

**Board of Trustees Packet**

*January 27, 2023 | 11:00 a.m.*

*Saranac Lake Campus (HH105) and Zoom Access*

- I.** Call to Order
- II.** Approval November 18<sup>th</sup>, 2022 Minutes
- III.** Liaison Reports
  - College Senate
  - NCCCAP
  - CSEA
- IV.** College Reports
  - Board Chair
  - Interim Vice President for Academic Affairs
  - Vice President for Marketing & Enrollment Management
  - Interim Chief Financial Officer
  - Interim Associate Vice President of Student Affairs
  - President
- V.** Representative Reports
  - NCCC Association
  - NCCC Foundation
  - Old Business
- 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.



Board of Trustees Meeting Minutes  
Friday, November 18th, 2022 | 11:00am  
Hybrid Meeting: HH-105 & Zoom

Board Members Present: Steve Reed, Mark Moeller, Pete Suttmeier, Mary Irene Lee, Jerry Griffin, Samantha Weeks, and Dan Kelleher

Excused: Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Tara Evans, Erik Harvey, Brian Pelkey, Sarah Maroun, Kim Irland, Chris Knight, Erin Walkow, Dianna Dudley, Allison Warner, Scott Harwood, Dave Merrick, Rob Rathbun, Kyle Johnston, Kim Duffey, Brian O'Connor, Tina LaMour

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

Oath of Office:

Sam Weeks is sworn in as NCCC Board of Trustee, representing the student body.

- Sam introduced herself to the board and members of the college.
- Brian Pelkey served as notary for Sam Weeks' signature.

Minutes

Mark Moeller made the motion to accept the August 26<sup>th</sup>, 2022, meeting minutes. Pete Suttmeier seconded the motion. The August 26<sup>th</sup>, 2022, meeting minutes were unanimously approved (6-0-0).

College Senate

Allison Warner reported:

- October meeting was successful. They are working to become compliant with new SUNY General Education requirements.
- The Drug and Alcohol Use and Abuse Policy was reviewed and passed at the October 22 meeting.
- The following FCCC items are being proposed:
  - Finding mental health funding for college community
  - Diversity, Equity, Inclusion and Social Justice (DEISJ) Guidelines for teaching this new SUNY Gen Ed requirement
  - CC Advocacy for 23-24 funding proposal
- Senate committees are meeting regularly to develop various policies, including one on micro-credentialing. They will go through the shared governance process once drafts are completed and ready for review.
- Requested members of the Board sign up for future Senate meetings so the appropriate members can be included on future invitations and shared materials:
  - December: Mark Moeller
  - February: Steve Reed
  - March: Pete Suttmeier

## NCCCCAP

Dave Merrick reported:

- Reviewing the status and salary structure of nursing instructors and the college's ability to retain nursing faculty while continuing to offer quality instruction.
- Currently working to ensure the college has a reliable technology plan in place for students and staff. This is a collaborative effort by all parties involved.

## CSEA

No report

## Board Chair Report

Steve Reed reported:

- Steve Reed, Mary Irene Lee, and Pete Suttmeier will meet on Monday, November 21<sup>st</sup> with President Keegan to initiate the annual presidential evaluation.
  - To maintain transparency and good faith, Steve Reed plans to meet with various members of the college for their input on Joe's performance during the 2021-2022 academic year.

## Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- General Education revisions are underway, with focus on the following:
  - Aligning programs to embed diversity, equity, inclusion, and social justice
  - Creating an oral communications component with speech fundamentals and public speaking
- AEMT certificate has been approved by the state.
- Recently received the SUNY Department of Labor Consortium Grant. This grant will help fund workforce development position, especially focused on health and human services workforce pathways. It will also include non-credit items that articulate with current credit programs, setting up a structure for potential students, while also meeting the training requests from the public. Currently, the number of funding opportunities opening are workforce specific.
- Members of the board discussed initiation of new and potential programs. Sarah shared what is currently under review, including a new coding non-credit offering.
- There was a brief discussion on potential grants to continue the efforts of training and instruction.

## Vice President for Marketing and Enrollment Management

Kyle Johnston added to his written report:

- Recently kicked off first programmatic marketing series, with the first focus being on healthcare and nursing.
  - The series will then pivot to transfer programs that will be presented around the holidays.
  - Next campaign will be for Spring 2023 Registration which will be spread out between digital, traditional, and non-traditional getting as much exposure as possible.
- Application numbers are healthy for Spring 2023. Data shows that numbers for fall applications are up for next fall when compared to this time in 2021. It's early to gather accurate data but once available it will be shared with the college community.
- Members of the board talked about the percentages of applications. Kyle reminded

the board that since our applications are free, and the process is easy, which makes for more applicants. There was discussion on tracking indicators of applications and follow-through.

- Kyle shared with the board that there is a lot more foot traffic with campus visits; allowing them time to meet with faculty and other members of the college, giving them a unique experience.
- Kyle explained there is now a SUNY-wide push for potential students to enroll into more colleges. While the theory may work it does tend to inflate our numbers of potential students. Kyle is looking for ways to further incentivize these applicants to consider NCCC a serious option.

#### Interim CFO:

- Steve began by thanking Erik for his hard work and ability to share data in an informative and understandable way, making future decision making easier.
- Erik welcomed our new Bursar, Brenda Garver, and noted the college is looking forward to working with her as she brings with her a wealth of experience and knowledge.
- The auditors completed their fieldwork in October. This audit occurred months earlier than historically done. Due to the early preparation performed by Brian Pelkey, Comptroller, and his team the college was able to keep audit fees low.
  - Having the audit done early also allows the SUNY Annual report to get completed on time.
- Mary Irene Lee made a motion to the floor to accept the August, September and October 2022 financials approved as they were presented. Pete seconded the motion. The motion was unanimously approved. (6-0-0)
- Members of the Board discussed health of the fund balance as it related to similar community colleges our size. Erik explained our numbers and why colleges cannot always be grouped together for comparison as there are a lot of variables to consider.
- Members discussed the current numbers of in-state student and past projections as they relate today with new initiatives and new offerings replacing loss that has been recently evident.

