of our communities by preparing an educated citizenry and skilled workforce. We offer transfer and career programs customized to serve specific individual, community, business and economic development needs.</i>
	<b>Current</b>	<b>Vision Statement as drafted on 2/12/19....</b>
<b>Vision</b>	<i>North Country Community College will be a leader in higher education. We will provide a quality education that enhances opportunity, growth and success for our students and community.</i>	<i>Within the heart of the Adirondack region, North Country Community College, a leader in higher education, will provide opportunity, growth and success for our students and community. We are committed to instruction and services that nurture the academic and personal achievement of individuals with diverse backgrounds and aspirations.</i>

	Current	Values as drafted on 2/12/19 .....
<b>Values</b>	<ul style="list-style-type: none"> <li>• <i>Honest, open and timely communication</i></li> <li>• <i>Shared Governance</i></li> <li>• <i>Mutual respect for Diversity and Individuality</i></li> <li>• <i>Accountability and Integrity</i></li> <li>• <i>Openness to Change</i></li> <li>• <i>Transparency</i></li> <li>• <i>Intellectual Curiosity</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Honest, open and timely communication</i></li> <li>• <i>Shared Governance</i></li> <li>• <i>Celebration of Diversity and Individuality</i></li> <li>• <i>Accountability and Integrity</i></li> <li>• <i>Openness to Change</i></li> <li>• <i>Transparency</i></li> <li>• <i>Intellectual Curiosity</i></li> </ul>
	Middle States Recommends...	Priorities that have been discussed at NCCC over the years...
<b>Institutional Priorities</b>	<ul style="list-style-type: none"> <li>• <i>Reaffirm Accreditation</i></li> <li>• <i>Campus Community Inclusivity</i></li> <li>• <i>Charting a path to continuous improvement</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Integrate the strategic plan, budgeting, assessment into <del>the self-study</del> daily operations</i></li> <li>• <i>Data driven curriculum review process – with transparency, across-departments (including facilities, IT, enrollment, academic affairs) weaved into program review</i></li> <li>• <i>Enrollment???? Growing enrollment, both recent HS graduates and non-traditional and online learning, serving working adults</i></li> </ul>

3) **Proposed Campus Closure Policy?** – We certainly have had a rough run of winter weather that has resulted in a number of delayed start of classes and College closures. And without invoking a debate on the matter of climate change; it is evident that we are seeing an uptick in severe weather and the resultant poor road conditions. That fact has raised the likelihood that we will see a greater number of delayed starts, and College closures moving forward. If this observation holds true, do we need to revisit the “one campus closes, all three campuses close” practice? Over the years, we have discussed the current practice of college closures and delays. It is important to note here that the current action to close the college in weather or other related emergencies is based upon a “past practice” that was established between management and collective bargaining units. The past practice in question is “if one campus closes, the three sites close”.

We have looked at proposed College closure policies that would allow the College to move away from this past practice. And although the discussions have been helpful with improving some of the ways in which we have approached closures and delays; the College has not been able to reach an agreement between all parties and so we have not adopted an official College closure policy. In February 2016, Diana Dudley and Joe Keegan drafted the last policy proposal reviewed by the College community. It was discussed in the Senate and with collective bargaining units. At the time, it did not move forward. Earlier this week, I forwarded to Sarah Kilby the 2016 proposed policy and in addition, I added in new campus sites we now

need to include in any proposed policy. Recent conversations around delayed start times has also put forward the proposal that the College consider the earliest we reopen under a delayed start condition is 11AM.

The administration welcomes the opportunity to revisit this proposed 2016 policy with our collective bargaining units later on in the semester. I want to thank Sarah Kilby for adding this item to the February Senate meeting and we look forward to the Senate's feedback on the revised proposal on a College closure policy. Once the administration has received the Senate's feedback, we will bring the current draft policy to both collective bargaining units and President's Council for more input and possibly some form of resolution.

- 4) **College Discussion on Decision Related to Future Senior Enrollment Management Officer Position** – At the January meeting of the Board of Trustees, the decision was made to move forward with a search for a vice president for marketing and enrollment management. An RFP has been posted for search firms to submit proposals to assist with the VPM&E position. The proposals are due to the College by March 7<sup>th</sup>. We plan to advertise the position by no later than March 21<sup>st</sup> and recruit candidates and begin interviews in mid-April.
- 5) **Pool Discussion** – In August, I shared with the faculty that we needed to assess the future status of our swimming pool. Equipment replacement costs coupled with low student usage called into question whether we could sustain operating the facility in the future. As the master planning process was also underway, we also needed to explore how could we use this space in the event we made a future decision to discontinue the pool facility. Again, as shared in earlier conversations, no decisions have been made on this matter. We continue to explore options!

Later in the fall semester, I communicated with the College community a list of pros and cons related to a potential pool closure. As noted then, there was no simply answers to the challenge before us. The Senate has also discussed this matter a few times as part of its deliberations. In January, Chris Knight prepared a survey for the greater local community to complete in regard to interest to support continued usage of the pool. Nearly 500 responses have been recorded. The Board of Trustees also heard from community members about the importance of the pool during their January 25<sup>th</sup> meeting. In addition, JMZ has identified an aquatics consultant to complete an assessment and to provide a clear estimate of what it would cost to fully rehab the pool. Finally, we are still hopeful that the YMCA discussion might yield the necessary financial support to staff a professional to in part, lead marketing and organize aquatics activities in this facility. So much is still being assessed and evaluated. JMZ will provide two estimates with their final draft of the Saranac Lake master plan in the weeks ahead; one with the costs to rehab the pool and place an addition on Sparks for other activities and one where these new activities are purposed in the current space occupied by the pool. Over the past month, I have continued to meet with local community advocates for rehabbing pool and their input has been fantastic. Our College is extremely appreciative of their support and we look forward to finding a win-win solution for all stakeholders involved. I do not know when we will arrive at a decision on this matter except to say that we will try to do so after we have collected all the information requested, developed a business plan and determined what is feasible to move forward with in the future.

- 6) **Saranac Lake Master Plan** – JMZ presented a preliminary draft of the proposed Saranac Lake Master Plan to the College's master planning committee in December. Representatives from Franklin County also attended this session. JMZ will be at NCCC to present the final draft on the afternoon of February 25<sup>th</sup> and immediately following the Board of Trustees meeting.

- 7) **SUNY Canton – SUNY Potsdam Update** – Current NCCC proposal to SUNY Canton and SUNY Potsdam will be reviewed by SUNY representatives and then forwarded to the two State operated institutions. Although a service area agreement proposal is still under consideration, given the time that NCCC is in the Spring 2019 semester, NCCC will look toward a potential Fall 2020 launch date. Again this launch date for this program is contingent on an approved service area agreement with SUNY Canton and an updated MOU authorized by SUNY stakeholders and SUNY central administration.
- 8) **Smoking Ban – Association’s Residence Halls Property** – As you know, the College has been exploring a ban on smoking and tobacco use for the past year. Student Life and the NCCC Association have led this initiative. Recently, at the NCCC Association Board meeting, the Board voted to ban smoking and tobacco product on residence hall property. Currently, smoking is banned inside of the residence hall facilities. Beth Quinn, the executive director of the Association will request from the NCCC Board for Trustees to also approve a motion to ban smoking and tobacco products on residence hall property as part of her report to the Board at the February meeting.