Board moved to approve the following resolutions:

Mark made motion that the North Country Community College Board of Trustees approve the temporary appointment of Brenda Garver, to the full-time, 221-day, exempt appointment of Bursar, effective October 31, 2022 for the remainder of the 2022/23 academic year, at an annual salary of \$55,774. Pete Suttmeier seconded the motion. The motion was unanimously approved (6-0-0).

Mary Irene made motion that the North Country Community College Board of Trustees approve the attached Operating Budget and Fee Schedule for the academic year beginning September 1, 2023 and ending August 31, 2024. Mark seconded the motion.

- There was discussion among the board with the reasoning behind the price sensitivity with potential students. Erik explained other avenues he explored to find ways to keep the cost lower. Kyle shared his experience with students coming into higher education and the reasoning behind some potential student's hesitation. Offering lower tuition and fees, as well as scholarships options, are essential in keeping students in higher education.
- Members of the Board and the Administrative team spoke of scholarships and other opportunities aimed for high school students, they discussed potential options in

obtaining opportunity scholarships as well as those that are merit based. There was also talk of types of high school diplomas and regent exams that can create a barrier for these students. Sarah voiced she will explore ways NCCC can help these potential students. She will also share with the Board data related to grading as it becomes available.

- The motion was carried unanimously approved (6-0-0).

#### Associate Vice President of Student Affairs

Kim Irland reported:

- Assembled ad-hoc Veterans Day Planning Committee; it was extremely successful and there are now plans to move forward to establish tradition at the college. She shared what the college did this year.
  - Veteran student scholarship, collaboration done with the NCCC Foundation.
  - Letter writing and care package campaign. There was a good showing of donations, and letters. These were then donated to a legion in Malone area to be sent to a regiment overseas.
  - Ticonderoga campus performed flag retirement ceremony, welcoming students, and members of the community. It was a well-attended and meaningful event.
  - The college also featured a Veteran student on website and social media.
- An important test towards ensuring the safety of the campus community will be performed later today. The college will be testing the new Singlewire and Everbridge Emergency Notification Alert system. This will be tested over the next few weeks.
  - Another nice feature is that they can also be used as another tool in an emergency weather event. If the college deems it unsafe to attend and needs to close.
  - This is an opt-in Emergency Alert program for faculty and staff. Multiple emails have gone out to employees offering the opportunity to join any time.

#### President:

Joe Keegan reported:

- Welcomed Sam Weeks to the Board. He shared that he is looking forward to meeting with her regularly to discuss the process and goals of the college as well as other areas of interest.
- He thanked the Board for their never-ending support of the college and its goals. He also extended a Happy Thanksgiving to the members of the Board and their families.
- Joe shared Board acknowledgements:
  - Jerry Griffin has been hired as the Superintendent of the Potsdam school system. Joe and members of the board wished him well in his new endeavor.
  - Mark Moeller has reported Homeward Bound, a veteran-based organization, recently received \$750K donation from the VA. Joe and members of the Board congratulated Mark on this huge donation for the organization.
- Joe updated the board on SUNY governor appointments. When he contacted our two potential governor appointed board members, they voiced they are still willing to wait for an appointment. In the coming weeks, Joe plans to reach out to local legislators and members of SUNY to see if they can assist in getting these appointments done so we can have a full board membership.
- The 2022-2025 CSEA contract was approved since board last met. Currently awaiting signatures of Essex County.
- Post-election transformed Franklin Co legislation. Joe will be reaching out to

- congratulate them on their new appointments. Additionally, he will introduce the college to the new legislators and ask for an opportunity to continue working together.
- JMZ Architects are still active in the planning phase of capital projects, they will be on site again in the coming weeks. The college received federal, state and covid relief funding allowing upgrades to nursing and science labs on all three campuses. Funding will also be used for HVAC upgrade to the Saranac Lake campus. Updates will continue to be shared as they are available.
  - Joe highlighted his work on the advocacy committee for NYCCAP, working with NYCCT and a professional lobbyist around state funding. There has been outreach to SUNY sector groups (including but not limited to the FCCC and student government) so there will be a single ask of state governor and legislators.
    - This ask will be for a retention of funding floor, 4% cost of living increase, and a continuance of \$60m of workforce development funding.
    - A flier will be shared soon with the board and the campus community to highlight this work.
    - All advocacy efforts will share the same message of investing in the community colleges.
    - SUNY Vice Chancellor is supportive in these collaborative efforts and recommended the voice be the same across the organizations.
    - Members of the board briefly discussed advocacy efforts.
  - Sarah explained Middle States looking for annual report to include more information instead of it being data driven. Then continue the 8-year review. They anticipate a 4-yr review to return and have some structure. Clarity on virtual visits- there is talk of evaluator and campus visit coming in Spring 2023 to visit and verify that reports are accurate. Details will be shared as they become available.

The board moved to approve the following resolution:

Jerry Griffin made the motion that the North Country Community College Board of Trustees approve Drug and Alcohol Use and Abuse Policy. Mark Moeller seconded the motion.

- Kim shared the new components on the federal laws; these laws supersede the state law that has been passed regarding the use of cannabis.

The motion was unanimously approved (6-0-0).

#### NCCC Association:

Rob Rathbun reported:

- The search continues to find a full-time live in manager for the Residents Halls. Angela Brice continues to fill in the primary duties of that role while also serving the college with her other equally important responsibilities.
- The Association will be retaining services of a part-time facilities coordinator.
- The Association was approved for insurance for the upgrades and redevelopment of the Essex dorm.
- Dining hall data projects show a modest surplus.
  - Currently 82 students this semester with meal plans.
  - Plans are in place to hold those numbers into the Spring semester.

#### NCCC Foundation:

Erin Walkow reported:

- Steve Reed expressed his thanks to Erin for facilitating and coordinating meetings between the Foundation and NCCC members of their respective boards.
  - Erin expanded and thanked the board members who have been attending.

- A small task force has been created to send a clear message of investing in the community college.
- There is a work for a solid development plan with the focus on alumni engagement.
  - National Radiological Technology week outreach has been made to these future graduates.
  - Currently working on an alumni story form and will create a landing page on the foundation website. Erin shared that collaboration with Chris Knight has been essential for these outreach efforts through the website.
  - Researching tools to gain a better understanding of philanthropic outreach to alumni
- The 2023-2025 Opportunity Scholarship is currently unable to offer support at previous levels. Other ways to support students are being researched.
- Erin reported that the annual appeal letters have been sent and she is currently sending solicitation to local donors.
  - She requested members of the NCCC Board of Trustees to consider contributing to the NCCC foundation and to share this message to those who may be interested.

#### Old Business

None

#### New Business

- Steve Reed proposed to the board of trustees to look at personnel between advancement and enrollment. He wants to look at other institutions and their fundraising teams to how they compare to NCCC. He would like the board to think about adding to the advancement office 3 part-time employees, which would double the advancement office budget. He shared the merits of increasing this department as well as potential risks. He requested to continue the discussion at the next meeting. He expressed the move could have potential to have significant reduction in annual deficit.
- Joe shared with members of the board the upcoming community-wide event on the Malone campus. On December 9, 2022, will be welcoming Santa to their campus. The event will include activities, lite refreshments for children and their families, and offer them the chance meet with Santa.

#### Public Comment

None

#### Executive Session

Mark Moeller made the motion to enter Executive Session at 12:39 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mary Irene Lee seconded the motion. The motion was passed unanimously (6-0-0). Joe Keegan was invited to join the meeting at 12:39 p.m.

#### Adjourn

Mark Moeller made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (6-0-0). The Board meeting was adjourned at 1:15

p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Stacie G. Hurwitch  
Assistant Secretary, NCCC Board of Trustees

PENDING APPROVAL | 01/27/2023

Motion:

Second:

Action:





**Interim VPAA Report to the  
Board of Trustees  
January 27, 2023**

Please find the following report from the Academic Area.

**Academic Planning, Programs and Policies:**

**Spring 2023 Semester:** Spring classes begin on January 30<sup>th</sup> with registrations and new student orientation happening the week of January 23<sup>rd</sup>. The add/drop period ends on Friday, February 3<sup>rd</sup>.

**D2L Brightspace Transition:** There are seven faculty members piloting D2L Brightspace for the Spring 2023 semester and approximately 70 students. The IT Department has worked diligently with SUNY to set up the technical requirements and helping train faculty on the new system. We will reach out to those students affected by the change. Training for the rest of the faculty will occur during the spring and summer 2023 semesters.

**Policy Proposals:** Senate committees are reviewing two policy proposals aligned with SUNY initiatives: Micro-credential Policy (Curriculum Committee) and Credit by Evaluation Policy (Academic Policy and Standards). The new policies will specify how NCCC will implement the SUNY guidelines. **No new updates.**

**Program Approvals:**

**Approved by NYSED**

- **Advanced Emergency Medical Technician Certificate** (one-year certificate)
- **Teaching Assistant Certificate** (one-year certificate)
- **AAS Human Services** (Distance Learning format approved--95% online)
- **AS Child and Family Services** (Distance Learning format approved--95% online)

**Pending Approval**

- **AS Cybersecurity and Digital Forensics with Herkimer College**
- **AAS Chemical Dependency Counseling** (Distance Learning format--95% online)

**New Program Explorations:** On December 6<sup>th</sup>, we met with representatives from three community colleges (Mohawk Valley CC, Clinton CC, Jefferson CC) as well as regional healthcare facilities to discuss the possibility of partnering with Mohawk Valley to deliver a surgical technician program in the North Country region. There have been some follow-up meetings this month and the plan is to offer the program for the Fall 2023 semester.

**Nursing and Science Lab Upgrades:** JMZ staff continue to work on plans for the campus upgrades this summer. Those renovations will commence right after graduation in May.

**Grants and New Initiatives:**

**Here is a brief update on our grants:**

- **AAS Nursing Program Expansion:** The next step is to move this through our internal shared governance process and work with SUNY to submit the proposal to NYSED. **No new updates.**

- **Northern Borders Regional Commission Grant (Wastewater Operator Training):** Four students completed the Basic Operations course. Next steps are to host an Industry Roundtable with municipal, county, and state representatives to discuss planning the next round of course offerings. **No new updates.**
- **SUNY Consortium Grant Submission—Federal Department of Labor: No new updates.** Onondaga Community College is planning a convening of the consortium colleges to discuss next steps for grant planning. This grant focuses on Allied Health and Human Services pathways across New York State. **No new updates.**

Respectfully submitted,

Sarah Maroun  
Interim Vice President for Academic Affairs

## Vice President of Marketing and Enrollment

### Report to the Board of Trustees

Created January 23, 2023

#### Enrollment and Financial Aid Updates:

- **Major project updates:**
  - **SEM PLAN PROJECT:** Last week we dedicated two morning work sessions to further expand on the SEM Plan. The SUNY deadline was extended once again so we took the opportunity to add in more details and tactics given the recent grant funding that we were able to secure. These sessions were very important as all divisions of the college were at the table and we were able to get some very constructive feedback and were also able to look at ways to incorporate departments that traditionally have not seen their role in college enrollment. There are some events and initiatives coming out of this project that we are VERY excited about.
  - **SLATE CRM (Customer Relationship Management):** Through the SEM Planning process we have found quite a few items that could be optimized/organized through our use of SLATE. Earlier this month we worked to develop a College/Campus/Program Event Proposal ticketing system to help people better-plan their desired enrollment events on the front-end. Once the proposals are submitted, I take a look at them for viability then search for possible funding sources to make them happen. To date, we've received 11 proposals with a few that have already been scheduled to happen during the Spring semester. Additionally, SLATE was recently utilized to capture RSVP's for our Akwesasne Instant Admission & Registration Event that brought in 7 new students for Spring.
  - **North Country Navigator:** This project shows up multiple times in the SEM Plan and we will be bringing together a team this Spring semester to determine the next steps that'll happen over the summer. Most notably, we will be adding in student onboarding and orientation.
- **The Enrollment Team:** Our application volume for the Spring semester is currently up by 45 students so we have been spending most of our time on the final push to get them enrolled. During the holidays we planned out our travel for Spring that will be a step up from past years. Meredith has been assigning the college fairs to cover as many events as possible given our location and staff availability. Internally, we will be hosting our own Campus Visit Days the week of Feb 21<sup>st</sup> through 24<sup>th</sup> at all campus locations and Akwesasne. We will also be partnering with external entities to host Career Fairs at two of our campuses and will be scheduling in some Instant Admission & Registration Events at all locations.
- **The Financial Aid Team:** Mary Ellen has been working recently with our IT Department to set up our financial aid awarding to start in early February. Our student information system needs a critical update before we can complete setup and IT has already been setting it up for testing. If we can start awarding in February it will become a leveraging tool for us and it will allow students to start getting their funding in place sooner than in the past.

#### Marketing and Web Updates:

- Our Spring Registration campaign is running, and it will run into the first week of Spring classes.
- This month we also have targeted campaigns directed towards adult learners and also visitors to the FISU Games and Winter Carnival.
- Lastly, this week we are finalizing all plans, communications, and marketing materials for our upcoming Presidents Week Campus Visit Days. We expect this to be a very busy week for us.



# INSTANT ADMISSION & REGISTRATION EVENT

JAN 26 3 - 6 PM



EDUCATION CLASSROOM AT IONKWAKIOHKWARÓ:RON  
71 MARGARET TERRANCE MEMORIAL WAY



NCCC & Education Division  
Reps will be available for

QUESTIONS | REGISTRATION  
— —  
FAFSA | TLAP  
ASSISTANCE | APPLICATIONS  
— —



SAINT REGIS MOHAWK TRIBE  
EDUCATION DIVISION

Phone: 518-358-9721

Email: [education@srmt-nsn.gov](mailto:education@srmt-nsn.gov)



**In partnership with the Saint Regis Mohawk Tribe's Education Division, North Country will once again be offering courses at Akwesasne!**

Now, earning a degree from North Country Community College has never been more accessible. With select courses offered at the Ionkwakiohkwaroron Tribal Administration Building, on-campus courses at Malone and the availability of fully online courses, completing your degree is more achievable than ever before.



Spring 2023 classes begin the week of January 30th at all three campus locations, online and at Akwesasne! Now is the best time to get prepared for the upcoming semester. Sign up for an in-person or virtual visit with your dedicated Enrollment & Financial Aid Counselor, Samantha Phillips, by calling 518-354-5194 or emailing [SPHILLIPS@NCCC.EDU](mailto:SPHILLIPS@NCCC.EDU) today! You can also sign up to visit any one of our campus locations at [WWW.NCCC.EDU/VISIT](http://WWW.NCCC.EDU/VISIT).

**Ready to get started?**

North Country is offering three on-site courses for Spring 2023 along with a full complement of additional classes online.

- BUS 204 - Business Law II**
- BUS 212 - Marketing Principles**
- PSY 101 - Intro to Psychology**

For more information please contact Samantha at [SPHILLIPS@NCCC.EDU](mailto:SPHILLIPS@NCCC.EDU) or call 518-354-5194.

To apply for tribal funding, contact College & Career Services by emailing [EDUCATION@SRMT-NSN.GOV](mailto:EDUCATION@SRMT-NSN.GOV) and an Intake Coordinator will assist you throughout the process.



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**NCCC FOUNDATION**

**NORTH COUNTRY COMMUNITY COLLEGE**

For the last 55 years, North Country Community College (NCCC) has served the communities of Essex and Franklin counties at three locations- Malone, Saranac Lake and Ticonderoga. This year, the college will also offer classes at Akwesasne, part of an ongoing partnership with the Saint Regis Mohawk Tribe, and in correctional facilities in Ray Brook and Malone, as part of the Second Chance Pell program. The college has over 25 degree and certificate programs designed to give students the knowledge and skills to immediately enter the workforce or prepare them for transfer to a four-year college or university. These programs are aligned with regional and statewide workforce needs in the areas of business, digital & fine arts, environmental science & wilderness leadership, healthcare & nursing, criminal justice & human services as well as a host of pathways designed for transfer. By providing high quality, affordable and accessible education to our communities, NCCC continues to offer our students an education that will make them better citizens and community leaders throughout the region. There are few things in the world more important than providing access to affordable community-based education and training.

The North Country Community College Foundation is the philanthropic focal point for North Country. Through donations from individuals, foundations and corporations, the NCCC Foundation supports student scholarships, faculty and staff professional development and college-related special projects. The NCCC Foundation is committed to providing resources that have an immediate and powerful impact on our students.



» FOUNDATION SCHOLARSHIPS

One of the top priorities of the North Country Community College Foundation is to provide scholarships to our students and help them incur less debt to support their education. Each year we offer over twenty competitive scholarships. The funds are awarded based on academic performance, program and/or financial need. Scholarships are funded through both annual donations and endowed funds established by generous individuals, foundations, and corporations.

» OPPORTUNITY SCHOLARSHIP PROGRAM

Since 2020, the Opportunity Scholarship Program has helped to make a college education more accessible to non-traditional age students from Essex and Franklin counties as well as the Saint Regis Mohawk Tribe. This scholarship is designed for those without an associate's degree or higher whose responsibilities such as raising children and working, pose barriers to attending college and improving their employability and earning potential. Since its inception in 2020, the Opportunity Scholarship has awarded over \$230,000.00 to more than 320 students.

» MAKE A GIFT TODAY

Whenever one of us makes a commitment to NCCC we are rewarded when we witness the transformative impact public higher education has on students, families and employers. Lives are changed through our efforts, the scholarships we provide and the innovative programs we help to make possible. To learn more about the NCCC Foundation, please visit [NCCC.EDU/FOUNDATION](https://NCCC.EDU/FOUNDATION) or reach out to Erin Walkow, Foundation and Development Director at [EWALKOW@NCCC.EDU](mailto:EWALKOW@NCCC.EDU).

» STUDENT STORIES

"My name is Ava and I am a 29 year old full time student and a full time single mother of 4 small kids most days- but 2 every single day, always. This scholarship will help me in so many ways! This amount will cover what I had to pay out of pocket for books this semester, which helps me pay for Christmas for my children! I am so thankful to the Opportunity Scholarship for picking people to be granted this, and I am extremely thankful that I was picked this time around! It feels good and gives me a push to continue doing my best in my college courses. Thank you very much!"



— Ava Gallucci

"I was actually quite surprised to get this! As a single mom of 2 young children, making the decision to go back to school was not an easy one, mainly due to finances. That \$500 scholarship makes a big difference to someone in my position! I am eternally grateful for the help I have received so I can continue my education and make a better life for me and my babies. Thank you so much!! And this is me and my 2 kiddos who mean the absolute world to me, and my reason for doing it all!"



— Kim Young



# TIME **2** REGISTER

**REGISTRATION** for the upcoming semester is still open to Incoming students but not for long! Visit [NCCC.EDU/SPRING](http://NCCC.EDU/SPRING) to view the courses that will be offered. To begin the advising & registration process, call **888-TRY-NCCC** or email [ADMISSIONS@NCCC.EDU](mailto:ADMISSIONS@NCCC.EDU)!



**NC** North Country Community College  
Sponsored · 🌐

This February, we honor the indomitable spirit of the Saranac Lake Winter Carnival. Don't miss the ice palace or fireworks!



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**Come NC Winter Carnival!**  
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# Spring 2023 Application Volume

Generated on 01/23/2023 at 09:38:36 AM ET

## Application Categories

Metric	Spring 2023 Applications	Spring 2022 Applications
Spring Applications (total)	308	263
Decided	190	
Applications Under Review (Competitive Admission ...	4	
Incomplete Applications	68	
Withdrawn Applications	46	

## Admissions Decisions

Metric	Spring 2023 Applications	Spring 2022 Applications
Decided Applications (total)	190	
Accepted Students	187	
Standby Queue (PN, RAD, ADN)		
Denial	3	

## Yield (Intent to Enroll)

Metric	Spring 2023 Applications	Spring 2022 Applications
Admitted: Confirmed Intentions to Enroll	138	
Admitted: Declined Admission	23	

## Fall 2023 Application Volume

Generated on 01/23/2023 at 09:39:27 AM ET

### Application Categories

Metric	Fall 2023 Applications	Fall 2022 Applications
Applications (total)	624	565
Decided	229	
Applications Under Review (Competitive Admission ...	90	
Incomplete Applications	250	
Withdrawn Applications	13	

### Admissions Decisions

Metric	Fall 2023 Applications	Fall 2022 Applications
Decided Applications (total)	271	
Accepted Students	265	
Standby Queue (PN, RAD, ADN)	6	
Denial		

### Yield (Intent to Enroll)

Metric	Fall 2023 Applications	Fall 2022 Applications
Admitted: Confirmed Intentions to Enroll	41	20
Admitted: Declined Admission	1	2

# Student Affairs

NCCC.EDU/STUDENT-SUPPORT  
NCCC.PRESTOSPORTS.COM

## January 2023 BOT Report

ANGELA BRICE – ASSISTANT DIRECTOR OF STUDENT LIFE  
& DIRECTOR OF RESIDENCE LIFE & HOUSING

JERRAD DUMONT – ATHLETICS FACILITY MANAGER

KENT EGGLEFIELD – SPORTS INFORMATION

KATHY GOODROW – OFFICE ASSISTANT

KIM IRLAND – INTERIM ASSOC. VP OF STUDENT AFFAIRS,

COLLEGE DIVERSITY OFFICER, AND TITLE IX COORDINATOR

BRUCE KELLY – COORDINATOR OF STUDENT LIFE

CHAD LADUE – ATHLETICS DIRECTOR

### Athletic Department News:

- Reminder, the Athletics Department launched a streaming service through **Hudl TV** so students, families, and community members can now watch games live online or view past games at: <https://www.team1sports.com/college/?S=ncsaints>
- Pre-Season Basketball has been in full swing this month. Latest scores and upcoming schedule of games always available at <https://nccc.prestosports.com/>



### Counseling Partnership News:

- **NEW** – Launching at the start of Spring 2023 semester, NCCC has joined the **SUNY Student Tele Counseling Network** (STCN), facilitated through SUNY Upstate Medical University. SUNY STCN is a grant funded initiative through SUNY legislature which offers psychiatric care through HIPAA compliant Zoom sessions to SUNY students who reside in New York State, including medicine management and psychotherapy (CBT and DBT as well as regular therapy). These services are completely free for SUNY students! For a referral to the Student Telehealth Counseling Network, please contact the Associate Vice President of Student Affairs.

### Career & Transfer Services News – Updates to come in February.

### Diversity, Equity, Inclusion and Social Justice (DEISJ) & Title IX News

- More Newsletters to come in 2023. Revisit all our Diversity Newsletters online at <https://nccc.edu/about/diversity/>
- The Diversity Task Force has several Spring 2023 initiatives planned including:
  - Common Read for students and employees with book discussion TBD in April
  - Homegrown DEISJ Climate Assessment Survey (last administered in 2018)
  - A 30 Day Challenge for employees to engage in DEISJ action

### Student Life News – Updates to come in February.

### Campus Safety and Community Standards News

- Executive Assistant to the President, Stacie Hurwitch, and AVPSA, Kim Irland, launched a deep review of the College's Emergency Response Plan in January with input from campus stakeholders. Review and edits continue. Members of the Administration and Emergency Response Team also participated in a Communications Drill on January 20 to simulate and review components of our emergency communications plan.
- Alliance for Positive Health will provide a second free virtual Narcan training on Thursday, January 26 as part of Opening Week for faculty and staff.

**North Country Community College  
President's Report to the Board of Trustees  
January 27, 2023**

Greetings to you all,

...on this last Friday in January. Our Winter Break, which was extended by a week to accommodate the FISU games, has ended and classes resume next Monday. We are looking forward to our students' return and we start this new semester, as we do every semester, with excitement and hope for their success.

These continue to be challenging times for higher education, and North Country is not immune from them. That said, we have not been standing still; rather there has been much thought and action put into recruiting, retaining, and supporting students in their efforts to be successful. Our Enrollment team has been active in outreach, campus visits, and putting the finishing touches on an updated Strategic Enrollment Plan. The faculty saw new certificates in Teaching Assistant and AEMT approved by NYSED, along with online options in the Human Services and Child and Family Services.

We have begun to map out a process to update our strategic plan and have been reviewing several Board policies that we expect to make it your way this semester. And we have spent many hours working on plans to bring our expenses in line with our revenues, something that will continue through the semester as well.

As we begin this semester, I have faith that our community, which is and has been our greatest strength, will move through this period guided by our trust in the basic goodness of one another and a shared commitment to our students and mission.

Looking forward to being with you,

Joe

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★ **Campus and External Relations**

Below are some highlights of events, contacts, and interactions that I participated since the Board's last meeting:

<b>Date</b>	<b>With</b>	<b>Location</b>
12/19/22	Essex County – Finance Committee	Elizabethtown, NY
12/19/22	Essex County – Recruitment & Retention Comm	Elizabethtown, NY
12/19/22	Dianna Dudley – CSEA President	Conference Call
12/19/22	North Country Presidents	Zoom
12/20/22	Erin Walkow, NCCC Foundation Director	SL Campus
12/20/22	Cathleen McColgin & Andres Pazmino	Zoom
12/22/22	NYCCAP   NYCCT Gov't Relations Committee	Zoom
12/22/22	Advocacy Team call with Travis Proulx, SUNY	Conference Call
12/22/22	Cathleen McColgin, Herkimer CC President	Teams
12/28/22	SUNY Chancellor King	Conference Call
01/03/23	Karin Green, JMZ Associate	Zoom

01/03/23	Meeting with Matt Golden (Asmby Ways & Means)	Zoom
01/05/22	NYCCAP   NYCCT Gov't Relations Committee	Zoom
01/05/23	NYCCAP Meeting	Teams
01/17/23	Erin Walkow, NCCC Foundation Director	SL Campus
01/18/23	NCCC – Workforce Development Partnership	Zoom
01/19/23	NYCCAP   NYCCT Gov't Relations Committee	Zoom
01/20/23	NYCCAP and Global Foundries Meeting	Zoom
01/20/23	NCCC Emergency Response Team – Communications Drill	Teams
01/23/23	Erin Walkow, NCCC Foundation Director	SL Campus
01/23/23	Advocacy Team meeting with NY Assembly Speaker's Office	Zoom
01/23/23	Suzanne Lavigne, Fr County CSB	Phone
01/24/23	Advocacy Team meeting with Assemblyman Jones	Zoom
01/24/23	Advocacy Team meeting with Meryl Tisch, SUNY Board Chair	Zoom
01/24/23	NCCC Welcome Back Meeting	Hybrid
01/25/23	SUNY CC – State Budget Advocacy Meeting	Zoom
01/25/23	Sam Weeks, NCCC Student BoT Member	Zoom
01/27/23	Assemblywoman Fahy, Higher Ed Committee	Zoom
01/27/23	Assemblyman Stripe, Higher Ed Committee	Pending

### ★ **Board Matters**

There are several items before the Board this semester. This includes:

- **Board Bylaws:**
  - ⑩ **Meeting Number:** A proposal to consider whether to change the minimum number of meetings each year from the current ten (10) to a reduced number more aligned with business brought before the board.
  - ⑩ **Meeting Modalities:** A proposal to consider adopting a policy allowing members to participate remotely and be able to vote, provided that a quorum has been established.
- **Board Policies:** several Board policies under review or creation are working their way through our shared governance process. These include the *Vehicle Parking, Sexual Harassment Prevention, Name Change, Procuring and Contracting, Deposit and Investment, Conflict-of-Interest (College Employees)* and a new *Workplace Violence Prevention Policy*. There is also a review of the Board's *Conflict-of-Interest Policy* to take place.
- **Board Appointments:**
  - ⑩ **Governor's Appointments:** No updates to report.
  - ⑩ **County Appointments:** We have been exploring some candidates to recommend to our county sponsors to fill the vacancy that will come to be in July 2023 with our Chair, Steve Reed's departure.

### ★ **Budgeting and Planning**

- **2022-2023 Budget:** Erik is providing an updated forecast for the 2022-2023 year. Budget managers are also looking to trim expenses where possible. We have held filling vacancies, two in facilities alone, as means to reduce expenses. The improvement in our Spring 2023 enrollment projections is expected to help close some of the deficit we have had this year. We'll have better figures on that post-verification in February.

★ **2023-2024 Budget:**

- **Budget Development:** Erik Harvey and Brian Pelkey have been working on the draft of the 2023-2024 budget, with the requests for departmental/area budgets going out to budget managers soon.
- **Budget Advocacy:** The New York Community College Association of Presidents (NYCCAP) and the New York Community College Trustees (NYCCT) advocacy committees have been meeting with legislative leaders and members of the Governor’s Office over the last month. As a member of the NYCCAP Advocacy Committee, I have participated in several of the meetings and expect that to continue through March. The ask is for a) 100% floor funding at the 2022-23 levels, b) a 4% increase in our base aid funding to support ongoing operational costs, and c) continued funding of a \$60M allocation to support new enrollment initiatives across the system and sector.

★ **Spring 23 Enrollment**

Here is a snapshot of Spring 2023 enrollment as of 01/23/23:

Report Date: 01/23/23	Final at verification	Final at verification	Final at verification	Final at verification	YTD	YTD	YTD	
	SP-18	SP-19	SP-20	SP-21	SP-21	SP-22	SP-23	
First Time	34	22	39	25	31	28	31	10%
Re-Admit	40	55	41	50	53	47	58	*(26 midyear PN/RN)
Transfer	42	37	26	34	39	24	36	33%
Continuing	690	605	577	520	529	467	425	-9%
<b>Total:</b>	806	719	683	629	652	566	550	-3%

	Final SP18	Final SP19	Final SP20	Final SP21	Final SP22	YTD SP21	YTD SP22	YTD SP23	
Headcount	836	838	723	652	600	652	566	574	-3%
AAFTE	356	353	298	255	230	264	227	231	2%

	Final at verification	Final at verification	Final at verification	Final at verification	Final at verification	YTD	YTD	YTD
	SP-18	SP-19	SP-20	SP-21	SP-22	SP-21	SP-22	SP-23
Saranac Lake	404	377	350	305	192	312	206	225
Malone	291	305	248	226	88	234	104	115
Ticonderoga	117	116	73	85	43	74	48	46
Online	24	40	52	36	228	32	208	164
<b>Total:</b>	836	838	723	652	551	652	566	550

★ **Strategic Enrollment Management (SEM) Planning**

Last week, Kyle Johnston led the SEM Planning group in a review and updating of the College’s SEM plan. The group established several enrollment goals aimed to strengthen our enrollment, from intake to completion. Several of these are already underway with others slated to roll out over the coming months. Many thanks to Kyle and Sarah Maroun for their leadership on this and to all who participated.



Relatedly, the Enrollment team is coming off an active Fall 22 schedule where they had over 100 high school and BOCES visits, participated in several college fairs, and participated in four financial aid nights, not including the numbers of campus visits they held. Their efforts related to the Spring 23 semester were much appreciated and after this week Fall 2023 becomes the focal point once again. They are already gearing up for the Spring 23 semester, with over 25 events slated thus far.

### ★ **Foundation**

Here are a few highlights from Erin's work these past several weeks:

- *2022 Year-end Totals*: \$122,000 (up 30% from 2021);
- *LiveAlumni*: Moving forward with this to better connect with alumni, an initiative within our 2020-2023 strategic plan; .
- *Foundation Composition*: Farewell and many thanks to Chuck Van Anden, President of the NCCC Foundation who leaves the Foundation Board in February 2023 and will be transitioning to the Foundation Advisory Council. Tom Finch is slated to replace Chuck as Foundation President. We also bid farewell and extend our gratitude to Susy Cantwell, who has been a member and generous benefactor of the Foundation for many years. Susy has left the Board as of December 2022.
- *Gifts*: Erin received notice of two new gifts to the Opportunity Scholarship: \$10,000 from The Birdsong Foundation and \$7,000 from The Cloudsplitter Foundation.
- *Joint BoT/Foundation Board Task Force*: Erin has been hosting a joint Foundation Board/Board of Trustees fundraising task force to address fundraising strategies. We expect the group will provide some recommendations to the Foundation that align with the College's strategic plan and the Foundations bylaws.
- *Foundation Land Holdings*: No update on the Colony Court. The Cantwell property is slated to be surveyed in the near future.
- *Outreach and Networking*: Erin has six (6) grant applications pending and we are hoping to hear from each over the next few weeks.

### ★ **Strategic Plan**

In the waning weeks of December 22, we began work on a process to update the 2020-2023 Strategic Plan. Working with PC and LRSPC, there was agreement that the bones of the plan are solid, and we would benefit from a smaller universe of strategies and initiatives to focus on, particularly as we emerge a period of incredible tumult in society and in higher education. More will be shared in future months.

In terms of the current plan, here is an update on initiatives that are underway:

- *"Right-size" College operations to enrollment/finance and "work smarter" improving efficiencies across functional areas*: program and campus analyses have been largely completed; the academic programs will begin to review those over the next month or so.
- *New Revenue Streams to Support Mission and Student Experience*: \$250,000 SAM Grant funding for Malone science lab; joint BoT/Foundation Fundraising Task Force; meetings with potential donors; Foundation adoption of Donor Perfect, Foundation exploration of grants and Live Alumni, Foundation Strategic Plan development; Foundation to sell Colony Court

- *New Academic Programs: Teaching Assistant Certificate* approved by NYSED; *AEMT Certificate* program approved by NYSED; Wastewater training launched Sept 9, 22; EMT courses run in Fall 22 on in Ti for Spring 23; AEMT courses running in ML and SL Spring 23 *Digital Advertising and Design Certificate* approved by SUNY and NYSED; jointly registered AAS *Cybersecurity and Digital Forensics* degree with Herkimer CC approved by the Board in April and readying for SUNY; new programs in *healthcare* are being explored including partnership with Mohawk Valley CC to deliver a surgical tech program.
- *Expand Partnership with St. Regis Mohawk Tribe:* Returned to Akwesasne for Fall 22; three offerings running in Spring 23; ongoing outreach to the Akwesasne community through quarterly slot on CKON.
- *North Country CC – Workforce Development Partnership:* Perkins 2022-23 grant received; NAHEC Collaborative.
- \$1M grant received to help *modernize Nursing Labs* on all three campuses; scoping study is completed; grant application was approved; JMZ Architects is working on the design elements, including ML science lab; Building permits being secured and Haz Mat surveys planned
- *Reinvest in health careers and health science programs:* Nursing lab modernization and new academic program exploration. *Associate Degree of Nursing* expansion proposal; EMS equipment and personnel funding from SUNY; Perkins funding for EMS equipment; Malone and SL science lab improvements

★ **Opportunities and Partnerships**

- *The US Department of Labor (USDOL) Strengthening Community Colleges Grant* – the College received \$366,000 over three years as part of this consortium to enhance credit and non-credit pathways in the health and human services areas.
- *Northern Area Health Education Center (NAHEC):* We continue to work with the NAHEC on a project that we believe will help serve our communities and have a positive impact on enrollment, particularly in the health care related fields.

★ **COVID-19 Matters**

There are no changes to the SUNY guidance related to COVID-19. We are expecting the following for Spring 2023:

- *COVID-19 Vaccinations:* will continue to be required for a) all students taking in-person classes on college property and taught by college employees, either credit or non-credit, and b) residential students. Remote students who are not vaccinated must be limited to campus access. SUNY has defined this as no more than once a week and the College is following their lead.
- *COVID-19 Boosters:* will not be required for any student and are not expected to be for Spring 2023. Boosters are, however, encouraged.
- Remote students will not be required to be vaccinated in order to participate in commencement.
- Testing is no longer required and based on the recommendations of our public health partners we are suspending surveillance testing. Those partners noted that we could always revisit if there was a need to do so.

### ★ Information Technology (IT)

Scott Harwood and the IT Department have been continuing to prepare for the shift to D2L/Brightspace, which launches with a pilot group this Spring 23. In addition:

- *IT Checklist:* Scott, working with Sarah Maroun, developed and deployed an IT checklist for classrooms this semester. With an ever-increasing reliance upon instructional IT, the hope is that this system will prevent some issues, particularly at the outset of each semester.
- *ML LAC Computer Upgrades:* new computers were provided for the ML LAC over the break.
- *New Switching:* new switches were installed over the break to support the adoption of the newer security cameras.
- *Emergency Systems:* A communications drill on the use of Emergency Systems, in particular the intercom system through Singlewire, was undertaken on January 20<sup>th</sup>, 2023. Each of these steps strengthens our ability to respond in the event of an emergency.

### ★ Facilities

- Our Maintenance crew has been in full winter mode, keeping the campuses free from snow and ice.
- ML Campus Roof: plans to repair missing fascia and restructure the roof slopes above entryways is being planned. A contract from RSI Roofing out of Massena was received and reviewed by our legal counsel.

### ★ NCCCAP

On December 1<sup>st</sup>, 2022, I met with NCCCAP President, Dave Merrick, with a request to convene the 8.2 Committee, a six-member body composed of three (3) NCCCAP and three (3) administrative appointees, to receive, review, and eventually recommend alternatives to a plan that would involve a reduction in force in order to reduce the budget deficit for the 2023-2024 year and improve our budget outlook in the future. I have asked Dave to join me to receive the report from the committee which I expect over the next week or so.

### ★ CSEA

While CSEA does not have the same contractual provisions of NCCCAP regarding how to proceed with a plan to reduce the workforce, I met with CSEA President, Dianna Dudley, to make her aware of the need to do so and to confirm with her our desire to ensure that, as the planning progresses, CSEA has a voice in recommending how the administration proceeds.

### ★ Middle States/SUNY/NYSED

#### **MSCHE Updates**

- MSCHE confirmed that a) the required verification visit for schools whose reaccreditation visit was fully online will occur in Spring 2023, and b) the accreditation process is changing, discontinuing the mid-point peer review process (MPPR) to be replaced by an enhanced Annual Institution Update (AIU).

**SUNY Updates:**

- *Chancellor:* SUNY appointed Dr. John King, the former US Secretary of Education and former NYSED Commissioner, as its 15<sup>th</sup> Chancellor effective. I had a nice chat with Dr. King in late December 2022 and expect him to visit our campus sometime this year as he makes his way to each of the 64 SUNY campuses.
- *Academic Affairs and System Provost:* no updates.

**NYSED Updates:**

- The *Teaching Assistant Certificate* and *online options for the AAS Human Services and AS Child and Family Services* were approved by NYSED.

That's all for now. Gratefully yours,

Joe

Joe Keegan  
President  
North Country Community